



# MINISTRY OF LABOUR AND SOCIAL SECURITY

## Annual Performance Report

**2014/2015**

**ANNUAL  
PERFORMANCE  
REPORT  
2014/2015**

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## MESSAGE FROM THE MINISTER



Once again, I am pleased to present the **Annual Performance Report** of the Ministry of Labour and Social Security, highlighting its activities and achievements for the Financial Year (FY) 2014-2015.

During this period, we intensified our focus and energies on our core functions of promoting stable industrial relations, facilitating employment opportunities, maintaining an effective and responsive labour market, and in providing social protection for all, especially the disadvantaged and vulnerable.

Against the background of the stringent fiscal demands of our existing agreement with the International Monetary Fund (IMF) we have managed as a Ministry to achieve some notable successes as is demonstrated in this **Annual Report**.

In particular, the Ministry has been able to continue to provide for vulnerable citizens, through its various programmes such as PATH, Steps To Work and the Social Intervention Programmes (SIPs).

We also intensified the drive for a “Productivity Revolution” in Jamaica. Going forward, this will involve greater partnerships between the Jamaica Productivity Centre (JPC) and external stakeholders in the trade union movement, the private sector, Government Departments and Agencies and the schools in an effort to boost job creation, reduce poverty, and increase competitiveness of industries and economic growth.

One of the highlights of our achievements in the 2014-2015 FY was the passage into law of the **Employment (Flexible Work Arrangements) Miscellaneous Provisions) Act**, as a tool for the enhancement of the business environment for investment and expansion, and the **Disabilities Act 2014**, designed to ensuring greater participation and integration of persons with disabilities in Jamaica.

Looking ahead, the Ministry of Labour and Social Security will be playing a far greater role in the alignment of its policies and programmes with the national Growth Agenda and the national Development Plan Vision 2030. In this regard, our priorities will encompass the following:-

- Ensuring an adequately funded Social Protection System to protecting the most vulnerable and marginalized groups;
- Contributing to economic growth and social development by-
  - I. Increasing workplace productivity;
  - II. Facilitating increased employment within the context of the Decent Work Agenda;
  - III. Enabling a more efficient labour market;
- Maintaining a harmonious industrial relations climate, and
- Ensuring a safe and healthy work environment.

In pursuit of these goals, the Ministry will be increasing its focus on the long-standing matter of occupational safety and health, as we expect to have a settled statute by the end of the new financial year. As a preliminary step in this direction, plans are advanced to introduce the Worker’s OSH Passport as an initiative to train and sensitize workers in OSH competence to fit local or international employment standards.

In the area of labour market reform, the recently appointed Labour Market Reform Commission (LMRC) is

expected within the next two years to make recommendations to the government for the modernisation of the Jamaican labour market. Towards this end, it will focus on the thematic areas of Education and Training, Productivity, Technology and Innovation, Labour Policies and Legislation, Social Protection, and Industrial Relations (institutions, customs and practices).

In the area of social protection and inclusion, the Ministry will also endeavor to ensure the sustained viability of the National Insurance Scheme (NIS), and envision that by the year 2030, Jamaica's contributory social assistance coverage will be in line with international standards. Our spotlight on the elderly, furthermore, will encompass the completion of a modern National Policy for Senior Citizens.

Finally, as the Ministry of Labour and Social Security moves forward with what is a highly ambitious agenda for the 2015-2016 FY, we propose to do all we can to enhance the goals of national economic development within the context of our prevailing agreements with multi-lateral lending agencies.

Towards this end, I re-commit the time, skills and energies of the dedicated team of the Ministry of Labour and Social Security to the task of making Jamaica "*the place of choice to live, work, raise families and do business*" in keeping with the country's 2030 development aspirations.

The Honourable Derrick Kellier, CD, MP.  
Minister of Labour and Social Security  
April 2015

## MESSAGE FROM THE PERMANENT SECRETARY



It is truly an honour to take over the baton of Permanent Secretary from a distinguished public servant, Mr. Alvin McIntosh, who served in this Ministry for over 25 years. During my sojourn I commit to continue the judicious and rigorous administration of the various programmes, projects and activities within the Ministry.

The Ministry of Labour and Social Security plays a pivotal role in nation-building and touches the lives of all Jamaicans at some point in their lives.

Although the 2014/2015 Financial Year proved challenging, the Ministry was able to record some significant achievements.

The long awaited **National Disabilities Act 2014** and the **Flexi-work Arrangements Act** were both passed during this legislative period. Cabinet also gave approval for the implementation of a graduation strategy for beneficiaries under the Programme of Advancement through Health and Education (PATH). This strategy seeks to move persons from “Welfare to Work” through the provision of labour market services. Tremendous focus was placed on increasing the level of social work and case -management services to our welfare clients.

During the period under review some 51,000 new persons were registered under the National Insurance Scheme (NIS). A comprehensive actuarial study on the National Insurance Fund (NIF) was also completed and tabled in the Parliament.

The Labour Market Information System (LMIS) and Electronic Labour Exchange (ELE) services were also strengthened with additional staff, and stronger linkages were forged with the private sector and other government bodies.

The Ministry recognises that its *raison d'être* is “service to our people”. In this regard, whilst we will continue to engage our major stakeholders, we will continue to ensure that we put people at the centre of everything that we do.

In the 2015/16 financial year, focus will be placed on plans to modernize and transform the National Insurance Scheme (NIS). The provision of alternate payment methods for pensioners, and the revision of various sections of the National Insurance Act and Regulations geared towards ensuring the viability and sustainability of the Scheme will be implemented.

The Ministry will also seek to increase the level of collaboration with Agencies such as the HEART Trust/NTA to ensure that the skills -gap in the labour market is satisfied through training and certification. There will be an expansion in the transportation allowance provided to PATH students who are chronically non-compliant; and the Ministry, through the PATH programme will continue to support the Ministry of Education’s efforts at modernising the school feeding programme

Furthermore, greater attention will be placed on the disability sector. Our work will include the development of a national registry of persons with disabilities that will provide a platform for the creation of evidence-based

policies and programmes for persons with disabilities. The construction of new and improved facilities for the Early Stimulation Programme is expected to commence; while work will be advanced on establishing the Disabilities Tribunal and the Jamaica Council for Persons with Disabilities as a corporate body.

In the year ahead the **Occupational Safety and Health Act (OSHA)** will take centre stage in our legislative calendar. The OSHA is intended to replace the existing **Factories Act** and will provide for greater safety and health standards within all areas of work.

Our mantra going forward will be efficient and effective customer service delivery in the achievement of the Ministry's objectives. Therefore, we will continue efforts to develop a modern, efficient, and customer-friendly public sector organization.

I wish to use this opportunity to thank all the staff for their strength of fervor and dedication to duty. I look forward to their continued support as we move towards improved levels of efficiency, competitiveness and productivity.

Colette Roberts-Risden  
Permanent Secretary  
Ministry of Labour and Social Security  
April 2015

## “CHANGING OF THE GUARD”

**ALVIN HARRIS MCINTOSH, CD, JP**, retired from the Ministry of Labour & Social Security in December 2014, having given 25 years of distinguished service as Permanent Secretary. He has the enviable record of being the longest-serving Permanent Secretary in Jamaica, having served with six different Prime Ministers from the country’s two major political parties and 14 Ministers of Government.

Mr. McIntosh was appointed Permanent Secretary in the Ministry of Pensions and Security in 1989 and, in 2001, assumed responsibility for the combined Ministries of Labour and Social Security. Prior to these appointments, he was the Director of Public Assistance in the Ministry of Social Security. He also served in the Department of Correctional Services and did a brief stint in teaching at the St. Anne’s Secondary School.

As Permanent Secretary, “Mr. Mc” (as he was affectionately known) contributed significantly to building the professional ethos of the Ministry. He leaves behind a legacy of public administration based on strategic thinking, deep analysis and scholarly investigation rather than rigid bureaucratic principles.

He also administered a wide range of people-centered policies, programmes, initiatives and activities, designed to empower ordinary Jamaicans and imbue them with a sense of hope and confidence, especially the vulnerable and less fortunate.

Mr. McIntosh began his early education at Bethany Primary school in St. Ann, and later pursued teacher training at Mico Teacher’s College in Kingston. He obtained a Bachelor’s degree and a Diploma in Management from the University of the West Indies, Mona, and his Master’s degree from the prestigious University of Wales in the United Kingdom. He was recipient of the Hubert H. Humphrey Fulbright Fellowship in 1986 and pursued studies in Human Resource Management at the City University of New York (CUNY).

Mr. Alvin McIntosh - Commander of the Order of Distinction, Justice of the Peace, and Permanent Secretary *par excellence*.



Retiring Permanent Secretary, **Mr. Alvin McIntosh** speaks at his send off function on **December 16, 2014**. Seated (from left) are new Permanent Secretary, Mrs. Colette Roberts-Risden; Mrs. McIntosh (wife), Hon. Derrick Kellier and Mr. Ralston Hyman, NIF Board Chairman.

**MRS. COLETTE K. ROBERTS-RISDEN** is the new Permanent Secretary in the Ministry of Labour and Social Security, having succeeded Mr. Alvin McIntosh.

Those who have worked with Mrs. Roberts-Risden describe her as an ardent, energetic, visionary with a dogged determination for success and a stickler for details. She first joined the public service in 1993 as a Cartographer with the Statistical Institute of Jamaica (STATIN). She then went on to the Management Institute for National Development (MIND) in April 1997 as a Research Fellow and was subsequently appointed to the Ministry of Labour and Social Security on January 3, 2000 as Director of Public Assistance. In May of 2007, she was promoted to Director of Social Security, and served in that capacity until her re-assignment in January 2011 to the Office of the Prime Minister as Chief Technical Director.

Throughout her career, her main area of specialization has been social development. She has participated in numerous local courses, workshops and represented Jamaica at several international conferences in social development and identity management. She was instrumental in the design and implementation of the Programme of Advancement through Health and Education (PATH).

Mrs Roberts-Risden attended Meadowbrook High School, where she was a member of the Jamaica Combined Cadet Force and attained the rank of Sergeant. She held positions of Secretary and External Affairs Committee Chairpersons for the Students Guild at the University of the West Indies. In 1991, while serving as External Affairs Committee Chairperson, she helped orchestrate a student strike on all three campuses (Mona, Cave Hill and St Augustine) against the introduction of tuition fees.

Mrs. Roberts-Risden is a graduate of the University of the West Indies from which she obtained a Bachelor of Arts (Honours) in Geography and Economics and a Master's of Science in Development Studies from the Consortium Graduate School. She is married with three children.

She assumed office on January 2, 2015.

## **BRIEF HISTORY, AIMS AND RESPONSIBILITIES OF THE MINISTRY OF LABOUR AND SOCIAL SECURITY**

The Ministry of Labour and Social Security is concerned with matters affecting individuals in their capacity as workers, employers, members of the country's labour force, NIS pensioners, persons with disabilities, senior citizens and PATH/Public Assistance beneficiaries.

The responsibilities of the Labour Division are administered through the Industrial Relations, Manpower Services and Occupational Safety & Health Departments. The work of the Social Security Division is carried out through the National Insurance Scheme, Public Assistance programmes (PATH) as well as Programmes for persons with Disabilities and Senior Citizens.

The Labour Division of the Ministry commenced operations in 1938 as an Employment Bureau. It was the first official response to growing unemployment, which was spreading throughout Jamaica at the time. The relationship between employer and employee at the time was one of master and servant. This gave rise to grave economic disparities as most persons received low wages and had poor living and working conditions. With this there was a need for the development of an agency to monitor the working conditions that existed in the labour market.

In response to a need for social programmes which cater to all sections of the population, a planning team was established in the Ministry of Labour to develop a social security scheme.

This gave rise to the National Insurance Scheme (NIS). It is a compulsory contributory social security scheme, which offers financial protection to the worker and his family against loss of income arising from injury on the job, incapacity, retirement and death of the contributor.

The Ministry obtained technical assistance from the International Labour Organization (ILO) to develop proposals for this Scheme. The National Insurance Scheme Act was passed in 1965 and became effective April 4, 1966. When the Scheme was established, it incorporated the Sugar Workers' Pension Scheme.

The Social Security Division of the Ministry seeks to provide a social safety net through the efficient administration of the contributory NIS and non-contributory Public Assistance Programmes.

### **MANDATE**

- i. Promote productivity growth;
- ii. Promote stable industrial relations climate;
- iii. Maintain an effective labour market; and
- iv. Provide social protection, especially for the most vulnerable.

## **VISION**

To be the premiere Ministry contributing to national development through the provision of efficient and effective labour and social security services within the context of a globalized economy.

## **MISSION STATEMENT**

To promote a national productivity culture, a stable industrial relations climate, an efficient labour market and effectively managed social protection programmes particularly for the most vulnerable, within the framework of the decent work agenda.

## **CORE VALUES**

Accountability, Integrity, Responsiveness, Results-Orientation and Transparency

## **THE PRIORITY PROGRAMMES AND PROJECTS OF THE MINISTRY**

- Social Protection Programmes and Projects;
- Labour Market Reform Programmes; and
- Employment Programmes.

## **STRATEGIC OBJECTIVES**

These objectives are broadly defined actions the Ministry must achieve to make its strategies succeed.

The Ministry's strategic objectives are to:

1. Provide high quality labour and social security services to customers;
2. Strengthen the social protection system in Jamaica;
3. Strengthen working relations with appropriate stakeholders in the labour market;
4. Continuously improve the integrity, effectiveness and efficiency of all programmes/projects;
5. Ensure prudent financial management of budgetary allocation and NIF investments;
6. Improve adherence to GOJ's policies and guidelines;
7. Increase the levels of non-governmental support;
8. Increase opportunities for local and overseas employment;
9. Modernize legislations/policies;
10. Introduce new products/services and re-engineer business processes;
11. Improve the strategic performance of the Ministry and ensure alignment of Plans with Budget;
12. Upgrade the information technology (IT) machinery in keeping with modern technology; and
13. Adapt a results-driven productivity culture.

## **STRATEGIC OUTCOMES**

These are long-term and enduring benefits to Jamaicans that stem from the Ministry's mandate, vision and efforts.

The strategic outcomes of the Labour Division are:

1. An efficient and effective labour market;
2. Enhanced economic development through the promotion of productivity growth;
3. Safe and healthy workplaces;
4. Increased access to local and overseas employment;
5. The operation of an effective system to facilitate information flow between job seekers,

- employers, educational institutions, investors, etc.;
6. Minimum wage rates for the protection of workers;
  7. Adherence to national labour legislations and core labour standards as set out in the ILO conventions.

The strategic outcomes of the Social Security Division are:

- Increased compliance with the NIS;
- A prudently managed NIF which will ensure long term sustainability and the provision of improved benefits;
- A strengthened social protection system to increase its impact particularly on the poor and vulnerable;
- Equal opportunities for the vulnerable and groups with special needs;
- Active and productive ageing and full participation of senior citizens in all aspects of national life.

### **PORTFOLIO AREAS**

The main responsibilities of the Labour Division are administered through Industrial Relations, Manpower Services and Occupational Safety and Health.

- ❖ The Sections that fall under Industrial Relations are:
  - Conciliation and Pre-conciliation;
  - Pay and Conditions of Employment Branch (PCEB);
  - Industrial Disputes Tribunal (IDT);
  - Minimum Wage Advisory Commission (MWAC);
  - Labour Advisory Council (LAC);
  - Child Labour; and
  - International Labour Agency & Information (ILA&I).
  
- ❖ The programmes administered by the Manpower section are:
  - Overseas Employment;
  - Overseas Workers Compulsory Savings;
  - Local Employment/Electronic Labour Exchange (ELE);
  - Family Services Unit (FSU);
  - Employment Agencies; and
  - Work Permit.
  
- ❖ Occupational Safety and Health (OSH).
  - HIV Unit

The Social Security Division of the Ministry seeks to provide a social safety net through the efficient administration of the contributory NIS and non-contributory Public Assistance Programmes.

The work of the Division is carried out through the following Programmes:

- Administration of the NIS;

- Investment of the NIF;
- Public Assistance programmes which include compassionate, rehabilitation, emergency relief, education and social intervention grants, special disaster emergency relief and short term intervention; PATH; and
- Social Intervention Programmes (SIPs).

The Agencies affiliated with the Ministry are the:

- Jamaica Productivity Centre (JPC);
- Jamaica Council for Persons with Disabilities;
- Early Stimulation Programme;
- Abilities Foundation;
- National Council for Senior Citizens (NCSC); and
- Vineyard Town Golden Age Home (VTGAH).

### Budget Summary

	<b>2014/2015</b>	<b>2015/2016</b>
	\$	\$
Recurrent	2,462,503,000	2,512,328,000
Capital A	0	0
Capital B	5,521,633,000	5,705,636,000
Appropriations in Aid	<u>705,000,000</u>	<u>716,000,000</u>
<b>Total Funding Requirement</b>	<b><u>8,689,136,000</u></b>	<b><u>8,933,964,000</u></b>

### Planning and Monitoring

A three year Strategic Business and Operational Plans are prepared annually to ensure effective and efficient alignment of planning to budgeting. Performance is monitored on a quarterly basis to ensure that targets and objectives are achieved on a timely basis and are in alliance with Government's strategic priorities.

Other Units critical to the process are:

- Public Relations; Management Information System; Human Resource Management and Administration, Internal Audit and Customer Service.

## LABOUR MARKET REFORM



Hon. Derrick Kellier (2<sup>nd</sup> right) and Permanent Secretary Mrs. Colette Roberts-Risden (2<sup>nd</sup> left) share a light moment with (from left), Ambassador and special Envoy (OPM), Dr. the Hon. Carlton Davis, Chairman, of the Commission, Marshall Hall, and ILO Senior Specialist, Mr. Rainer Pritzer at the inaugural meeting of the 2015 Labour Market Reform Commission on April 15, 2015 at the Planning Institute of Jamaica.

Over the past two decades, the Government of Jamaica has been signaling its interest and commitment towards undertaking comprehensive labour market reform. This commenced with the **Labour Market Reform Initiative of 1994**, where a committee was set up by Cabinet to review and make recommendations with respect to labour market issues such as occupational safety and health, productivity etc. Recently, the Government's Letter of Intent to the IMF 2013 addresses issues such as review of labour legislations, reducing the impact of excessively high redundancy costs and addressing the mismatch between training and employment through greater alignment of training with manpower needs of strategic sectors.

In 2014, Cabinet approved the establishment of a Labour Market Reform Commission. The Commission has responsibility for overseeing the review of existing policies and practices as it relates to five (5) thematic areas. These include:

- Education and Training;
- Productivity, Technology and Innovation;
- Labour Policies and Legislations;
- Social Protection; and
- Industrial Relations (institutions, customs and practices).

Recommendations are to be made to ensure the modernisation of the labour market and enhancement of the competitiveness of the Jamaican economy. Cabinet also approved a Secretariat to provide

technical and administrative support to the Commission.

The work of the Commission commenced in April 2015 and is scheduled to be completed in March 2017. It will be required to report directly to Cabinet through the Minister of Labour and Social Security.

Some of the Recommendations emanating from the Committee established in the 1990s, have been implemented or are at various stages of completion. Recommendations relating to the MLSS are:

- Implementation of Flexible Work Arrangements;
- The drafting of the Occupational Safety and Health Bill;
- Amendment to the Labour Relations and Industrial Disputes Act (LRIDA), which allows disputes from non-unionised workers access to the IDT;
- The establishment of the Jamaica Productivity Centre;
- The establishment of a national Labour Market Information System; and
- Modernization or improvements to the IDT.

## THE LEGISLATIVE AGENDA

### TARGET 2014/2015

- Finalize the Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014 by September 2014;
- Spearhead the enactment of the Disabilities Act; and
- Enactment of the proposed Occupational Safety and Health Act (OSHA).

### PERFORMANCE

#### **Employment (Flexible Work Arrangements) (Miscellaneous Provisions) Act, 2014**

The purpose of this Bill is to remove restrictions in existing legislation which are contrary to the approved policy with respect to Flexible Work Arrangements in Jamaica. The Act and subsidiary legislation to be amended include: Betting, Gaming & Lotteries Act; Excise Duty Act; Holidays with Pay; National Minimum Wage Order; Minimum Wage Industrial Security Guards Order; National Insurance Act; Shops and Offices Act and Town and Communities Act.

- The Bill was debated and passed in the House of Representatives on September 23, 2014 then debated and later passed in the Senate on October 31, 2014. The assent of the Governor General was obtained and the Act came into effect on November 25, 2014.



Legal Officer, Mrs. Diane Thompson-Clarke addressed a Sensitization Session training workshop under the theme “*Understanding The Industrial Relations Process In The Public Service – Pre-negotiation Stage*”.

#### **Disabilities Act**

The Disabilities Act provides a legislative framework for the protection of the rights of Persons with Disabilities (PWDs). This was the first signatory to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) which is an agreement between countries to abide by the same law regarding the protection of the rights of PWDs. It also guides the actions of the government of signatories. The Disabilities Act is the first enactment of legislation to support the goals of the convention.

- The Committee requested several amendments to the Disabilities Bill. Cabinet’s approval was obtained and the Bill tabled on May 7, 2014. The Bill was debated and passed by the House of Parliament on July 22, 2014. It was further debated in October with 14 amendments and was finally approved by the Senate on October 21, 2014. The Act received the Governor General’s assent on October 31, 2014.

#### **Enactment of the proposed Occupational Safety and Health Act (OSHA)**

The purpose of the proposed OSH legislation is to maintain high standards of safety and health at work,

while requiring an employer to create and maintain a safe working environment. This obligation on the part of employers will be counter-balanced by a duty on the part of workers to avail themselves of all safety procedures and mechanisms provided, failing which an employer could be absolved of liability in the event of injury.

The proposed OSH Act is intended to replace the existing *Factories Act* and will have several added dimensions which include:

- The rights and duties of workers, imposing sanctions, ticketing and revised fines for breaches of regulations.
- Compensation for on the job injuries based on a schedule of injuries.
- Imposition of added responsibility on locations and businesses, which engage in the manufacture and use of chemicals. The Act will provide for the development of a database on various chemicals focusing on use/handling, composition and possible hazards and how they can be minimized.
- Provide for a more comprehensive process of monitoring work sites for occupational hazards.

When passed the Act will deal with the:

- Prevention of injury and illnesses resulting from conditions at the workplace;
- Protection of the safety and health of workers including persons infected with HIV and AIDS;
- Promotion of safe and healthy workplaces;
- Coverage of all branches of economic activity (incl. areas already governed by legislation to be listed in a schedule to the Act); and
- Liability of all owners, employers and workers in all such branches of activity inclusive of household workers and self-employed persons. It should be noted that the Bill will not apply to work being performed by the owner of a dwelling house.

The Act when fully promulgated, will usher in a new regime which is expected to be in full compliance with existing ILO standards in so far as local circumstances will allow.

- This legislation is awaiting further draft from the Chief Parliamentary Counsel (CPC).

#### **PROJECTION 2015/2016**

- Enactment of the proposed OSHA.
- Amendment to the Labour Officers (Powers) Act - the purpose of the proposed amendment is to strengthen the capacity of Labour Officers to carry out their functions as it relates to labour legislations. A Cabinet Submission has been drafted but several concerns were raised by the Attorney-General's Chambers and the CPC which have to be addressed before the matter can progress.
- New Research to be undertaken  
Review of the Employment Agencies Regulation Act - This review is aimed at identifying weaknesses in the Act and making proposals for amendments. The Legal Department will therefore work with the Employment Agency Unit to carry out a comprehensive review of the

Act.

- Proposal for the re-convening of a Joint Industrial Council for Security Guards;
- Ratification of International Labour Standards
  - ILO Decent Work for Domestic Workers, Convention (C189) - To determine whether the Convention can be ratified at this time.
  - ILO International Convention on the protection of the Rights of all Migrant Workers and Members of their Families (ratified) – To prepare 1<sup>st</sup> Report to the Office of the High Commission of Human Rights.

## THE JAMAICA PRODUCTIVITY CENTRE (JPC)

The JPC is a tripartite organization comprising representatives from the Ministry, the Jamaica Employers Federation (JEF) and the Jamaica Confederation of Trade Unions (JCTU). The Centre's mandate is to stimulate a high level of national awareness of the concept of productivity and inculcate a productivity-sensitive culture in Jamaicans. This is done through advocacy, the provision of technical assistance services, knowledge generation and dissemination.

The mission of the Centre is embedded in the aim of enhancing the competitiveness of the Jamaican economy. The most important approach towards achieving this strategic objective is through making available productivity policy advice and expertise to both private and public sector organizations. The Centre will lead the process of transformation to a productivity conscious culture with a well resourced, motivated and competent team.



Hon. Min. Kellier and Dr. Douglas along with other members of the JPC team at a Productivity Workshop for Journalists/Members of the Press Association of Jamaica (PAJ) at the Knutsford Court Hotel.

### TARGETS 2014/2015

#### 1. Promoting a national productivity-conscious culture as a core value

- This priority recognizes that productivity affects everyone in the society. It drives economic growth and determines the standard of living;
- The JPC will continue to promote a national productivity-culture and mindset change which are needed to create a productivity revolution; and
- To achieve this, the Centre will broaden its National Productivity Awareness Campaign utilizing mass media to disseminate the message of what productivity is, the benefits to be derived from its improvement and why it should matter to every Jamaican.

#### 2. Building productivity driven private sector organizations

- This entails developing standardized approaches that can be replicated across private sector firms;
- It emphasizes a well structured productivity improvement programme based on proven methodologies such as 5S, Lean Production Systems (Toyota Production Systems), Green Productivity, Statistical Process Control, Supply Chain Management, Work Sampling and Six Sigma;
- The Centre will expand its conduct of firm level productivity audits and recommendation of

appropriate solutions; and

- These interventions will allow Jamaican firms and industries to become locally and internationally competitive, thereby facilitating greater market shares for Jamaican products and services. This will also enable the creation of larger numbers of decent jobs that enhance the living standards of workers.

**3. Collaborating with public sector entities to develop new business models for improving service delivery.**

- The focus of this priority is on the 12 public sector entities identified by the PSTU for full devolution of authority;
- In addition, other Ministries, Departments and Agencies (MDAs) representing “pain points” for the public, will receive priority attention;
- Embracing “open innovation” as a way of accelerating and solving immediate customer **pain points**;
- Waste reduction and process optimization (business process re-engineering);
- Introduction of 5S (good housekeeping) as a corporate philosophy shared by members of staff;
- Benchmarking and best practices as business excellence tools to achieve superior performance;
- Employee Suggestion Schemes (ESS); and
- Six Sigma or elimination of defects from every product, service, process and transaction.

**4. Provide evidence-based research and measurements**

- This will support advocacy for policies that will accelerate the growth of productivity, competitiveness and job creation;
- Prominent in this priority is research to enhance labour market efficiency, flexibility, and productivity and worker satisfaction; and
- The information provided will also empower businesses to benchmark their performance as well as make evidenced-based decisions relating to their operations.

**5. Facilitate the creation of an environment that is conducive to the development of an Energy Services Company (ESCO) industry in Jamaica.**

The objectives of this priority are to:

- Create new business opportunities and jobs;
- Save energy;
- Save foreign exchange from the importation of oil; and
- Reduce current levels of carbon emissions in Jamaica.

**6. Build the capacity of JPC to promote innovation and transformation**

- This priority recognizes that in order for JPC, as a productivity promotions organization, to reap success, it must relentlessly develop and exhibit characteristics such as teamwork, innovation, vision, leadership, inspiration and motivation.

## PERFORMANCE 2014/2015

### 1. Promoting a national productivity-conscious culture as a core value

- During 2014/2015, the Unit completed several papers including: (1) An analysis of the sources of Economic Growth in Selected Developed Asian, Latin American and Caribbean Countries and (2) the **Productivity Summary Report** for the period 2001-2013;
- Several articles have been written and published. These include the article titled **“Reverse the Trend’ - Increasing Productivity Must Be a Strategic Priority in 2015 and beyond”** which was published in the Jamaica Gleaner on Sunday, February 15, 2015. Two (2) articles, namely the **Small Island Developing States: Who is Growing Rich the Fastest and Why?, Increasing, and Rising Labour Productivity; a Sustainable Way to Improve Quality of Life**, were published in the JPC’s quarterly newsletter - the Productivity Pulse;
- The closing ceremony for the National Secondary schools Productivity Improvement programme was held in the first quarter. This programme aimed to raise students’ and teachers’ level of understanding of productivity. Nine (9) schools (8 secondary and 1 tertiary) were involved in the inaugural staging;
- Five (5) “Be Productive and Prosper” sessions were held for the year, reaching 958 secondary and tertiary students and 38 teachers;
- General Productivity Awareness sessions were conducted at various organizations;
- The activities of the Centre were further promoted using the electronic media with a monthly radio feature aired on several local radio stations through JIS Radio. Six (6) episodes of the JPC’s Productivity Radio drama were aired on Nationwide 90FM. Visibility for the centre was also received through mention in articles published in the Jamaica Gleaner and Observer, as well as on the Jamaica Information Service’s (JIS) website. The Centre also participated in several radio interviews on major radio stations where productivity and the work of the Centre were discussed; and
- The circulation of two (2) issues of the **Productivity Pulse** to over 800 persons from the public and private sector also helped to share the productivity message and the activities of the Centre.

### 2. Building productivity driven private sector organizations

- Among the activities undertaken during the review year, was the signing of an MOU with JAMPRO to provide technical assistance in the area of productivity improvement to 20 export ready firms participating in its Export Max II programme, having successfully assisted 15 firms in Export Max I; and
- The Unit has continued its work in the area of energy productivity by training and sensitizing persons in collaboration with HEART Trust/NTA. The team also continues to provide technical expertise to the ESCO Industry Project through the spearheading of the Capacity Building working group. Through the cooperation of the Japanese



Minister Kellier and his delegation from the MLSS on a productivity tour of Jamaica Bedding Factory.

Government, a productivity expert has been provided to the unit who assists the team in offering productivity consultancy services to private and public organizations.

### **3. Collaborating with public sector entities to develop new business models for improving service delivery.**

- The services of the Technical Assistance Service Unit (TASU) are increasingly being sought after by private as well as public sector entities. The Unit was engaged in offering capacity building training through targeted workshops and seminars. This is coupled with technical assistance through productivity audits and reporting. During the review period, audits were done at the request of the following four (4) Public Sector entities:
  - Factories Corporation of Jamaica Limited;
  - Urban Development Corporation (UDC);
  - National Insurance Fund, MLSS; and
  - Overseas Employment Division, MLSS.

### **4. Provide evidence-based research and measurements**

- To improve the comprehensiveness of the Centre's productivity statistics, the Research and Measurement Unit created a cross-country growth accounting database. This database contains time series data for the following indicators for the period 1990 to 2013: ICT Capital, Non-ICT Capital, Labour Quality, Labour Quantity, ICT Capital Intensity, Non-ICT Capital Intensity, Total Factor Productivity (TFP) and Labour Productivity. It allows the centre to differentiate the effect of investment in ICT Capital stock from Non-ICT capital stock on real GDP and labour productivity growth. In addition, the Unit continued to update and maintain its quarterly and annual productivity time-series databases; and
- The first draft of the second **Productivity Summary Report** covering the 13 year period 2001-2013 has been prepared. The report is being edited internally for publication in the 2015/2016 fiscal year. The Productivity Summary Report is the Centre's flagship publication which is widely cited by media practitioners, academics, public policy commentators and policy analysts. The report will provide time series data on value added real GDP (output), employment, hours worked, real wage rate, unit labour cost, output per worker and output per hour worked. These indicators are provided at the level of the total economy as well as the industries (formerly called sectors). Finally, the report looks at Jamaica's performance in regards to labour productivity, capital productivity, capital intensity and total factor productivity over the review period.

### **5. Facilitate the creation of an environment that is conducive to the development of an energy services company (ESCO) industry in Jamaica.**

- The Centre continued to implement the work programme for the EU/GOJ Funded ESCO Industry project. During the review period, the Policy, Institutional and Regulatory Framework or PIRF Contract was awarded. Three components of this consultancy were completed;
- Seven (7) ESCO workshops were held September 9 to 16, 2014. These included two (2) non-technical and five (5) technical workshops held in Kingston and Montego Bay, respectively. The workshops were successful, based on the evaluation of participants and project personnel involved. This was despite the disappointingly low participation of the financial and insurance

- sectors, in particular, legal firms and those invited to attend the Montego Bay workshops; and
- The tender dossier for the Awareness Building Marketing Programme and the Creation of the ESCO Website Portal were finally launched in March, 2015 following two failed tenders. Tender dossiers were also launched for the Development of Model Contract Consultancy and the ESCO Baseline Survey. It is expected that contracts will be awarded by May 2015 for these consultancies.

#### **6. Build the capacity of JPC to promote innovation and transformation**

- The Centre continues its weekly internal capacity building sessions which encourages and facilitates knowledge transfer, where both internal and external presenters address the JPC team on recent developments or the latest trends in various topics/areas related to productivity improvement. These sessions are geared toward building a multidisciplinary, self-motivated and competent team at the Centre; and
- The approach toward work has been reconfigured to incorporate cross-functional teamwork on specific projects which helps to identify and facilitate the development of other skills among staff members while delivering productivity improvement successes. The Centre also participated in external capacity building sessions and certification programmes.

#### **PROJECTIONS 2015/2016**

The priority programme of the JPC is strategically aligned with the country's short to medium-term growth agenda. Specifically, the centre will continue to concentrate on the following priorities:

- Promoting a national productivity-conscious culture as a core value;
- Building productivity driven private sector organizations;
- Collaborating with public sector entities to develop new business models for improving service delivery;
- Providing evidence-based research and measurements;
- Facilitating the creation of an environment that is conducive to the development of an ESCO industry in Jamaica; and
- Building the capacity of JPC to promote innovation and transformation.

## LABOUR MARKET INFORMATION SYSTEM (LMIS)

The objective of the national Labour Market Information System (LMIS) is to facilitate access to:

- Employment opportunities by jobseekers;
- Labour market information and intelligence for Students, Guidance and Career Counsellors, Planners, Policy Makers, Curriculum Developers etc; and
- A skilled and competent workforce by employers/investors.

This is carried out through the following services:

- The provision of Labour Market Intelligence (LMI) and information which identifies employment opportunities in terms of the type of occupations and skills which are required by the labour market, career options and training information for curriculum development;
- A job placement facility, namely the Electronic Labour Exchange (ELE) which matches skills required by employers with those of jobseekers;
- A Skills Bank which is a database of certified skills in Jamaica; and
- Career Development Services which include workshops for jobseekers and students where information on labour market trends, job readiness and retention skills are disseminated. Jobseekers are also assisted with résumé writing, job search and interviewing techniques.

The LMIS is responsible for undertaking the following strategies outlined in the ***Vision 2030 National Development Plan***:

- a) Promote career guidance programmes and contextualize secondary and post-secondary levels to facilitate informed career choices;
- b) Broaden the geographical and occupational scope of the ELE;
- c) Improve the effectiveness of the ELE;
- d) Strengthen the LMIS; and
- e) Expand research development in LMI.

These strategies will ensure the achievement of Goals one (1) and two (2) “An efficient and effective labour market” and “Full and satisfying employment”, respectively. The outcomes of these Goals are:

- Increasing access to labour market information for informed decision making by stakeholders’; and
- An effective supply-demand link between labour market and education and training systems.

With its growing importance, the LMIS has been given the mandate to assist in providing solutions to alleviate unemployment issues in Jamaica. The feasibility of achieving its objectives became more apparent when a Mission from the Inter-American Development Bank (IDB) visited Jamaica in August 2012. This was in order to discuss and agree on the design of a proposed investment loan and elements for a policy based loan to fund the Integrated Social Protection and Labour Project.

Based on their observations it was concluded that a component of this programme could lend support to actions designed to improve employment services and labour market information for jobseekers. In so doing, PATH beneficiaries would be integrated into a system which intermediates between wider ranges

of employment and career development opportunities. This led to the decision to provide for improvements to the current ELE in its evolution towards a National Employment Portal. The overarching objective of improving the ELE therefore, is to ultimately establish one stop career centres that cater to the needs of employers, job seekers and other stakeholders and which operate in accordance with global standards.

The Integrated Social Protection and Labour Project will assist the LMIS in accomplishing its major tasks, by providing funding that will be geared towards improving Labour Market Outcomes. This will result in the Institutional Strengthening of the ELE, including improving the Strategic position and promotion of ELE and providing improved management capabilities (administrative support) to support the ELE. Two (2) Research Studies will also be conducted under the Project. The Integrated Social Protection and Labour Project is scheduled to last four (4) years, it commenced in January 2013 and will end in December 2016.

Partnerships have been forged with several key stakeholders to allow for the development of clients in a holistic way. These partners include University of the West Indies, Planning Institute of Jamaica and the Jamaica Foundation for Life Long Learning, among others.

### **Labour Market Intelligence/Information (LMI)**

The Planning, Research and Monitoring Unit (PRMU) provides accurate data and other labour market intelligence and information in response to the needs of the Ministry and its clients. In order to inform the demand and supply of labour, the Unit analyses data from a range of sources. In terms of the demand for labour, analysis is done on information from the LMIS Skills Bank and the job matching component of the LMIS as well as information obtained from employers who participate in labour market and sector studies. In addition, the Unit utilizes advertisements of job vacancies and other labour market indicators to signal the demand for labour. In relation to the supply of labour, statistics produced by the Statistical Institute of Jamaica (STATIN) etc. are utilized to analyse trends. These include population, social protection, economics, labour force and education and training data. The PRMU is also responsible for evaluating the Ministry's programmes in order to inform policies.

#### **TARGETS 2014/2015**

##### **1. Conduct and monitor studies to inform policies by evaluating MLSS Programmes**

- a) Conduct a Longitudinal Study to “**Determine the impact of the Candian Farm Work programme on the workers and their families**”. It is generally felt that the impact is positive, therefore evidenced based data is needed to substantiate whether this is true or not.
  - The families of the Canadian Farm workers and the workers themselves will be interviewed to complete the 1<sup>st</sup> phase of the Study;
  - Commence the 2<sup>nd</sup> phase of the Study by conducting a second interview of the workers before departure;
- b) Monitor a **Child Labour Study** to determine the magnitude, size and structure of Child Labour in Jamaica. The field activities will be undertaken by STATIN and funding provided by the ILO.

## 2. Provide timely labour market and demand information to inform decision making.

- a) Conduct a **Comprehensive Labour Market Study (2015)** which incorporates:
  - **“A National Labour Market Establishment Survey”** - The purpose of this survey is to determine areas of available employment, emerging jobs and required skills. The Study is funded by the Integrated Social Protection and Labour Project and will be undertaken by a Consultant and monitored by the PRMU.
  - **“Areas of Employment Opportunities due to the Logistics Hub Development in Jamaica”**- It will be qualitative in nature and will identify potential areas of employment opportunities and skills gaps. The Study will be conducted by the PRMU.
  - **“Understanding the Green Economy and its prospects for employment in Jamaica”**. Its purpose is to determine how green jobs are defined by experts in the field and identify potential areas of employment opportunities and skills gaps. This will also be a qualitative Study to be carried out by the PRMU.
  - **“Caribbean Regional Labour Market Study”**.  
Its main purpose is to identify potential areas of employment in the region due to CSME arrangement. The Study is qualitative and will be carried out by the PRMU.
- b) Prepare quarterly publications of **Hot Occupations** which is an analysis of job vacancies posted in the Career and Classified sections of the newspapers and online, as well as work permits issued by the Ministry. This is to ascertain the types of occupations and skills which are needed by the labour market;
- c) Provide up-to-date information on the LMIS website on: areas of employment opportunities; labour market studies conducted by the LMIS and other entities; statistics on the labour market, population, economy, education and training; and opportunities available to students and jobseekers such as scholarships and entrepreneurial opportunities;
- d) Analyse LMIS Skills Bank information to determine: the profile of employers and jobseekers, the areas of employment, emerging occupations, skills which are in demand, type of jobseekers who need to be referred to other institutions for further training as well as those who need assistance to become entrepreneurs;
- e) Analyse work permit data to determine areas of employment and categories of workers which will be needed in the labour market; and
- f) Disseminate information on labour market trends to students, employers etc.  
The Findings of the labour market studies will be disseminated to students from secondary and tertiary institutions, parents, churches, employers’ group etc.

Work in tandem with the ELE to participate in career development sessions at secondary and tertiary institutions. At the secondary level, career activities focus on: Grade 7 students who are introduced to career development; Grade 9 students who are selecting subjects and Grades 11 to 13 students who are making career choices.

The Ministry has adopted a High School in the country’s capital, the Holy Trinity High School to further guide students in career choices. This school was selected in 2011 after it was identified that inner city schools need to develop their career development programmes to assist students to transition from school to work. Since then two (2) scholarships were awarded to Grade 11

students to pursue their tertiary education.

**3. Engage institutions and companies in conducting studies relevant to LM issues and sharing the results.**

- a) Collaborate with universities and companies to increase the capacity to undertake research and obtain labour market information.

**4. Develop new and/or reproduce existing career guidance and materials for wider distribution.**

- a) Publish *LMIS Update*, a newsletter that examines current issues which impact employment and career development. Each article features information to enhance career development and promote the LMIS. The information will be disseminated to secondary and tertiary institutions and uploaded to the LMIS website; and
- b) Complete brochures on “labour market intelligence”, “job search techniques” and “interview techniques”.

**Continue to work in tandem with the ELE to:**

**5. Strengthen the LMIS**

- a) Conduct extensive public education campaign to promote the LMIS; and
- b) Prepare Requirements Document for the Phase 2 development of the LMIS website as well as monitor activities.

**6. Partner with Government and other agencies that provide public access to the Internet and other employment services.**

- a) Collaborate with agencies such as the Social Development Commission (SDC) to disseminate labour market information at the community level;
- b) Collaborate with the Jamaica Library Service (JLS) to populate the LMIS Skills Bank, register jobseekers and disseminate LMI islandwide;
- c) Collaborate with the Career Maritime Institute (CMI) and HEART Trust/NTA to populate the skills bank with certified skills needed for the logistics hub et al. Investors/employers will then be able to access these available skills on the LMIS website; and
- d) Collaborate with education and training institutions such as the Heart Trust/NTA to ensure that skills gap in the labour market are satisfied through training.

**PERFORMANCE**

**1. Conduct and monitor studies to inform policies by evaluating MLSS Programmes**

- a) Conduct a Longitudinal Study to “**Determine the Impact of the Canadian Farm Work Programme on the Farm Workers and their Families**”

Ninety seven (97) Farm Workers and eighty (81) of their family members were interviewed to determine the impact. A 1<sup>st</sup> Draft Report was completed for Phase 1.

- b) Monitor the activities of a “**Child Labour Study**”

The Study was deferred to the 2015/2016 financial year as STATIN has not started the field

activities.

## 2. Provide timely labour market and demand information to inform decision making.

a) Conduct a **Comprehensive Labour Market Study (2015)** which incorporates:

i. ***“A National Labour Market Establishment Survey”***

Consultancy was sought from STATIN (sole trader consultancy) who informed that the Study could not be accommodated during this year. Hence, a Consultant is currently being selected to commence the Survey. The 1<sup>st</sup> Draft is scheduled to be completed by March 2016.

ii. ***“Areas of Employment Opportunities due to the Logistics Hub Development in Jamaica”***

Field work is being undertaken for this Study by the PRMU. It is scheduled to be completed in June 2015.

iii. ***“Understanding Green Economy and its prospects for employment in Jamaica”***

Field work is also being done by the PRMU and is scheduled for completion in July 2015.

iv. ***“Caribbean Regional Labour Market Study”.***

Data collection is currently being undertaken by the PRMU. This Study is scheduled to be completed in June 2015.

b) **Hot Occupations** analysis was completed for all quarters and uploaded on the LMIS Website. Weekly analysis began in January 2015.

c) Information on ***“Local and overseas employment through the Ministry of Labour and Security, as well as support for youth employment and entrepreneurship”*** which was presented at the Labour Market Forum (2014) was uploaded to the LMIS website. A document on ***“Labour Market Trends and Areas of Employment Opportunities”***, as well as statistics on the labour market, population, economy and education and training for 2013 were also uploaded. Information on scholarships which are available in Jamaica was obtained from the National Council for Youth Development (NCYD) and uploaded to the website;

d) An analysis was done to determine occupations and skills of jobseekers who were found in the Skills Bank with Science, Technology, Engineering and Mathematics (STEM) related background. The profile of employers who were involved in STEM related businesses was also analyzed and uploaded to the website;

e) Analyzed work permit data which was included in the Hot Occupations Analysis;

f) Conducted 12 dissemination sessions on ***“Labour Market Trends”*** with approximately 1000 participants at schools, parenting workshops, churches, labour market and



Dir, Planning, Research and Monitoring Unit of the MLSS, Andrea Patterson-Morris interacts with students of the Holy Trinity High School in Kingston, theme *“Life after Grade 11”* held at the school.

employers' forum etc.

### **The Holy Trinity High School Initiative**

The career development activities involved Grade 7, 9 and 11 students. Grade 7 students were introduced to career development by exposing them to a variety of jobs outside of the traditional ones. They were given personality tests to assist them to begin working towards their career goals. A personality test was also administered to Grade 9 students who are preparing for subject selection. These students were also exposed to career development terms, including the difference between "job", "occupation" and "career". In addition, they were also sensitized on developing a Career Plan; and

Grade 11 students were exposed to a range of activities under the theme "***Life after Grade 11***" to prepare them for the working world. These included presentations on "labour market trends with a focus on areas of employment opportunities", "job readiness and retention skills", "MLSS employment programmes and youth programme", as well as the "labour laws".

### **3. Engage institutions and companies in conducting studies relevant to LM issues and sharing the results.**

a) Initiated partnership with UWI, UTECH, MICO and Heart Trust/NTA to increase the capacity to obtain information for labour market intelligence, including tracer studies. The UWI has agreed to link the Labour Market Intelligence Page for the LMIS to the UWI Library. This Institution, along with MICO and HEART Trust/NTA will be sharing Tracer Studies on the LMI Page. These activities will be completed after the Phase 2 development of the website.

### **4. Develop new and/or reproduce existing career guidance activities and materials for wider distribution.**

#### **a) Prepare and Publish the "*Labour Market Update*"**

The "***Labour Market Update***" Newsletter Volume 4 was completed and published. It featured information on the LMIS, the Ministry's Overseas Employment Programme and CSME. It also highlighted a registered employer on the LMIS website. The information was disseminated to secondary and tertiary institutions and uploaded to the LMIS website. Work commenced on Volume 5, featuring articles such as "***Choosing Your Career: Developing a Plan***", "***Enhancing Career Development through Summer Employment***" and "***LMIS Career Development: The Holy Trinity Initiative***".

b) Completed brochures on "labour market intelligence", "job search techniques" and "interview techniques".

**Continue to work in tandem with the ELE to:**

### **5. Strengthen the LMIS**

a) Conducted public education campaign by participating in LMIS Infomercial, LMIS Job Fair/Corporate Cocktail, Labour Market Forum and interviews with JIS.

- b) Prepared Requirements Document for Phase 2 development of the LMIS website which will include dedicated pages for LMI, Education and Training, Jobseekers, Employers, Skills Bank and Career development.

**6. Partner with Government and other agencies that provide public access to the Internet and other employment services.**

- a) An MOU between the Jamaica Library Service (JLS) and the LMIS was drafted. Participated in the JLS Reading Fair.
- b) Participated in a Business Fair hosted by the Social Development Commission (SDC);
- c) Conducted presentations to disseminate LMI at the National Parenting Association (NPA) Conference.
- d) Discussions were held to finalize an MOU for partnering with HEART Trust/NTA to populate the skills bank with certified skills; and
- e) Commenced discussions regarding partnering with CMI to obtain skills for the LMI Skills Bank, in preparation for the Logistics Hub expansion.

**PROJECTIONS 2015/2016**

**1. Conduct and Monitor studies to inform policies and evaluate MLSS Programmes**

- a) Complete Phase 2 of the Longitudinal Study by March 2016; and
- b) Monitor the activities of a *“Child Labour Study”*.

**2. Provide timely labour market and demand information to inform decision making**

- a) Complete the *“Caribbean (Regional) Labour Market Study”*;
- b) Complete Study on *“Areas of Employment Opportunities due to the Logistics Hub Development in Jamaica”*;
- c) Complete Study on *“Understanding Green Economy and its prospects for employment in Jamaica”*;
- d) Complete Study on *“Employment Opportunities in Geriatric Care”*;
- e) Monitor the *National Labour Market Survey (2016)*, the 1<sup>st</sup> Draft is scheduled to be completed in March 2016 ;
- f) Monitor the commencement of a Study to *“Identify employment opportunities in four (4) selected parishes”* where the proposed LMIS satellite stations will be located. This is the 2<sup>nd</sup> of the two (2) studies under the IDB sponsored project;
- g) Analyse the LMIS database and skills bank information;
- h) Prepare weekly and quarterly publications of *Hot Occupations*;
- i) Provide up-to-date information on the LMIS website; and
- j) Analyse work permit data.

**3. Engage institutions and companies in conducting studies relevant to LM issues and sharing the results.**

Collaborate with universities and companies to increase the capacity to undertake research in LM issues.

- a) Conduct a study on *“Employment Opportunities in Geriatric Care”*, in collaboration with the

- Caribbean Communities of Retired Persons;
- b) Establish four (4) Sector Committees to obtain and validate information for labour market intelligence; and
  - c) Collaborate with UWI, UTECH, MICO and Heart Trust/NTA to increase the capacity to obtain information for labour market intelligence.

**4. Provide timely labour market and demand information to inform decision making.**

- a) Conduct at least 12 dissemination sessions and participate in career development sessions at secondary and tertiary institutions; and
- b) Continue to work with the Holy Trinity High School.

**5. Develop new and/or reproduce existing career guidance activities and materials for wider distribution**

- a) Publish the *Labour Market Update Vol. 5*, and commence *Vol. 6*.

**Continue to work in tandem with the ELE to:**

**6. Strengthen the LMIS**

- a) Conduct extensive public education campaign; and
- b) Prepare Requirements document for Phase 3 development of the LMIS website.

**7. Partner with Government and other agencies that provide public access to the Internet and other employment services.**

- a) Collaborate with agencies such as the SDC to disseminate labour market information at the community level; and
- b) Collaborate with the CMI and HEART Trust/NTA to populate the skills bank with certified skills needed for the logistics hub et al.

## **ELECTRONIC LABOUR EXCHANGE (ELE)**

The ELE was established in January 2002 through the assistance of the United States Department of Labour with the objective to link prospective employers with employees and vice versa through a web-based medium. In addition to its web-based functions, the ELE provides offline services to job seekers such as basic career counselling (resume writing, interview and job search techniques). Prior to 2002, the manual framework of ELE existed as the Government Local Employment Service, providing jobs to unskilled workers such as Gardeners, Domestic and Maintenance workers, among others. This gave way to the expansion of services to include the web based Labour Market Information System (LMIS) and offline functions.

With the formulation of ELE it was thought prudent to collaborate with the Planning, Research and Monitoring Unit (PRMU). This came out of the vision, commencing with the recommendations of the Labour Market Commissions of 1994, to provide improved services and information to job seekers, employers and other clients. This is in an effort to give users the opportunity to make more informed decisions, utilizing existing Labour Market Studies and other labour market information produced by the

PRMU.

The ELE is one of the main components of the Labour Market Information System (LMIS). Job seekers in Kingston and its environs have access to computers in the Labour Exchange Centre to conduct job search, post resumes and apply for jobs. The ELE offers services to the public at no cost to them for example, providing conference room facilities for employers, employability skills workshops for job seekers etc.

### **TARGETS 2014/2015**

#### **Promote the use of the ELE by entities with vacancies and individuals seeking jobs**

1. Conduct employer registration drive by visiting 240 companies to register them on the System;
2. Increase the number of employers and job seekers that are registered with and use the system from 30 to 150 and 3,000 to 5,000 respectively;
3. Increase the number of job placements by 17 per cent from 197 to 230; and
4. Facilitate the employment of Jamaican workers for the Canadian Skilled Workers Programme.

#### **Expand services to employers**

Provide recruitment screening by assisting in short listing candidates for interviews.

#### **Strengthen career counselling and guidance to applicants**

1. Increase the number of job ready candidates by 10 per cent from 150 to 165; and
2. Conduct ten (10) job readiness sessions in order to improve the employability skills of job seekers.

#### **Raise public awareness of the existence of the ELE**

1. Undertake an extensive marketing strategy to promote the use of the website, particularly to employers; and
2. Plan and execute an Employers Forum/Job Fair. This medium will be used to disseminate labour market information and increase the awareness of the LMIS. Funding will be provided by the IDB under the Integrated Social Protection and Labour Project.

#### **Continue to work in tandem with the PRMU to:**

- **Partner with Government and other agencies that provide public access to the Internet and other employment services.**
  - Conduct LMIS activities at the community level;
  - Forge additional partnerships,;
  - Develop MOUs with private entities with the aim of establishing satellite stations and to improve the awareness of the LMIS.

#### **Enhancement of the Website**

- Continue the enhancement of the job placement component of the LMIS.

## PERFORMANCE

### IDB Assistance

Due to extensive renovation of the ELE Kingston office which was funded by the IDB, the public now has access to upgraded and improved services. The ELE was outfitted with modern facilities to meet the needs of jobseekers and employers. The enhanced office is equipped with new computers which are used by jobseekers who need to post their résumés. This modern facility houses an office where jobseekers can access career development services. The ELE Conference Room was also upgraded and equipped with technology which allows employers to conduct interviews via the use of Skype video conferencing and the telephone.



From (L-R) Donna Harris and Jacqueline Mazza of the IDB along with Hon. Min. Derrick Kellier and Retired Permanent Secretary in the MLSS at the opening of the newly refurbished ELE office.

### 1. Promote the use of the ELE by entities with vacancies and individuals seeking jobs.

#### Placements

- a) For the 2014/2015 financial year, 369 companies and 5,442 jobseekers registered and used the system. In addition, 403 jobs were posted on the website;
- b) Two hundred and seventy (270) persons were placed in jobs via the offline services, an increase of 73 or 37.1 per cent, compared to the previous year. This reflects an achievement of 40 or 17.4 per cent more than that targeted (230). Seventy nine (79) per cent of the total job seekers placed were females (See Table 1);
- c) Five hundred and eighteen (518) interviews were conducted with Canadian employers such as Russell Inn, McDonalds among others. The Unit was instrumental in placing 179 persons on the Canadian Skilled Workers Programme;
- d) Approximately 661 Jamaicans were placed in employment locally through Private Employment Agencies monitored by the Ministry; and
- e) Jamaicans placed in employment locally through the MLSS and Private Employment Operators monitored by the Ministry totalled 907.

#### Registration

- a) During the 2014/2015 financial year, the number of persons who registered with the ELE declined by 743 or 41.6 per cent, compared to 2013/2014;
- b) Females comprised 74.1 per cent of the registrations. This reflected a 44.8 per cent decline over the 2014/2015 period. The number of males also showed a decline of 30.1 per cent;

## **Referrals**

- a) The ELE received notification of 467 vacancies, which reflects 10 per cent less than 2013/2014; and
- b) There were 1,877 referrals made during the 2014/2015 period . These referreals were made to employers for individuals as it pertains to interviews.

## **Job readiness**

There are a number of career development services which are offered to ensure the smooth transition of individuals, into the labour market especially youth. The ELE conducts monthly employability skill sessions to prepare candidates for the world of work. The candidates, in effect will be more empowered and equipped with the necessary skills to make informed career choices and be better prepared for the world of work.

## **2. Expand services to employers**

Provided recruitment screening by assisting in short listing candidates for interviews.

## **3. Strengthen career counselling and guidance to applicants**

- a) Seven (7) employability skill sessions were conducted with 210 jobseekers;
- b) The ELE improved its awareness to key stakeholders during the financial year with its first major Employability Skill Session, Corporate Cocktail and Job Fair held at the Knutsford Court Hotel in Kingston. By all indications this was a major success with twelve (12) companies taking part in the Job Fair and 30 attending the Corporate Cocktail. The Department was able to place twenty 20 individuals in vacant positions within private institutions directly from efforts of the Job Fair. This initiative aided in providing much needed publicity for the LMIS.

## **4. Raise public awareness of the existence of the ELE**

### **Employers forum/Job Fair**

- An outcome of the Job Fair was forming synergies with key stakeholders, one of which was Human Resource Management Association of Jamaica (HRMAJ).

### **Marketing strategy**

- The Unit participated in 16 expositions/job fairs to promote the services of the ELE as well as visited 305 companies to solicit employment.

## **5. Continue to work in tandem with the PRMU to:**

- a) Partner with Government and other agencies that provide public access to the Internet and other employment services.
- b) The ELE has drafted MOUs to establish partnerships with private sector organizations. They are currently being reviewed by the relevant parties. The MOU will be completed and ready for signing in the new financial year. The signing of the MOU will assist the ELE in building a better awareness of its website to a wider cross section of the public and forge several linkages with various other private and public organisations.

## **PROJECTIONS 2015/2016**

### **1. Promote the use of the ELE by entities with vacancies and individuals seeking jobs**

- a) Conduct employer registration drive by visiting 256 companies to register them on the System;
- b) Increase the number of job placements by seven (7) per cent from 230 to 246;
- c) Facilitate the employment of Jamaican workers for the Canadian Skilled Workers Programme;

### **2. Expand services to employers**

- Provide recruitment screening, etc

### **3. Strengthen career counselling and guidance to applicants**

- Conduct 20 job readiness sessions in order to improve the employability skills of 600 job seekers;

### **4. Raise public awareness of the existence of the ELE**

Participate in 24 public education sessions to increase awareness of the ELE and its activities as well as register jobseekers;

### **5. Continue to work in tandem with the PRMU to:**

**Partner with Government and other agencies that provide public access to the Internet and other employment services.**

- Continue LMIS activities at the community level;
- Forge additional partnerships; and
- Signing of MOUs with private entities.

### **6. Enhancement of the Website**

Continued the enhancement of the job placement component of the LMIS.

**REGISTRATION, NOTIFIED VACANCIES AND PLACEMENTS  
BY QUARTER AND SEX: 2013/2014 AND 2014/2015**

**TABLE 1**

QUARTER	REGISTRATION						NOTIFIED VACANCIES		PLACEMENT					
	2013/2014			2014/2015			2013/2014	2014/2015	2013/2014			2014/2015		
	M	F	T	M	F	T	T		M	F	T	M	F	T
APRIL- JUNE	112	271	383	58	216	274	88	176	12	28	40	21	41	62
JUL- SEPT	136	582	718	93	260	353	139	150	11	52	63	10	82	92
OCT-DEC	81	284	365	49	132	181	207	86	6	26	32	10	52	62
JAN- MAR	57	262	319	90	191	281	85	55	18	44	62	15	39	54
<b>TOTAL</b>	<b>386</b>	<b>1399</b>	<b>1785</b>	<b>290</b>	<b>799</b>	<b>1089</b>	<b>519</b>	<b>467</b>	<b>47</b>	<b>150</b>	<b>197</b>	<b>56</b>	<b>214</b>	<b>270</b>

Region 1: Kingston & St. Andrew, St. Catherine, St. Thomas  
 Region 2: St. Ann, Portland, St. Mary  
 Region 3: Manchester, Clarendon, St. Elizabeth  
 Region 4: St. James, Trelawny, Westmoreland

## MANPOWER SERVICES

### OVERSEAS EMPLOYMENT

The objective of the Manpower Services section is to facilitate access by Jamaican workers to employment opportunities locally and internationally. The ELE unit in the Manpower Services Section, assists in placing these job seekers in employment locally as well as overseas. Additionally, the Manpower Section processes remittances made on behalf of employed workers under the Ministry's Canadian Overseas Employment Programmes. Other services provided include the granting of work permits and the administration of the Employment Agencies Regulation Act.



Hon. Derrick Kellier addresses the first batch of the Canadian farm workers being dispatched for 2015 at the Overseas Employment Centre. From L-R Chief Technical Dir. Mr. Errol Miller, Permanent Sec. Mrs. Collette Roberts Ridsen and Dir. of Manpower, Mrs Andrea Miller-Stennett.

*Image Courtesy of the Jamaica Information Service*

The contribution of the Overseas Employment Programme to the development of the Jamaican economy cannot be overemphasized. The programme continues to have a positive impact on employment through the absorption of labour and has contributed significantly to the provision of increased opportunities particularly in the rural areas. It has provided economic support for thousands of families by enabling them to access sound educational opportunities for their children, build homes, and access social amenities.

The programme has assisted farmers to utilize modern technology and improved methods which will result in long-term benefits to the farmers, their families and their communities. Jamaica benefits significantly from the inflows of remittances over the years. This goes a far way in assisting to stabilize the foreign exchange market. Other benefits to the country include higher levels of savings and investment, reduced levels of poverty, greater macroeconomic stability and higher level of entrepreneurship. The new cultural experience has also resulted in higher productivity due to the development of better work ethic on the part of many of the workers.

The continuous expansion of the Overseas Employment programme remains a priority objective of the Ministry. The prospects for the current year are encouraging, in particular the request for workers under the Seasonal Agricultural Workers Programme (SAWP) is trending upwards. Early indications are that opportunities under the US Hospitality Programme are set to increase as since the beginning of the year more than 500 new jobs have been identified.

#### **Impact of Recent Reforms**

Over the years, the Ministry has sought to emphasize the expansion of overseas job opportunities for Jamaicans. Apart from the SAWP, opportunities have been secured for Jamaicans in the following:

### **Skilled Occupations**

- Mechanics
- Chefs/Cooks
- Licensed Practical Nurses
- Food Counter Supervisors

### **Low Skilled Occupations**

- Drivers
- Registered Care Aides
- Food Service Attendants
- Hospitality Workers
- Construction Workers

In June 2014, the Government of Canada announced changes to the Temporary Foreign Worker Programme (TFWP). The TFWP is the general arrangement under which workers from Jamaica, travel to Canada under the SAWP and the Low Skill Programmes. The new measures were introduced to ensure that the movement of workers under the TFWP remains beneficial to Canada and that Canadians have first access to jobs in the Canadian Labour Market. Included among the changes are the following:

- The application of a cap on temporary foreign workers;
- Employers in certain low skill occupations in areas of high unemployment will not be able to hire temporary foreign workers; and
- Increased fees to employers for the processing of foreign workers.

These measures have affected occupations in food services, hospitality and the retail trade.

### **Impact of reform of TFWP on Overseas Employment**

Generally, the level of activity associated with the recruitment of particularly Food Server Attendants and Hospitality workers has declined significantly. Presently, the movement of Drivers and Skilled Mechanics have not been impacted. The number of workers participating in the SAWP and the agricultural stream of the Low Skill Programme should not be affected. However, if there is an increase in general wage levels there is a possibility that more of these jobs could become more attractive to Canadians and its residents.

## **THE OVERSEAS EMPLOYMENT SECTION**

This section facilitates the selection, recruitment, dispatch and repatriation of workers who participate in migrant work programmes in the United States and Canada.

There are four major Programmes:

- 1) The United States Farm Work Programme;
- 2) The United States Hospitality Programme;
- 3) The Canadian Farm and Factory Programme; and
- 4) The Canadian Skills Programme.

### **Employment through the Canadian and United States Farm work Programme**

- Recruitment is conducted based on the demand of overseas employers. Generally, when a recruitment exercise is to be carried out, the Minister makes an announcement in Parliament. Application forms are normally issued to suitable candidates through, Members of Parliament, Councilors, MLSS Parish Offices, Civic Organizations and Trade Unions. These forms should be issued to suitably qualified candidates. After the forms are processed interviews are carried out island wide. Successful candidates are subject to security checks (police records). If cleared, then candidates are placed in a “pool” and are ready for medical upon demand by employers. After medical is completed, documents are sent to The High Commission of Canada for issuance of the visa. After the visa is issued flight processing takes place, then workers are dispatched to their various employers.

### **Employment of Hospitality Workers in United States Hotels and Food Service Workers in Fast Food Franchises across Canada:**

- Recruitment is conducted based on demand. Occasionally, advertisement seeking applicants for certain positions are placed in the press and through the ELE on the LMIS. Generally, interested persons are required to submit detailed and updated resumes outlining: area of interest, experience, qualification and education/training. After employers express interest in recruiting workers, candidates are pre-screened and short listed. Interviews are conducted by employers themselves and successful candidates issued job offer letters. In the case of Canadian employers, they may require that an on-line assessment be completed by the candidate after which they are short listed and interviews conducted. Employers may come to Jamaica or interviews may be conducted via video conferencing. After medicals are completed, embassy appointments made and visas issued, workers are then dispatched.

### **Employment in large establishments in the Canadian transportation sector as Heavy Duty Mechanics, Trailer Drivers and Welders**

- Resumes are collected and sent to the employer. The employer selects persons and conducts interviews. Persons, who are required to sit the Red Seal Examination, undertake a refresher course. Candidates who have not completed high school are required to pursue upgrading courses to gain high school diploma equivalency. After Drivers are evaluated, the successful candidates are given orientation sessions which will assist in preparing them to work in Canada. The required documentation will be sent to The High Commission of Canada, after which visas are issued and the workers dispatched.

### **TARGETS 2014/2015**

- Increase overseas employment through the MLSS by 2,573 from 13,827 to 16,400 workers;
- Collect and compile data for persons placed overseas through Private Employment Agencies;
- Conduct pre-selection activities for the Canadian Farm Work programme; and
- Construct Gazebo as part of the physical infrastructural development of the Overseas Employment Centre at East Street.

## PERFORMANCE

### Placements

- During financial year 2014/2015, 14,286 persons were employed through the MLSS overseas programme (See figure 1). Of this total 1,053 were new recruits (81 for the Skilled Programme and 972 for the Farm Workers Programme). There was an increase of 178 jobs, moving from 14,108 in 2013/2014 to 14,286 in 2014/2015, an achievement of 87.1 per cent of the year's target;
- There was a 1.3 per cent increase in the number of Jamaicans participating in the five (5) traditional programmes when compared to the previous year. This may have been as a result of increased employment opportunities in Western Canada;
- Males from the Canadian Farms and Factories Programme accounted for the largest group of workers, with a total of 7,452 or 52.2 per cent while the US Farm work programme was next with 4,464 or 31.2 per cent;
- Although females were not employed on the US Farm Work Programme, they comprised 56.2 per cent of the number of workers employed to the Hotel Programme and 4.1 per cent of the Canadian Farms/Factories programme;
- The Canadian Skilled Workers Programme comprised 97 or one (1) per cent of the total number of persons employed overseas, while the Low Skilled programme was 652 or 4.6 per cent (See Figures 2 & 3);
- In 2014/2015, 97 workers were employed on the Canadian Skilled Workers Programme. The category of occupation that had the highest number of employees was 'Class 1 Drivers' with 71. They accounted for 73.2 per cent of the total employed. 'Heavy Equipment Technican' was next with 20 or 20.6 per cent;
- The Canadian Low Skilled programme accounted for 652 persons that was employed for the fiscal year. Two hundred and ninety nine (299) or 45.9 per cent of those employed were in the category 'Seafood' and 136 or 20.9 per cent for 'Mushroom/Greenhouse';
- Approximately 2,500 Jamaicans were placed in employment overseas through Private Employment Agencies monitored by the Ministry;
- Jamaicans placed in employment overseas through the MLSS and Private Employment Operators monitored by the Ministry totalled 16,786;
- Pre-selection of farm workers was conducted during the financial year;
- The Gazebo was completed during the financial year.



Hon. Derrick Kellier (2<sup>nd</sup> Right) and Member of Parliament for West Rural St. Andrew Paul Buchanan (r) greeting Jamaican farm workers in Canada.

### Business Process Re-engineering

- The Jamaica Productivity Centre conducted an audit of the processes of the Overseas Employment Section in order to improve greater efficiency. Recommendations were made and discussions are being held regarding implementation.

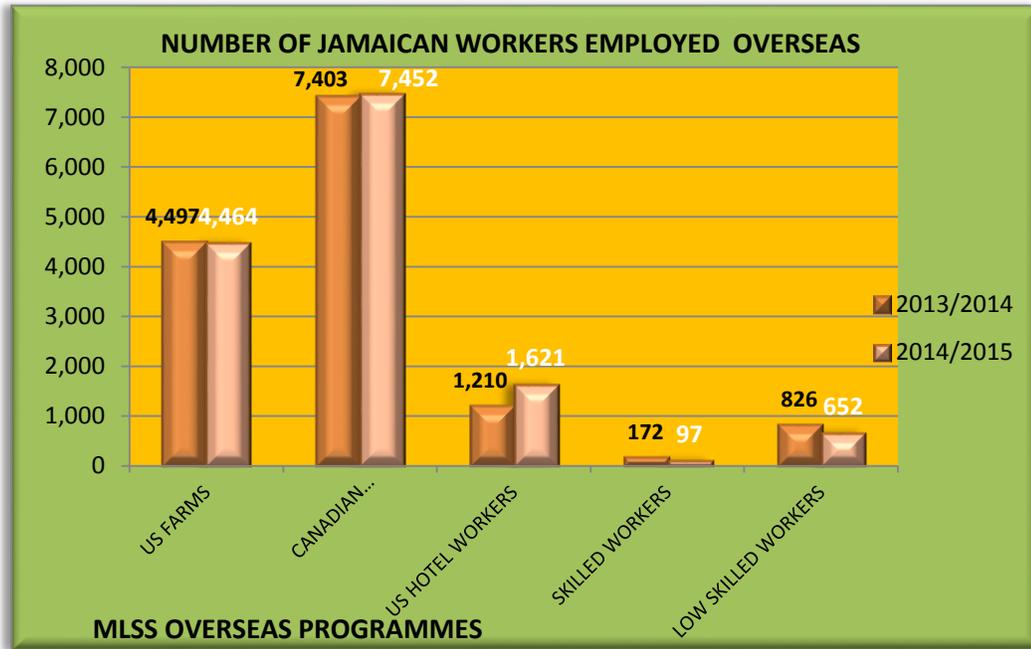


Figure 1

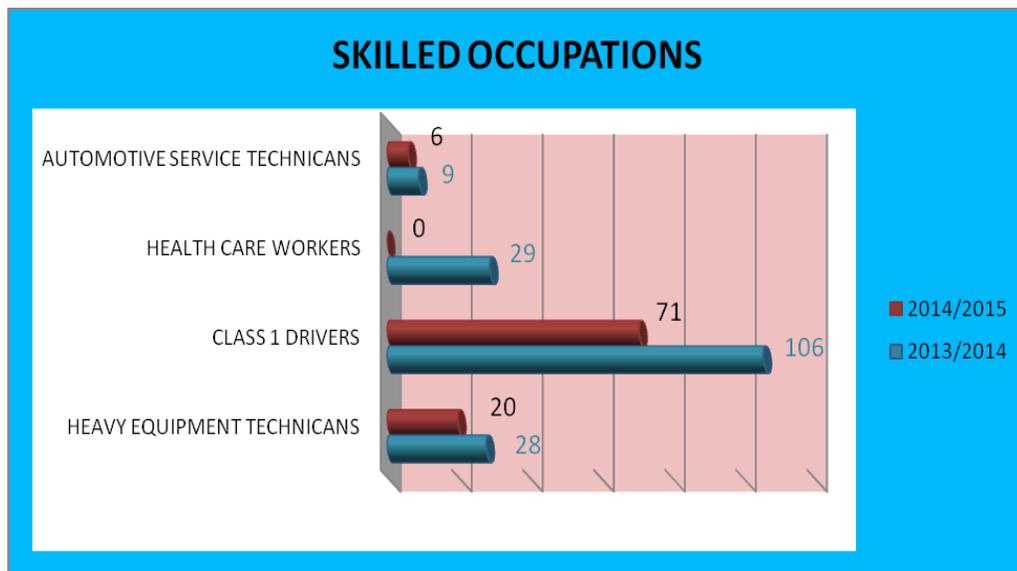
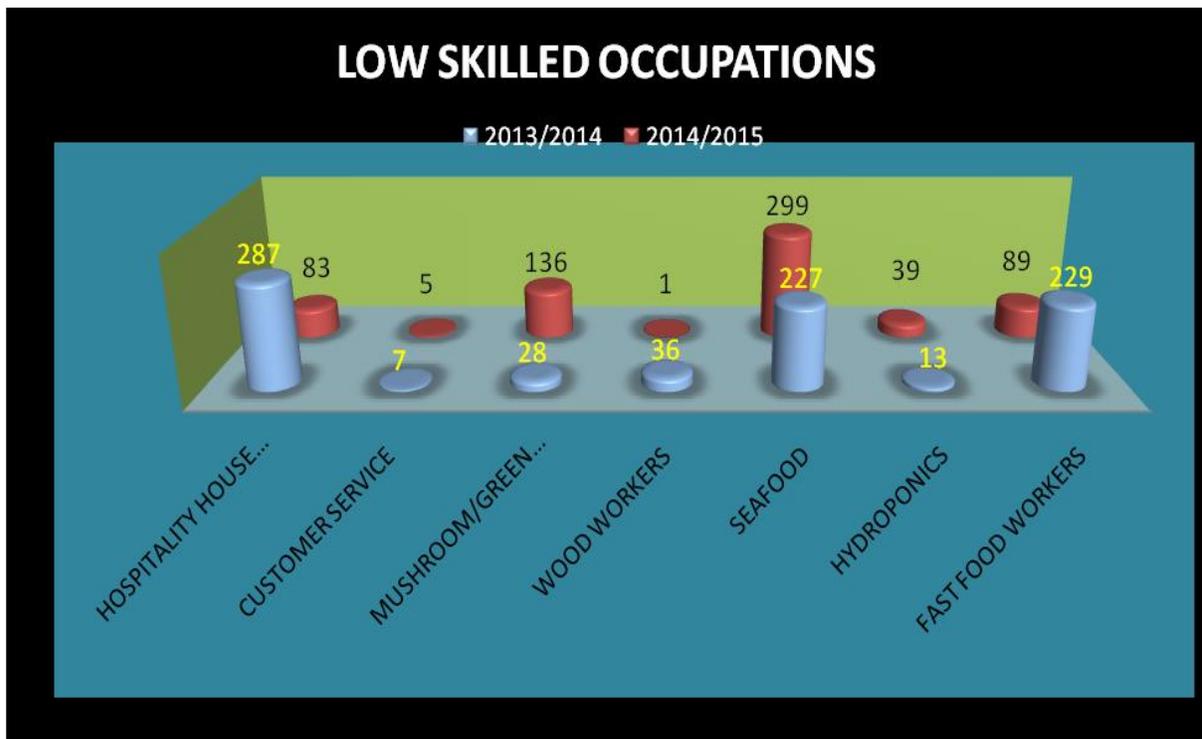


Figure 2



**Figure 3**

- 4,464 workers were recruited for the US Farm Work programme. Forty seven (47) were absent without official leave (AWOL), 10 less than 2013/2014 and five (5) changed status. At the end of the financial year, 581 persons remained in the US. Unfortunately one (1) farmer from a US Farm died in 2014/2015; this was similar to the previous year (See Table 2); and
- While 1,621 persons were recruited for the US Hospitality Programme in 2014/2015, 32 went AWOL and 10 changed status. At the end of the year, 77 persons remained in employment for this programme.

#### **Remittances**

- Remittances from Canada were approximately CAN\$17.4M, an increase of \$3.6M or 25.7 per cent over 2013/2014;
- Males accounted for 96.5 per cent of the remittances (CAN\$16.8M). Most of the remittances, JA\$7.6M or 43.8 per cent were transmitted during the third quarter (Oct-Dec).

#### **PROJECTIONS 2015/2016**

- Place 15,000 persons in employment overseas;
- Forge new partnerships and strengthen existing ones with employers in the USA and Canada;
- Conduct pre-selection activities for 2,000 prospective workers for the US and Canadian Farm Work programme; and
- Commence implementation of recommendations made by the JPC, to improve the business processes of the Overseas Employment Programme.

## MOVEMENT OF JAMAICANS WORKERS ON THE US PROGRAMMES: 2013/2014 AND 2014/2015

**TABLE 2**

FARM WORKERS	2013/2014	2014/2015	HOSPITALITY WORKERS	2013/2014	2014/2015
RECRUITED	4,497	4,464	RECRUITED	1,210	1,621
RETURNED TO JAMAICA	4,222	4,488	RETURNED TO JAMAICA	989	1,503
AWOL	37	47	AWOL	33	32
CHANGED STATUS	13	5	CHANGED STATUS	8	10
DECEASED	1	1	DECEASED	0	0
TOTAL IN US AT THE END OF THE FINANCIAL YEAR	658	581	TOTAL IN US AT THE END OF THE FINANCIAL YEAR	1	77

### PRIVATE EMPLOYMENT AGENCIES (PEAs)

The Ministry under the Employment Agencies Regulation Act (EARA) (1956), regulates and monitors private employment agencies islandwide. Under the Act, the Employment Agency Unit has the responsibility of ensuring that the Agencies are licensed and operate within the guidelines of the law. The recommendations for the granting, renewal or revocation of the licence are among the functions of the Unit.

The Unit inspects Agencies that are involved in job placements both locally and overseas. This includes an examination of the overall premises to determine if they are conducive for business. In addition, it ensures that proper mechanisms are in place for records keeping and that information is submitted to the MLSS on a quarterly basis, which is in accordance with the Law.

#### TARGETS 2014/2015

- Inspect 160 PEAs to ensure compliance with the EARA;
- Conduct bi-annual meetings with PEAs to provide updates on changes. Licences are not renewed if Operators are non-compliant; and
- Monitor PEAs closely to ensure compliance with the EARA.

#### PERFORMANCE

- As at March 31, 2015, there were 78 licenced PEAs registered with the Ministry, 49 overseas and 29 local;
- Seventy four (74) licences were issued for the 2014/2015 period, 12 new and 62 renewals (See Table 3). This was 30.2 per cent less than the previous year. This was due to late submission of renewal applications, non-conformity to regulations, migration and economic conditions; and
- For the period under review, 155 visits to PEAs were conducted. The nature of the visits were routine inspections (140), investigation (10) and illegal agents (5).

**LICENSES (NEW AND RENEWAL) ISSUED:  
2013/2014 AND 2014/2015**

**TABLE 3**

QUARTER	NO. OF LICENSES ISSUED					
	2013/2014			2014/2015		
	NEW	RENEWAL	TOTAL	NEW	RENEWAL	TOTAL
APR-JUN	5	24	29	1	18	19
JUL-SEPT	8	33	41	2	12	14
OCT-DEC	0	23	23	3	13	16
JAN-MAR	1	12	13	6	19	25
TOTAL	14	92	106	12	62	74

**PROJECTIONS 2015/2016**

- Inspect 150 PEAs to ensure compliance;
- Conduct bi-annual meetings with PEAs to ensure operators are aware of changes required and updates;
- Implement action to regularize illegal operators and ensure at least 75 per cent are compliant with the EARA;
- Maintain liaison with Embassies to be informed of new visa requirements; and
- Participate in at least three (3) job fairs to increase awareness about the Ministry's role and awareness of the EARA.

**FAMILY SERVICES UNIT**

The Family Services Unit ensures the welfare of the families of workers who are participating in the Ministry's Overseas Employment Programmes. In cases where the families are deemed to be in need, they are referred to social programmes administered by the Government, for assistance. Social Workers make routine visits with the families of dispatched farm workers, to assess their living conditions, offer guidance to family members to ensure improvement in their overall standard of living and make sure children are receiving support.

**TARGETS 2014/2015**

- Visit at least 1,000 families of overseas workers to ensure their spouses are addressing their welfare;
- Collaborate with the Liaison Service to investigate 80 complaints from families of overseas workers;
- Conduct periodic visits to sick/injured workers and refer 150 persons for medical assistance;
- Provide assistance to families to make them self-reliant.

**PERFORMANCE**

- Nine hundred and fifteen (915) households were visited during the 2014/2015 financial year;
- The July-September quarter recorded the highest number of visits, with 255 or 27.8 per cent;

- Of the family dependents visited, 1,407 were children and 578 adults;
- There were ten (10) special cases that needed intervention by Social Workers who were referred to the Liaison Services;
- Periodic visits were conducted and 27 sick and injured workers referred for medical assistance; and
- One hundred and sixty (160) family members received aid from Government Programmes. Approximately 21.9 per cent were referred to PATH, 26 per cent to NIS while 7.5 per cent of referrals were made to the Ministry's Social Intervention Programme.

#### **PROJECTION 2015/2016**

- Visit at least 1,000 families (household and school) of overseas workers to ensure their spouses are addressing the welfare of their families;
- Seek assistance from the Liaison Service to investigate 50 complaints from families of overseas workers;
- Conduct periodic visits to sick/injured workers and refer 60 persons for medical assistance; and
- Refer 375 persons to other programmes/projects within the Ministry.

### **WORK PERMIT**

The Work Permit Section grants work permits and exemptions, based on the requirements of the Foreign Nationals and Commonwealth Citizens (Employment) Act of 1964, as well as the CARICOM Community (Free Movement of Skilled Persons) Act 1997. This is to ensure that the Jamaican economy is supplied with the labour and skills necessary for growth and development, whilst undertaking steps to protect the jobs of Jamaicans. Foreign and Commonwealth Nationals who wish to engage in employment activities on the island whether or not the form of employment is voluntary, commercial, business, professional, charitable, entertainment or sports in nature, must obtain a work permit or work permit exemption before entering Jamaica.

In many instances, prior to the submission of a work permit application, the Ministry engages in dialogue with large organisations to determine eligibility or consideration for the granting of a work permit. Note that, with this process, 50 per cent of the applications are refused.

In June 2014, there was an increase in the fees charged for an approved work permit. However, unlike in former years when a flat rate was approved per period, fees are now charged based on the sector. (See Appendix 1).

#### **TARGETS 2014/2015**

- Reduce the processing time for the granting of work permits and exemptions from six weeks to three weeks;
- Conduct investigations and site visits .

#### **PERFORMANCE**

- The processing of work permits has been fully computerised. This development has reduced the

processing time by 50 per cent (3 weeks down from 6 weeks).

- During the 2014/2015 financial year, the number of work permit applications received increased by 1,784 or 75.9 per cent moving from 2,351 in 2013/2014 to 4,135 in 2014/2015. New applications constituted 55.1 per cent of the total.
- The number of work permit applications approved (4,210) also increased by 72 or 24.5 per cent for the 2014/2015 period.

### **Applications Approved**

- The largest number of work permits (3,122 or 74.2 per cent) was granted to persons in the “Professionals, Senior Officials and Technicians” occupational category (See Table 4). Next was the “Craft & Trade Related Workers” occupation with 326 or 7.7 per cent; and
- Examination of the data by industry shows that the largest number of work permits approved (1,446 or 34.4 per cent) was for the “Wholesale and Retail Trade, Repair of Motor Vehicles, Motorcycles and Personal and Household Goods” industry (See Table 5). “Construction and Installation” was next with 1,174 or 27.9 per cent.

### **Work Permit Exemptions**

- The Ministry granted 948 work permit exemptions during 2014/2015. This is a decrease of 653 or 40.8 when compared to the previous year (See Table 6). For 2014/2015, as was the case in the previous year, “CARICOM nationals who are graduates of selected CARICOM universities with degrees as well as musicians, media personnel, artistes and sports persons” (Category K “) received the highest exemptions with 290 or 30.6 per cent. On the other hand, no exemption was granted for employees at UHWI (Category I).

### **Work Permit Recipients by Region of Origin**

- Work permit recipients originated from North America, Latin America, Europe, Africa, Asia, Oceania and the Caribbean (See Table 7). The largest number of recipients were from Asia with 2,625 or 62.4 per cent of the total. Europe was next with 516 or 12.3 per cent, while the lowest was from Oceania with 15 or less than one (1) per cent.

### **Work Permit Investigations**

- Work Permit applications are investigated based on recommendations by the Work Permit Inter-Ministerial Committee which ensures that applicants do not submit false information. Investigations may be carried out to confirm addresses, the number of Jamaicans or expatriates working at the premises or for random checks. Investigations were conducted to ensure compliance with work permits granted.

### **PROJECTIONS 2015/2016**

- Reduce the processing time for the granting of work permits and exemptions from six weeks to three weeks; and
- Approve 3,500 work permits and 1,500 exemptions.

**NUMBER OF WORK PERMIT APPLICATIONS RECEIVED AND APPROVED BY OCCUPATION:  
2013/2014 AND 2014/2015**

**TABLE 4**

OCCUPATION		RECEIVED			APPROVED		
		NEW	RENEWAL	TOTAL	NEW	RENEWAL	TOTAL
<b>PROFESSIONALS, SENIOR OFFICIALS &amp; TECHNICIANS</b>	2013/2014	881	732	<b>1,613</b>	1572	1316	2,888
	2014/2015	1479	1451	<b>2930</b>	1586	1536	3122
<b>CLERKS</b>	2013/2014	13	13	<b>26</b>	15	15	30
	2014/2015	12	25	<b>37</b>	8	23	31
<b>SERVICE WORKERS &amp; SHOP &amp; MARKET SALES WORKERS</b>	2013/2014	110	68	<b>178</b>	162	124	286
	2014/2015	151	112	<b>263</b>	136	111	247
<b>SKILLED AGRICULTURAL &amp; FISHERY WORKERS</b>	2013/2014	4	8	<b>12</b>	48	4	52
	2014/2015	114	29	<b>143</b>	88	22	110
<b>CRAFTS &amp; TRADE RELATED WORKERS</b>	2013/2014	196	48	<b>244</b>	271	43	314
	2014/2015	217	104	<b>321</b>	213	113	326
<b>PLANT &amp; MACHINE OPERATORS &amp; ASSEMBLERS</b>	2013/2014	227	5	<b>232</b>	456	10	466
	2014/2015	58	35	<b>93</b>	50	19	69
<b>ELEMENTARY OCCUPATIONS</b>	2013/2014	37	7	<b>44</b>	78	10	88
	2014/2015	246	102	<b>348</b>	200	105	305
<b>OCCUPATION NOT SPECIFIED</b>	2013/2014	1	1	<b>2</b>	14	0	14
	2014/2015	0	0	<b>0</b>	0	0	0
<b>TOTAL</b>	2013/2014	<b>1469</b>	<b>882</b>	<b>2351</b>	<b>2616</b>	<b>1522</b>	<b>4138</b>
	2014/2015	<b>2277</b>	<b>1858</b>	<b>4135</b>	<b>2281</b>	<b>1929</b>	<b>4210</b>

**NUMBER OF WORK PERMIT APPLICATIONS RECEIVED AND APPROVED BY INDUSTRY: 2013/2014**

**TABLE 5**

INDUSTRY	RECEIVED			APPROVED		
	NEW	RENEWAL	TOTAL	NEW	RENEWAL	TOTAL
AGRICULTURE, HUNTING FORESTRY	100	26	126	107	28	135
FISHING	58	8	66	56	11	67
MINING & QUARRYING	37	7	44	31	9	40
MANUFACTURING	39	32	71	36	27	63
ELECTRICITY, GAS & WATER	56	8	64	61	8	69
CONSTRUCTION & INSTALLATION	666	499	1165	651	523	1174
TRANSPORT, STORAGE & COMMUNICATION	162	81	243	131	70	201
FINANCE INTERMEDIATION	18	11	29	19	11	30
OTHER COMMUNITY, SOCIAL & PERSONAL SERVICES ACTIVITIES	108	83	191	112	72	184
WHOLESALE & RETAIL, REPAIR OF MV.C, PERSONAL & HH GOODS	531	792	1323	599	847	1446
HOTELS & RESTAURAUNT SERVICES	391	268	659	381	278	659
REAL ESTATE, RENTING & BUSINESS SERVICES	32	11	43	33	10	43
PUBLIC ADMINISTRATION & DEFENCE; COMPLUSORY SOCIAL SECURITY	4	2	6	3	2	5
EDUCATION	38	9	47	34	13	47
HEALTH & SOCIAL WORK	31	13	44	20	12	32
PRIVATE HOSEHOLDS WITH EMPLOYED PERSONS	5	5	10	5	5	10
EXTRA-TERRITORIAL ORGANIZATIONS & BODIES	1	3	4	2	3	5
<b>TOTAL</b>	<b>2277</b>	<b>3716</b>	<b>4135</b>	<b>2281</b>	<b>1929</b>	<b>4210</b>

**WORK PERMIT EXEMPTIONS BY SELECTED CATEGORIES AND QUARTER:  
2013/2014 AND 2014/2015**

**TABLE 6**

CATEGORY	QUARTER									
	APRIL – JUNE		JULY – SEPTEMBER		OCTOBER - DECEMBER		JANUARY – MARCH		TOTAL	
	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015
<b>A</b>	118	56	62	47	30	19	77	6	<b>287</b>	<b>128</b>
<b>B</b>	22	31	38	7	23	10	49	35	132	83
<b>C</b>	39	25	49	36	36	16	34	23	158	100
<b>D</b>	56	31	49	39	68	20	77	9	250	99
<b>E</b>	86	48	82	79	0	0	85	71	253	198
<b>I</b>	4	0	0	0	0	0	0	0	4	0
<b>K</b>	113	83	113	110	125	97	166	0	517	290
<b>V</b>	0	1	0	0	0	0	0	0	0	1
<b>W</b>	0	11	0	21	0	0	0	0	0	45
<b>Z</b>	0	1	0	3	0	0	0	0	0	4
<b>TOTAL</b>	<b>438</b>	<b>287</b>	<b>393</b>	<b>342</b>	<b>282</b>	<b>175</b>	<b>488</b>	<b>144</b>	<b>1,601</b>	<b>948</b>

**KEY**

- |     |   |     |   |
|-----|---|-----|---|
| A - | MINISTERS OF RELIGION                           | G - | WIVES OF REGISTERED FULL TIME STUDENTS AT U.W.I   |
| B - | FOREIGN SPOUSES OF JAMAICAN                     | H - | EMPLOYEES AT U.W.I  |
| C - | FOREIGN SPOUSES OF JAMAICAN                     | I - | EMPLOYEES AT U.H.W.I  |
| D - | PERSONS EMPLOYED BY STATUTORY BODIES/GOVERNMENT | J - | CARICOM NATIONALS WHO ARE GRADUATES OF SELECTED CARICOM UNIVERSITIES WITH DIPLOMAS AND CERTIFICATES   |
| E - | PERSONS COVERED BY [14] OR [30] DAYS CLAUSE     | K - | CARICOM NATIONALS WHO ARE GRADUATES OF SELECTED CARICOM UNIVERSITIES WITH DEGREES AS WELL AS MUSICIANS, MEDIA PERSONNEL, ARTISTES AND SPORTS PERSONS. |
| F - | REGISTERED FULL-TIME STUDENTS AT U.W.I          | V.  | PERSONS UNDER CONTRACT TO JOIN IN JAMAICA AS SEAMEN ON A SHIP OF NON-JAMAICAN REGISTRY  |
|     |   | W.  | PERSONS EMPLOYED ON SHIPS ON NON-JAMAICAN REGISTRY (EXCLUDING DREDGES AND TUGS) IN JAMAICA  |
|     |   | Z.  | FOREIGN NATIONALS AND COMMONWEALTH CITIZENS (EMPLOYMENT) ACTS 1964  |

*Please note, for Categories H & J, no exemption was issued for the 2013/2014 and 2014/2015 financial year.*

**WORK PERMIT RECIPIENTS (NEW AND RENEWAL) BY REGION OF ORIGIN:  
2013/2014 AND 2014/2015**

**TABLE 7**

REGION OF ORIGIN		NEW			RENEWAL			TOTAL		
		M	F	T	M	F	T	M	F	T
NORTH AMERICA	2013/2014	77	60	137	60	37	97	137	97	234
	2014/2015	79	40	119	62	28	90	141	68	209
LATIN AMERICA	2013/2014	112	35	147	82	27	109	194	62	256
	2014/2015	171	45	216	99	21	120	270	66	336
CARIBBEAN	2013/2014	103	46	149	53	40	93	156	86	242
	2014/2015	222	57	279	86	44	130	308	101	409
EUROPE	2013/2014	182	67	249	161	43	204	343	110	453
	2014/2015	195	87	282	181	53	234	376	140	516
AFRICA	2013/2014	22	10	32	34	3	37	56	13	69
	2014/2015	46	8	54	44	2	46	90	10	100
ASIA	2013/2014	1404	458	1862	812	201	1013	2216	659	2875
	2014/2015	799	614	1413	952	260	1212	1751	874	2625
OCEANIA	2013/2014	9	0	9	0	0	0	9	0	9
	2014/2015	15	0	15	0	0	0	15	0	15
TOTAL	2013/2014	1909	676	2585	1202	351	1553	3111	1027	4138
	2014/2015	1527	851	2378	1424	408	1832	2951	1627	4210

## CARICOM Single Market and Economy: The Free Movement of Persons

The CARICOM Single Market and Economy (CSME) allows skilled CARICOM nationals wishing to work in other participating member states to apply for and acquire a Certificate of Recognition of CARICOM Skills Qualification. The Certificate of Recognition is granted to approved categories of skilled workers<sup>1</sup>. In Jamaica it is issued by the MLSS which is the competent authority responsible for the implementation of the Free Movement of Skills Policy. The Certificate was first issued in Jamaica on September 24, 1997.

### TARGET 2014/2015

- Implement a fee structure CSME Certificates.

### PERFORMANCE

- There were 432 certificates issued for the 2014/2015 period (See Table 8).
- Jamaicans accounted for 93.8 per cent of certificates issued. This was the largest number for the year under review.
- Trinidad and Tobago was the second largest nationality that was issued CSME certificates. They accounted for 2.6 per cent of the total.
- No certificates were issued to Barbados, Belize and Dominica.

### CARICOM SKILL CERTIFICATES ISSUED BY NATIONALITY AND SEX: 2014/2015

TABLE 8

NATIONALITY	2014/2015		
	M	F	T
Trinidad & Tobago	8	3	11
St. Kitts & Nevis	1	1	2
Jamaica	219	186	405
Antigua	0	1	1
Guyana	3	5	8
St. Vincent	0	1	1
St. Lucia	0	2	2
Grenada	1	1	2
<b>TOTAL</b>	<b>232</b>	<b>200</b>	<b>432</b>

### PROJECTIONS 2015/2016

Continue to report on movement of skills under the CSM arrangement.

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<sup>1</sup> Categories of skilled workers includes: Wage Earners, Graduates, Media Persons, Artistes, Musicians, and Sports persons, Nurses, Teachers, Managerial Staff, Technical staff and Artisans

# INDUSTRIAL RELATIONS

## CONCILIATION AND PRE-CONCILIATION

The Industrial Relations section is responsible for the promotion and maintenance of industrial harmony in the nation. This is performed with respect to industrial disputes relating primarily to wage and fringe benefits negotiations, disciplinary matters and union claims for representational rights. One of the principal objective of the Department is to limit, as far as is possible, the number of industrial action and work stoppage that occurs in the working environment. Accordingly, the Department seeks to implement measures geared at being proactive in relation to industrial disputes and attempt to foster and facilitate a more cooperative industrial relations environment.

When a dispute is being reported to the Ministry either the aggrieved worker/his representative or the employer is required to submit a letter referring the dispute to the Permanent Secretary. The dispute is then assessed and a conciliation meeting scheduled, after which the disputing parties meet at the MLSS and attempt to settle the matter. Matters not resolved by conciliation are referred to the Minister of Labour and Social Security who may refer the dispute to the Industrial Disputes Tribunal for settlement.

The Pre-Conciliation Unit, which is an arm of the Conciliation Section, provides advice and other assistance with the aim of fostering improved relations between management and labour, thereby facilitating a more cooperative industrial relations environment. Parties are required to submit their current Collective Labour Agreement to the Ministry for examination. Collective Agreements that will soon expire are collected and monitored by an Officer. Both Employer and Union are contacted and reminded of the date of expiration and the Ministry's assistance is offered in negotiating a new agreement.

Another strategy used by the department is a vibrant **Outreach Programme** which seeks primarily to inform both workers and management about their rights under the law.

The Department is quite cognizant of the fact that a quiet industrial relations climate will eventually lead to a more productive work place and contribute greatly to the maintenance of law and order in the wider society.

### TARGETS 2014/2015

- Dispose of at least 70 per cent of total disputes reported to the Ministry;
- Monitor 160 wage contracts due to expire through pre-conciliation activities;
- Conduct 65 sensitization sessions with employers, employees, unions, etc via the Outreach Programme.

### PERFORMANCE

#### Industrial Disputes

- For the 2014/2015 financial year, the number of industrial disputes reported to the Ministry decreased by 40 or 10 per cent, moving from 396 to 356 (See Table 9);

- The leading cause of industrial disputes reported was ‘Dismissals and Suspensions’, accounting for 265 or 72.4 per cent of all causes. Wages and Conditions of Employment’ represented the smallest with 24 or 6.6 per cent of the total.
- The industry which had the largest number of disputes was “Real Estate Renting & Business Services” with 85 or 23.2 per cent.



Hon. Derrick Kellier (3<sup>rd</sup> left) at the Official Launch of the Crop Season Tour at the Frome Sugar Estate in Westmoreland, along with (from left) MLSS Consultant Mr. Gresford Smith, Mr. Zhiqiang Liu, Vice President of Complant Group, Permanent Secretary at Ministry of Agriculture, Hon. Luther Buchanan, Minister of State, and Mrs. Colette Roberts-Risden, Permanent Secretary.

### Disputes Reported by Union

- Of the 356 cases of industrial disputes reported, 237 or 66.6 per cent were from non-unionized workers who were represented by Lawyers/Individuals; BITU was next with 33 cases or 9.3 per cent, the NWU with 23 or 6.5 per cent, Consultants with 19 or 5.3 per cent and the UAWU with 10 or 2.8 per cent.

### Disputes Disposed of

- During the year, there were 655 disputes to be disposed of, 385 were reported for the financial year and 270 brought forward from the previous year;
- Of the 655 disputes, 312 were disposed of: 175 were settled through conciliation, 36 referred to the IDT, 54 returned to local level and 47 petered out. At the end of the year, there were 343 outstanding disputes; and
- The target to dispose of 70 per cent of disputes within the Ministry for the year was achieved by 47.6 per cent.

### Work Stoppages

- For the year, five (5) work stoppages were recorded by the Ministry, two (2) less than 2013/2014 (See Table 10);
- Likewise, the number of workers involved significantly decreased by 1,342 or 70.7 per cent, moving from 1,898 in 2013/2014 to 556 in 2014/2015;
- The number of man days lost totaled 1,892, a decline of 1,773 or 48.4 per cent over the previous year; and
- The Construction sector recorded the largest number of man-days-lost with 1,000 or 52.9 per cent of the total.

### Wage contracts due to expire

- An intervention strategy of the Pre-conciliation Unit is to monitor contracts slated to expire. One hundred and thirty four (134) contracts were monitored for the April – December period. The target was achieved by 83.8 per cent; and
- For the April – December period, 47 sensitization sessions on industrial relations matters were held island wide by the Outreach Department. They were held at 24 Organizations/Companies

and 23 schools/institutions: approximately 5,500 persons were sensitized. This target was achieved by 72.3 per cent.

**INDUSTRIAL DSPUTES REPORTED BY INDUSTRY AND CAUSE:  
2013/2014 AND 2014/2015**

**TABLE 9**

INDUSTRY	ALL CAUSES		WAGES & CONDS. OF EMPLOYMENT		BARGAINING/ REP. RIGHTS		DISMISSALS/ SUSPENSION S		MISCELLANEOUS*	
	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015
AGRICULTURE, HUNTING & FORESTRY	10	5	5	0	1	0	2	5	2	0
MINING & QUARRYING	9	4	1	1	0	1	2	1	6	1
MANUFACTURING	42	45	2	3	2	3	38	36	0	4
ELECTRICITY, GAS & WATER	15	12	2	1	1	4	11	7	1	0
CONSTRUCTION	8	12	1	1	0	2	5	6	2	3
WHOLESALE & RETAIL TRADE, REPAIR OF MOTOR VEHICLES & PERSONAL & HOUSEHOLD GOODS	31	37	1	0	1	0	29	36	0	1
HOTELS & RESTAURANT	25	24	0	0	1	2	23	22	1	0
TRANSPORT, STORAGE & COMMUNICATION	33	30	2	4	4	4	21	18	6	4
FINANCE INTER MEDIATION	27	26	3	3	2	4	16	14	6	5
REAL ESTATE , RENTING & BUSINESS SERVICES	98	85	5	3	5	3	80	76	8	3
PUBLIC ADMINISTRATION & DEFENCE; COMPLUSORY SOCIAL SECURITY	35	29	6	4	0	4	21	14	8	7
EDUCATION	42	23	4	2	1	1	31	15	6	5
HEALTH & SOCIAL WORK	14	14	2	2	0	1	7	8	5	3
PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS	0	6	0	0	0	0	0	4	0	2
EXTRA TERRITORIAL	0	1	0	0	0	0	0	1	0	0
OTHER COMMUNITY, SOCIAL & PERSONAL SERVICES ACTIVITIES	7	2	0	0	0	0	7	2	0	0
<b>ALL INDUSTRIES</b>	<b>396</b>	<b>356</b>	<b>34</b>	<b>24</b>	<b>18</b>	<b>29</b>	<b>293</b>	<b>265</b>	<b>51</b>	<b>38</b>

**WORK STOPPAGES REPORTED, NUMBER OF WORKERS INVOLVED  
AND MAN-DAYS LOST BY INDUSTRY: 2013/2014 AND 2014/2015**

**TABLE 10**

INDUSTRY	WORK STOPPAGES				NO. OF WORKERS INVOLVED		MAN-DAYS LOST	
	TOTAL		REPORTED*		2013/2014	2014/2015	2013/2014	2014/2015
	2013/2014	2014/2015	2013/2014	2014/2015				
AGRICULTURE	0	1	0	1	0	250	0	500
MANUFACTURING	1	1	1	1	132	137	264	274
CONSTRUCTION	1	1	1	1	40	100	160	1000
FINANCING INTERMEDIATION	3	0	3	0	1528	0	2863	0
WHOLESALE & RETAIL, HOTELS & RESTAURANT SERVICES	0	1	0	1	0	20	0	20
TRANSPORTATION, STORAGE & COMMUNICATION	0	1	0	1	0	49	0	98
HEALTH & SOCIAL WORK	1	0	1	0	180	0	360	0
COMMUNITY, SOCIAL & PERSONAL SERVICES	1	0	1	0	18	0	18	0
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>1898</b>	<b>556</b>	<b>36 65</b>	<b>1,892</b>

\*Work Stoppages for which there is sufficient Information available to calculate man-days lost.

**Representational Rights Polls**

- During the year under review, 13 representational rights polls were held, one (1) less than the previous year;
- The number of workers involved in the polls increased by 149 or 39.2 per cent when compared to the previous year, moving from 380 to 529; and
- Five (5) unions were involved, with the BITU being involved in four (4) or 30.8 per cent of the polls held, representing 80 workers. The NWU and UAWU were involved in three (3) or 23.1 per cent each, representing 194 and 183 workers respectively.

**PROJECTIONS 2015/2016**

- Dispose of at least 75 per cent of the disputes reported to the Ministry;
- Monitor 160 wage contracts due to expire through pre-conciliation activities; and
- Conduct 60 sensitization sessions with employers, employees, unions via the Outreach Programme.

**INDUSTRIAL DISPUTES TRIBUNAL (IDT)**

The IDT is a quasi-judicial body which derives its identity and powers from the Labour Relations and

Industrial Disputes Act (LRIDA). The Tribunal sits in Divisions, each chaired by a Chairman or Deputy Chairman. Each Division has two (2) Members with support staff consisting of a Secretary, Assistant Secretaries and Steno-writers. The IDT is charged with the responsibility to determine and settle all industrial disputes referred by the Ministry. If the parties fail to arrive at a settlement at the local level, the matter is then reported to the Ministry for settlement by the Conciliation Department. If a settlement is not reached at this level, the Minister of Labour and Social Security may refer the dispute, whether for unionized or non-unionised workers to the IDT for arbitration, except in the case of essential services. It is then allocated to a Panel consisting of a Chairman and two (2) Members appointed under Section 8(2) (i) of the LRIDA. Access to the IDT by non unionized workers is one of the achievements in the restructuring of the MLSS under Labour Market Reform.

### TARGETS 2014/2015

- Dispose of at least 30 per cent of total disputes at the Tribunal.

### PERFORMANCE

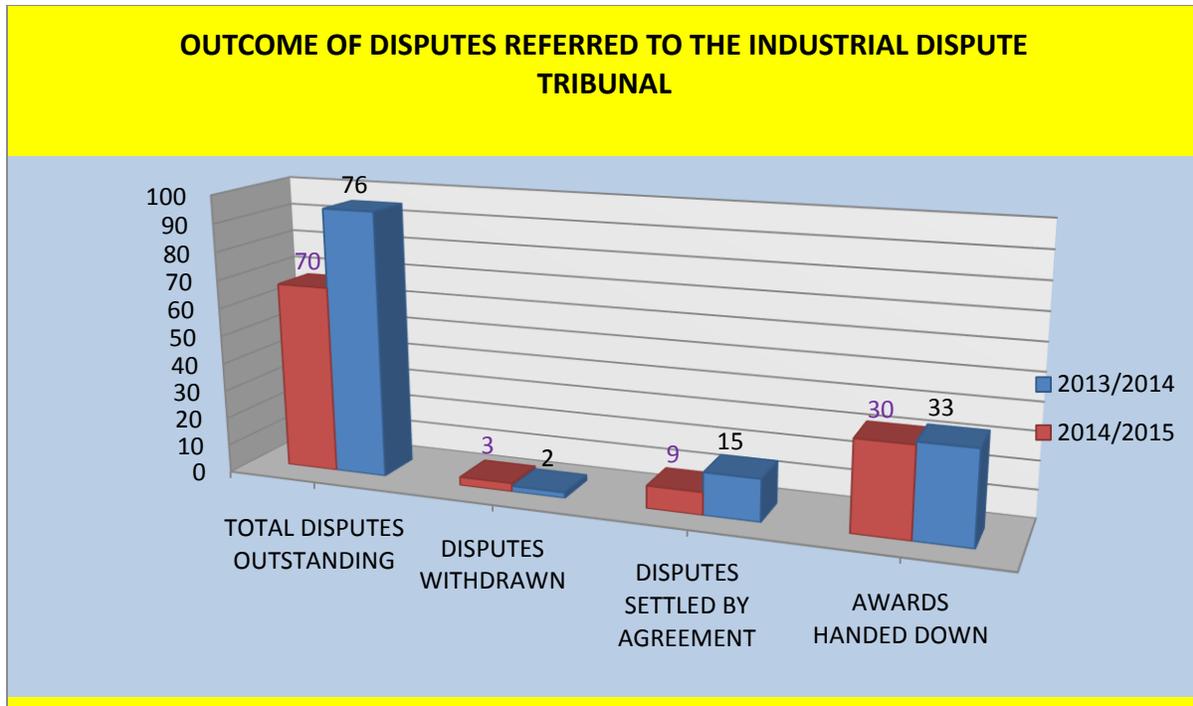
- During 2014/2015 financial year, the IDT handled 118 disputes. Of this number, 76 were carried forward from the previous year and 36 referred to the Tribunal;
- Forty two (42) disputes were disposed of during the year: 30 awards were handed down, three (3) less than 2013/2014, nine (9) settled by agreement and three (3) disputes were withdrawn (See Figure 4);
- Approximately 35.6 per cent of disputes at the IDT were disposed of. This target was surpassed by 5.6 per cent;
- At the end of the year, 70 cases were outstanding; and
- After the 2010 amendment to the LRIDA, there was an increase in the number of disputes referred to the IDT. A need was recognized for additional space to facilitate more meetings. To alleviate the backlog, a third conference room was opened in Decemeber 2014. Due to the additional space, the Tribunal is now able to have three (3) meetings simultaneously.

### PROJECTIONS 2015/2016

- Dispose of at least 30 per cent of the total disputes at the Tribunal.



Hon. Derrick Kellier at the opening of new office facilities at the Industrial Disputes Tribunal (IDT) in Kingston, along with Mrs. Maureen Kennedy Secretary and Chairman, Mr. Norman Wright.



**Figure 4**

### **PAY AND CONDITIONS OF EMPLOYMENT BRANCH (PCEB)**

The Pay and Conditions of Employment Branch (PCEB) is an arm of the Industrial Relations (IR) Department. Its core function is to ensure compliance with the minimum standards set out in the Labour Laws of Jamaica.

At the inception of the PCEB, the focus was primarily to investigate complaints lodged at the Ministry and to inspect the employment records of business establishments, to verify the level of compliance especially as it relates to the Minimum Wage Act 1938. The functions of the Department have expanded as more persons look to the Ministry as the neutral body to assist in resolving their matters involving pay and conditions of employment. This has resulted in an increased number of persons visiting and calling for assistance.

The functions of the PCEB are to:

1. Ensure establishments/employers are compliant with the provisions of the Labour Laws of Jamaica.
2. Conduct investigations and inspections of establishments in accordance with the provisions of the Labour Officer's Powers Act.
3. Disseminate information to the general public in relation to the Labour Laws of Jamaica.
4. Respond to labour relations queries from persons including the legal fraternity, Human Resource Managers, Chief Executive Officers, Associations and others.
5. Advise prospective employers (Foreign investors) on the provisions of the Labour Laws.

6. Interview clients (employees and employers) and determine whether formal complaint(s) should commence.
7. Document complaints in relation to pay and conditions of employment and follow up on a timely basis until the complaints are settled/resolved.
8. Conduct mediation sessions with complainants and employers.
9. Review and reassess complaints /cases and determine whether a court referral should be initiated.
10. Accept monetary settlements on behalf of complainants via the Accounts Department or a manager's cheque drawn in the name of the Permanent Secretary.

#### **TARGETS 2014/2015**

- Investigate 2,910 establishments, based on complaints from non-unionized workers;
- Inspect 2,300 establishments to ensure that organizations are adhering to the labour laws.

#### **PERFORMANCE**

##### **Complaints**

- a) Six thousand two hundred and ninety two (6,292) complaints were received during the year 2014/2015, a decrease of 1,466 or 18.9 per cent when compared to 2013/2014;
- b) The largest number of complaints was in relation to the Employment (Termination and Redundancy Payments) Act [2,622 or 41.7 per cent]; next was the Holidays with Pay Act with 2,391 or 38 per cent, Minimum Wage with 1,207 or 19.2 per cent and Maternity Leave with 72 or 1.1 per cent;
- c) As was the case in the previous year, the majority of the complaints were received from females. For the 2014/2015 year complaints were 3,643 or 57.9 per cent of the total ;

##### **Investigations**

- d) One thousand six hundred and nineteen (1,619) investigations<sup>2</sup> were conducted, 30.7 per cent less than 2013/2014. The majority was undertaken in relation to the Employment (Termination and Redundancy Payments) Act with 532 or 32.9 per cent, Minimum wage Act (490 or 30.3 per cent) and Holidays with Pay Act 450 or 27.8 per cent;

##### **Inspections**

- e) The number of inspections undertaken totalled 1,672, a reduction of 570 or 25.4 per cent compared to the previous year;
- f) Breaches of the Minimum Wage Act accounted for the largest number of inspections, 624 or 37.3 per cent, followed by the Employment (Termination and Redundancy Payments) Act with 460 or 27.5 per cent of the total;

##### **Settlements**

- g) Settlements made by proprietors in relation to breaches of the labour laws accounted for J\$66.2M in settlements (See Table 11);
- h) Settlements for breaches of the Employment (Termination and Redundancy Payments) Act

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<sup>2</sup> Not all complaints received warrant investigation.

constituted the largest amount, representing 51.2 per cent of the payments. This could be attributed to the fact that some employers do not believe in giving the applicable period of notice to terminate the employment of worker. This was followed by the Holidays with Pay Act with 29.4 per cent;

- i) There was a significant decline in the deposits made by employers to the Ministry in 2014/2015, \$9.14M or 78.2 per cent. Those made with respect to breaches of the Employment (Termination and Redundancy Payments) Act accounted for the largest deposits made with \$1.9M or 73.7 per cent; and
- j) Two thousand one hundred and thirty four (2,134) persons were paid by proprietors for the fiscal year of which 1,122 or 52.6 per cent were females The number of persons who directly received payments as compensation from employers for infringement of their rights decreased by 1,313 or 38.1 per cent (See Table 12).

#### **PROJECTIONS 2015/2016**

- Investigate 3,000 establishments based on complaints from non-unionized workers;
- Inspect 2,500 establishments to ensure that organizations are adhering to the labour laws.

**SETTLEMENTS MADE BY PROPRIETORS, AMOUNTS DEPOSITED  
AND NUMBER OF EMPLOYERS WHO MADE DEPOSITS THROUGH THE MLSS BY LEGISLATION:  
2013/2014 AND 2014/2015**

**TABLE 11**

LEGISLATION	SETTLEMENTS BY EMPLOYERS \$						DEPOSITS BY EMPLOYERS \$		NUMBER OF EMPLOYERS	
	2013/2014			2014/2015			2013/ 2014	2014/2015	2013/ 2014	2014/ 2015
	M	F	T	M	F	T				
<b>EMPLOYMENT [TERMINATION AND REDUNDANCY PAYMENTS]</b>	35,602,862.95	28,668,891.43	64,271,754.38	20,259,453.35	13,644,263.08	33,903,716.43	3,461,122.06	1,877,710.71	45	26
<b>HOLIDAYS WITH PAY</b>	13,910,679.95	15,047,761.39	28,958,441.34	9,817,002.97	9,610,985.61	19,427,988.58	3,362,083.67	252,114.82	56	24
<b>MINIMUM WAGE</b>	5,270,576.99	10,463,487.75	15,734,064.74	6,483,774.74	6,291,045.26	12,774,820.00	4,870,101.99	417,133.21	32	21
<b>MATERNITY LEAVE</b>	0	633,991.67	633,991.67	0	75,230.76	75,230.76	0	0	0	0
<b>TOTAL</b>	<b>54,784,119.89</b>	<b>54,814,132.24</b>	<b>109,598,252.13</b>	<b>36,560,231.06</b>	<b>29,621,524.71</b>	<b>66,181,755.77</b>	<b>11,693,307.72</b>	<b>2,546,958.74</b>	<b>133</b>	<b>71</b>

**NUMBER OF PERSONS PAID BY PROPRIETORS, PERSONS PAID FROM DEPOSITS AND AMOUNT PAID FROM DEPOSITS BY LEGISLATION:  
2013/2014 AND 2014/2015**

**TABLE 12**

LEGISLATION [ACT]	PERSONS PAID BY PROPRIETORS						PERONS PAID FROM DEPOSITS		AMT. PAID FROM DEPOSITS \$	
	2013/2014			2014/2015			2013/2014	2014/2015	2013/2014	2014/2015
	M	F	T	M	F	T				
EMPLOYMENT [TERMINATION AND REDUNDANCY PAYMENTS] ACT	576	923	1499	324	467	791	47	50	2,274,931.04	404,381.49
HOLIDAYS WITH PAY	501	709	1210	347	624	971	48	51	2,143,701.10	243,114.82
MINIMUM WAGE	161	565	726	332	31	363	31	32	1,074,536.99	47,229.66
MATERNITY	0	12	12	9	0	9	0	0	0	0
<b>TOTAL</b>	<b>1238</b>	<b>2209</b>	<b>3447</b>	<b>1012</b>	<b>1122</b>	<b>2134</b>	<b>126</b>	<b>133</b>	<b>5,493,169.13</b>	<b>694,725.97</b>

## **OCCUPATIONAL SAFETY AND HEALTH (OSH)**

This Section is responsible for monitoring and enforcing the Factories Act and its accompanying Regulations. It encourages the promotion and maintenance of certain minimum occupational safety and health standards for the protection of all workers. With the support and leadership of the International Labour Organization (ILO) through its Conventions, Declarations, Legislations and Programmes, the section prescribes standards and policies to achieve working conditions that are conducive to productivity, competitiveness and development. In addition, there is a recognized correlation, between prosperous nations and high standards of occupational safety and health (Sweden Oslo, 1998). This concept influenced the ILO to develop a "Decent work Agenda" that includes minimum standards of OSH as one of the core labour imperatives required for the **World Market**.

### **Operations of the OSHD**

The main operations of the Department is centered around the administration of the Factories Act. This is achieved by inspecting factories, docks, building sites and carrying out accident investigations at prescribed entities. In addition, other entities (not now covered under the Factories Act), including Government organisations are requesting the services of the Department to develop programmes and provide auditing services for OSH. In 2007, on recognising that the country needed an expanded and better OSH programme in order to become current and relevant on the world market, the Voluntary Compliance Programme (VCP) was developed and launched. The VCP allows entities the opportunity to achieve the standards of the draft OSH Act with the assistance of the OSHD.

### **Registration of Factories**

To register a factory, a completed application form and receipt from the tax office must be submitted to the MLSS Regional Office or the 1F North Street office by post, fax or email. An unannounced inspection is then done of the factory. Safety and health conditions are assessed for compliance with Factories Act & Regulations. Based on findings, a decision is made to register or refuse registration. A written report with recommendations is sent to owners/managers. For factories being registered, an official Certificate of Registration/Re-registration, which is valid for 3 years, is issued.

### **Investigation of workplace accidents**

When an accident occurs, the OSHD must be immediately notified. An Inspector then visits the workplace and conducts an accident investigation, after which a written report with recommendations for corrective action is sent to the Owner/Manager.

### **Approval of building plans of factories for compliance with the Factories Act and Regulations**

Building plans should be submitted to the OSHD (Chief Factory Inspector) for approval before submission to the Parish council. A completed Building Plan Approval Form and at least 3 copies of the building plans must be submitted to the Regional or North Street Head Office where the plans are reviewed. If any amendments are to be done, the applicant is informed. Final documents are stamped and signed approved and at least two (2) copies are returned to the applicant.

## **TARGETS 2014/2015**

- Increase the number of registered enterprises from 3,000 to an estimated 20,000, given the remit and scope of the new OSH Act;
- Expand the OSH Coverage from 11 per cent of the workforce to 89 per cent, to include non traditional operations and enterprises such as Agriculture, Fisheries and the Service Sector comprising hotels and places of entertainment;
- Introduction of the Workers “OSH Passport” - this is a programme to train and sensitise every Jamaican worker for both the local and international labour market, with OSH competence, in order to achieve the goals of **Vision 2030** “to make Jamaica the place to live, work, do business and raise families”;
- The Public Sector OSH Policy to be developed and promulgated in regards to the 2012 Public Sector Heads of Agreement for the tabling of the OSH Act, by the Legislative Year 2013/2014;
- Complete and table the Hazardous Installation Policy in the 2014 Legislative Year;
- Reorganization of the OSHD to provide the level and depth of services required for the OSH Act;
- Review and expand the VCP to drive the new OSH Act;
- The improvement and continuation of the OSH Inspection System to include inspection of non traditional places such as the Public Sector;
- Development and implementation of an OSH Programme for the Ministry;
- Campaign for dealing with “Asbestos in the Workplace”, in keeping with International Agenda to manage the process of removal and prevention;
- Engage the informal and small business sector in OSH and HIV matters. The first of such initiative to be done on Princess Street between Barry Street and Beckford Street; and
- Change the inspection system to one of evaluation.

## **PERFORMANCE**

**The following targets were not achieved as they are dependent upon the passing of the OSH Act:**

- Given the remit and scope of the new OSH Act, increase the number of registered enterprises from 3000 to an estimated 20,000;
- Expand the OSH Coverage from 11 per cent of the workforce to 89 per cent, to include non traditional operations and enterprises such as Agriculture, Fisheries and the Service Sector such as hotels and places of entertainment;
- The Public Sector OSH Policy to be developed and promulgated in regards to the 2012 Public Sector Heads of Agreement for the tabling of the OSH Act, by the Legislative Year 2013/2014;
- Reorganization of the OSHD to provide the level and depth of services required for the OSH Act;

The following targets remain a work in progress:

- Introduction of the Workers “ OSH Passport - this is a programme to train and sensitise every Jamaican worker for both the local and international labour market, with OSH competence, in order to achieve the goals of Vision 2030 to make Jamaica the place to live, work, do business and raise families;
- Complete and table the Hazardous Installation Policy in the 2014 Legislative Year;

- Campaign for dealing with “Asbestos in the Workplace”, in keeping with the International Agenda to manage the process of removal and prevention;
- Engage the informal and small business sector in OSH and HIV matters. The first of such initiative to be done on Princess Street between Barry Street and Beckford Street;
- Change the inspection system to one of evaluation.

The following targets have commenced:

- The improvement and continuation of the OSH Inspection System to include inspection of non traditional places such as the Public Sector; this will be implemented in all parishes.
- Development and implementation of an OSH Programme for the Ministry;

### **Inspections and Investigations**

- a) As at March 1, 2015, 1,679 inspections were carried out by the OSH section of the Ministry. This represents a decrease of 227 or 11.9 per cent less than 2013/2014.
- b) Inspection of registered factories decreased by 64 or 5.2 per cent, when compared to the previous year.
- c) Registered factories comprised 69.7 per cent of the total inspections conducted with the majority occurring in the second quarter (Jul-Sept).
- d) Five (5) special investigations were conducted in 2014/2015, as was the case in 2013/2014.

### **Accidents reported and investigated**

- e) The number of accidents reported (267) in 2014/2015 declined by 116 or 30.3 per cent. Of this number, 131 qualified for investigation while 79 were investigated. The majority of accidents (32.2 per cent) were reported in the first quarter of the year; and
- f) Three (3) deaths were associated with the accidents reported for the 2014/2015 period, four (4) less than 2013/2014.

### **PROGRAMME ON HIV/AIDS**

A Unit was established in the Ministry to heighten awareness of the prevention and control of HIV/AIDS in the workplace, as well as the promotion of the National Workplace Policy on HIV/AIDS.

The MLSS in collaboration with other key Ministries and Agencies has made significant progress in stemming the spread of HIV/AIDS in Jamaica.

### **TARGETS 2014/2015**

- a) Strengthen the peer education programme by implementing new strategies;
- b) Sustain support for the National Workplace Policy on HIV and AIDS through collaboration with JEF and MSME Alliance by developing a 2-day training course to be implemented by the Umbrella Groups;

- c) Build the capacity of the Union Representatives on HIV in the Workplace and the implementation of the National Workplace Policy on HIV and AIDS by training them in Policy Monitoring and Advocacy skills;
- d) Strengthen the VCP by implementing new strategies;
- e) Prepare newly enrolled companies for the auditing process by conducting voluntary compliance programme awareness workshops;
- f) Support capacity building interventions by implementing the recommendations from desk review of existing policies and programmes in the MLSS as it relates to populations; and
- g) Increase stakeholder involvement on the finalization of the Jamaica Regulations on HIV and AIDS to accompany the pending OSH Bill through collaborations with the Labour Advisory Council.



Hon. Derrick Kellier speaking at a Breakfast Meeting on OSHA legislation (including the National Workplace Policy on HIV & AIDS) held at the Jamaica Pegasus Hotel.

## PERFORMANCE

### a) Strengthen the peer education programme by implementing new strategies

A workshop was held and a Consultant engaged to develop a programme for implementation;

### b) Sustain support for the National Workplace Policy on HIV and AIDS through collaboration with JEF and MSME Alliance by developing a 2-day training course to be implemented by the Umbrella Groups

Developed a tool by the help of a Consultant for the intervention to work with JEF, MSMEs, to help these organizations in creating workplace policies;

### c) Build the capacity of the Union Representatives on HIV in the Workplace and the implementation of the National Workplace Policy on HIV and AIDS by training them in Policy Monitoring and Advocacy skills

Workshops were held with unions in order to monitor and evaluate the implementation of workplace policies; and

### d) Strengthen the VCP by implementing new strategies

A final draft of the Act was passed and awaiting further consultation as it pertains to the VCP.

## PROJECTIONS 2015/2016

- Given the remit and scope of the new OSH Act, increase the number of registered enterprises from 3,000 to an estimated 20,000. It is anticipated that with the passage of the new OSH Act, the OSHD will receive at least 100,000 requests. Therefore, if given the necessary resources, the OSHD commits to register at least 20,000 enterprises during this financial year;
- Expand the OSH Coverage from 11 per cent of the workforce to 89 per cent, to include non traditional operations and enterprises such as Agriculture, Fisheries and the Service Sector such

- as hotels and places of entertainment;
- Implement an effective framework for the administration of the new OSH Act;
- Campaign for dealing with “Asbestos in the Workplace”, in keeping with International Agenda to manage the process of removal and prevention;
- Review and expand the Voluntary Compliance Programme (VCP) to drive the new OSH Act by engaging the informal and small business sector in OSH and HIV matters;
- Complete and table the Hazardous Installation policy;
- Develop a Policy and Health Promotion Unit.

## CHILD LABOUR

A milestone in the restructuring of the MLSS is the emphasis placed, with the help of the ILO, on eliminating the worst forms of child labour. A Child Labour Unit was set up in the Ministry and work is being carried out in collaboration with other local and international organizations.

Child Labour is defined by the ILO as work that deprives children of their childhood, potential and dignity. It is also work that is mentally, physically, socially or morally dangerous and harmful to children. In October 2003, Jamaica ratified ILO Conventions no. 138 (Minimum Age of Employment) and 182 (Worst Forms of Child Labour). The primary tenets of these Conventions were included in the Child Care and Protection Act of 2004, Sections 33-45. This Legislation makes it illegal to employ children who are less than 13 years old, however it permits light work between the ages 13 to 15 years. As a part of continued support from the ILO, the Youth Activity Survey was conducted in 2002, it indicated that there were over 16,420 children engaged in child labour for that reference week. Since then the Ministry of Labour and Social Security has been given portfolio responsibility to implement the National Plan of Action on Child Labour with the following objectives:

- Create a comprehensive information system that incorporates quantitative and qualitative information on child labour in Jamaica to be used for policy and programme development.
- Withdraw and rehabilitate children from hazardous work and prevent others from engaging in child labour.
- Enhanced Awareness of the complex problems associated with child labour that will affect social attitudes towards children and their educational rights.

<https://www.facebook.com/pages/Child-Labour-Jamaica/564382173626281>



L-R Hon. Derrick Kellier, Mr. Errol, Miller Chief Technical Director and Mrs. Marva Pringle-Ximinnies, Dir. Child Labour Unit at a Child Labour Tripartite workshop at the Ministry's North Street Office.

- Strengthen the relevant institutions of the Government of Jamaica and Civil Society to enforce Child Labour Laws and to develop and implement policies/programmes toward the prevention of Child Labour.

## **PERFORMANCE**

### **Policy development:**

- The first draft of the National Policy on Child Labour was finalized. This draft is still the subject of consultations with stakeholders. Several Dipstick Surveys were conducted in May Pen, Savanna La Mar, Westmoreland and Hanover to inform the work of the Child Protection Committees. These parishes reflected the highest incidences of vulnerability among children, families interviewed for the surveys.
- Child Protection Committees were piloted in four (4) parishes, KSA, Clarendon, St. Catherine and St. James.

## **INTERNATIONAL LABOUR AGENCIES AND INFORMATION (ILA&I)**

This section continues to carry out the mandate of the ILO in executing Jamaica's duties and responsibilities that are in keeping with Labour Treaties and Agreements to which Jamaica is a signatory. During 2014, the following activities took place:

Preparation and submission of Reports to the ILO on the Country's application of the following ILO Conventions:

- 1) C08 - Unemployment Indemnity (Shipwreck) Convention, 1920
- 2) C016 – Medical Examination of Young Persons (Sea) Convention, 1921
- 3) C081 – Labour Inspection Convention, 1949
- 4) C087 – Freedom of Association and Protection of the Right to Organization Convention, 1948
- 5) C098 – Right to Organize and Collective Bargaining Convention, 1949
- 6) C150 – Labour Administration Convention, 1978
- 7) As is customary, the preparation of these Reports were carried out with the input of the Social Partners, Jamaica Employers' Federation, the Jamaica Confederation of Trade Unions and other relevant bodies, during the period June 1 to August 30, 2014.
- 8) Delegates attending the 103rd (2014) Session of the International Labour Conference were prepared and equipped for the Conference. Nine (9) delegates, including Minister Derrick Kellier, attended the Conference.
- 9) A Questionnaire based on Right of Association (Agriculture) Convention, 1921 (No. 11), Rural Workers' Organisations Convention, 1975 (No. 141) and Rural Workers' Organizations' Recommendation, 1975 (No. 149), from the ILO was dispatched to several representatives such as the Jamaica Employers Federation and Jamaica Confederation of Trade Unions, to name a few for their input. Responses to this questionnaire were not forthcoming, so the reporting deadline of 31<sup>st</sup> July 2014 was not met.
- 10) The ILO had requested a Report on Unratified Conventions and Recommendations concerning

Migration for Employment (Revised) Convention, 1949 (No. 97) and Migration For Employment (Revised) Recommendation, 1949 (No. 86), Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143) and Migrant Workers Recommendation, 1975 (No. 151). The Report was completed and sent by 28 February 2015.

11) Preparation for the ratification of the Maritime Labour Convention, 2006 continues.

12) The ILO has requested that consideration be given to the ratification of C189 –Decent Work for Domestic Workers convention, 2011, C188 – Work in Fishing Convention, 2007 and adoption of the Recommendation R200 on HIV/AIDS and the World of Work. Due consideration is being given to these unratified Conventions and Recommendation.

## **NATIONAL INSURANCE FUND (NIF) DEVELOPMENT PROJECTS**

The NIF secretariat is responsible for managing the assets of the NIS to ensure that growth is realized over time. These funds are used for periodic increases in NI benefits.

### **TARGETS 2014/2015**

- Growth in Investment Income of at least \$5.28B;
- Growth in net assets of the Fund of approximately \$1.50B.

### **NIF Small and Medium-sized Enterprise (SME) Credit Facility**

- The allocation for the NIF SME Credit Facility has been increased to \$1.5B and seeks to achieve the following goals:
  - i) ensuring NIS registration and contribution by participating SMEs;
  - ii) increasing the pool of NIS contributions resulting from the formalization of large numbers of SMEs into the formal business sector; and
  - iii) island-wide job creation.

### **Expansion and Development of Braco Resorts**

- The NIF has secured a new long-term contractual arrangement for the operation of the 226-room Braco Resorts Hotel under a management agreement between the Fund and Melia Hotels International (MHI), Europe's third largest hotel chain. It is expected that over 200 Jamaicans will be employed (in its initial phase).

### **Harmony Cove Investment Project**

- The Harmony Cove Jamaica Project is a Real Estate based development designed to create an atmosphere to drive profitability, liquidity and financial stability to the Jamaican economy. The project will aid in the development of the economy, particularly in the areas of; job creation and infrastructural development. The initiative will also broaden Jamaica's tourism offerings and thus its appeal as a travel destination. The project will further diversify the NIF's investment portfolio and allow the Fund to earn hard-currency as a result of its participation.

### **Investment in a new cement plant (Cement Jamaica Ltd)**

- Cement Jamaica Limited (CJL), a US\$340M project, is at the final stages of establishing a cement plant with a self-owned 39 Mega Watt power plant situated on 182 acres of land on the south coast of Jamaica. The NIF is proposing to invest within the project and thereby unlock several benefits including i) providing over 450 new jobs; ii) stimulation of business activity in the surrounding area in various industries; iii) providing a consistent supply of cement to the local market, preventing future disruptions in the construction sector.

## PERFORMANCE

### Statement of Comprehensive Income

- Total **Investment Income** (II) for the eleven (11) months ending February 2015 amounted to \$4.20B and this amount excludes Unrealised Gains. This amount is an increase of \$250.18M or 6.36 per cent over the comparative period ending February 2014. Unrealised Gains for the fiscal year-to-date period ending February 2015 amounted to \$1.65B. February's 2015 value also represents a decrease of \$417M or nine (9) per cent over the financial year ending March 2014, which showed Investment Income at \$4.62B, excluding Unrealised Gains.
- **Contributions** (Net of NHF Collections) amounted to \$11.80B for the eleven (11) months ending February 2015. This amount represents an increase of \$1.19B or 11.2 per cent over the corresponding year-to-date period ending February 2015. February's 2015 value also represents a decrease of \$1.16B or 8.9 per cent over the financial year ending March 2014, which showed Contributions Net of NHF Collections at \$12.95B.
- Total **Pension Benefits** amounted to \$14.15B for the eleven (11) months ending February 2015. This amount represents an increase of \$534M or 3.9 per cent over the corresponding period ending February 2014. February's 2015 value also represents a decrease of \$983M or 6.5 per cent over the financial year ending March 2014, which showed total Pension Benefits at \$15.1B.
- The total (unaudited) **Net Asset Value** of the National Insurance Fund amounted to \$71.22B as at the end of February 2015, representing an increase of \$4.97B or 7.5 per cent over the corresponding month ending February 2014 which showed Net Assets at \$66.25B. February's 2015 value also represents an increase of \$3.82B or 5.7per cent over the financial year ending March 2014, which showed Net Assets at \$67.40B.

### Statement of Financial Position

- **Current Assets** of the Fund amounted to \$6.87B as at the end of February 2015, representing an increase of \$1.19B or 20.9 per cent over the corresponding month ending February 2014 which showed Current Assets at \$5.68B. February's 2015 value also represents an increase of \$355.2M or 5.5 per cent over the financial year ending March 2014, which showed Current Assets at \$6.51B.
- **Current Liabilities** for February 2015 amounted to \$1.86B, compared to \$1.41B ending February 2014 and \$1.70B ending March 2014. As a result, **Net Current Assets** for the NIF amounted to \$5B ending February 2015, representing an increase of \$734M or 17.2per cent over February 2014 or an increase of \$189M or 3.9 per cent over financial year ending March 2014.
- The Total (unaudited) **Net Asset Value** of the Fund amounted to \$71.22 as at the end of February 2015, representing an increase of \$4.97B or 7.5 per cent over the corresponding month ending February 2014, which showed Net Assets at \$66.25B. February's 2015 value also represents an increase of \$3.82B or 5.7 per cent over the financial year ending March 2014, which showed Net Assets at \$67.40B.

*\*Latest Financials for Eleven (11) Months ending February 2015.*

## NATIONAL INSURANCE SCHEME (NIS)

The NIS is a compulsory contributory funded social security scheme which requires contributions from persons 18-65 years who are gainfully occupied in insurable employment. Eighteen (18) benefits are available under the Scheme. The NIS is administered under the National Insurance Act, through a network of thirteen (13) Parish Offices and five (5) specialized units. These units are Contributions and Records, Compliance, Claims/Benefits, Fund Accounts and International Social Security. Its main functions are to:

- Identify insurable persons;
- Register insured persons and employees;
- Collect National Insurance (NI) contributions;
- Award benefits under the National Insurance Scheme;
- Provide pensioners with health insurance under NI GOLD.

### TARGETS 2014/2015

- Conduct at least 825 public education sessions;
- Register 58,166 NIS contributors;
- Conduct an Employer Survey;
- Disburse \$16.0B in NI benefits and \$495M in NIGOLD benefits;
- Process NIS benefit for 16,000 new claimants;
- Collect \$11.0B in revenue from contributors;
- Collect at least \$450M of outstanding contributions from delinquent employers.

### PERFORMANCE

#### Public Education Campaign

- Officers participated in 735 public education fora, which reflected an achievement of 89.1 per cent. This was to increase public awareness of the NIS.

#### Registration

- Fifty thousand seven hundred and ninety eight (50,798) new persons were registered with the NIS. This reflects an achievement of 87.3 per cent.

#### Disbursements

- For the period April 2014 – February 2015, \$14.152B was disbursed to pensioners. In addition, \$461.7M was disbursed for NIGOLD. These targets were achieved by 88.5 per cent and 93.3 per cent, respectively.



MLSS Booth at the Jamaica Employers' Federation (JEF)'s annual business and workplace convention and exposition at Sunset Jamaica Grande Resort in Ocho Rios, St. Ann.

### **Contributions Collected**

\$11.8B in contribution was collected between April 2014 - February 2015. This target was surpassed by \$8M or 7.3 per cent.

### **Outstanding contributions from employers**

- **\$500.775M** was collected from delinquent employers between April 2014 – February 2015. This target was surpassed by \$50.77M or 11.3 per cent.

### **Employer Survey**

- In keeping with **Vision 2030** to expand coverage of the NIS, 1,345 employers participated in the Survey.

### **Total NIS Beneficiaries**

- At the end of 2014/2015, the number of NIS beneficiaries was 109,090 (See Figure 13);
- Recipients of Old Age pensions comprised 69.9 per cent of the total, followed by individuals receiving widow's benefits with 16,975 or 15.6 per cent; and
- Special Anniversary beneficiaries accounted for the smallest with 10.

### **New NIS Beneficiaries**

- During the 2014/2015 financial year, 18,364 applicants were awarded NIS benefits (See Table 14); and
- Old Age beneficiaries accounted for 45.8 per cent of awards followed by Funeral Grant with 37.9 per cent.

### **Disbursement of Pensions and Grants to new beneficiaries**

- \$70.884M was disbursed to 2,318 new grant beneficiaries, 19.9 per cent more than the previous year (See Table 15);
- \$2.370B was disbursed to 8,899 pension beneficiaries; and
- The amount disbursed for grants and pensions recorded increases of 19.9 and 4.6 per cent over 2013/2014, respectively.

The breakdown is as follows:

### **Old Age Pensions and Grants**

- There were 8,419 new beneficiaries for the 2014/2015 period (See Table 15);
- Six thousand four hundred and six (6,406) or 76.1 per cent were pension recipients and 2,013 or 23.9 per cent received grants;
- Analysis of the data by parish revealed that 28.9 per cent of the beneficiaries were from KSA while 20.3 per cent were from St. Catherine; and
- \$1.9B was disbursed for the 2014/2015 period.

### **Invalidity Pensions and Grants**

- During the financial year 2014/2015, 696 pensions and 98 grants were disbursed to new

beneficiaries (See Table 15);

- \$227.3M were disbursed for the period under review; and
- St. Catherine beneficiaries received the largest pension disbursement of \$75.9M or 33.9 per cent of the total.

### Widows' Pensions and Grants

- One thousand six hundred and nine (1,609) persons received widows' benefits during the 2014/2015 period. This was an increase of 5.7 per cent, when compared to the 2013/2014 financial year (See Table 15);
- Widows' beneficiaries received disbursements totaling \$288.6M for the financial year, increasing from \$260M in 2013/2014;
- Widows' pension (\$260.2M) increased by 10.2 per cent over the figure for 2013/2014; and
- Grants reflected an increase of 54.4 per cent, moving from \$4.6M in 2013/2014 to \$7.1M in 2014/2015.

### TOTAL NUMBER OF ACTIVE NIS BENEFICIARIES AND BENEFIT TYPE: 2014/2015

TABLE 13

TYPES OF BENEFITS		BENEFICIARIES
		2014/2015
OLD AGE		76,291
INVALIDITY		6,423
WIDOWS		16,975
WIDOWERS		2,158
FUNERAL GRANT		6,961
EMPLOYMENT INJURY BENEFITS		176
MATERNITY		11
SUGAR WORKER		23
SPECIAL ANNIVERSARY		10
ORPHAN/SPECIAL CHILD		62
<b>TOTAL</b>		<b>109,090</b>

**NEW NATIONAL INSURANCE SCHEME BENEFICIARIES:  
2014/2015**

**TABLE 14**

<b>TYPES OF BENEFITS</b>	<b>BENEFICIARIES</b>
	<b>2014/2015</b>
<b>OLD AGE</b>	8419
<b>INVALIDITY</b>	794
<b>WIDOWS</b>	1609
<b>WIDOWERS</b>	395
<b>FUNERAL GRANT</b>	6961
<b>EMPLOYMENT INJURY BENEFITS</b>	176
<b>MATERNITY</b>	11
<b>ORPHAN/SPECIAL CHILD</b>	10
<b>TOTAL</b>	<b>18375</b>

**Widowers' Pension and Grants**

- There were 395 males who received widowers' benefit for the 2014/2015 period. This was 40 more than the previous financial year (See Table 15);
- Total disbursement was \$72.4M, with pensions accounting for 97.7 per cent and grants 2.3 per cent; and
- Both pension and grant disbursement figures showed increases of 11.8 per cent and 43.7 per cent respectively for the 2014/2015 period.

**Funeral Grants**

- There were 6,961 beneficiaries of funeral grants for the 2014/2015 period, an increase of 1,129 or 19.4 per cent over 2013/2014 (See Table 16); and
- Males accounted for 54.0 per cent and females 46.0 per cent of the total.

**Orphan and Special Child**

- Ten (10) orphans/special child recipients received \$5.9M in pension and grants benefits, three (3) less than the previous year. Pension and grant disbursements also recorded a reduction of \$1.5M or 20.2 per cent (See Table 17).

**Maternity Allowances**

- There were 11 beneficiaries of maternity benefits for the 2014/2015 period, four (4) less than the previous year; and
- KSA had the highest number of beneficiaries with five (5).

**Employment Injury Benefit (EIB)**

- During the 2014/2015 period, 176 benefits were awarded. Under the EIB, temporary

incapacity benefits accounted for the highest claims with 157 or 98.2 per cent of total claims for the fiscal year.

**PROJECTIONS 2015/2016**

- Conduct at least 907 public education sessions;
- Register 61,074 NIS contributors;
- Conduct employer survey in select parishes;
- Disburse \$18.0B in NI benefits and \$561.6M in NIGOLD benefits;
- Collect \$13.76B in revenue from contributors;
- Collect at least \$957.6M of outstanding contributions from delinquent employers;
- Commence implementation of recommendations made by the JPC, to improve the business processes of the NIS; and
- Review sections of the NI Act and Regulations.

**DISBURSEMENT OF PENSIONS AND GRANTS TO NEW BENEFICIARIES:  
2013/2014 AND 2014/2015**

**TABLE 15**

NIS BENEFITS	NO. OF PENSION BENEFICIARIES		PENSION DISBURSEMENTS	
	2013/2014	2014/2015	2013/2014	2014/2015
OLD AGE	6456	6406	1,718,256,207.99	1,794,173,150.20
INVALIDITY	738	696	227,594,035.87	223,891,280.15
WIDOWS	1380	1441	255,616,636.97	281,565,952.71
WIDOWERS	324	356	63,266,849.28	70,720,039.52
<b>TOTAL</b>	<b>8,898</b>	<b>8,899</b>	<b>2,264,733,730.11</b>	<b>2,370,350,422.58</b>

NIS BENEFITS	NO. OF GRANT BENEFICIARIES		GRANTS DISBURSEMENTS	
	2013/2014	2014/2015	2013/2014	2014/2015
OLD AGE	1983	2013	50,501,435.47	58,786,736.48
INVALIDITY	99	98	2,908,380.31	3,396,400.00
WIDOWS	142	168	4,569,389.17	7,053,426.21
WIDOWERS	31	39	1,146,200.00	1,647,473.48
<b>TOTAL</b>	<b>2,255</b>	<b>2,318</b>	<b>59,125,404.95</b>	<b>70,884,036.17</b>
<b>GRAND TOTAL</b>	<b>11,153</b>	<b>11,217</b>	<b>2,323,859,135.09</b>	<b>2,441,234,458.75</b>

**FUNERAL GRANTS RECEIPTS BY PARISH AND SEX:  
2013/2014 AND 2014/2015**

**TABLE 16**

PARISH	MALE		FEMALE		TOTAL	
	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015
KSA	1,313	1464	1,081	1359	2,394	2823
ST. THOMAS	113	105	81	122	194	227
PORTLAND	91	86	71	107	162	193
ST. MARY	155	163	140	169	295	332
ST. ANN	173	213	136	140	309	353
TRELAWNY	83	106	69	71	152	177
ST. JAMES	199	266	177	209	376	475
HANOVER	55	58	60	50	115	108
WESTMORELAND	173	272	126	202	299	474
ST. ELIZABETH	151	176	104	112	255	288
MANCHESTER	168	182	134	164	302	346
CLARENDON	211	268	173	211	384	479
ST. CATHERINE	335	398	260	288	595	686
<b>TOTAL</b>	<b>3,220</b>	<b>3757</b>	<b>2,612</b>	<b>3204</b>	<b>5,832</b>	<b>6961</b>

**ORPHAN/SPECIAL CHILD BENEFITS BY PARISH:  
2013/2014 AND 2014/2015**

**TABLE 17**

PARISH		PENSION	GRANTS	TOTAL	PENSION (\$)	GRANTS (\$)	TOTAL
KSA	2013/2014	7	0	7	4,027,900.00	0	4,027,900.00
	2014/2015	3	0	3	1,766,100.00	0	1,766,100.00
ST. MARY	2013/2014	1	0	1	441,700.00	0	441,700.00
	2014/2015	1	0	1	792,900.00	0	792,900.00
ST. ANN	2013/2014	0	0	0	0	0	0.00
	2014/2015	1	0	1	896,800.00	0	896,800.00
ST. JAMES	2013/2014	1	0	1	331,800.00	0	331,800.00
	2014/2015	1	0	1	540,400.00	0	540,400.00
WESTMORELAND	2013/2014	0	0	0	0	0	0.00
	2014/2015	1	0	1	62,800.00	0	62,800.00
CLARENDON	2013/2014	1	0	1	1,226,400.00	0	1,226,400.00
	2014/2015	0	1	1	0	30,000.00	30,000.00
ST. CATHERINE	2013/2014	2	1	3	1,330,800.00	40,000.00	1,370,800.00
	2014/2015	2	0	2	1,815,247.00	0	1,815,247.00
<b>TOTAL</b>	2013/2014	<b>12</b>	<b>1</b>	<b>13</b>	<b>7,358,600.00</b>	<b>40,000.00</b>	<b>7,398,600.00</b>
	2014/2015	<b>9</b>	<b>1</b>	<b>10</b>	<b>5,874,247.00</b>	<b>30,000.00</b>	<b>5,904,247.00</b>

## **PUBLIC ASSISTANCE PROGRAMMES**

These include non-contributory social assistance programmes such as, PATH, Rehabilitation and Compassionate grants, Education and Social Intervention grants as well as other welfare activities arising from disaster and emergency management. The programmes were instituted by the Government with the aim of providing assistance to the most vulnerable in the society.

### **SOCIAL PROTECTION PROJECT (SPP)/PATH**

The main objectives of this project are to:

- Alleviate poverty by increasing the value of cash transfers to poor families;
- Increase educational attainment and improve health outcomes of the poor by breaking the inter-generational cycle of poverty;
- Serve as a safety net by preventing poor families from falling further into poverty;
- Provide opportunities for human capital development and economic improvement; and
- Target employable persons in households receiving assistance from PATH such as the youth, caregivers and other adults. Training is an integral part of the programme as it enables participants to gain and retain suitable employment.

PATH has been implemented island wide since 2002. The Programme currently provides cash transfers to 134,000 poor families with approximately 375,000 registered beneficiaries. Benefits are targeted to children, pregnant and lactating women, elderly and persons with disabilities. Families on the programme are mainly from rural Jamaica as poverty is more pervasive in these areas.

#### **1. Cash Transfer Benefits:**

For the 2015/2016 financial year, an estimated budget of J\$4.3B has been approved for payment to beneficiary families in cash transfers.

#### **2. Post-Secondary Grants**

Since the inception of PATH, there has been significant investment in primary and secondary education. In 2009, a new programme was introduced that made provision for students on PATH transitioning from the secondary level to receive a post-secondary grant. Beneficiaries entering a tertiary institution (specifically degree programmes) received a one off grant of J\$15,000.

However, for the academic year 2012/2013, the Ministry introduced a tiered benefit for the post-secondary grant offered to assist PATH students matriculating to post-secondary institutions. The benefit amounts ranged from J\$15,000 to J\$50,000.

#### **3. PATH Tertiary Bursary**

For the fiscal year 2013/2014, PATH introduced tertiary bursaries to students attending tertiary level institutions for their 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year. The introduction of the tertiary bursary is an expansion of the post-secondary grant to assist in the completion of tertiary education. Higher education provides expertise to all sectors of society and the economy. The ability of PATH to realistically reduce the

intergenerational cycle of poverty through human capital development is affected by the fact that some families have been unable to fund their children's education beyond the secondary level.

The MLSS transfers funds to Institutions after selected students are verified as PATH beneficiaries. Bursaries are paid to students by the Institutions using their existing student assistance arrangements. Each bursary is valued at J\$100,000.00. The bursary may be used for tuition, boarding, books or any other school related expenses and is valid for the academic year in which it was awarded.

#### **4. Transportation Allowance**

Over the past six years there has been a decline in the overall attendance of PATH beneficiaries, particularly among students in secondary schools. Compliance with school attendance has declined by as much as 15 per cent. Studies to investigate the causes have shown that one of the main reasons is the inability of families to pay for transportation costs to send their children to school. In recognition of this and to cushion the impact on the vulnerable families on PATH, the MLSS implemented a transportation allowance for the 2014/2015 academic year.

Students who become eligible for this benefit as follows:

- 1) Children who are in registered PATH Households.
- 2) Children who have been deemed to be in the category of chronic non-compliance with PATH educational condition (i.e. being non-compliant for at least three payment period over an academic year). A listing of students within this category is provided by the MLSS to schools.
- 3) Children who exhibit non-compliance due to lack of financial support to pay transportation costs to attend school. This information is ascertained by investigations conducted by the MLSS, Social Workers and the Schools' Guidance Counsellors.

Payment is made on a monthly basis to families, subjected to school attendance being checked and verified. Beneficiaries are notified of their payment by text messaging advising them when to go to their selected payment agency (Bill Express or Paymaster) to collect their payments.

#### **5. Recertification:**

Included in the design of PATH is a process of recertification where families on the programme for four (4) or more years are reassessed to determine continued eligibility for benefits. A recertification exercise of PATH families enrolled on the programme in 2002 & 2003 was conducted between February and July 2013. Thirty thousand five hundred and four (30,504) PATH families with children were reassessed to determine continued eligibility.

The recertified families have been placed into three groups:

**Group 3** – Families who will continue to receive PATH benefits (approx. 26,000 families).

**Group 2** – Families (1,000 families) to take part in the Graduation programme will be provided with a maximum of two years of targeted interventions. These interventions will be led by case management and will support the socio-economic development of the family through the Ministry's Steps-to-Work programme. These families will also receive a reduction in their cash transfers over the two year period.

**Group 1** – Families (approx. 11,000 families) to transition from the programme over a one year period

with reduced cash transfer payments.

### TARGETS 2014/2015

- Payment of benefits to approximately 330,000 registered beneficiaries;
- Introduce and implement a graduation strategy for PATH families;
- Introduce and implement a transportation allowance for non-compliant students to improve compliance rates;
- Develop and implement an Earnings Database for the Public Sector;
- Enact legislation incorporating policy proposed in the White Paper on Public Sector Pension;
- Design and implement the STW MIS database;
- Conduct Study on the transition and opportunity for the Deaf in Jamaica;
- Study - Analysis of the Ageing Module for the JSLC 2012;
- Formulate a Poverty Reduction Policy and Programme;
- Submit Social Protection Strategy to Cabinet for approval and launch Strategy; and
- Design and implement a pilot parenting intervention for PATH families with children -6 years old.

### PERFORMANCE

#### Payment of benefits

- There were approximately 311,781 registered beneficiaries for the period ending February 2015 (See Figure 5); and
- Provided cash transfers to approximately 375,000 registered PATH beneficiaries, totalling \$4.33B.

#### Transportation Allowance

- A transportation allowance for non-compliant students was successfully implemented in 2014. The grant was piloted between April and June 2014. Three thousand and ninety three (3,093) students at the secondary level benefitted from a sum of J\$24.882M. For the 2014/2015 financial year, J\$43.711M has been expended on transportation allowances; The results revealed that the average attendance at the end of the pilot period was significantly increased. During March 2014, the month before the pilot, only 44 per cent of those sampled had achieved the benchmarked compliance rate of 85 per cent school attendance. At the end of the pilot in June 2014, 78 per cent of the sample had attained 85 per cent school attendance. A communication strategy for the transportation allowance has been developed along with a draft brochure. The communication strategy is aimed at ensuring that the participating schools and the wider public is fully aware of the transportation allowance particularly as it relates to access, monitoring co-responsibilities etc.



Andre Miller and Deverley Scott hosts the 2014 PATH Top Achievers Awards Ceremony.

### **Education Compliance**

- The average compliance rates for males in primary and secondary schools were 81 and 71.7 per cent respectively. Males fell short of the target by 3.5 and 9.3 per cent respectively; and
- Females in primary and secondary schools were 85 and 83.7 per cent compliant. Although females in primary school fell short of the target by 0.5 per cent and was surpassed by 1.7 per cent for secondary schools (See Table 18).

### **Health Compliance**

- For the fiscal year 2014/2015 children between the ages 0-1 years were compliant up to 77.6 per cent on average of the time in visiting their health care centres. When compared to the 2013/2014 period this group was 79.6 or 2 per cent more compliant than beneficiaries for the period under review;
- On average lactating mothers were 78.8 per cent compliant in visiting their health care providers for the 2014/2015 period; and
- Pregnant beneficiaries were the most compliant to regulations as it pertain to health care under PATH with an average of 93.3 per cent for the fiscal year (See Table 19).

### **Graduation Strategy**

- The graduation strategy was approved by Cabinet in April 2014 and is scheduled to be implemented in the 2015/2016 financial year. Cabinet also approved the hiring of an additional 50 social workers to assist with the implementation of the strategy.

The Draft Graduation Strategy Policy implementation document has been submitted for approval. The families for the graduating group have been selected and the first 1,000 identified.

### **Develop and implement an Earnings Database for the Public Sector**

- A consultant was contracted to develop the software for Public Employees Pension Administration (PEPAS).

### **Enact legislation incorporating policy proposed in the White Paper on Public Sector Pension**

- The Chief Parliamentary Council was supplied with the outline of the policy and drafting instructions.

### **Design and implement the STW MIS database**

- A consultant was engaged effective January 26, 2015.

### **Conduct Study on the transition and opportunity for the Deaf in Jamaica**

- Consultation is underway regarding the methodology with the Consultant and the Review Panel.

### **Study - Analysis of the Ageing Module for the JSLC 2012**

- Final Draft of the Study was approved and dissemination of the findings are to follow.

### Formulate a Poverty Reduction Policy and Programme

- This programme falls under the purview of the PIOJ. MLSS does not report on it.

### Submit Social Protection Strategy to Cabinet for approval and launch Strategy

- First Draft well advanced in the printing process.

### Design and implement a pilot parenting intervention for PATH families with children -6 years old

- A Consultant has been hired effective January 2015 for a period of six months. The Work Plan, Logistics Plan and Training Plan have been submitted for review.

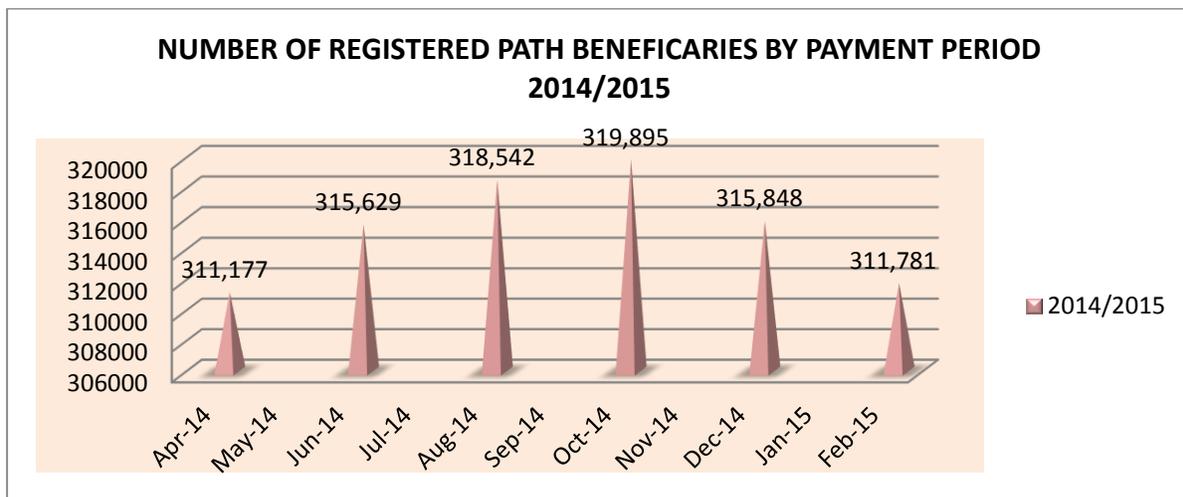


Figure 5

### Tertiary Bursary

Public Education materials (3,000 flyers) were developed and distributed in the tertiary institutions as part of the implementation and sensitization activities surrounding the Bursary as well as to inform qualified beneficiaries of the benefit for the 2014/2015 academic year. Since the 2014/2015 academic year J\$38.8M has been disbursed.

### PROJECTIONS 2015/2016

- Payment of benefits to approximately 320,000 registered beneficiaries;
- Monitor education and health compliance rates;
- Implement a graduation strategy for PATH families;
- Hire an additional 50 social workers to assist with the implementation of the strategy;
- Payment of J\$72M to 2,500 students in Transportation Allowance each payment period (every 2 months);
- \$100M has been budgeted for this PATH Tertiary Bursary;
- Under the Steps to Work Programme a new intervention will be piloted where 600 working aged members of PATH families will be out through on-the-job- training so that they will be able to

- obtain work experience and be placed in employment;
- Design and implement a pilot parenting intervention for PATH families with children 2-6 years old.

### EDUCATION COMPLIANCE RATE (%): 2013/2014 AND 2014/2015

TABLE 18

Compliance Period		GRADE 1-6		GRADE 7-9		GRADES 10-13	
		M	F	M	F	M	F
JAN-FEB	2013/2014	86	89	79	86	75	81
	2014/2015	87	90	80	86	75	81
MAR-APR	2013/2014	83	84	73	81	72	77
	2014/2015	75	81	70	78	68	74
MAY-JUN	2013/2014	78	82	77	85	87	90
	2014/2015	76	82	78	86	85	89
SEPT--OCT	2013/2014	91	93	88	91	83	88
	2014/2015	93	94	90	93	85	87
NOV-DEC	2013/2014	75	81	75	81	71	78
	2014/2015	74	78	77	84	73	79

### HEALTH COMPLIANCE RATES (%): 2013/2014 AND 2014/2015

TABLE 19

COMPLIANCE PERIOD		CHILD 0-1	LACTATING	PREGNANT
JAN-FEB	2013/2014	81	77	95
	2014/2015	78	76	96
MAR-APR	2013/2014	77	74	94
	2014/2015	78	74	95
MAY-JUN	2013/2014	81	73	89
	2014/2015	76	79	90
JUL-AUG	2013/2014	75	83	93
	2014/2015	77	81	94
SEPT--OCT	2013/2014	80	90	92
	2014/2015	79	82	93
NOV-DEC	2013/2014	84	82	94
	2014/2015	78	81	92

### PUBLIC ASSISTANCE DEPARTMENT

The Public Assistance Department is responsible for the administration of the following grants:

- Rehabilitation:-** awarded to persons who are experiencing adverse circumstances which have interrupted their ability to earn an income.
- Compassionate:-** designed to assist persons in need of urgent assistance but are unable to access other programmes.
- Emergency Relief:-** for persons who have been affected by natural or other disasters, such as fire and flood in order to improve the household's ability to cope.

- **Education and Social Intervention:** - to assist needy students.
- **Short Term Intervention Project** – to assist the needy to cushion hard economic situation affecting the country.

#### **TARGETS 2014/2015**

- Continue to provide assistance to 6,000 individuals upon recommendation from Members of Parliament, under the short term intervention project;
- Assist 7,150 persons with rehabilitation, compassionate, emergency relief as well as education and social intervention grants;
- Monitor 1,000 income generating ventures which have been assisted with rehabilitation grants over the last two (2) years;
- Provide assistance to 800 families of disaster.

#### **PERFORMANCE**

##### **Short Term Intervention Project**

- During the 2014/2015 fiscal year \$38.3M was disbursed to 2,760 individuals and seven (7) organizations; this target was achieved by 46.1 per cent (See Table 21).
- Compassionate grants as it pertains to this Project accounted for 2,724 or 98.7 per cent of the total.

##### **Assist 7,150 persons with grants**

- For the period April 2014 – February 2015, 6,888 persons benefited from grants totalling **\$146.8M**, this target was achieved by 91.8 per cent (See Table 20). The breakdown is as follows:
  - 905 families received rehabilitation grants totalling \$19.3M to start income generating projects and to boost existing ones.
  - 4,888 persons received compassionate grants totalling \$106M to assist with medical, funeral and other expenses. The highest payment was made to recipients of compassionate grants which accounted for 72.5 per cent of total disbursements.
  - 407 families received emergency relief assistance totalling \$12.6M;
  - 688 students received education and social intervention grants totalling \$12.6M.
- Further disaggregation of the data revealed that females accounted for 52.5 per cent of the total grants issued.

##### **Monitor 1,000 income generating ventures which have been assisted with rehabilitation grants over the last two (2) years**

- Social Workers in 13 parish offices evaluated 239 projects and the ratings were as follows: Excellent (21); Good (53); Fair (33); Poor (14) and Fail (118). This target was achieved by 23.8 per cent.

##### **Provide assistance to 800 families of disaster**

- Three hundred and sixteen (316) families were affected by disaster. All families were assisted with food, comfort items, grants and counseling. The breakdown were as follows:
  - 292 fires which affected 489 families (1,317 victims) were reported to the

- Ministry. Three (3) persons died as a result and the Ministry assisted with funeral arrangements;
- 24 families were affected by flooding in the parishes of St. Mary and Trelawny.

**PUBLIC ASSISTANCE GRANTS AND BENEFICIARIES BY SEX:  
2013/2014 AND 2014/2015**

TABLE 20

GRANTS	NO. OF BENEFICIARIES 2013/2014			NO. OF BENEFICIARIES 2014/2015			DISBURSEMENTS (\$) 2013/2014	DISBURSEMENTS (\$) 2014/2015
	M	F	T	M	F	T		
REHABILITATION	440	639	1,079	302	603	905	21,589,581.00	19,309,957.65
COMPASSIONATE	2,743	2,807	5,550	2,625	2,263	4,888	105,958,188.00	106,383,150.29
EMERGENCY	224	301	525	167	240	407	8,937,777.00	8,553,787.69
EDUCATION AND SOCIAL INTERVENTION	113	364	477	179	509	688	8,400,740.00	12,559,333.00
<b>TOTAL</b>	<b>3,520</b>	<b>4,111</b>	<b>7,631</b>	<b>3,273</b>	<b>3,615</b>	<b>6,888</b>	<b>144,886,286.00</b>	<b>146,806,228.63</b>

**THE SHORT TERM INTERVENTION PROJECT:  
2013/2014 AND 2014/2015**

TABLE 21

BENEFITS	NUMBER OF BENEFICIARIES	DISBURSEMENT (\$)
REHABILITATION GRANT	36	2,237,050.10
*COMPASSIONATE GRANT	2,724	36,024,227.02
<b>TOTAL</b>	<b>2,760</b>	<b>38,261,277.12</b>

\*This Compassionate Grant relates only to Short Term Intervention.

**PROJECTIONS 2015/2016**

- Continue to provide assistance to 6,000 individuals upon recommendation from Members of Parliament, under the short term intervention project;
- Assist 7,150 persons with rehabilitation, compassionate, emergency relief as well as education and social intervention grants;
- Maintain an electronic register of persons who benefit from social assistance programmes;
- Monitor 200 income generating ventures which have been assisted with rehabilitation grants over the last two (2) years; and
- Provide assistance to 500 families of disaster.

## SOCIAL INTERVENTION PROGRAMMES (SIPs)

In 2013, the Jamaica Emergency Employment Project (JEEP) as well as the Education and Entrepreneurship Grant Programme (formerly YES) were amalgamated to develop the Ministry's Social Intervention Programmes (SIPs). The integration is expected to achieve greater efficiency, reduce duplication and provide greater impact. This is geared towards offering assistance to beneficiaries through short term employment and an educational and/or entrepreneurship grant to foster independence and self-reliance.

### TARGET 2014/2015

- Provide short term employment for 500 youths;
- Provide assistance to 500 youths through Education and Entrepreneurship grants;
- Encourage participants to be 'change agents' in their businesses and communities, emphasizing volunteerism.

### PERFORMANCE

- During the 2014/2015 financial year, the EEG component of SIPs disbursed approximately \$28.7M; 54.8 per cent was disbursed through Education grants and 45.2 per cent through Entrepreneurial activities (See Table 22);
- For the year, **929** individuals received assistance through SIPs, a 92.9 per cent achievement, i.e. 438 JEEP and 491 EEG. In addition, **44** JEEP participants received training throughout the year (See Table 23);
- SIPs representatives visited **202** prospective employers and **37** presentations were made;
- Female beneficiaries accounted for 72.3 per cent of total beneficiaries, while 27.7 per cent were contributed by males;
- The JEEP category of the Social Intervention Programme for the 2014/2015 period provided jobs for 438 individuals island wide (See Table 23);
- The parish of St. Elizabeth accounted for the highest number of beneficiaries with 79 or 18.0 per cent; next was Hanover with 60 or 13.7 per cent, then St. Thomas with 58 or 13.2 per cent; and
- Females were more dominant as they accounted for 74.0 per cent.



MLSS Social Intervention Programme (SIP) booth at the Labour Market Forum hosted by the MLSS, PIOJ and IADB at the Jamaica Conference Centre.

**PROJECTIONS 2015/2016**

- Provide short term employment for 550 youths;
- Provide assistance to 600 youths through Education and Entrepreneurship Grants; and
- Collaborate with stakeholders/partners (JBDC and RADA) to provide entrepreneurial training to 150 applicants.

**NUMBER OF BENEFICIARIES FOR EDUCATION AND ENTREPRENEURIAL GRANT:  
2013/2014 AND 2014/2015**

**TABLE 22**

TYPE OF EDUCATIONAL GRANT	M		F		DISBURSEMENT (\$)	
	2013/2014	2014/2015	2014/2015	2014/2015	2013/2014	2014/2015
TERTIARY	20	21	65	71	5,216,400.00	8,623,016.00
SECONDARY	44	49	113	129	5,725,922.00	5,937,101.50
SKILLS	2	7	2	19	112,000.00	1,169,550.00
<b>TOTAL</b>	<b>66</b>	<b>77</b>	<b>180</b>	<b>219</b>	<b>11,054,322.00</b>	<b>15,729,667.50</b>

ENTREPREUNIAL GRANT BY INDUSTRY	M		F		DISBURSEMENT (\$)	
	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015
TRADING	4	24	21	91	1,748,000.00	8,318,031.00
MANUFACTURING	2	6	2	15	309,000.00	1,087,000.00
AGRICULTURE	8	29	6	30	965,950.00	3,576,500.00
<b>TOTAL</b>	<b>14</b>	<b>59</b>	<b>29</b>	<b>136</b>	<b>3,022,950.00</b>	<b>12,981,531.00</b>
<b>GRAND TOTAL</b>	<b>80</b>	<b>136</b>	<b>209</b>	<b>355</b>	<b>14,077,272</b>	<b>28,711,198.50</b>

**NUMBER OF YOUTHS PLACED IN EMPLOYMENT THROUGH JEEP BY PARISH AND SEX:  
2013/2014 AND 2014/2015**

**TABLE 23**

PARISH	2013/2014		2014/2015		TOTAL	
	MALE	FEMALE	MALE	FEMALE	2013/2014	2014/2015
KSA	11	43	19	34	54	53
ST.CATHERINE	7	24	14	25	31	39
HANOVER	15	65	13	47	80	60
TRELAWNY	1	11	1	1	12	2
ST.ANN	2	15	6	40	17	46
WESTMORELAND	15	17	1	14	32	15
ST.MARY	5	3	1	6	8	7
ST.JAMES	3	10	4	7	13	11
ST.THOMAS	17	32	20	38	49	58
MANCHESTER	11	14	4	8	25	12
PORTLAND	7	22	1	15	29	16
CLARENDON	13	43	9	31	56	40
ST.ELIZABETH	6	22	21	58	28	79
<b>TOTAL</b>	<b>113</b>	<b>321</b>	<b>114</b>	<b>324</b>	<b>434</b>	<b>438</b>

## **PROGRAMMES FOR PERSONS WITH DISABILITIES**

### **THE JAMAICA COUNCIL FOR PERSONS WITH DISABILITIES (JCPD)**

The Council seeks to empower those with a disability by promoting independence through training and development. The Council works closely with other government and non-government agencies to ensure improved quality of life and independence for PWDs.

Persons with disabilities are provided with educational, vocational and social opportunities. The Council assists these persons with skills training and self-help projects so that they can earn an income. Services provided by the JCPD are executed through the National Vocational Rehabilitation Service (NVRS). The NVRS is for persons aged 18 to 59.

To receive a service or benefit, PWDs must be registered with the JCPD. Unregistered PWDs must obtain a medical form from JCPD or a Social Worker in the Parish Office which should be completed by their medical doctor verifying their disability. The form is to be returned to the JCPD's Head Office or to a Social Worker in the Parish Office where the registration process is completed.

The JCPD also has three (3) off-station workshops as a part of its operation.

#### **Paradise Prints**

The only sheltered workshop operated in Jamaica by the JCPD. This workshop which has been in operation since 1975 produces Batik along with soft goods for sale. It employs persons with various types of disabilities.

#### **Assessment and Guidance Centre**

This Centre provides training for PWDs. It was established in 1977 and can accommodate approximately forty five (45) trainees. The Centre teaches woodwork, papier-mâché and art therapy. It also facilitates preliminary assessment and evaluation for trainees and offers remedial education, in collaboration with the Jamaica Foundation for Life Long Learning (JFLL).

#### **Woodside Bakery**

Woodside Workshop is a training facility which began operations in 1983. It creates employment opportunities for PWDs. The products from the bakery are marketed and sold locally. The Workshop produces a variety of cultural baked products (e.g. bullas, gizzardas, grater cakes etc).

#### **Disability Technical Cooperation Project (Overview)**

The Disabilities Technical Cooperation Project is the result of a collaborative effort between the MLSS, PIOJ and the IDB, with funding from the Japan Social Development Fund (JSDF). Initiated by a Launch and Stakeholder Workshop on June 27, 2012 under the Theme "Embracing Abilities for an Inclusive Society", the Project's activities provide support for improving the lives of PWDs.

The general objective of the Project is to advance the social protection policies within the MLSS in keeping with the commitment by the Government of Jamaica to the United Nations Conventions on the Rights of Persons with Disabilities (UNCPRD). It is intended that the Project will provide specific assistance to upgrade existing systems to define and profile the population of PWDs in Jamaica and enhance mechanisms to improve the targeting of PWDs for social benefits and programs. The ability to carry out the mandate of the JCPD which is identifying, registering and targeting PWDs for social benefits, will be enhanced when this Project is completed.

The Disabilities Technical Cooperation Project seeks to build on the gains of the JCPD over the last 40 years primarily by improving its registry of PWDs.

The Project has five (5) components:

### **Component 1 – Building Capacity to Register PWDs**

The objective of this component is to strengthen the capacity of JCPD by identifying and registering PWDs for the improvement of the social and rehabilitation support through the establishment of a database that profiles PWDs who are registered with the JCPD. This component will enhance the existing framework of the Government to formulate policies and programmes for PWDs. In order to achieve this objective, the Project will embark on an islandwide registration of PWDs in Jamaica.

**Expected outcome:** A design of an accurate information system updated with the registration of PWDs islandwide.

### **Component 2 – Public Education and Promotion**

The objective of this component is to design a Communication Plan for JCPD with one aspect geared towards promoting and educating persons on the national registration process. A complete Communication Plan is projected to take effect the next five years of JCPD's operation.

**Expected outcome:** The development and execution of an effective Communication Plan.

### **Component 3- Improving targeting of PWDs**

The objective of this component is to review systems that currently exists to identify PWDs who qualify for social assistance.

**Expected outcome:** A report analyzing the targeting systems used to identify PWDs for social assistance.

This component has been completed.

### **Component 4- Strengthening of the Early Stimulation Programme (ESP) for Children with Disabilities (CWDs)**

The objective of this component is to improve the quality of life for children with developmental disabilities through technical support and early intervention strategies.

**Expected outcome:** (a) Child Development Officers from ESP would be trained in areas of behaviour modification, communication coaching and prevention of childhood disabilities; (b) Expanding ESP programmes for greater access; and (c) Improving coping techniques of parents and (or) caregivers of CWDs.

This component has been completed.

### **Component 5 – Institutional Strengthening**

The objective of this component is to improve JCPD’s capacity to execute its mandate.

**Expected outcome:** JCPD staff trained in relevant disability areas that will improve their effectiveness in the execution of their duties.

### **Economic Empowerment Grant/Assistive Aids**

This grant is made available to parents/guardians of PWDs on their behalf, in cases where they are unable to access the grant themselves. A group of PWDs can also access the grant. Applicants must be able to operate a project that is viable or will enable them to gain suitable employment.

Applicants must complete an application form which will be reviewed by the Margaret Moody Sub-Committee of the National Advisory Board on Disabilities and upon approval, produce an invoice for the items needed. The supplier is required to have a Taxpayer Registration Number (TRN) which should be indicated on the invoice. The cheque will be made payable to the supplier. The Ministry allocates \$15M each year for this grant; the money is further divided, \$10M for Economic Empowerment Grant (EEG) and \$5M for Assistive Aids.

### **TARGETS 2014/2015**

- Register an additional 40,000 PWDs;
- Develop an MIS database for PWDs;
- Conduct socio-economic study of PWDs;
- Institutional strengthening of the JCPD;
- Develop a five year communication strategy for the JCPD;
- Restructure JCPD’s training workshops;
- Train social workers in counseling skills and dealing with persons with mental health conditions.



Senator Floyd Morris facilitates a group discussion on the recent Disabilities Act at a Consultation at the UWI.

## **PERFORMANCE**

### **Register an additional 40,000 PWDs**

- Forty one (41) trained Data Collection Consultants identified and registered 27,000 PWDs across the island, an achievement of 67.5 per cent.

### **Develop an MIS database for PWDs**

- A Consultant was contracted to develop a comprehensive database for PWDs. A pilot test was conducted, some corrections were suggested and adjustments made.

### **Conduct socio-economic study of PWDs**

- A Socio-economic survey is currently being done to ascertain the conditions of PWDs across the island.

### **Institutional Strengthening of JCPD**

A Consultant was hired to evaluate the present Council and design a structure charting the new JCPD. Activities are still being implemented to complete this aspect of the project. The JCPD's staff has been participating in a number of training activities which will enhance their capacity to function effectively and efficiently. Some of these training activities include:

- Leadership Training at MIND; and
- Dealing with Persons with Mental Health Issues.

### **Develop a five year communication strategy for the JCPD**

- A Communications Consultant was contracted to develop a Communications Plan for the general population. A research was conducted and the Findings will assist in informing the design of the plan; and
- A Researcher was also contracted to conduct a Knowledge, Attitude, Behaviour and Practices (KABP) study which also assisted in designing the communication plan.

### **Train social workers in counseling skills and dealing with persons with mental health conditions**

- Three (3) Clinical Psychologists [two (2) in Kingston and one (1) in Western Jamaica] were engaged to assess and diagnose persons suspected to have intellectual disabilities. At the end of November, 236 clients were assessed; and
- Thirty nine (39) Field Officers participated in a four-day training session on the registration process and services offered by the Council.

### **Restructure JCPD's training workshops**

- Preliminary assessment of repairs completed. Due to insufficient funds restructuring could not begin.

### **Public education**

- Eighty three (83) public fora including media interviews and sensitisation sessions were

conducted for the year. The interviews were centred around various disability issues in light of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

### **Economic and empowerment grant and assistive aids**

- Twenty one (21) applicants who were approved for the economic and empowerment grants were trained in small business operations;
- \$7.1M were disbursed to 631 JCPD clients as Rehabilitation Grants during 2014/2015, an increase of 17.6 per cent when compared to 2013/2014. Males accounted for 61 per cent of this total (See Table 24); and
- The largest proportion (\$2.3M or 31.8 per cent) of the disbursements was allocated to the category “Shadow” expenses.

### **PROJECTIONS 2015/2016**

- Relocate Paradise Prints to 16 ½ Paradise Street, at the Assessment and Guidance Centre compound;
- Repair and renovate the Assessment and Guidance Centre;
- Expand programmes and services and increase structure of JCPD;
- Develop and implement the Communications Plan;
- Restructure JCPD’s training workshops; and
- Expand the Margaret Moody Scholarship Fund to increase the opportunities for additional persons to gain support for tertiary level education.

**DISBURSEMENT OF REHABILITATION GRANTS TO JCPD CLIENTS:  
2013/2014 AND 2014/2015**

**TABLE 24**

TYPE OF ASSISTANCE	RECIPIENTS						DISBURSEMENT	
	MALE		FEMALE		TOTAL		(\$)	
	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015
ASSISTIVE AIDS/APPLIANCE	12	16	11	25	23	41	285,200.00	466,800.00
BOARDING FEE	4	7	1	2	5		38,000.00	45,200.00
CHICKEN REARING	5	3	3	3	8	6	155,245.00	79,000.00
CLIENT ASSISTANCE	12		26		38		130,123.31	0.00
EDUCATION	0		0		0		0.00	0.00
FUNERAL ASSISTANCE	7	9	11	8	18	17	330,000.00	200,000.00
GROCERY	0		1		1		20,000.00	0.00
HEALTH	0		0		0		0.00	0.00
HOUSING ASSISTANCE	2	0	2	1	4	1	70,860.03	20,000.00
LIVESTOCK	1	1	1	1	2	2	40,000.00	40,000.00
MEDICAL EXPENSES	30	26	23	33	53	49	564,040.16	483,108.81
PHONE CARDS	2	1	0	3	2	4	36,055.00	111,889.00
GOAT REARING		1			0	1		20,000.00
PIG REARING	1	1	0	0	0	1	16,000.00	20,000.00
REHAB	0	2	0	1	0	3	0.00	39,000.00
SCHOOL BOOKS	24	10	35	13	59		427,164.00	129,435.26
SCHOOL FEES	132	45	97	29	229	74	2,430,670.00	465,005.00
SCHOOL UNIFORM	14	2	1	2	15	4	85,100.00	53,676.00
SHADOW	67	144	27	63	94	207	1,639,200.00	2,268,500.00
SMALL BUSINESS	14	18	5	18	19	36	340,884.10	564,978.00
STIPEND	3	21	32	86	35	107	415,400.00	1,405,100.00
TRANSPORTATION	51	78	25	39	76	78	642,200.00	713,100.03
<b>TOTAL</b>	<b>381</b>	<b>385</b>	<b>301</b>	<b>327</b>	<b>681</b>	<b>631</b>	<b>7,666,141.60</b>	<b>7,124,792.10</b>

## THE EARLY STIMULATION PROGRAMME (ESP)

The ESP caters to the developmental needs of young children with varying types of disabilities. The programme is still the only fully Government funded service for young children with disabilities. The programme presently serves 1,539 children, of which 416 are from the rural communities and 1,123 fall within the urban areas. Between 65-70 per cent of these children are from poor households and are PATH beneficiaries. Among the disabilities presently managed by ESP are Cerebral palsy, Sensory impairment, Autism, Down syndrome, Developmental delay, secondary to psychosocial deprivation and co-morbid behavioural problems, including Attention Deficit Hyperactivity Disorder (ADHD) and other physical disabilities.



Hon. Derrick Kellier (R); Exe. Dir. of the ESP Antonica Gunter-Gayle; Chief Exec. Off of Digicel Foundation, Samantha Chantrelle; M.P for West Portland, Daryl Vaz; and Chairman of the Portland Parish Council, Benny White, participate in the breaking of ground for the ESP's Intervention Centre for children with special needs at Low Leyton, Orange Bay, Portland.

Children are referred to the programme from the Bustamante Hospital for Children, Ministry of Education, Family Court, Child Development Agency (CDA) and other agencies serving young children. The assessment process includes comprehensive history taking such as social, medical and developmental history. The administration of developmental screening tests aims to comprehensively identify potential developmental problems. A screening medical examination is also done by a team of professionals including a Child Development Clinician to identify potential neurological and sensory deficits.

The ESP continues to provide vital support to parents and caregivers of children 0 – 6 years. They operate from two (2) centres, in KSA and Portland, providing services for children who require assistance in the development of motor skills and mental ability. The programme has grown immensely over the past decade, as the number of clientele has increased significantly. It now receives its own budget from the Ministry of Finance, Planning and the Public Service.

### **There are three (3) main aspects to the programme:**

- i) **Centre-based** – These services include assessment and review processes, therapeutic services (physical therapy and sessional speech therapy), parent orientation and counselling and parent training / workshops. Centre-based services are provided primarily at the Head Office at 95 Hanover Street, Kingston.
- ii) **Community-based** – These services include home, nursery and school visits to train parents and caregivers in early intervention techniques. Community-based services were extended to some parts of St. Catherine. With the opening of the Portland Centre in September 2007, community based services have also been provided to children in Portland and St. Mary.
- iii) **Stimulation Plus Child Development Centre** - In 2006, based on the urgent need for a special early childhood centre to provide educational services for children with special needs in a structured environment, the Stimulation Plus Child Development Centre (CDC) was opened.

The Centre provides a full day intervention programme for young children ages 3-6 years with disabilities. The opening of this Centre was extremely welcomed, as it gave parents and caregivers the opportunity to work or become engaged in entrepreneurship, while their children were being taught and cared for in a safe and stimulating environment.

#### TARGETS 2014/2015

- Prepare 76 children, age six years old for placement in schools for the September 2014/2015 school year;
- Conduct 64 new clinic sessions to screen children for early detection of disabilities (birth to six years old);
- Develop Individualized Education Plans (I.E.P.) for all new and old clients on the programme to be carried out in the community;
- Redeploy staff to cover additional areas of Kingston & St. Andrew, Portmore and Portland; and
- Conduct 40 workshops/seminars for parents and CWDs to assist with the necessary coping skills and intervention strategies.

#### PERFORMANCE

- For the 2014/2015 financial year, 80 children were placed in schools: 54 children placed in special education and 26 in regular school; an achievement of 44 per cent;
- The Stimulus-Plus Pre and Basic School Programmes continued to expand, as parents and caregivers accessed training and other services, including physiotherapy and the provision of special education. Currently, the Centre has 126 children in attendance;
- Two (2) Officers were redeployed to the Portmore communities, which covers Hellshire, Edgewater, Gregory Park and other surrounding communities. Adjustment was made to the community-based intervention programme to include other far reaching communities in the Portland area;
- Forty six (46) new clinic sessions were held and 271 new clients were seen and assessed. This is an individualized intervention which screens children for early detection of disabilities;
- For the period, April – December 2014, 12 parenting and five (5) toy making workshops were conducted. These workshops were done for parents and children with disabilities to teach them the necessary coping skills;
- At the end of 2014/2015, 349 children were tested to determine their eligibility for admittance



Hon. Derrick Kellier shares a moment with (from left) Mrs. Antonica Gunter-Gayle- Dir. ESP, Hon. Lisa Hanna - Minister of Youth and Culture, and Samantha Chantrelle- CEO Digicel Foundation.

in the Programme, 10 or 2.8 per cent less than 2013/2014;

- Males comprised 67.9 per cent of the total. Approximately 68.2 per cent of the assessments were conducted in KSA;
- Six hundred and sixty eight(668) new clients were admitted and boys comprised 63.9 per cent;
- During 2014/2015, the average number of active clients was 1,395 compared to 1,295 clients in 2013/2014. Approximately 34.3 per cent of the active clientele were old clients from other parishes;
- There were 513 referrals of children for specialized assistance. Of this number, 258 or 50.3 per cent were referred for Physiotherapy, 164 or 32 per cent for Special education and 23 or 4.5 per cent for Orthopedic;
- Sixty eight (68) or 13.3 per cent were referred to other agencies; and
- Further analysis of the data shows that boys accounted for 342 or 66.7 per cent (See Table 25).

#### REFERRAL OF CHILDREN FOR SPECIALISED ASSISTANCE: 2013/2014 AND 2014/2015

TABLE 25

REFERRALS	2013/2014		2014/2015		TOTAL	
	MALE	FEMALE	MALE	FEMALE	2013/2014	2014/2015
PHYSIOTHERAPY	172	122	152	106	294	258
ORTHOPAEDIC	11	4	16	7	15	23
SPECIAL EDUCATION	60	44	126	38	104	164
OTHER AGENCIES	56	26	48	20	82	68
<b>TOTAL</b>	<b>299</b>	<b>196</b>	<b>342</b>	<b>171</b>	<b>495</b>	<b>513</b>

#### PROJECTIONS 2014/2014

- Review files of all clients who will be six years old to ascertain a level of readiness for school;
- Conduct 60 Assessment clinics/sessions for new clients;
- Develop Individualized Education Plans (I.E.P.) for all (new and old clients) on the programme to be carried out in the community;
- Conduct sixty-five (65) Physiotherapy clinics/sessions per cluster;
- Conduct 12 workshops/seminars for parents; and
- Construct additional classrooms to accommodate more CWDs.

#### THE ABILITIES FOUNDATION OF JAMAICA LIMITED

The Abilities Foundation is a registered voluntary organization and a community Training Intervention Institution with Heart Trust/NTA. The Foundation was established on October 5, 1992, as a result of the passionate lobbying efforts of members of the disabled community in Jamaica. The need was recognized for a specialized vocational education and training programme to serve all types of disabilities. Its existence is a collaborative effort with the Ministry of Labour and Social Security.

## Objectives

- To increase the employability of PWDs;
- To teach young adults with disabilities good work ethics and to facilitate their social and emotional readjustment in order to ensure effective integration into the wider society.

PWDs are among some of the most socially and economically disadvantaged in the Jamaican society and the foundation seeks to enable them to develop their full potential.

### Training Programme

- Housekeeping
- Furniture Making
- Data Operations Level 1
- Design and Decor/Soft Furnishing
- Horticulture and Landscaping

Three (3) of these courses lead to the **National Vocational of Jamaica (NVQ-J) Level 1**; namely Housekeeping/Data Operations Level 1. In January 2015, Data Operations Level 2 and Furniture Making were offered; these are facilitated through partnership with Heart Trust/NTA.

In addition, the Foundation offers a functional Life Skills curriculum which focuses on the trainees' transition to the work force, remedial English and Mathematics, Money Awareness and Money Management. Job coaching and job placement is also offered free of cost to students upon completion of their training. A tracking system has been implemented to monitor students after graduating from the Institution. Specialized days are highlighted when students are given professional development seminars from experts within the industry.

### **TARGETS 2014/2015**

- Strengthen institutional capacity through the provision of professional development workshops for Facilitators, Educators and Administrative staff at the Institution;
- Conduct a Public Awareness Campaign for the new intake in May 2014 and the establishment of the Evening Institute which will offer Data Operations I - Level 2, Functional/Life Skills Programme and Drapery Making;
- Conduct Career Exposition and Sensitization programmes for prospective employers;
- Engage the private sector, especially in the hospitality and service sectors for technical and financial support for the Housekeeping and Horticulture programmes;
- Re-engage the Petroleum Corporation of Jamaica Ltd, to revisit the proposal for the provision of solar panels for the Institution which would result in much needed resources to procure support services for beneficiaries; and
- Execute well planned activities for Abilities Day 2014; this will include income generating events that will be used to assist the school's Development Fund.

## PERFORMANCE

- At the end of 2014/2015, 80 students were enrolled at the Foundation, the majority of participants received training in Data Operations/General Administration, with 21 or 26.3 per cent followed by Furniture making with 20 trainees or 25 per cent. Housekeeping was next with 15 or 18.8 per cent (See Table 36);
- Twelve (12) young men were assessed in furniture making in three (3) practical units and all were successful;
- Abilities Day was held on November 26, 2014, which also unveiled the Digicel Foundation Furniture Project. The Hon. Minister Derrick Kellier was the keynote speaker and official handover duties were conducted by Digicel Foundation's Mrs. Jean Lowrie-Chin. In addition, Mr. Leckley Johnson who graduated from Abilities Foundation in 2012 and was promoted to Assistant Manager at the Tea Company also addressed the Foundation's clients;
- Sixty (60) trainees applied to NYS for summer employment and 54 were placed. In addition, Jamaica Recycling has committed to employ six graduates in the summer;
- Eleven (11) trainees completed five (5) units of data operations;
- General Office Administration trainees completed 10 units and have a remainder of eight (8) to be completed;
- The implementation of the Work Inclusion Project is underway, where the sensitisation of public and private entities on the employment of persons with disabilities, specifically Abilities Foundation graduates is the main focus. In addition, the Foundation continues to emphasize the benefits of employing persons with disabilities and the importance of being compliant in view of the passage of the Disabilities Act;
- The NYS contacted the Foundation for the Institution to provide them with 15 mild – moderate graduates ages 18-24 to be placed in a job training programme; and
- Professional job training seminars were conducted and these included the revamping of resume's, social and workplace etiquette. Twenty-five (25) graduates participated and the feedback was extremely positive.



Hon. Derrick Kellier along with Ms. Susan Hamilton (left), Dir. Abilities Foundation and Mrs. Jean Lowrie-Chin, Chairman of Digicel Foundation at the unveiling and handing over of a J\$3M Modernization Project at the school by Digicel Foundation.

**ENROLMENT IN ABILITIES FOUNDATION TRAINING COURSES BY SUBJECT AND SEX:  
2014/2015**

**TABLE 26**

<b>GROUP</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>TOTAL</b>
<b>DATA OPERATIONS/GENERAL ADMINISTRATION</b>	<b>12</b>	<b>9</b>	<b>21</b>
<b>HOUSEKEEPING</b>	<b>10</b>	<b>5</b>	<b>15</b>
<b>FURNITURE MAKING</b>	<b>11</b>	<b>9</b>	<b>20</b>
<b>HORTICULTURE</b>	<b>10</b>	<b>1</b>	<b>11</b>
<b>GARMENT APPAREL</b>	<b>9</b>	<b>4</b>	<b>13</b>
<b>TOTAL</b>	<b>52</b>	<b>28</b>	<b>80</b>

\* Overall units from all skill area to be completed is 60

\* Students in Horticulture and Garment Construction are not assessed by HEART Trust/NTA, but internally by the Abilities Foundation.

- HIV counselling and intervention was also a focus and in early November a team from the Bashy Plus Public sensitisation team visited the training centre. The interactive seminar was well received, safe sex brochures and condoms were distributed to our clients;
- The Furniture Making Department has been receiving orders from external agencies to produce shelving and trays; this will enhance income for the Institution;
- The Nursery has been producing herbs-parsley, rosemary and celery, organic callaloo and pakchoy and maintaining modest sales. An Instructor for that department created terrariums for sale and these were showcased at Hamilton Knight and Associates Career Day in October, which created potential markets for the Institution;
- The Foundation also participated in the Fashion Moda Market at the Jamaica Pegasus where \$27,000 in sales was realized;
- The Institution also participated in a Christmas Trunk Show on December 20, 2014;
- High volume of sales was realised over the Christmas season resulting from the hard work of Miss Williams (Instructor) and her team, overall sales for the period was \$183,000.00;
- The NCB Foundation initiated a social media campaign to raise \$100,000 by “liking” Abilities Foundation on the Facebook page, this was solidly supported by our partners and stakeholders and the target was achieved. In June, the presentation was held with Vice-Chair of NCB Foundation Mr. Andrew Pairman attending the event. Five (5) trainees were awarded tuition scholarships from the proceeds of this campaign;
- A project proposal for the total renovation of the furniture department was approved by the Digicel Foundation in the amount of \$2.84M;
- Training continues with emphasis being placed on transition skills, which aims to prepare trainees for the world of work. The curriculum covers functional mathematics, empowerment seminars, money management and remedial English;
- The Institution’s 4-H Club was successful in competitions this year, the Foundation was placed 1<sup>st</sup> in Edible Arrangement for the parish of KSA and 2<sup>nd</sup> in towel folding. The Foundation also placed 1<sup>st</sup> in the School Garden competition in KSA; and
- The Foundation entered the JCDC Deaf Dance competition and was awarded with Gold/Outstanding in the senior category for Modern and Contemporary Dance.

**PROJECTIONS 2015/2016**

- Facilitate trainees with certification from HEART Trust;
- Acquire additional assistive aids for PWDs (clients);
- Develop and implement a Work Readiness programme to ensure that trainees transition smoothly into the workplace;
- Launch a sensitisation campaign to public and private entities on the employment of PWDs;
- Conduct and participate in 10 public education sessions.

## NATIONAL COUNCIL FOR SENIOR CITIZENS (NCSC)

The Council works in collaboration with international and local organizations to promote programmes which enhance the well being of senior citizens. It has the mandate to formulate and implement policies and programmes for the well being of older persons (60 years and over).

### TARGETS 2014/2015

- To provide approximately 200 senior citizens with ID cards per month free of cost;
- Pursue the revision of the National Policy for Senior Citizens;
- Promote positive images of ageing, the values of an aged society, planning for retirement and old age and recognition of senior citizens;
- Stage 14 parish seminars on retirement planning, targeting persons 18 – 55 years old;
- Centenarians Day will be observed – persons 100 years and older will be recognized;
- Senior Citizens Week will be observed September 28 – October 4, 2014 at parish and national levels. The work and worth of seniors will be highlighted. A 5K walk is proposed;
- Undertake greater collaboration with the National Library network as well as NGOs and FBOs to ensure computer training is accessible to senior citizens;
- Seniors are to be encouraged to become more involved in schools and mentorship programmes in their communities.
- A liaison with the National PTA body is to be forged;
- Bring the spotlight on the work of senior citizens and public and private sector bodies to identify suitable markets for their work;
- A skills bank which registers the abilities of seniors will be developed; and
- RADA to re-energize the backyard gardening project island.



Club Members from the National Council for Senior Citizens (NCSC) pose at the Civil Service Exposition held at Emancipation Park in New Kingston as part of Civil Service Week Celebrations.

### PERFORMANCE

- Twenty seven (27) seminars were held islandwide: 16 on retirement planning and 11 health[ seven (7) in observance of World Health Day and maintaining healthy lifestyle among seniors, three (3) in observance of Heart month and one (1) on prostate cancer and nutrition]. The latter was in collaboration with the Ministry of Health;
- Cultural Day activities were staged in nine (9) parishes. All parishes participated in the Launch of Brillante National Cultural Festival under the theme *“The Older the Moon the Brighter it Shine”*;

- To promote mental stimulation and keep the seniors computer literate, basic computer classes were held island wide in collaboration with Parish Libraries and the Secretariat. A total of 44 seniors benefited from basic computer training courses in the parishes of KSA and St. Ann;
- The Government feeding Programme served 108,141 cooked meals to 20 feeding centres, day activity centre, shut-ins and meetings;
- Two thousand two hundred and fifty seven (2,257) senior citizens were issued with identification cards. These cards can assist the seniors in obtaining concessionary JUTC Smarter Cards and immigration purpose (access passport). Some banks and other organisations are also accepting them in offering benefits to senior citizens. In collaboration with the Jamaica Urban Transit Company (JUTC), 1,135 smart cards with concessionary fares were issued to seniors.



Hon. Derrick Kellier making a special presentation to Mrs. Estella Clarke Thelwell, a centenarian in Lucea, Hanover, on **September 5, 2014**. Along with Mr. Wynter McIntosh (right), Mayor of Hanover and members of her family.

- Regarding the senior mentorship programmes in their communities, this was achieved through intergenerational activities in schools and youth groups (devotional exercise, GSAT and after school care, environment club in schools, skills sharing inter alia);
- Some Parish Officers participated in the PTA and sensitised parents on the NCSC and its mandate;
- Through exhibitions and collaboration with other organisations and monthly sale day at some parish offices, seniors were able to market their products;
- Four hundred and seventy five (475) skills training workshops were conducted islandwide, just over 3,200 persons participated;
- One thousand four hundred and three (1,403) individuals from 39 feeding centres islandwide benefitted from the Non-governmental feeding programme during 2014/2015;
- The Terms of Reference (TOR) was done, no objection was received from the World Bank. An advertisement was placed seeking to engage a consultant, however only one (1) resume was received;
- Centenarians Day was observed on May 20, 2014. The Function was held in Harbour View where the Honourable Derrick Kellier awarded Miss Nerissa Golding who celebrated her 100<sup>th</sup> birthday. For the period April 2014 – December, 35 centenarians were recognised islandwide where they

were presented with gift baskets and souvenirs. In addition, 10 centenarians were recommended by Kingston and St. Andrew organisers to the Kiwanis Club of Kingston for recognition in their 100 anniversary celebration;

- Senior Citizens week was celebrated for the period September 28- October 4, 2014 under the theme: ***“Active Ageing Through a Healthy Lifestyle”***. The week was launched by Honourable Derrick Kellier on September 23, 2014;
- All **14** parishes participated in the activities, which church services, tree planting, physical activities, awards functions, recreational trips, exhibition of seniors work, inter-alia. Sponsorship was received from Imperial Optical, CCRP, and Virginia Dare with some of the activities. Media coverage was done by The Gleaner Company and Jamaica information Service;
- In collaboration with Rural Agricultural Development Authority (RADA), 20 seniors in St. James were trained in soil preparation for the sowing of seeds to encourage backyard gardening. Sixteen (16) cash crops were reported from the parishes of Manchester, St. James, St. Elizabeth, Hanover, St. Ann and Portland. In addition, two (2) seniors were actively involved in gardening at the Secretariat. They planted callaloo which they have been reaping and using in meals at the Day Activity Centre; and
- No formal skills bank was established, however the skills are shared in culinary arts and craft through workshops and members are known in the respective parishes.

#### **PROJECTIONS 2015/2016**

- Conduct 14 retirement planning workshops/seminars, 14 parish cultural activities and one (1) Ageing conference;
- Distribute 112,000 meals to 20 feeding centres;
- Continue the benefit programme (ID referrals) for seniors;
- Conduct 1,000 skills training workshops and other income generating activities.

## **VINEYARD TOWN GOLDEN AGE HOME (VTGAH)**

The Vineyard Town Golden Age Home has the responsibility to care and provide holistic development for its residents. Its aim is to promote a higher level of social integration and cohesion for the Home.

### **TARGETS 2014/2015**

- Re-introduce creative structured activities and ensure effectiveness in the maintenance of the programmes.
- Retrofit three (3) bathrooms and procure suitable equipment, machinery and furniture for the Home.

### **PERFORMANCE**

- Three (3) disability friendly standards bathrooms were retrofitted. Other infrastructural improvements were achieved, including the acquisition of three (3) water tanks, 32 adjustable hospital beds with rails, three (3) fridges, two (2) stoves and two (2) televisions.
- The Home constructed seven (7) medication cabinets containing 81 drawers each , to aid in a more efficient operation in the administration of medication;
- Physiotherapy instruments were also acquired.

### **PROJECTIONS 2015/2016**

- Finalize the Meal contracts which is currently at the Ministry of Labour and Social Security and National Contracts Commission (NCC). Finalization will significantly improve the quantity and quality of meals provided to residents;
- Retrofit appropriate area designated as a Medical Centre which will facilitate the accommodation of: Nursing Station, Doctors Office and Registry, Dressing Room, Physiotherapy Station and a Mental Health and Dentistry Office;
- Provide additional Human Resources in the Nursing and Medical Care Department specifically one (1) Nursing Supervisor, two (2) Registered Nurses and seven (7) Practical Nurses. This recruitment will serve to improve medical and wellness services to residents;
- Retrofit one (1) additional bathroom to disability friendly standards;
- Maintain Disaster Management Plan through two (2) Disaster Management Exercises (one [1] Fire Drill and one [1] Earthquake Drill);
- Implement training plan for staff to improve skill sets;
- Improve technological framework of Home through acquiring and installing networking service; and
- Increase private sector solicitations in order to offset costs associated with running the Home.

APPENDIX 1

## Schedule of Work Permit Fees

*PART I*

*PART II*

<i>CATEGORY OF EMPLOYMENT</i>	<i>DURATION OF WORK PERMIT</i>	<i>FEE PAYABLE</i>
1. Wholesale and Retail Trade, Repair of Motor Vehicles and Personal and Household Goods.	(a) A work permit granted for a period of not more than three months	\$42,500.00
2. Other Community Social and Personal Services Activities	(b) A work permit granted for a period of more than three months but not more than six months	\$85,000.00
3. Private Households with Employed Persons	(c) A work permit granted for a period of more than six months but not more than nine months	\$127,500.00
	(d) A work permit granted for a period of more than nine months but not more than twelve months	\$170,000.00
	(e) A work permit granted for a period of more than twelve months	\$170,000.00 for the first twelve months and \$42,500.00 for each three month period thereafter, or any part thereof

<i>CATEGORY OF EMPLOYMENT</i>	<i>DURATION OF WORK PERMIT</i>	<i>FEE PAYABLE</i>
1. Hotel and Restaurant Services	(a) A work permit granted for a period of not more than three months	\$37,500.00
2. Electricity, Gas and Water, Mining and Quarrying	(b) A work permit granted for a period of more than three months but not more than six months	\$75,000.00
3. Construction	(c) A work permit granted for a period of more than six months but not more than nine months	\$127,500.00
	(d) A work permit granted for a period of more than nine months but not more than twelve months	\$170,000.00
	(e) A work permit granted for a period of more than twelve months	\$150,000.00 for the first twelve months and \$37,500.00 for each three month period thereafter, or any part thereof

# Schedule of Work Permit Fees

*PART III*

*PART IV*

<i>CATEGORY OF EMPLOYMENT</i>	<i>DURATION OF WORK PERMIT</i>	<i>FEE PAYABLE</i>	<i>CATEGORY OF EMPLOYMENT</i>	<i>DURATION OF WORK PERMIT</i>	<i>FEE PAYABLE</i>
1. Finance Intermediation	(a) A work permit granted for a period of not more than three months	\$32,500.00	1. Manufacturing	(a) A work permit granted for a period of not more than three months	\$27,500.00
	2. Transport, Storage and Communication	(b) A work permit granted for a period of more than three months but not more than six months		\$65,000.00	2. Agriculture, Forestry and Fishing
3. Real Estate Renting and Business Services.	(c) A work permit granted for a period of more than six months but not more than nine months	\$97,500.00	3. Health and Social Work	(c) A work permit granted for a period of more than six months but not more than nine months	\$82,500.00
	(d) A work permit granted for a period of more than nine months but not more than twelve months	\$130,000.00	4. Education	(d) A work permit granted for a period of more than nine months but not more than twelve months	\$110,000.00
	(e) A work permit granted for a period of more than twelve months	\$130,000.00 for the first twelve months and \$32,500.00 for each three month period thereafter, or any part thereof	5. Extra-territorial organizations and bodies which are not exempt by virtue of the Foreign Nationals and Commonwealth Citizens (Employment) Exemptions Regulations, 1964	(e) A work permit granted for a period of more than twelve months	\$110,000.00 for the first twelve months and \$27,500.00 for each three month period thereafter, or any part thereof

**APPENDIX 2**

**Schedule of CSME Fees**

Application Fee	J\$2,000.00
Cost of Certificate	J\$8,000.00
Each Dependent	J\$2,000.00
Replacement Fee	J\$3,000.00
Amendment Fee	J\$2,000.00

### APPENDIX 3

#### National Insurance Fund

Statement of Financial Position as at February 28, 2015

	<u>Unaudited February-15</u> \$'000	<u>Unaudited Mar-14</u> \$000	<u>Unaudited Mar-13</u> \$000
<b>CURRENT ASSETS</b>			
Cash and short-term investments	6,227,390	5,020,783	4,393,244
Accounts receivable and prepayments	635,555	1,486,984	1,390,183
	6,862,945	6,507,767	5,783,427
<b>CURRENT LIABILITIES</b>			
Accounts payable and accruals	(1,863,325)	(1,697,433)	(1,570,036)
<b>NET CURRENT ASSETS</b>	<b>4,999,620</b>	<b>4,810,334</b>	<b>4,213,391</b>
<b>INVESTMENTS - MONEY MARKET</b>	<b>44,972,348</b>	<b>44,598,925</b>	<b>42,294,632</b>
<b>INVESTMENTS - LISTED SHARES &amp; UNIT TRUSTS</b>	<b>8,072,470</b>	<b>7,941,510</b>	<b>7,415,703</b>
<b>INVESTMENTS IN SUBSIDIARY COMPANIES</b>	<b>1,210,854</b>	<b>1,160,371</b>	<b>979,586</b>
<b>INVESTMENTS IN ASSOCIATED COMPANIES</b>	<b>401,749</b>	<b>391,344</b>	<b>391,344</b>
<b>INVESTMENTS IN OTHER UNLISTED SHARES</b>	<b>10,435</b>	<b>10,435</b>	<b>20,096</b>
<b>INVESTMENT PROPERTIES</b>	<b>10,124,660</b>	<b>10,118,619</b>	<b>9,340,251</b>

MORTGAGE RECEIVABLES	392	392	531
LOAN RECEIVABLES	1,338,799	1,246,126	769,030
FIXED ASSETS	99,517	102,743	96,572
NET ASSETS	<u>71,230,844</u>	<u>70,380,799</u>	<u>65,521,136</u>

**NATIONAL INSURANCE FUND**

**STATEMENT OF OPERATIONS  
FOR MONTH ENDED FEBRUARY  
28, 2015**

	<b>Actual Y-T-D February-15 \$'000</b>	<b>Unaudited 2014 \$000</b>	<b>Unaudited 2013 \$000</b>
Investment and Other Income			
Interest	3,488,598	3,803,836	3,871,755
Dividends	510,847	599,363	404,357
Property rental	200,357	213,812	245,702
Other	1,945	2,332	19,449
<b>Total Investment Income Excluding Unrealized Gains</b>	<b>4,201,747</b>	<b>4,619,343</b>	<b>4,541,263</b>
Contributions	14,737,476	16,037,823	14,120,552
Less Allocation for NHF Collections	(2,934,873)	(3,072,141)	(2,637,251)
<b>Contributions Net of Allocation for NHF Collections</b>	<b>11,802,603</b>	<b>12,965,682</b>	<b>11,483,301</b>
Les: Pension Benefits	(14,152,285)	(15,135,995)	(14,735,860)
<b>Net Contributions</b>	<b>(2,349,682)</b>	<b>(2,170,313)</b>	<b>(3,252,559)</b>
Unrealized Gains / (losses) on Investments	1,654,540	2,650,450	(4,807,681)
Unrealized Gains / (losses)-Revaluation of Inv.Prop.			
<b>Net Contributions plus Investment Income</b>	<b>3,506,605</b>	<b>5,099,480</b>	<b>(3,518,977)</b>
Expenses:			
Provision for Bad Debts			

	-	(55,427)	1,646
Secretariat	(67,987)	(251,121)	(150,228)
Scheme	(802,850)	(866,746)	(890,105)
<b>Net increase/(decrease) in assets</b>	<b>2,635,768</b>	<b>3,926,186</b>	<b>(4,557,664)</b>
<b>Unaudited NET ASSETS Resulting From Operations - Opening of FY</b>	<b>67,412,041</b>	<b>65,576,438</b>	<b>70,154,198</b>
Fair Value Reserves	1,183,035	878,175	(75,398)
<b>NET ASSETS AVAILABLE FOR BENEFITS - end of the month</b>	<b>71,230,844</b>	<b>70,380,799</b>	<b>65,521,136</b>

**NATIONAL INSURANCE FUND**

**STATEMENT OF CASH FLOWS  
FOR MONTH ENDED FEBRUARY  
28, 2015**

	<b>ACTUAL Y-T-D <u>February-15</u> \$'000</b>	<b>Unaudited 2014 \$000</b>	<b>Unaudited 2013 \$000</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Net increase (decrease) in fund balance	2,635,760	3,906,090	(4,511,458)
	2,635,760	3,906,090	(4,511,458)
Non-cash items included in statement of changes in net assets of fund available for benefits			
Depreciation	18,820	19,766	16,918
Increase/(Decrease) in Provision for Bad Debts		-	
Unrealized (Gain) / Loss on investments	(1,648,333)	(2,196,078)	(881,586)
Unrealized Profit from Subsidiaries & Associated Companies		20,096	(46,206)
Gains on Disposal of Investment Properties		-	(69,288)
Gains on Maturity of Available for Sale Investments		-	
Share of profits/(losses) Subs & Associated Comp		-	
Gains on Disposal of Available for Sale Investments			5,750,042
Gains on Maturity of Available for Sale Investments		(374,517)	(3,158)
Gains on Disposal of Investment Properties		-	
	1,006,247	1,375,357	255,264

(Increase) decrease in operating assets			
Accounts receivable and prepayments	85,165	(96,801)	750,116

(Decrease) increase in operating liabilities			
Accounts payable and accruals	327,522	143,343	346,384

Cash (used in) provided by operating activities	<u>1,418,934</u>	<u>1,421,899</u>	<u>1,351,764</u>
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CASH FLOWS FROM INVESTING ACTIVITIES

Mortgage receivable repaid	126	139	431
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Acquisition of investments	(9,079,290)	(12,060,652)	(36,401,332)
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Realisation of investments	8,461,177	11,227,118	35,824,954
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Long-term receivables – Loans	(584,321)	(477,096)	86,465
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(Acquisition) / Disposal Investment Properties	(52,674)	(58,621)	(1,258,335)
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Acquisition of fixed assets	(22,634)	(25,940)	(26,128)
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Cash used in investing activities	<u>(1,277,617)</u>	<u>(1,395,052)</u>	<u>(1,773,945)</u>
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(DECREASE) /INCREASE IN CASH AT BANK AND IN HAND	141,317	26,847	(422,181)
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OPENING CASH AT BANK AND IN HAND	<u>434,802</u>	<u>245,293</u>	<u>667,474</u>
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CLOSING CASH AT BANK AND IN HAND	<u><b>576,119</b></u>	<u><b>272,140</b></u>	<u><b>245,293</b></u>
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**NATIONAL INSURANCE FUND  
SCHEDULE OF INVESTMENTS  
AS AT FEBRUARY 28, 2015**

	<b>2015 \$'000</b>	<b>2014 \$'000</b>	<b>2013 \$'000</b>
Mortgage Receivables	392	392	531
Loans and Promissory Notes	1,338,799	1,246,126	769,030
Quoted Ordinary Shares	7,085,135	6,974,389	6,501,787
Preference Shares	367,549	367,549	369,530
Unlisted Preference Shares	30,000	15,000	
Unquoted Ordinary Shares	10,435	10,435	20,096
Unit Trusts and Giltedge Fund	589,786	584,572	544,386
Repurchase Agreements	1,741,548	912,292	781,612
Foreign Currency Bonds and Repos	12,245,705	11,816,167	12,067,390
GOJ Investment Debentures			0 -
GOJ CAPJAM Bonds			0 -
GOJ Registered Bond			0 -
GOJ Local Registered Stock			0 -
GOJ Investment Bonds			0 -
BOJ Certificate of Deposits US\$	2,153,179	2,118,174	-
GOJ Fixed rate Investment Notes	1,574,375	1,581,198	1,585,082
GOJ Variable Rate Investment Notes		-	-

**NATIONAL INSURANCE FUND**

**Statement of Financial Position as at February 28, 2016**

## APPENDIX 4

### BOARD MEMBERS

#### NATIONAL INSURANCE FUND

1. Mr. Ralston Hyman (Chairman)
2. Rev. Francis Tulloch (Deputy Chairman)
3. Mrs. Audrey Deer-Williams
4. Col. Lemuel Lindo
5. Mr. Derrick Whyte
6. Mrs. Bernita Locke
7. Mr. Denzil Thorpe
8. Noel Cowell
9. Mr. Lenworth Taylor
10. Ms. Carlene Murdock
11. Miss Nicole Allen
12. Mr. Granville Valentine
13. Mrs. Nicole Foster-Pusey
14. Mrs. Elizabeth Thompson
15. Mr. Cedric Stewart

#### MANAGEMENT COMMITTEE OF THE CANADIAN FARM WORKERS PROGRAMME

1. Mrs. Collette Roberts-Risden (Chairperson)
2. Mrs. Andrea Miller-Stennett
3. Mr. Carlton Anderson
4. Ms. Lorna Phillips
5. Mr. Granville Valentine
6. Ms. Nicole Foster-Pusey
7. Mr. Wesley Nelson

#### JAMAICA PRODUCTIVITY CENTRE

1. Mr. Jasmes Rawle (Chairman)
2. Dr. Peter John Gordon (Deputy Chairman)
3. Ms. Benita Locke
4. Mrs. Brenda Cutnbert
5. Ms. Sonia Jackson
6. Mr. Lambert Brown
7. Mr. Kavasn Gayle

8. Mr. Gresford Smith
9. Prof. Neville Ying
10. Dr. Charles Douglas
11. Mrs. Beverley Rose-Forbes
12. Dr. Beverley Morgan
13. Mr. Everton McFarlane
14. Mr. Phillip Alexander
15. Mr. Danny Roberts
16. Mr. Anthony Hyde
17. Mr. Locksley Smith
18. Mr. Everton Pryce
19. Rep. MOF

#### **JAMAICA COUNCIL FOR PERSONS WITH DISABILITIES**

1. Mr. Denworth Finnikin (Chairman)
2. Ms. Gloris Goffe
3. Mrs. Sara Newland-Martin
4. Senator Floyd Morris
5. Ms. Bridgette Johnson
6. Mrsd. Lorna Brown-Bell
7. Dr. Polly Bowes-Howell
8. Ms. Dorothea Clarke
9. Mr. Conrad Harris
10. Mrs. Antonica Gunter-Gayle
11. Mrs. Christiana Staple-Ebanks
12. Mrs. Iris Soutar
13. Mrs. Collette Robinson
14. Ms. Georgia Hemmings
15. Mrs. Christine Hendricks
16. Mr. Denzil Thorpe
17. Ms. Maya Chung

#### **NATIONAL COUNCIL FOR SENIOR CITIZENS**

1. Mrs. Syringa Marshall-Burnett (Chairman) (Deceased)
2. Mrs. Merle Hanson
3. Mr. Barrington Parsons
4. Dr. Karen Lewis-Bell
5. Mrs. Portia Magnus-Darby
6. Rew. Dr. Roy Henry
7. Mrs. Hermoine McKenzie

8. Mrs. Claudette ARickards
9. Mrs. Pearline Lee
10. Mrs. Beverley Hall-Taylor
11. Mr. Clinton Davis
12. Mrs. Collette Robinson
13. Dr. Beverley Shirley
14. Mr. Anthony Myers
15. Mrs. Ena Stewart

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## **GLOSSARY OF TERMS**

### **CARICOM SINGLE MARKET AND ECONOMY (CSME)**

**Caricom Single Market & Economy:** This refers to the creation of a single market economic space among 12 Caribbean nations as opposed to 12 separate and distinct markets and economies; each governed by its own rules and separated by difficult barriers. It allows for free movement of CARICOM goods, services, people and capital in the participating Member States through the removal of monetary, legal, physical, technical and administrative barriers which have historically prevented such activities from taking place. It is a structure that ought to facilitate harmonization of economic, monetary and fiscal policies and measures in the participating States.

**Free Movement:** This means that provisions have been or are being put in place to allow for the movement of goods, services, capital and people across Participating States of the Caribbean Community, without restrictions. This is to facilitate a more efficient and competitive production of goods and services for both regional and international markets.

**Free movement of skilled persons/ labour:** The free movement of skill/labour entails the right of a CARICOM National to seek work or engage in gainful employment in participating CARICOM Member States as either a wage-earner or non-wage earner, without the need to obtain a work permit in the Member State in which he/she desires to work. At this time the “free movement of skilled persons” allows for the removal of work permits for University graduates, media workers, sports persons, musicians, artists, managers, supervisors, and other service providers. Workers in these categories can now move freely to another Member State and enjoy the same benefits, rights and conditions of work and employment as those given to nationals of the host country.

## **CONCILIATION**

### **Petered out**

### **Local level**

**Essential Services:** The Essential Services Regulations were established under the first schedule to the Labour Relations and Industrial Disputes Act (LRIDA). Under the Essential Services Regulations certain services are debarred from taking strike actions. These include hospitals, fire fighting services and correctional services as well as services connected with the loading and unloading of ships.

**Industrial Disputes:** An industrial dispute is a dispute between one or more employer or organizations representing employers and one or more worker or organizations representing workers, where such dispute relates wholly or partly to:-

- a) terms and conditions of employment, or the physical conditions in which workers are required to work; or
- b) engagement or non-engagement, or termination or suspension of employment, of one or more worker; or

- c) allocation of work as between workers or groups of workers; or
- d) any matter affecting the privileges, rights and duties of any employer or organization representing employers or of any worker or organization representing workers.

**Work Stoppage:** A work stoppage means a concerted stoppage of work by a group of workers in contemplation or furtherance of an industrial dispute, whether those workers are parties to the dispute or not and whether it is carried out during or on the termination of their employment.

**Industrial Disputes Tribunal:** The Industrial Disputes Tribunal (IDT) was established under Section 7 (1) of the Labour Relations and Industrial Disputes Act (LRIDA) of 1975. It is the final arbiter of disputes.

**Man-Days Lost:** Man-Days Lost are work days during which workers take industrial action and are therefore not performing normal duties as required under their contract of employment.

**Representational Rights Poll:** A Representational Rights Poll is a ballot, which is taken by Ministry personnel in order to determine if a union has a majority of the eligible votes in respect of the category or categories of workers claimed for. If this is obtained the union is then recognized by the company as the Representative of these workers.

## **GOVERNMENT LOCAL EMPLOYMENT SERVICE**

**Electronic Labour Exchange:** This section operates both a manual and an electronic system which seeks to facilitate the efficient matching of job seekers and employers.

**Notified Vacancies:** A notified vacancy refers to an employer informing the Ministry of job vacancies.

**Placements:** This refers to the number of persons placed in jobs.

**Registration:** Registration refers to persons applying for jobs through the Ministry.

## **WORK PERMIT**

**Work Permit:** A work permit is a document which gives foreigners Permission to work in Jamaica.

**Work Permit Exemption:** This applies to certain categories of persons who are not required to obtain work permits. These categories include:

- Ministers of Religion
- Foreign spouses of Jamaicans
- Persons employed by Statutory Organisations
- Persons covered by (14) or (30) days clause
- Registered full-time students at U. W. I.
- Wives of registered full-time students at U.W.I.
- Employees at U. W. I.
- Employees at U. H. W. I.

- **CARICOM** nationals who are graduates of selected **CARICOM** universities with degrees, diplomas and/or certificates;
- **CARICOM** nationals who are musicians, media personnel, artists and sports persons.

## OCCUPATIONAL SAFETY AND HEALTH

**Inspection:** An Inspection is the examination of a work place or establishment to determine if its safety, health and welfare conditions are of the required standards.

**Investigations:** This is a visit by labour inspectors to investigate accidents or other occurrences and to make recommendations or give advice on preventative measures.

## NATIONAL INSURANCE SCHEME

**Employment Injury Benefit:** Employment Injury Benefits become payable to all employed persons 18-70 years old (men) and 18-65 (women) if they sustain injury in insurable employment.

Employment injury benefits include:

- Medical Treatment
- Benefit for Temporary Incapacity
- Disablement Pension
- Death Benefit

**Funeral Grant:** A Funeral Grant is payable on the death of:

- an insured person
- an insured person's spouse
- a National Insurance Pensioner (except Special Anniversary Pensioners).

**Invalidity Benefit:** An Invalidity Benefit pension or grant is payable to:

- a man who is under 65 years; or a woman who is under 60 years but who can no longer work because of mental or physical illness.

**NIGold: -** A health care programme for pensioners under the National insurance Scheme (NIS). It came into effect December 2003.

Benefits include: -

- Doctors visits
- Diagnostic services
- Dental/ Optical services
- Surgeons' fees
- Hospital room and board.

**Maternity Benefit:** A maternity benefit is payable only to domestic workers in a private household who have satisfied the contribution conditions.

**Old Age Benefit:** An Old Age Benefit is paid to a person, who has reached retirement age, i.e.:

- A man aged 65 or over who has made the required National insurance contributions and has actually retired.

**Orphan's Benefit:** Any adult who has the care of a child under 18 years whose parents were married and are both dead. This benefit is payable from the date on which the child became an orphan until he/she is 18 years old.

Special Child's Benefit: Any adult who is caring for a child under 18 years old, of unmarried parents whose mother is dead and whose father is either dead or cannot be identified.

Widows/Widower's Benefit: A Widow's Benefit is paid:

- to a spouse whose partner is dead; or
- to a person who lived in a common-law union whose partner is dead.

Thus the following may also claim:

- a single woman/man who was living with a single man/woman
- a single woman/man who was living with a widower/widow
- a widow/widower who was living with a widower/widow

Special Anniversary Pension: Effective September 30, 1991, a new category of benefit was introduced to commemorate the 25<sup>th</sup> anniversary of the National Insurance Scheme. The only criterion for eligibility is age. A person applying should be born on or before January 1906.

## ACRONYMS

AWOL	-	Absent Without official Leave
BITU	-	Bustamante Industrial Trade Union: make sure all unions mentioned is here.
CARICOM	-	Caribbean Community and Common Market
CSME	-	CARICOM Single Market and Economy
ETRP	-	Employment Termination and Redundancy Payment
GOJ	-	Government of Jamaica
HEART Trust/NTA	-	Human Employment and Resource Training/National Training Agency
HRD	-	Human Resource Development
IDT	-	Industrial Disputes Tribunal
ILO	-	International Labour Organization
JBDC	-	Jamaica Business Development Centre
JCTU	-	Jamaica Confederation of Trade Unions
JFLL	-	Jamaica Foundation for Lifelong Learning
JEF	-	Jamaica Employers' Federation
JICA	-	Japan International Cooperation Agency
JEEP	-	Jamaica Emergency Employment Programme
JPC	-	Jamaica Productivity Centre
LAC	-	Labour Advisory Committee
LMIS	-	Labour Market Information System
LRIDA	-	Labour Relations and Industrial Disputes Act
NI GOLD	-	National Insurance Scheme Health Plan for Pensioners
NVQ-J	-	National Vocational Qualification Jamaica
NVRS	-	National Vocational Rehabilitation Service
NWU	-	National Workers Union
NWP	-	National Workplace Policy
NYS	-	National Youth Service
SEAT	-	Special Employment and Training Project
STW	-	Steps to Work Project
TACKLE	-	Tackling child labour through education
TVET	-	Technical and Vocational Education and Training
UAWU	-	University and Allied Workers Union
UHWI	-	University Hospital of the West Indies
UNDP	-	United Nations Development Programme
UWI	-	University of the West Indies
VCP	-	Voluntary Compliance Programme
YES	-	Youth Empowerment Strategy