

## Modern, Informative Insights & Commentaries

*A Publication of the Documentation/ Information & Access Services Unit*

### Recession: No Joke Thing!

Recession is defined as a general slow down of economic activity in a country over a sustained period. During this time, production (GDP, employment, investment spending, household incomes and business profits) fall. This can be caused by currency crisis, energy crisis, war, under consumption, overproduction and financial crisis. These causes carry various and serious effects on economies such as bankruptcies, credit crunches, deflation of the dollar, foreclosures and unemployment.

The current recession affecting the Jamaican economy is also affecting the entire global economy. This puts all the countries of the world under severe pressure and strain, especially the third world countries that are dependent on the first world countries for economic support. This puts more strain on Jamaica such as a decrease in monetary benefits from remit-



tances and tourism. This lack of investments causes a deflation in the currency where countries seek to do more internal investments rather than participating in external ones, (exports decrease for example). Business profits also fall, which could result in bankruptcies and the subsequent closure of many businesses. Therefore, the GDP of the country decreases which results in job cuts by employers so as to rebound from these effects. Therefore, unemployment becomes rampant within the society and household incomes de-

crease. Some suggestions for rebounding from the effects of a recession on the economy gleaned through research are; an increase in government spending within the country and that the government could adopt the laissez-faire economist's stance in governance during times of a recession, which states that the government should not interfere with the natural market forces. Whether these suggestions are feasible or not one thing is quite certain; recession is no joke thing!

### What are Records?

Records are evidence of the business transactions of an organization; it is the evidence of what the organization does. Records can come in the form of contract negotiations, personnel files, business correspondence, financial statements, presentations, etc.

Records come in many formats such as;

- Physical—letters, memos, reports
- Electronic—email, instant messages, information in databases
- Content on the Web, on computers & PDA's.
- These can all be used in lawsuits; be

they retained within the organization or even if deleted some electronic records are discoverable.



Volume 1, Issue 1  
April 2009

#### EDITORIAL

Recession is now the buzz word but is it just an overused term or is it an apt description of the current times? We are constantly told that the world is in a recession and that this has affected our local shores as well. We have seen where there have been job losses in the bauxite sector, the services sector and there is uncertainty about the prospects for the public sector.

In this *Modern, Informative Issues & Commentaries* issue, we bring to the fore the views of four young Jamaican youths as it pertains to the whole issue of Recession.

We also explore what are records as well as Access to Information.

As a driver do you know how to protect yourself from becoming a victim of theft? Well, have a look at our tips. Do you know that websites for everyday use are a click away? We do and we share this with you on page 2.

Thought you knew all the persons you work with? Do you really know our featured MIIC personalities? All these articles and more are just a page away in this our first edition.

Enjoy reading!

#### Inside this issue:

Access to Information -ATI	2
Websites for Everyday Use	2
Safety Tips for Drivers	2
MIIC Personality	3
Excerpts from the 2004 Staff Orders for the Public Service	3
Poetry Corner	3
Find a Word	4

## Access to Information - ATI

In an effort to improve governmental accountability, transparency and public participation in national decision-making and in keeping with global trends the Government of Jamaica passed the Access to Information Act in June 2002.

This legislation gives a general right of access to members of the public to official documents held by government organizations. These include Government Ministries, Agencies and Departments, Statutory Bodies, Parish Councils, wholly-owned Government companies or those in which the Government has more than 50% shares

and publicly-funded educational institutions.

The Access to Information (ATI) Act gives you the legal right to see official documents held by Government Bodies. You may also ask for personal information to be changed if it is incomplete, misleading, out of date or incorrect.

More ATI info. is on the Ministry's website;

[http://www.miic.gov.jm/access\\_to\\_information.htm](http://www.miic.gov.jm/access_to_information.htm)



## Websites for Everyday Use

- Tips to fight those everyday stains & other general, home & garden tips;

[www.tipztime.com](http://www.tipztime.com)

- Gardening & Auto Mechanics Tips:

<http://skcea.org/household-tips>

- Taxes in Jamaica;

[www.jrs.gov.jm](http://www.jrs.gov.jm)

[www.jamaicatax-online.gov.jm](http://www.jamaicatax-online.gov.jm)

- Passport, Immigration, Citizenship;

<http://www.pica.gov.jm>

- Books on Acne in Black Women

<http://www.acneinblackwomen.com>

- Heart Institute of the Caribbean

<http://www.caribbeanheart.com>

- National Health Fund

<http://www.nhf.org.jm>

*“We are drowning in information, but starved for knowledge”.*



*John Naisbitt*

## Safety Tips for Drivers

Driving is a task that requires your full attention every time you get behind the wheel. As a driver, you must always remember to reduce driver distractions and focus on the driving task. Your first responsibility is road safety! There are a number of potential driver distractions and these may include:

- **technology devices such as cell phones, laptops ;**

- **reading maps or other material;**
- **grooming activities;**
- **eating or drinking;**
- **note taking;**
- **conversing with passengers;**
- **tending to children or pets; and adjusting in-vehicle controls (radio, climate control and CD player)**

<http://www.mto.gov.on.ca/english/safety/distractions.shtml>

The following are some tips to help reduce driver distraction:

- **Put reading material in trunk if tempted to read.**
- **Attend to personal grooming and plan route before leaving.**
- **Identify and preset your vehicle's climate control, radio and CD player.**
- **Make it a habit to use your cell phone only when parked, have a passenger take the call or let the caller go to voice mail.**

## Ministry Personality - Mr. Richard Dillon

Mr. Richard “Richie” Dillon has been employed in the public service for over 12 years and is currently the Chief Internal Auditor at MIIC. Although small in stature Mr. Dillon has made quite a profound impact upon the staff of MIIC during his short time here but who is Mr. Richard Dillon really?

Mr. Dillon is married with one daughter and is an avid football and racing fan. He describes himself as a self motivated individual who believes that we should do what we are doing to the best of our ability whilst enjoying it to the best. He also supports the view that we should “live good

with [the] people around [us]”.

Academically, Mr. Dillon is a St. George’s College & UTECH alumni who holds a Diploma in Finance & a BSc. in Business Administration with a major in Management.

He admits that auditing wasn’t his first love but that he developed a liking for the field after being thrust into his first auditing job at the Ministry of Transport.

His parting words of advice are “in life never give up, there might be set backs, [but]] perseverance is the key”.



**Mr. Richard Dillon- Chief Internal Auditor  
Ministry of Industry, Investment & Commerce (MIIC)**

## Excerpts from the 2004 Staff Orders for the Public Service

### 2.4 ACCESS TO PERSONAL FILE

i) An employee shall have the right to access and view his/her own personal file, and make copies of any document upon request to the Head of the Human Resource Division.

ii) Any access, viewing or copying shall be done in the presence of suitably authorized personnel within the Human Resource Division.

### 2.6 REFERENCE CHECKS

Response to requests for references relating to an employee’s career shall be based on the documentation contained in the employee’s personal file.

#### 4.2.1 ABSENCE FROM DUTY

i) Absence from duty due to illness or other emergencies must be communicated to the appropriate authority within

the organization as soon as possible, but no later than the end of the first day of absence.

ii) Absence from duty for other reasons should be pre-arranged and authorized by the appropriate authority within the Ministry or Department.

**To access the 2004 Staff Orders online:**  
[http://www.mof.gov.jm/papers/docs/StaffOrder2\\_04.pdf](http://www.mof.gov.jm/papers/docs/StaffOrder2_04.pdf)

## Poetry Corner—Ever Wondered by K.T.L

Ever wondered about the magic of the sky  
Ever wondered how people say they love  
you yet they make you cry, not to mention  
all o’ dem lies

Ever wondered why loved ones always die  
I have often wondered why

Ever wondered about the magic of a sunset

Ever wondered about life’s ups & downs,  
its all arounds

Ever wondered when you stopped being a  
boy & turned into a man

Ever wondered about God’s predestinated  
plan

Ever wondered why it hurts to love

Ever wondered why love seems to flow  
freely only from above

Ever wondered how friendships began

Ever wondered if it’s in God’s plan

Ever wondered if it’s just the foolish man  
Gotta admit these things have crossed my  
mind

But I dismiss them & put them all behind

Cause now all I do is ponder how barren  
life would be if friendship I did not find...  
it’s as if things were masterly de-  
signed ...hmm ...ever wondered?

©. K.T.L

**Fun Zone—FIND A WORD**

F I N D U S T R Y K J O W T H  
 D T M X C B G C A R I C O M H  
 Y B F S E I D I S B U S O S O  
 C R Q E E C R E M M O C C I P  
 I I N V N P O G U O V R R G R  
 L I R I B E I I P P A T M W O  
 O C E T W G Z N B P Q O T T M  
 P G Z N P W C V M G K T N S O  
 G T I E V X I E F P Y R E T T  
 U G L C M M T S F F Y O M J I  
 C S I N S A W T I M A A E E O  
 R H T I L Q L M R X G O C R N  
 P M R V K E D E A D X E W I B  
 D J E H F A Y N T T A S K E V  
 P A F V W B Y T I J C D J X H

- Caricom
- Cement
- Commerce
- Fertilizer
- Incentives
- Industry
- Investment
- Policy
- Promotion
- Scrap metal
- Subsidies
- Tariff
- Task

**THE MINISTRY OF INDUSTRY INVESTMENT & COM-  
MERCE**

**Mandate**

- Promote and facilitate the development of the industry and small business sectors
- Facilitate the export and import of goods and services
- Implement Jamaica’s trade remedy laws in a fair, transparent and expeditious manner
- Provide an efficient service for the regulation and registration of businesses, as well as cooperatives and friendly societies
- Promote fair competition and encourage ethical business practices
- Promote product reliability through the establishment and monitoring of standards
- Endure the wholesomeness of products entering commerce
- Protect the rights of consumers
- Protect Intellectual Property Rights (IPRs)
- Contribute to Jamaica’s readiness for the investments, busi-



**The Documentation/ Information & Access Services Unit**

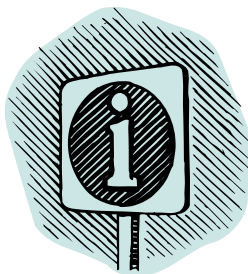
**Doc. Unit/**

**Registry Staff**

- Ketanya Laing
- Alisha Lundy
- Stacey Morrison
- Jonathan Senior

**Temporary Staff**

- Sharyl Coke
- Gavin Brown
- Dwayne Fisher
- Jenecia Walker



This department is also known as the ‘Registry’ as it houses the Central Registry of the Ministry.

**The major functions of the Registry are:**

- Receiving and routing incoming correspondence
- Logging and dispatching outgoing correspondence
- Creating, maintaining and preserving the Ministry’s records so as to enable ready access
- Handling ATI related requests and other ATI matters



**CONTACT**

4 St. Lucia Avenue, Kingston 5 920-3417

