

Circular No. 33

Ref.No.59/43III

Ministry of Finance and the Public Service  
Public Service Establishment Division  
MOU Secretariat  
30 National Heroes Circle  
Kingston 4

September 22, 2008

TO: Permanent Secretaries  
Heads of Departments  
Chief Executive Officers  
Agencies /Public Bodies

In furtherance of Section 10 of the Memorandum of Understanding (MOU) III signed on April 18, 2008 between the Government of Jamaica, the Jamaica Confederation of Trade Unions and other Associations representing Public Sector employees, a Productivity Enhancement Programme is planned for the Sector.

The launch of the Programme will be on October 28, 2008 at the Knutsford Court Hotel, 11 Ruthven Road, Kingston 10.

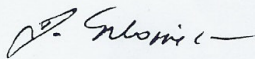
This launch will take the form of a Public Sector Confab, which will allow Government Ministries, Departments, Agencies/ Public Bodies to be informed of the various productivity enhancement initiatives that exist in the public sector.

In preparation for this event you are invited to have officials of your Ministry, Department, Agency/Public Body complete the attached form which will provide us with information about the productivity initiatives that exist or are being planned in your organization.

The form should be returned to the M.O.U Secretariat, Ministry of Finance and the Public Service by Wednesday, October 8, 2008.

Please be advised that more details of the Confab and the Productivity Enhancement Programme will be presented at the next Permanent Secretaries Board Meeting.

In the meantime, should additional information be needed, please call Ms. Verlene Watt at the M.O.U. Secretariat on Telephone No. 932-5300 or 815-2047.



Darlene Morrison (Ms)  
Financial Secretary (Acting)

Encl.

### Productivity Confab Background Paper Template

Name of Organization \_\_\_\_\_

Mandate of organization

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Outline productivity initiative(s) undertaken by your organization (past, present, future) \_\_\_\_\_

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What was the objective of the productivity initiative(s)?

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Give brief description of the target measurements that are being/were/will be used in determining the success of the productivity initiative(s).

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Outcome of the initiative(s) that has/have been undertaken at the ministry.

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*Where responses are in excess of the space provided please use a blank sheet to complete your response.*