



ANNUAL REPORT

2020

**ENVIRONMENTAL PROTECTION
AGENCY (EPA)**



TABLE OF CONTENTS

2020

ABOUT EPA	1
OVERVIEW	2
MAJOR ACHIEVEMENTS	4
FINANCIAL ANALYSIS	5
ORGANIZATIONAL STRUCTURE	21
EIA PROJECTS	25
RESEARCH & DEVELOPMENT	26
LEGAL AND CORPORATE SERVICES	28
CENTRAL REGISTRY & DATABASE	31
MULTILATERAL ENVIRONMENTAL AGREEMENTS	33
TECHNICAL SERVICES	37
INFRASTRUCTURE AND PROJECT MANAGEMENT	38
COMPLAINTS AND INSPECTIONS	40
OIL AND GAS	41
MINING	45
AGRICULTURE AND FORESTRY	49
INDUSTRY AND WASTE MANAGEMENT	52
MANAGEMENT INFORMATION SYSTEM	55
COMMUNICATIONS ADMINISTRATION	57
	60



ABOUT THE EPA

MANDATE

The Environmental Protection Act mandates the Environmental Protection Agency (EPA) to “take measures necessary for effective protection and management of the natural environment, coordination of conservation programmes, sustainable use of natural resources, assessment of the impact of development activities on the environment and the integration of appropriate environmental provisions into development planning”.

VISION

A safe and healthy environment where economic development supports a livable, prosperous, and Green State.

ROLE

We are an effective regulator and influential authority on environmental impacts, management, and governance.



OVERVIEW

In 2020, the Environmental Protection Agency, proved its resilience by effectively navigating the challenges posed to its work by the COVID 19 pandemic.

The Agency had entered 2020, with the goal of making significant progress in the delivery of quality service to the public while also meeting the need for superior environmental governance in the reality of rapid economic development influenced by the growing oil and gas sector.

The Agency also aimed to make strong contributions towards national efforts to achieve the United Nations Sustainable Development Goals 2030 recognizing that sustainable development hinges on minimization of environmental risks, sound environmental management, and sustainable use of our natural resources.

Faced with the challenges of the COVID 19 Pandemic, the Agency, adjusted its 2020 Work Plan and diligently continued to serve the public under strict COVID 19 protocols. In the early stages of the pandemic, the Agency was unable to conduct site visits, environmental inspections and audits, however, it shifted dynamics and transferred its focus to the strengthening of internal systems and procedures through research, development, and revision of old policies and creation of new ones.





Among measures implemented were:

- **Implementing a 9:00h-15:00h work hour to facilitate continued service to the public;**
- **Rotation of staff to maintain a physical presence in each Unit;**
- **Development of sector-specific online payment for services;**
- **Remote monitoring to ensure continued compliance;**
- **Establishment of a 24-Hotline for Environmental Complaints;**
- **Suspension of issuance of Noise Permits to ensure compliance with the reduction in social gatherings;**
- **Development of fourteen (14) Standard operating Procedure (SOP) to strengthen the process of working remotely, as well as, physical engagements with developers and the public;**
- **Publication of notices to inform the public of any change in terms and conditions of operations; and**
- **Maintain a file chronology of all existing projects in the Agency's Registry to enable accountability and tracking of all projects.**



MAJOR ACHIEVEMENTS

2020 was an unprecedented year with the implementation of the Agency's work plan being curtailed by the challenges of the COVID 19 pandemic, coupled with the delay in budgetary allocation. Nevertheless, the Agency was able to adjust its work plan to ensure continuity of its services while adhering to the health guidelines.

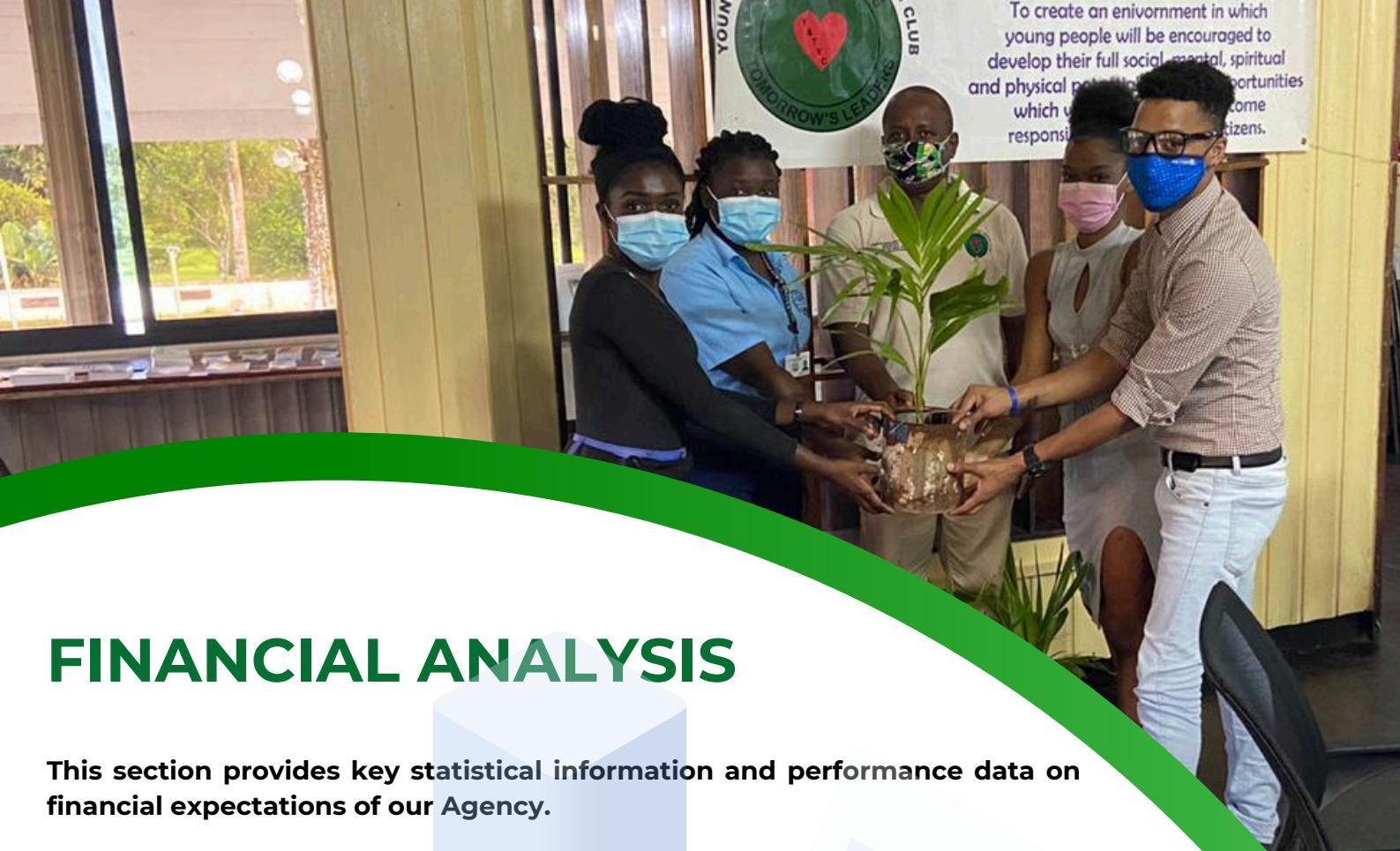
For the year, the Agency received four hundred and eighty-five (485) Applications for Environmental Authorisation and issued two hundred thirty-seven (237) Environmental Permits. Also, five hundred eighty-one (581) complaints were received while eighteen (18) fixed penalty fines and twelve (12) cessation notices were issued.

During the reporting year, the Agency developed new Permit Applications for: Bunkering Operations; Transboundary Movement of Hazardous Materials (Transit Permits) and Crude Lifting.

The Agency also participated in over one hundred and five (105) webinars through international partnerships and memberships.

In addition, the Agency launched the Annual "Green Note" magazine; and conducted over forty (40) virtual consultations/presentations/meetings.

Several projects were also implemented in 2020 and the Agency in collaboration with the UNEP Secretariat organized Guyana's first virtual meeting on marine plastic litter and microplastics for countries in Latin America and the Caribbean (GRULAC).



FINANCIAL ANALYSIS

This section provides key statistical information and performance data on financial expectations of our Agency.

INCOME - \$155,555, 441 M

For the year 2020, the Agency received \$622,044,000 in Government subvention, while it generated a revenue of \$155,555,441. The total cash inflow was \$800,061,170 and the cash outflow was \$626,656, 997.

Table 1
Cumulative Revenue 2020

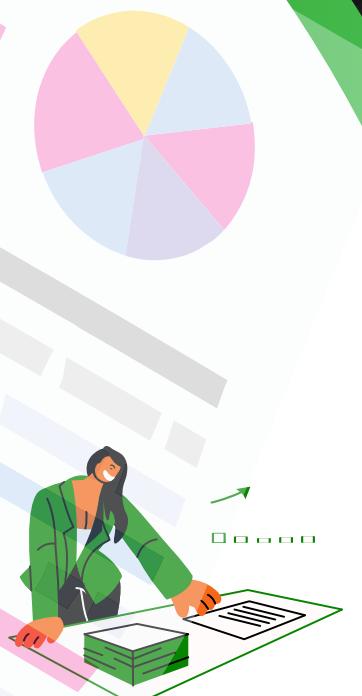
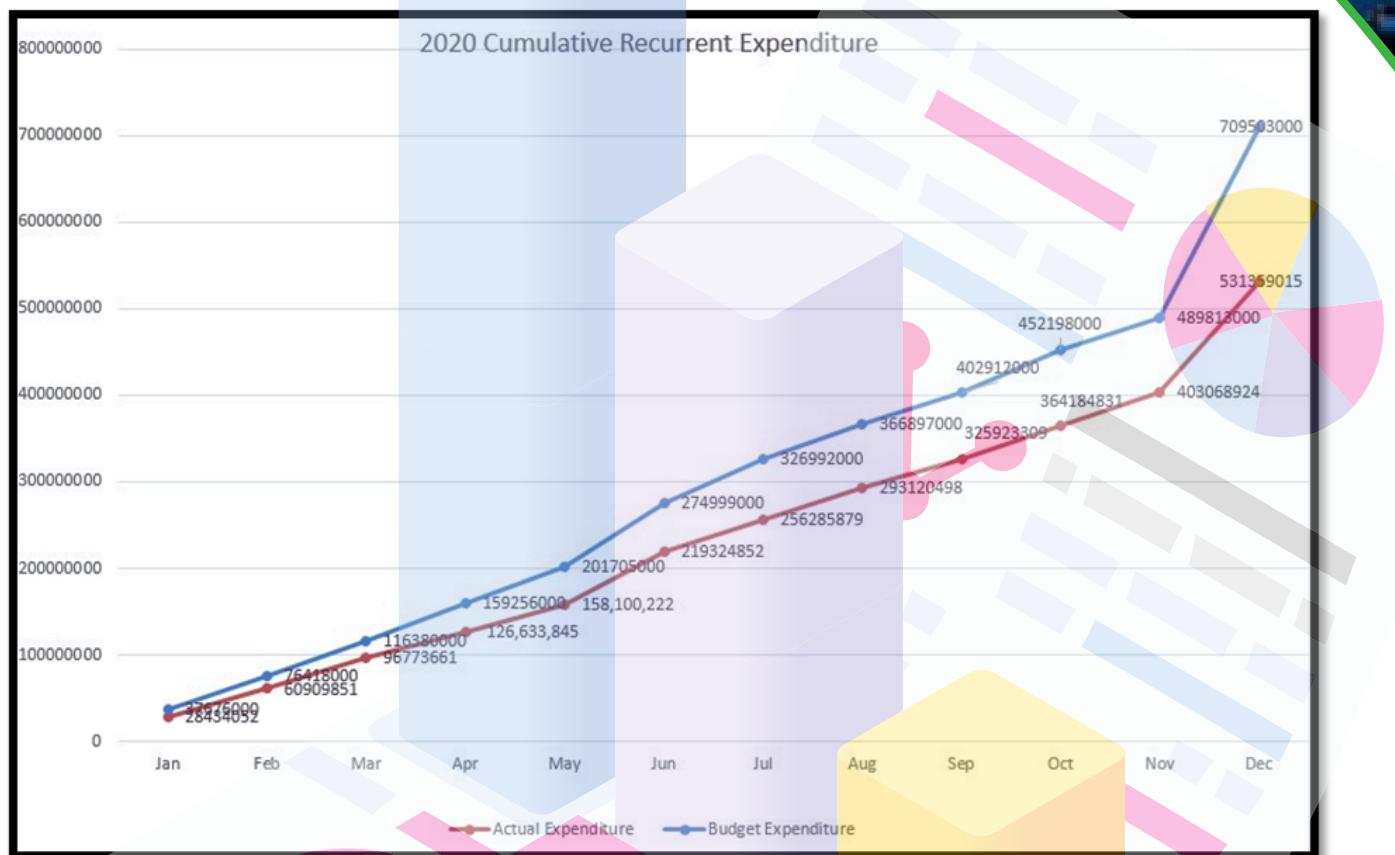


Table 2
Cumulative Recurrent Expenditure 2020





Government of the Co-operative Republic of Guyana
Environmental Protection Agency



May 31, 2024

Deodat Sharma
Auditor General
Audit Office of Guyana
63 High Street,
Kingston, Georgetown

Dear Mr. Sharma

EPA Draft Financial Statements for 2020

I have enclosed, the Environmental Protection Agency's Amended Draft Financial Statements for the fiscal year ended December 31, 2020.

Yours sincerely,



Kemraj Parsram
Executive Director

Ganges St., Sophia, Georgetown, GUYANA.

Tel: (592) 225-5471/225-5472/225-6044/225-6048/225-2062/225-0506

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"The Environment is Everybody's Business"

ENVIRONMENTAL PROTECTION AGENCY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

	Note	G \$	2020	2019
			G \$	G \$
Non Current Asset				
Tangible Fixed Assets	17		432,936,466	378,852,170
Current Assets				
Receivables	18	1,927,513		1,610,163
Cash at Bank	16	433,097,330		275,003,743
Cash in Hand		2,516,607		2,258,890
			<u>437,541,449</u>	<u>278,872,796</u>
Total Assets			<u>870,477,915</u>	<u>657,724,966</u>
Equity				
Capital Revenue		336,250,369		320,258,525
Misc Inc/Donations		4,717,833		4,717,833
Accumulated Surplus		<u>421,951,284</u>		<u>307,393,879</u>
			<u>762,919,486</u>	<u>632,370,237</u>
Non Current Liability				
Deferred Income			1,255,437	1,255,437
Current Liability				
Payables	19		<u>106,302,992</u>	<u>24,099,292</u>
Total Equity and Liability			<u>870,477,915</u>	<u>657,724,966</u>

Prepared By: I.Somarathne
HOD-Finance

Approved By: K.P.K
Executive Director

The accompanying notes form an integral part of these Financial Statements

**ENVIRONMENTAL PROTECTION AGENCY
STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Note	G \$	2019 G \$
Income:			
Government Subvention		531,358,915	513,378,402
Revenue from Operations	5	136,604,354	187,907,729
Other Income	5	18,951,087	10,902,838
Total Income		<u>686,914,356</u>	<u>712,188,969</u>
Less Expenses:			
Employment Costs	6	398,864,574	336,099,247
Materials, Equipment & Supplies	7	36,545,158	51,401,301
Fuel & Lubricants	8	3,480,760	5,831,006
Maintenance of Building	9	10,406,284	8,415,800
Maintenance of Other Infrastructure	10	1,883,805	3,207,195
Transport, Travel & Postage	11	13,431,908	36,727,695
Utility Charges	12	15,413,164	21,019,260
Other Goods & Services Purchased	13	35,373,702	25,803,792
Other Operating Expenses	14	9,865,668	21,296,344
Training (including Scholarship)	15	6,093,992	3,576,762
Prior Year Adjustments		(215,750)	(1,496,461)
Trust Fund Expenditures		11,751,195	8,480,133
Depreciation		<u>29,462,491</u>	<u>19,732,882</u>
Total Expenses		<u>572,356,951</u>	<u>540,094,956</u>
Surplus		<u>114,557,405</u>	<u>172,094,013</u>
Withholding Tax		-	-
Net Surplus for the Year		<u>114,557,405</u>	<u>172,094,013</u>

**ENVIRONMENTAL PROTECTION AGENCY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Government Contribution G\$	Donations G\$	Accumulated Surplus G\$	Total G\$
Balance at January 01, 2019	312,899,487	4,717,833	135,299,866	452,917,186
Prior Year Adjustment	(7,166,348)			(7,166,348)
Surplus for the year	<u>14,525,386</u>	<u>-</u>	<u>172,094,013</u>	<u>186,619,399</u>
Balance at December 31, 2019	<u><u>320,258,525</u></u>	<u><u>4,717,833</u></u>	<u><u>307,393,879</u></u>	<u><u>632,370,237</u></u>
Balance at January 01, 2020	320,258,525	4,717,833	307,393,879	632,370,237
Prior Year Adjustments				-
Surplus for the year	<u>15,991,844</u>	<u>-</u>	<u>114,557,405</u>	<u>130,549,249</u>
Balance at December 31, 2020	<u><u>336,250,369</u></u>	<u><u>4,717,833</u></u>	<u><u>421,951,284</u></u>	<u><u>762,919,486</u></u>

**ENVIRONMENTAL PROTECTION AGENCY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2019 G \$	G \$
Operating Surplus before Tax	114,557,405	172,094,013
Adjustments for:		
Depreciation	29,462,490	19,732,882
Prior Year Adjustment		(5,669,884)
Deferred Income		
Receivables	(317,350)	1,653,920
Payables	<u>82,203,700</u>	<u>(57,023,546)</u>
	225,906,245	130,787,385
Taxation		
Withholding Tax Paid		
Cash Flow From Investing Activity		
Purchase of Tangible Fixed Asset	(83,546,787)	(73,541,719)
Cash Flow From Financing Activity		
Capital contribution from Government	<u>15,991,844</u>	<u>14,525,386</u>
Net Increase in Cash & Cash Equivalents		
Cash and Cash Equivalents - January 01	158,351,302	77,440,936
Less: Prior Yr. Adjustment (refund to Consolidated Fund)		(7,166,348)
Cash and Cash Equivalents - December 31	<u>277,262,633</u>	<u>206,988,044</u>
	<u>435,613,935</u>	<u>277,262,633</u>
Analysis of Cash and Cash Equivalents - December 31		
Cash at Bank	433,097,330	275,003,743
Cash in Hand	<u>2,516,607</u>	<u>2,258,890</u>
	<u>435,613,935</u>	<u>277,262,633</u>

**ENVIRONMENTAL PROTECTION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1 Incorporation and Principal Activities

- a) The Environmental Protection Agency was incorporated as a Agency under the Environmental Protection Act Chapter 20:05 on 5th June, 1996.
- b) The primary activities of the Environmental Protection Agency is to provide for the management, conservation, protection and improvement of the environment, the prevention or control of pollution, the assessment of the impact of economic development on the environment, the sustainable use of natural resources and for the matters incidental or connected therewith.

Summary of significant accounting policies

a) Accounting Conventions:

The Financial Statements have been prepared under the historical cost conventions and International Financial Reporting Standards as modified by the revaluation of fixed assets.

b) Tangible Fixed Assets

Depreciation is computed on a straight line basis at the following rates:

Building	2%
Furniture and Fixtures	12.5%
Office Equipment	20%
Motor Vehicles	12.5%

2 Government Subvention

The Agency received subventions from the Government of Guyana for the year ended December 31, 2020 totalling G\$547,350,759

3 Application and Permit Fees

For the year ended December 31, 2020, revenue received from environmental authorisations and permits issued to Developers amounted to G\$136,527,419.

4 Currency

Application and Permit Fees that are collected in US\$ and deposited into Bank of Nova Scotia G\$ Account #578-10. The Bank of Nova Scotia uses its daily buying rate to convert currency from US\$ to G\$ and the Agency uses the converted amount to record transactions in the receipt cash book.

**ENVIRONMENTAL PROTECTION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

		2019
		G \$
5	Schedule of Income	
	<u>Revenue from Operations</u>	
	Application Fees	6,740,539
	Permit Fees	129,786,880
	Registration of EIA Consultants	76,935
		<u>136,604,354</u>
		<u>187,907,729</u>
	<u>Other Income</u>	
	Sale of Tender Documents	42,000
	Interest Received	-
	Other Income	<u>18,909,087</u>
		<u>18,951,087</u>
		<u>10,902,838</u>
6	Employment Costs	
	Temporary Employees	428,756
	Contracted Employees	<u>398,435,818</u>
		<u>398,864,574</u>
		<u>336,099,247</u>
7	Materials, Equipment and Supplies	
	Drugs & Medical Supplies	176,000
	Field Materials & Supplies	6,414,585
	Office Materials & Supplies	7,630,961
	Print & Non Print Materials	<u>22,323,612</u>
		<u>36,545,158</u>
		<u>51,401,301</u>
8	Fuel and Lubricants	
	Fuel and Lubricants	<u>3,480,760</u>
		<u>5,831,006</u>
		<u>5,831,006</u>
9	Maintenance of Building	
	Rental of Building	1,000,000
	Maintenance of Building	6,369,818
	Janitorial & Cleaning Supplies	<u>3,036,466</u>
		<u>10,406,284</u>
		<u>8,415,800</u>
10	Maintenance of Infrastructure	
	Maintenance of Other Infrastructure	<u>1,883,805</u>
		<u>3,207,195</u>
		<u>3,207,195</u>

**ENVIRONMENTAL PROTECTION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

		2019
	G \$	G \$
11 Transport, Travel and Postage		
Local Travel & Subsistence	6,939,966	17,496,922
Overseas Conference & Official Visits	1,557,431	4,849,657
Postage, Telex & Cablegrams	328,645	431,180
Vehicle Spares & Services	4,510,366	13,949,936
Other Transport, Travel & Postage	95,500	-
	<u>13,431,908</u>	<u>36,727,695</u>
12 Utility Charges		
Telephone Charges	2,789,187	6,914,582
Electricity Charges	12,355,180	13,816,005
Water Charges	268,797	288,673
	<u>15,413,164</u>	<u>21,019,260</u>
13 Other Goods and Services Purchased		
Security Services	17,630,501	11,630,050
Equipment Maintenance	9,050,734	11,232,041
Cleaning & Exterminating Services	2,357,793	2,064,451
Other Services Purchased	6,334,674	877,250
	<u>35,373,702</u>	<u>25,803,792</u>
14 Other Operating Expenses		
National & Other events	981,235	12,477,774
Dietary	-	1,932,447
Refreshment & Meals	2,696,276	1,849,535
Other	6,188,157	5,036,588
	<u>9,865,668</u>	<u>21,296,344</u>
15 Education, Sub & Training		
Training (including Scholarship)	6,093,992	3,576,762
	<u>6,093,992</u>	<u>3,576,762</u>
16 Bank Balances		
Bank of Nova Scotia Account #578-10	49,231	(999)
Bank of Guyana Account # 16200405003	322,957,737	257,810,119
Bank of Guyana Account # 16200405004	99,487,159	17,194,623
Citizens Bank Inc	10,603,202	-
	<u>433,097,330</u>	<u>275,003,743</u>

**ENVIRONMENTAL PROTECTION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

**Tangible Fixed
17 Assets**

	Buildings G\$	Motor Vehicles G\$	Equipment	Fixtures and Fittings G\$	Total G\$
Cost					
January 01, 2020	289,413,002	24,605,517	50,732,347	124,070,416	488,821,282
Additions in 2020	14,412,329	17,892,525	46,786,125	4,455,808	83,546,787
Disposal in 2020	-	-	-	-	-
December 31, 2020	<u>303,825,331</u>	<u>42,498,042</u>	<u>97,518,472</u>	<u>128,526,224</u>	<u>572,368,069</u>
Depreciation					
January 01, 2020	3,406,409	11,582,495	12,383,763	82,596,443	109,969,110
Disposal	-	-	-	-	-
Charged for the Year	<u>5,951,191</u>	<u>4,221,483</u>	<u>7,162,610</u>	<u>12,127,207</u>	<u>29,462,491</u>
December 2020	<u>9,357,600</u>	<u>15,803,978</u>	<u>19,546,373</u>	<u>94,723,650</u>	<u>139,431,601</u>
Net Book Values					
Dec 31, 2020	<u>294,467,731</u>	<u>26,694,064</u>	<u>77,972,099</u>	<u>33,802,573</u>	<u>432,936,466</u>
Net Book Value					
Dec 31, 2019	<u>286,006,593</u>	<u>38,348,586</u>	<u>41,473,973</u>	<u>13,023,023</u>	<u>378,852,175</u>

**ENVIRONMENTAL PROTECTION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

		2019
	G \$	G \$
18 Receivables		
Wildlife Management Authority	1,283,382	677,569
Ministry of Public Infrastructure	70,680	152,760
Other receivables	<u>573,451</u>	<u>779834</u>
	<u><u>1,927,513</u></u>	<u><u>1,610,163</u></u>
19		
Payables		
Accountant General	92,117,130	12,546,504
Bank of Guyana (One-Off Cash COVID Grant)	2,100,000	-
Unpresented Cheques	1,720,380	1,720,380
Projects	<u>2,348,110</u>	<u>2,236,864</u>
Other payables	<u>8,017,372</u>	<u>7,595,544</u>
	<u><u>106,302,992</u></u>	<u><u>24,099,292</u></u>

Environmental Protection Agency
Schedule of Income
For The Year Ended December 31, 2020

Particulars	Amount
Application Fee	6,740,539
Permit fees	129,786,880
Registration of EIA Consultants	76,935
Others	18,909,087
Government Subvention	531,358,915
Sale of Tender Documents	42,000
	686,914,356

Environmental Protection Agency
Schedule of Expenses
For The Year Ended December 31, 2020

Expenses	Amount
Account # 6117 (Temporary Employees)	428,756
Account # 6116 (Contracted Employees)	398,435,818
Account # 6221 (Drugs & Medical Supplies)	176,000
Account # 6222 (Field Materials)	6,414,585
Account # 6223 (Office Materials & Supplies)	7,630,961
Account # 6224 (Print & Non Print Materials)	22,323,612
Account # 6231 (Fuel & Lubricants)	3,480,760
Account # 6241 (Rental of Building)	1,000,000
Account # 6242 (Maintenance of Building)	6,369,818
Account # 6243 (Janitorial & Cleaning Supplies)	3,036,466
Account # 6255 (Maintenance of Other Infrastructure)	1,883,805
Account # 6261 (Local Travel & Subsistence)	6,939,966
Account # 6262 (Overseas Conference & Official Visit)	1,557,431
Account # 6263 (Postage Telex & Cablegrams)	328,645
Account # 6264 Vehicle Spares & Services)	4,510,366
Account # 6265 Other Transport, Travel & Postage	95,500
Account # 6271 (Telephone Charges)	2,789,187
Account # 6272 (Electricity Charges)	12,355,180
Account # 6273 (Water Charges)	268,797
Account # 6281 (Security Services)	17,630,501
Account # 6282 (Equipment Maintenance)	9,050,734
Account # 6283 (Cleaning & Exterminating Services)	2,357,793
Account # 6284 (Other Services Purchased)	6,334,674
Account # 6291 (National & Other Events)	981,235
Account # 6292 (Dietary)	-
Account # 6293 (Refreshment & Meals)	2,696,276
Account # 6294 (Others)	6,188,157
Account # 6302 (Training & Scholarship)	6,093,992
Trust Fund Expenditures - Account # 578-10	11,751,195
Depreciation	29,462,492
	572,572,702

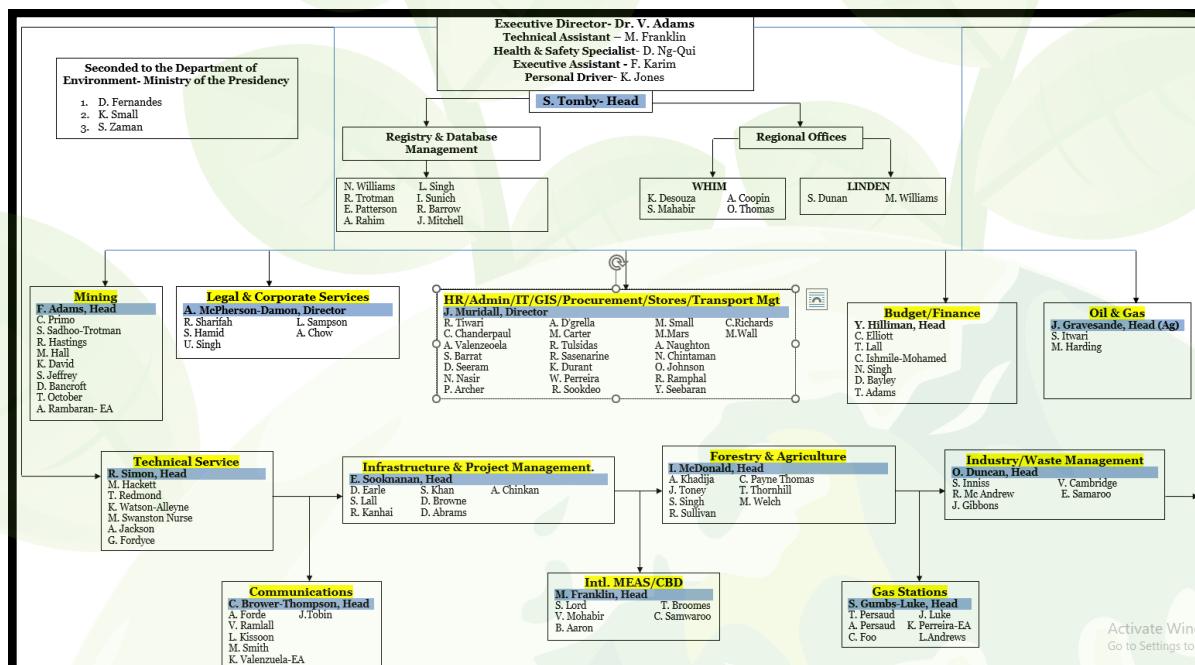
Environmental Protection Agency
Trial Balance
As at 31st December 2020

Particulars	Debit	Credit
Bank A/C # 578-10 (Bank of Nova Scotia - Trust Fund)	49,231	
Bank A/C # 162000405003 (BoG Trust Fund)	322,957,737	
Bank A/C # 162000405004 (BoG Main Account Subvention)	99,487,159	
Bank A/C # 118051384 (Citizens Bank Inc.)	10,603,202	
Cash in Hand	2,516,607	
Fixed Asset (Office Furniture & Fixtures)	42,498,042	
Fixed Asset (Office Equipment)	128,526,224	
Fixed Asset (Motor Vehicles)	97,518,471	
Fixed Asset (Building)	303,825,331	
Accumulated Depreciation (Office Furniture & Fixtures)		15,803,978
Accumulated Depreciation (Office Equipment)		94,723,651
Accumulated Depreciation (Motor Vehicles)		19,546,374
Accumulated Depreciation (Building)		9,357,600
Payables		106,302,992
Other Receivables	1,927,513	
Account # 6117 (Temporary Employees)	428,756	
Account # 6116 (Contracted Employees)	398,435,818	
Account # 6221 (Drugs & Medical Supplies)	176,000	
Account # 6222 (Field Materials)	6,414,585	
Account # 6223 (Office Materials & Supplies)	7,630,961	
Account # 6224 (Print & Non Print Materials)	22,323,612	
Account # 6231 (Fuel & Lubricants)	3,480,760	
Account # 6241 (Rental of Building)	1,000,000	
Account # 6242 (Maintenance of Building)	6,369,818	
Account # 6243 (Janitorial & Cleaning Supplies)	3,036,466	
Account # 6255 (Maintenance of Other Infrastructure)	1,883,805	
Account # 6261 (Local Travel & Subsistence)	6,939,966	
Account # 6262 (Overseas Conference & Official Visit)	1,557,431	
Account # 6263 (Postage Telex & Cablegrams)	328,645	
Account # 6264 Vehicle Spares & Services)	4,510,366	
Account # 6265 Other Transport, Travel & Postage	95,500	
Account # 6271 (Telephone Charges)	2,789,187	

Environmental Protection Agency
Trial Balance
As at 31st December 2020

Particulars	Debit	Credit
Account # 6272 (Electricity Charges)	12,355,180	
Account # 6273 (Water Charges)	268,797	
Account # 6281 (Security Services)	17,630,501	
Account # 6282 (Equipment Maintenance)	9,050,734	
Account # 6283 (Cleaning & Exterminating Services)	2,357,793	
Account # 6284 (Other Services Purchased)	6,334,674	
Account # 6291 (National & Other Events)	981,235	
Account # 6292 (Dietary)	-	
Account # 6293 (Refreshment & Meals)	2,696,276	
Account # 6294 (Others)	6,188,157	
Account # 6302 (Training & Scholarship)	6,093,992	
Prior Year Adjustments		215,750
Depreciation Expenses	29,462,492	
Trust Fund Expenditures - Account # 578-10	11,751,195	
Accumulated Surplus		84,508,581
Miscellaneous Contribution / Donation		4,717,833
Government Subvention (Capital Budget)		336,250,369
Application Fee		6,740,539
Other Income		18,909,087
Permit fees		129,786,880
Deferred Income		1,255,437
Retained Earnings		222,885,298
Registration of EIA Consultants		76,935
Government Subvention (Recurrent Budget)		531,358,915
Sale of Tender Documents		42,000
	1,582,482,218	1,582,482,219

ORGANISATIONAL STRUCTURE



CROSS- CUTTING PROGRAMMES – COMMUNICATIONS EPA PROGRAMMES





UNITS

In 2020, the Agency was organized into several Units as follows:

Legal & Corporate Services:

Responsible for providing legal opinions, advice, and support to other Units; handling court cases; reviewing and drafting of contracts, and employee policies; and ensuring that appropriate conditions are included in Environmental Permits.

Multilateral Environmental Agreements (MEAs)

Responsible for the coordination, implementation and support of programmes/projects, to achieve national obligations under the Multilateral Environmental Agreements (MEAs) where EPA is the focal point, such as, the United Nations Convention on Biological Diversity (UNCBD); Cartagena Protocol on Biosafety, Nagoya Protocol on Access to Genetic Resources and Benefits- sharing.

MEAs is also involved in project management, overseeing the implementation of GEF funded projects, the coastal and marine management programme and the Darwin Initiative Project.

Technical Services Unit

responsible for equipping environmental officers with necessary technical expertise to collect robust data to inform environmental decision-making; providing technical support, guidance and knowledge transfer to other Units of the Agency.



SECTORAL UNITS

Each sectoral Unit focuses on environmental authorization, compliance monitoring and complaints regarding projects in a specific sector, namely:

- **Infrastructure**
- **Oil and Gas**
- **Gas Stations**
- **Mining**
- **Agriculture and Forestry**
- **Industry and Waste Management**

Management Information Systems Unit

Responsible for providing technical support to manage information systems, including the use of GIS technology - to map and monitor status and trends; the use of drones for data collection; and information technology to analyse and share information.

Communications Unit

functions on the principle that environmental education is critical for effective environmental management and compliance, and sustainable use of natural resources.



Central Registry

The Central Registry is responsible for managing the filing and routing of all documentation concerning Environmental Authorisation and Complaints; and being the repository of documentation for all projects and correspondence entering and leaving the Agency.

Administrative Unit

The Administrative Unit comprises of Administrative, Procurement, Human Resources, Geographical Information System and Information Technology (IT) Units through which it is responsible for procuring human resources, equipment, goods and services to meet the Agency's needs with funds from Government's Subvention and the Agency's Trust Fund.

Finance Unit

The finance Unit is responsible for managing the Agency's finances including its revenue and Government Subvention in accordance with sound financial practices and national financial laws.



EIA PROJECTS

There were a number of projects which were at various stages of the EIA process, these include:

- **EEPGL Payara Development Project;**
- **Rong - An Inc.;**
- **Hope Energy Development Inc.;**
- **Wismar- Mackenzie bridge;**
- **Linden to Mabura Road and construction of Kurupukari bridge;**
- **Construction of Parika Stelling;**
- **Guyana Manganese Inc.;**
- **Romanex Guyana Exploration;**
- **Aurora Gold Mines; and**
- **Royal Timbers Inc.**

RESEARCH & DEVELOPMENT

The Agency, in the execution of its functions developed several Environmental Guidelines to inform sound environmental practices by operators in various sectors. These include:

- **Environmental Guidelines for Asphalt Plants in Guyana**
- **Guidelines for Incinerators**
- **Environmental Guidelines for the Design of Solid Waste Landfills**
- **Application Guide: Nuclear Safety and Radiation Protection**
- **Updated Project Screening Tool**
- **Environmental Guidelines - Operational Requirements for Gold-buying**

Shops

- **Environmental Safety Guidelines - School Laboratories**
- **Guidelines for National Ambient Air Quality & Air Emissions Limit**
- **Guidelines for Establishment of Effluent Discharge Fees**
- **Revised Poultry Rearing Guidelines (Draft)**
- **Gas Station Guidelines (Draft)**
- **National Legislation to enact or domesticate the Basel Convention (Draft).**
- **Guidelines for Biodiversity Research (Draft)**



RESEARCH & DEVELOPMENT

Several Standard Operating Procedures (SOP) were developed in 2020 as which focused on the following subjects:

- 1. Authorisation and Complaint Inspections**
- 2. Checkout & Return of Portable Laboratory Equipment (PLE)**
- 3. Environmental Authorisations.**
- 4. Complaints.**
- 5. Authorisation of Radioactive Materials**
- 6. Revised Stakeholder Engagement for EIA projects.**
- 7. EPA's Documentation Centre.**
- 8. Biodiversity Research in Guyana.**
- 9. Aerial Spraying.**
- 10. Automotive Repair Facilities.**
- 11. Authorisation of Waste Management Facilities.**
- 12. Revised Central Registry**

LEGAL AND CORPORATE SERVICES

The Legal and Corporate Services Unit rendered support to all Sectoral Units of the Agency, by providing legal advice and opinions, reviews and drafting of documents, contracts and correspondences. Another important task of the Unit is the scrutinizing of Environmental Permits to ensure that they are legally sound. The Unit also worked to ensure compliance and enforcement of permit conditions, as well as, all contracts entered into by the Agency in the execution of its duties.

Legal and Corporate Services Annual Achievements 2020

227	Environmental Authorisation Received	JANUARY- DECEMBER, 2020
222	Environmental Autorisation Issed	JANUARY- DECEMBER, 2020
24	Warning Letters	JANUARY- DECEMBER, 2020
18	Fixed Penalties Fines	JANUARY- DECEMBER, 2020
12	CESSATION NOTICES	JANUARY- DECEMBER, 2020
11	ENFORCEMENT NOTICES	JANUARY- DECEMBER, 2020
8	PROHIBITION NOTICES	JANUARY- DECEMBER, 2020



Additionally, the Unit facilitated both the internal and external review of the Environmental Protection Act, Cap. 20:05.



STANDARDIZATION & UPDATING OF PERMIT CONDITIONS

- The Institutional Liability section of all Permits was updated.
- Permit Conditions were standardized for poultry rearing and processing projects and Gas Station projects.
- Permit Conditions for Oil and Gas projects were updated.

STANDARD OPERATING PROCEDURES

- Developed and implemented the SOP for permit review, inspections, authorisations, records and data management.

COURT MATTERS

The LCS Unit represented the Agency in the following court matters:

Ongoing

- **Percival v Environmental Protection Agency (Action No. 2020-HC-DEM-CIV-117)** - Awaiting CMC hearing date from the Supreme Court.
- **The Environmental Protection Agency v David Sital (Action No. 2019-HC-DEM-CIV-SOC-391)** - Injunction against swine rearing operation Ongoing



Closed

- **Caricom General Insurance Company Inc. v Gupta and The Environmental Protection Agency (Action No. 2019-HC-DEM-CIV-FDA-615-TPC)**
- **Thomas v The Environmental Protection Agency (Action No. 2020-HC-DEM-CIV-FDA-460)**

DOCUMENT REVIEW

The LCS Unit reviewed the following documents and provided comments to the respective Units:

- **UNEP Proposal for the Collection of Environmental Data**
- **Finalised Review of ABS Regulations**
- **Regional Democratic Council Toolkits**
- **Spray Painting Materials**
- **EEPGL Post-Permitting ToRs and Studies**
- **Remote Inspections Guidelines**
- **Police Noise Management Strategy**
- **Inspection Checklists Various Sectors**



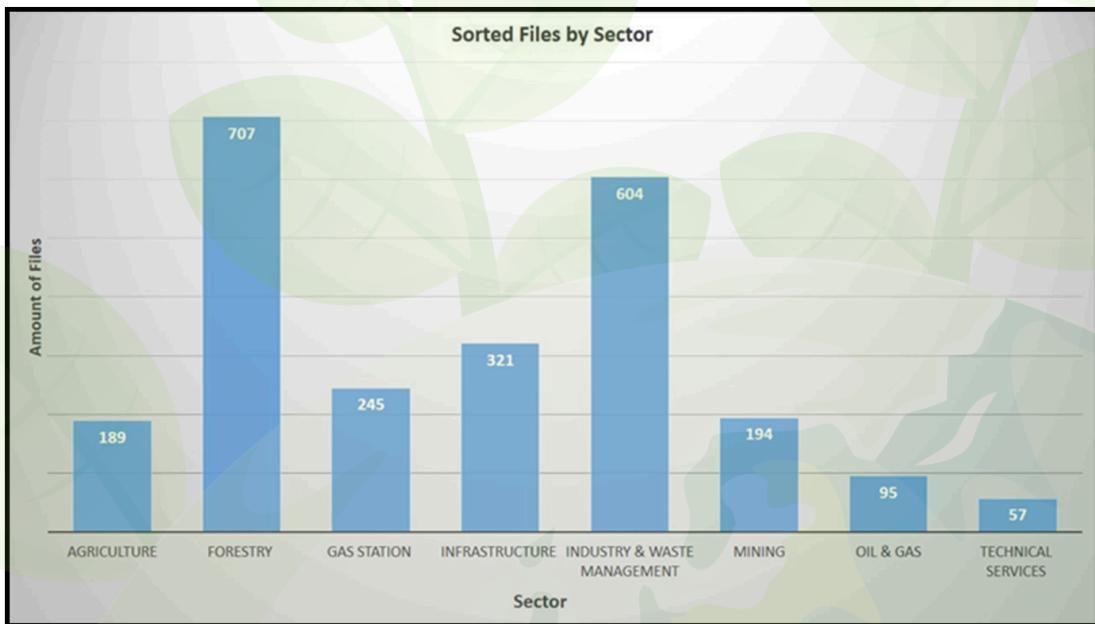
- EU Mangrove Reserves Legal Review
- EPA Insurance Requirements proposed by O&G
- Flaring of Associated Gas Fines Framework
- SLDM Project for GLSC
- Litter Regulations Booklet
- Basel Regulations, Hazardous Waste Regulations, and conclusion of Needs Assessment
- Report submitted by Consultant on Data Analysis for SUP Ban
- Final Report for Environmental Protection Act Review by IMPACT Justice
- Completed internal review of the Environmental Protection Act

CENTRAL REGISTRY & DATABASE

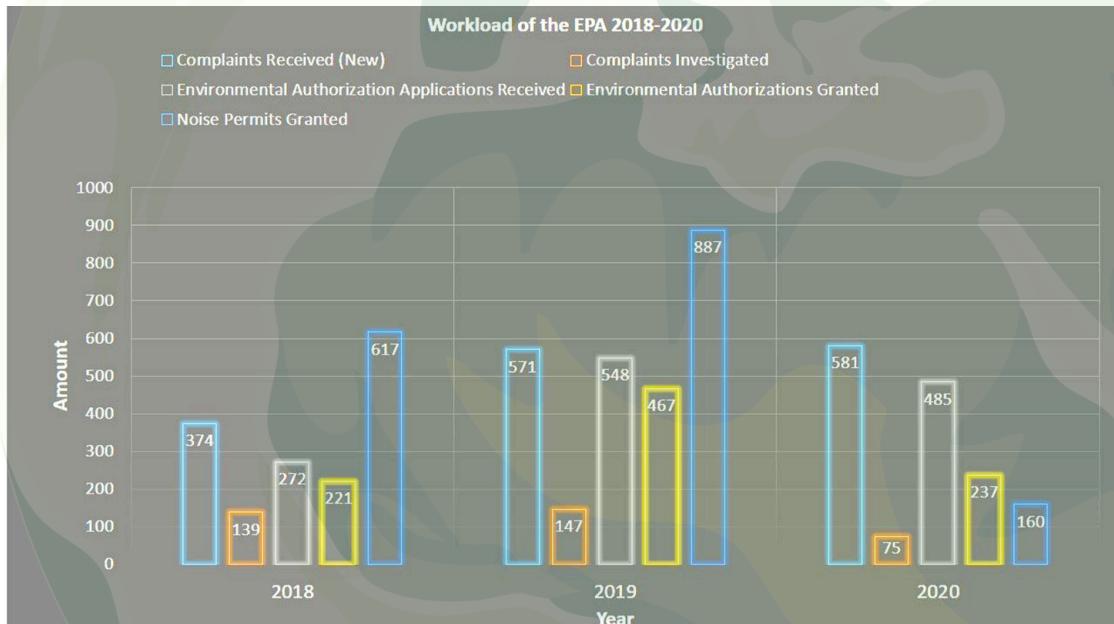
The Central Registry and Database (CRD) is the hub for securing and processing all project-related documents. It is also the central hub for Complaints management. In addition to management of project documentation, the CRD developed SOPs for Complaints Management; revised its SOP, and issued 160 Noise Permits in 2020; and coordinated data inputs from the Regional Offices.

INVESTMENTS

Files sorted by Registry



Workload of the EPA 2018-2020

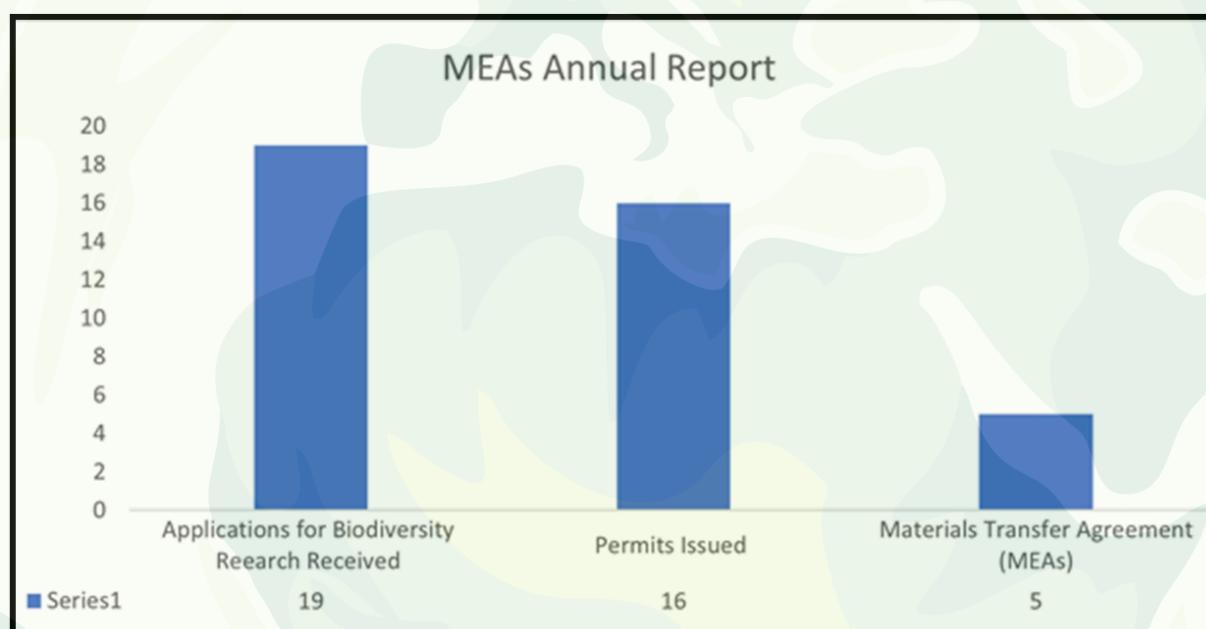




MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAS)

Nagoya Protocol on Access to Genetic Resources and Benefit-sharing (ABS)

The EPA, as the National Focal Point to the Nagoya Protocol on ABS, is required to establish systems to ensure that there is greater legal certainty and transparency for both users and providers of genetic resources. As a provider country, the EPA has been managing the National Biodiversity Research Information System (NBRIS), a system designed to allow researchers to register and acquire the necessary permissions for access to Guyana's genetic resources.





BIODIVERSITY PROJECTS 2020 UPDATES

Darwin Initiative- Traditional Knowledge Project

Community videos associated with the Kanuku Mountains Protected Areas are to be screened by decision-makers. Also, the Project team continues to work with community Field Assistants in Kanashen, Region 9, to complete their videos.

Global Biodiversity Information Facility (GBIF).

An action plan was developed to cover the remaining cost of GBIF by using the remaining funds from closed biodiversity projects.

The Fourth National Report to the Cartagena Protocol to the UNCBD

The Fourth National Report to the Cartagena Protocol to the UNCBD was completed and submitted to the Convention on Biological Diversity's (CBD's) Secretariat. The report was subsequently uploaded to the Biodiversity Clearing House thus ensuring Guyana met its reporting obligation to the Protocol.



GEF CLME+EBM Project for North Brazil Shelf Large Marine Ecosystem Project

Community consultations under this Project are ongoing. The EPA is working closely with sawmill operators, private sector such as Skeldon Energy Inc. (SEI) to develop a management plan and governance framework for the Wellington Park Mangrove Reserves. The project is expected to end in February 2021.

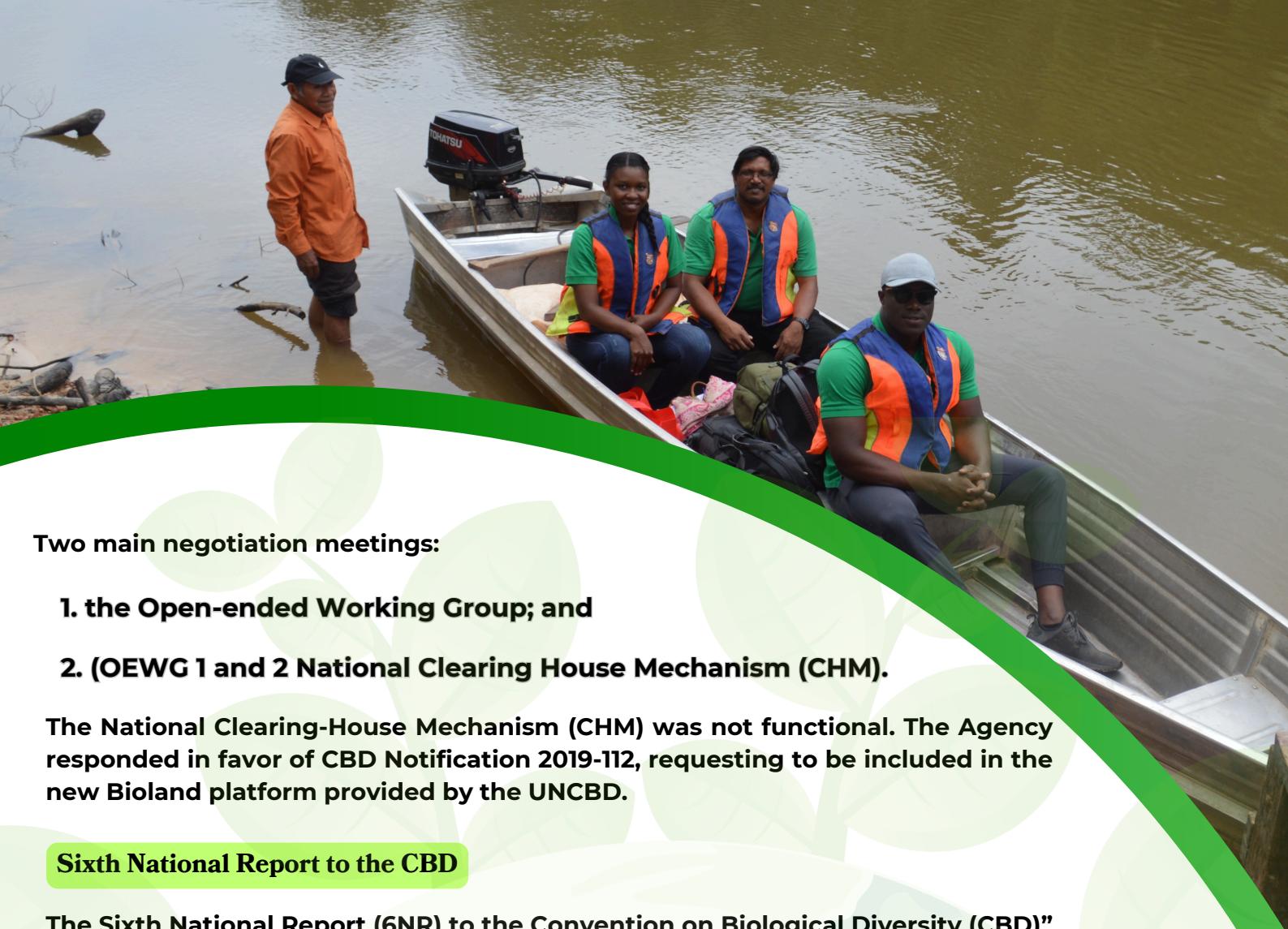
Additionally, the University of Guyana in support of the EPA, conducted the scientific assessment of the site. Five reports were completed based on data collected at the mangrove site.

Amazon Sustainable Landscape Project (GEF-7)

A Technical workshop was held with key government agencies on February 06, 2020, as part of preparing the ProDoc. The purpose of the meeting was to obtain agreement on project vision and outputs and to determine activities to achieve proposed project outcomes. Throughout the year, there were several planning sessions with WWF and the project Consultants. The First draft of the ProDoc was shared with the Core Group on July 24, 2020.

Post -2020 Global Biodiversity Framework

The Unit has been actively participating in the CBD Post 2020 Global Biodiversity Framework (GBF) development and in other processes of the Convention, this includes;



Two main negotiation meetings:

1. the Open-ended Working Group; and
2. (OEWG 1 and 2 National Clearing House Mechanism (CHM).

The National Clearing-House Mechanism (CHM) was not functional. The Agency responded in favor of CBD Notification 2019-112, requesting to be included in the new Bioland platform provided by the UNCBD.

Sixth National Report to the CBD

The Sixth National Report (6NR) to the Convention on Biological Diversity (CBD)" was finalised and uploaded to the CBD's Clearing House Mechanism via the 6NR Online Reporting Tool on June 01, 2020; the project closed on June 30, 2020. The reports are intended to improve national decision-making processes for NBSAP implementation, report on national progress towards achieving the Aichi Biodiversity Targets, and inform both the fifth Global Biodiversity Outlook and the CBD's Global Biodiversity Strategy of 2021 – 2030.

COMMITTEE & WORKING GROUPS

Coastal and Marine Resources

The Agency continued to coordinate the Coastal and Marine Management Committee (CMMC); four (4) meetings were held in 2020 to develop a Work Plan. The CMMC will coordinate the implementation of the work plan in 2021, focusing mainly on mangrove management and marine spatial planning.

Biodiversity Working Group

The EPA will be responsible for the coordination of a Biodiversity Action Group; as such, in 2020, the TOR and draft work plan were developed. The EPA will arrange a meeting with representatives from the Biodiversity Desk-OP to further develop the Work Plan.



TECHNICAL SERVICES

Environmental Authorisation

Technical Services (TS) Unit received eleven (11) applications for environmental authorisation related to the operation of sound-making devices and the use of radioactive materials and issued a total of six (6) Environmental Permits to facilities located in Regions 1, 3, 6, and Offshore.

Complaints and Inspections

- **Seventy-seven (77) complaints were received from persons affected by air and noise emissions. Nine (9) complaints were related to air emissions while sixty-eight (68) complaints were related to noise emissions occurring in regions 2, 3, 4 and 6.**
- **A total of twenty-eight (28) complaints were investigated between January- December, 2020, to verify and identify possible sources/cause of pollution. Sixteen (16) complaints were closed in 2020.**
- **One (1) compliance audit of a facility was done to ensure compliance with the Environmental Protection Act Cap 20:05.**

Other Achievements

Guyana as GRULAC's representative on the Bureau of the AHEG in collaboration with the UNEP Secretariat organised a virtual meeting during September 29-30, 2021, of the AHEG on marine plastic litter and microplastics for countries in Latin America and the Caribbean (GRULAC) to:

1) Share information on the progress and ongoing work of the AHEG intersession work ;

2) Discuss possible regional coordination mechanisms and;

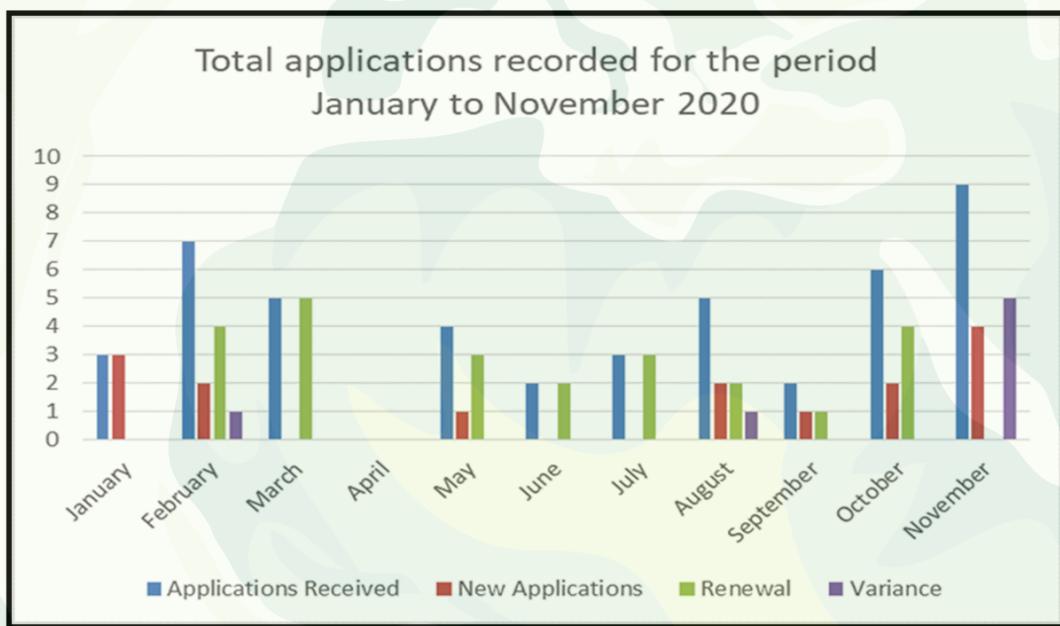
3) Facilitate consultations of the Chair and Bureau with the regions.

There were 87 participants from; Member states, UNEP as AHEG global Secretariat, Selected regional experts on marine litter and microplastics, Major Groups and Stakeholders and International organisations.

INFRASTRUCTURE AND PROJECT MANAGEMENT

Environmental Authorisation

Technical Services (TS) Unit received eleven (11) applications for environmental authorisation related to the operation of sound-making devices and the use of radioactive materials and issued a total of six (6) Environmental Permits to facilities located in Regions 1, 3, 6, and Offshore.



Breakdown of projects by types under the IPM

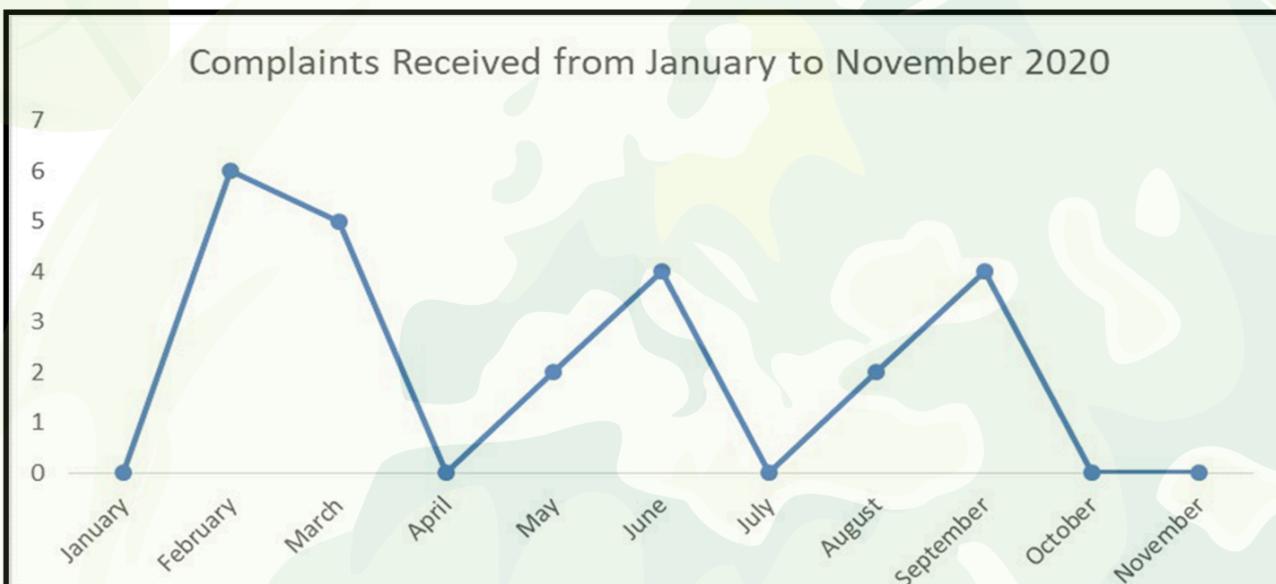




COMPLAINTS AND INSPECTIONS

Site visits, Environmental Audits, Complaint Inspections, Follow-ups, spot checks, etc. The highest number of inspections were site inspections. The sector received twenty-nine (29) complaints at various stages in the resolution process, were transferred to Technical Services (TS) for further action. These complaints were related to noise and air quality, areas under the purview of Technical Services.

Complaints received in 2020

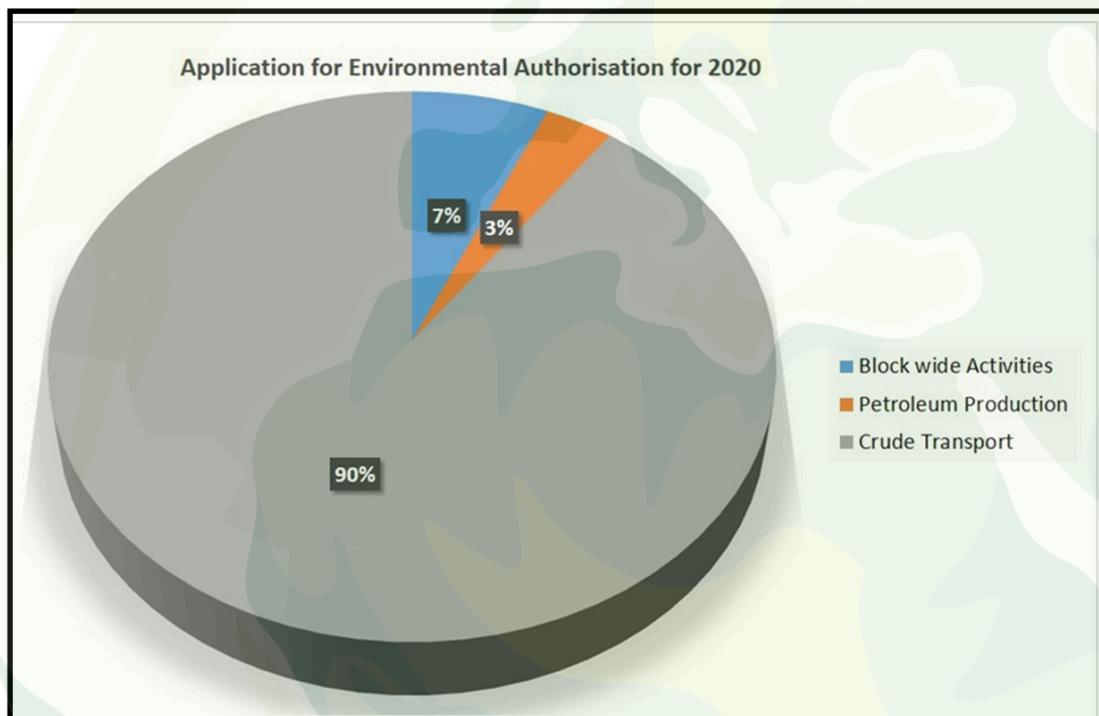


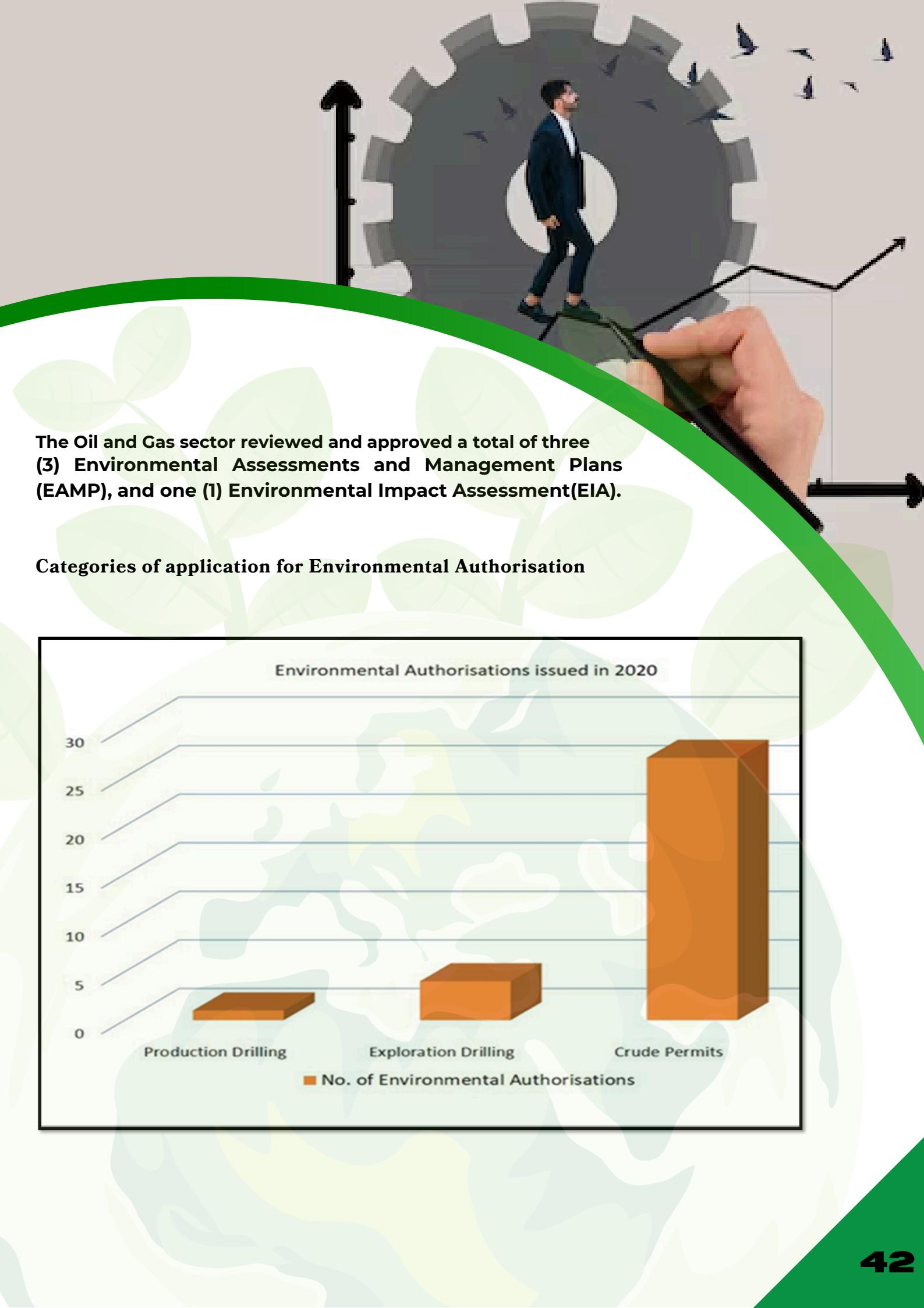
OIL AND GAS

Environmental Authorisation

A total of thirty (30) applications were received during the period January – December 2020. Two (2) applications were submitted for block wide activities in the respective blocks, one (1) application was submitted for an oil production project and twenty-seven (27) crude transport applications.

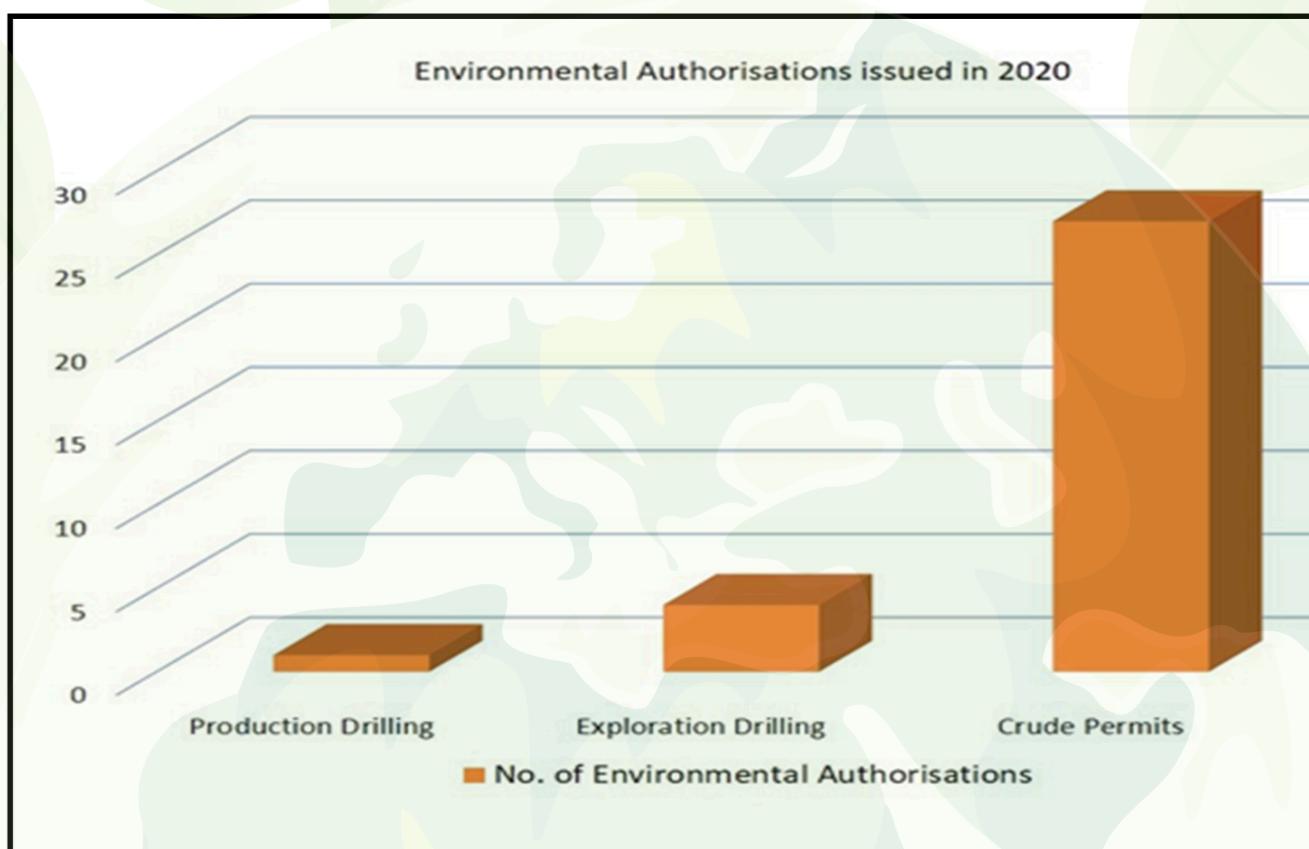
Four (4) Exploration Drilling permits, one (1) Environmental Permit for petroleum development and production i.e., the Payara Development Project, and twenty-seven (27) permits for the transport of Crude Oil by Oil Tankers (see figure 2 below).





The Oil and Gas sector reviewed and approved a total of three (3) Environmental Assessments and Management Plans (EAMP), and one (1) Environmental Impact Assessment(EIA).

Categories of application for Environmental Authorisation





Environmental Authorisation issued for 2020

Compliance Monitoring

Due to COVID-19 restrictions, the Sector was unable to conduct any offshore inspections. However, the Agency continues to analyse self-monitoring reports submitted by companies and determine compliance with permit conditions.

EIA Projects

Payara Development Project, Offshore, Guyana – The Environmental Impact Assessment for the third offshore petroleum production project - Payrara Development Project was approved in September 2020 and subsequently in the same month, an Environmental Permit was issued for the project.

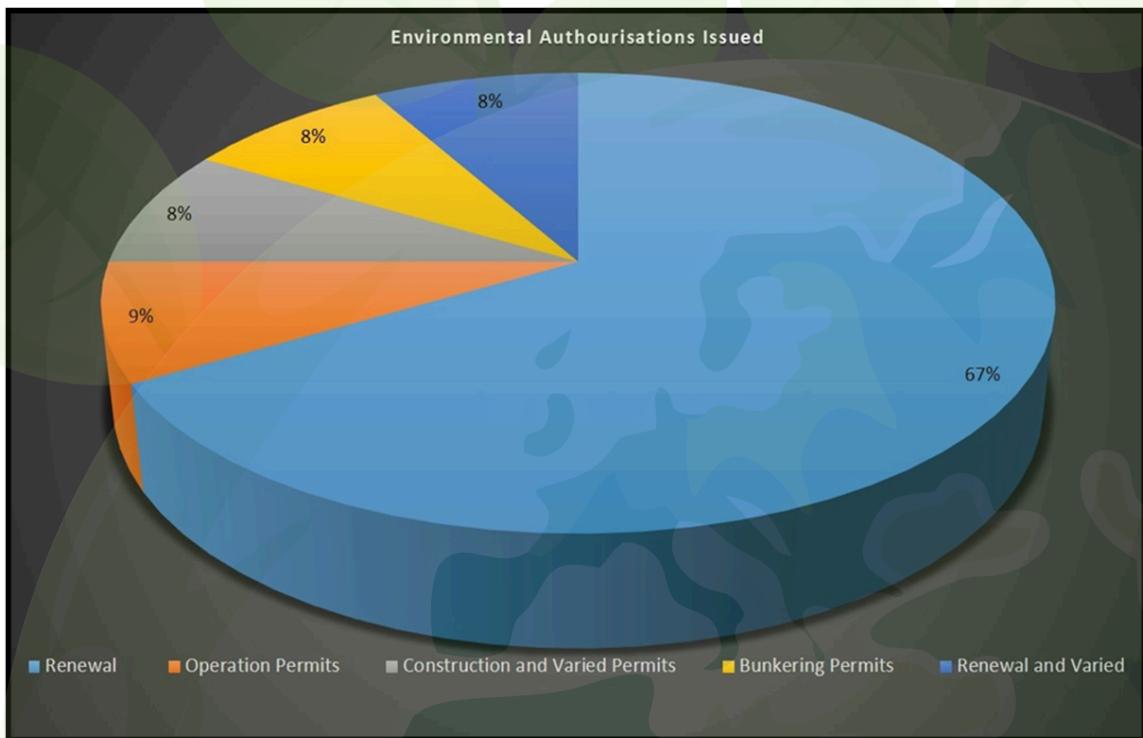
GAS STATION

Environmental Authorisation

Thirty (30) applications for environmental authorisation were received, fourteen (14) renewal of environmental authorisation, five (5) are new Applications for environmental authorization, four (4) variance of permit and six (6) application for existing operation and one (1) transfer of environmental authorisation.

Twenty-four (24) were issued; these permits were issued for projects in Regions 3,4,5,6,7,8,10. The outstanding six (6) applications will be issued early to 2021; these are for projects in Regions 3, 6, 7 and 8.

Environmental Authorisations issued for 2020



Compliance monitoring, Complaints & Response

A total of fifty-one (51) visits (audits, site inspection, and spot checks) were conducted of which four (4) were to address complaints;



Other achievements

The sector completed 97% of file chronologies accounting for one hundred eighty-six (186) files of the total 191 one hundred ninety-one (191) relative to the sector;

Notably, the Agency for the first time commenced the process of granting Environmental Authorisation for bunkering operation; two (2) Environmental Authorisations were issued for bunkering operation during 2020.

Documents developed

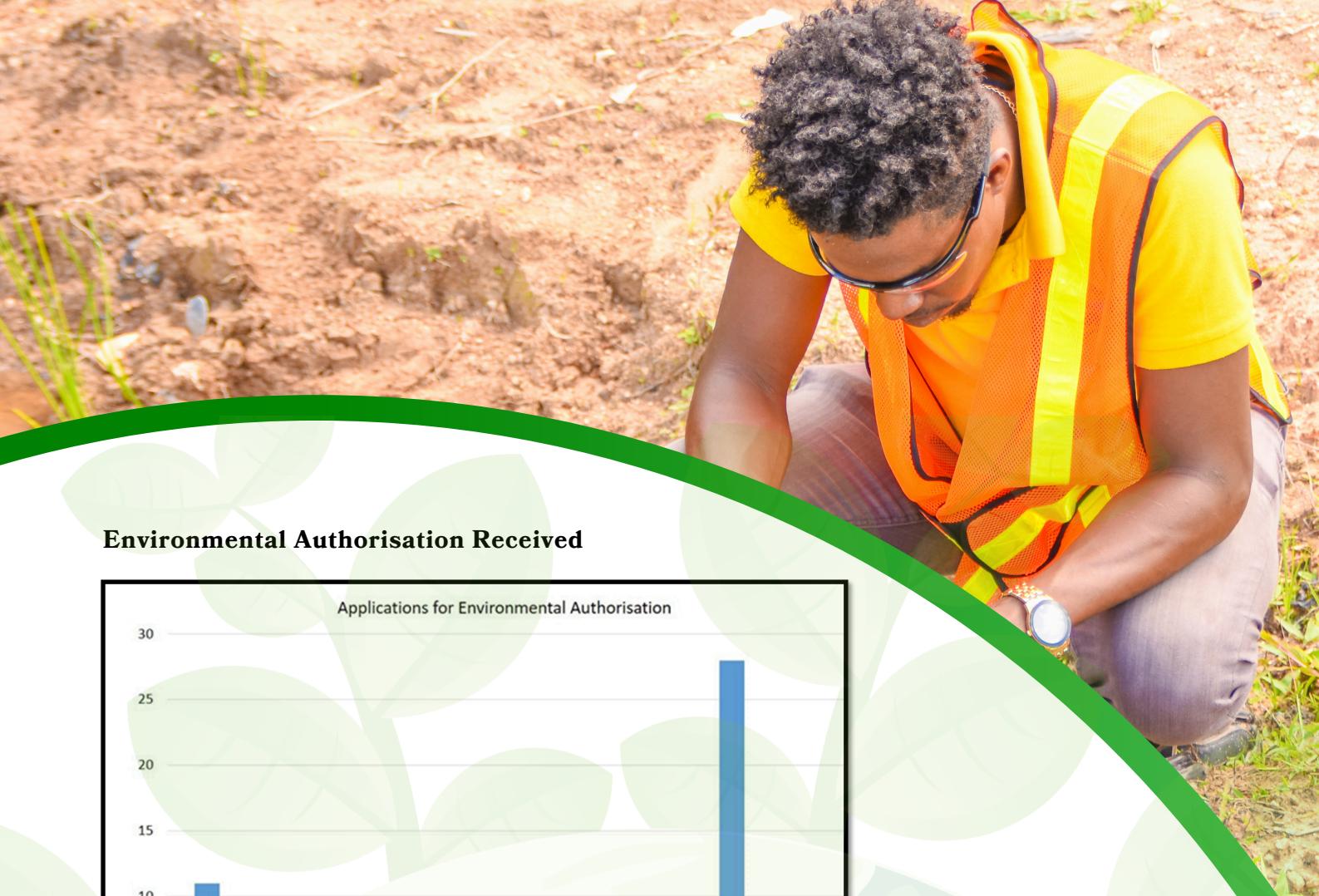
Draft Gas Station Guidelines for construction and operation which is intended to provide the guidance needed to Developers and operators in this sector.

A new Environmental Authorisation application form for bunkering operations

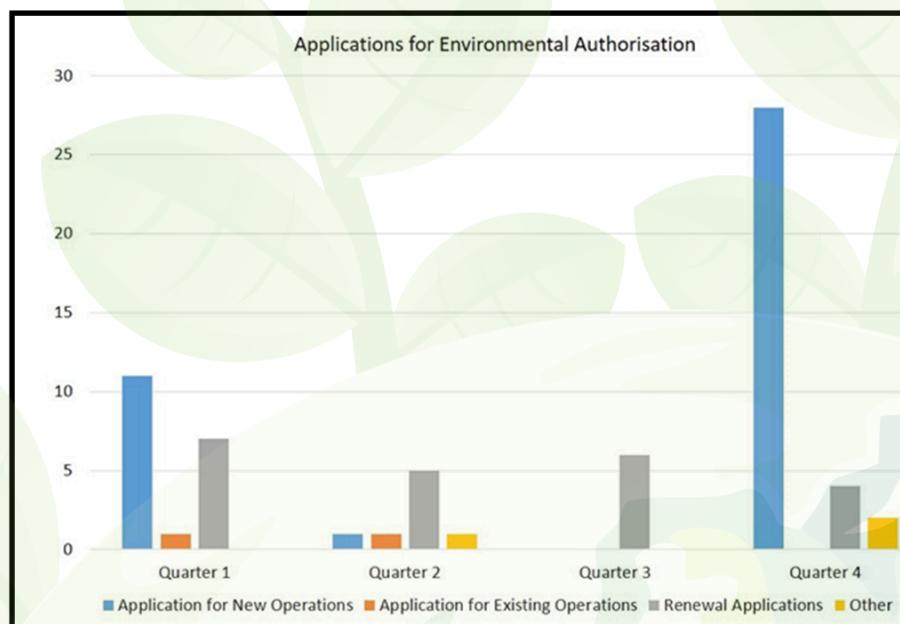
MINING

Environmental Authorisation

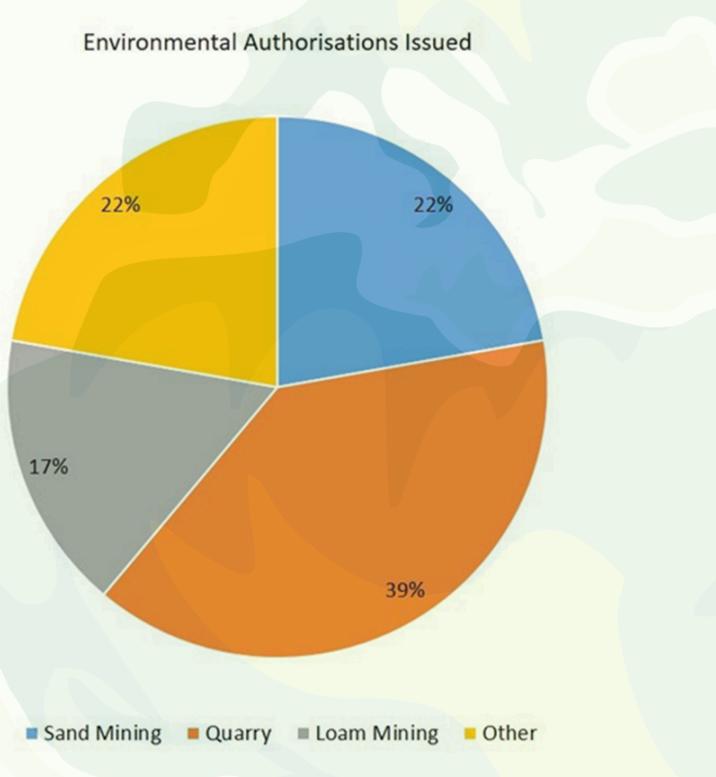
Sixty-seven (67) Applications were received for the period January to December, 2020, for operation of Sand Mines, Quarries, Gold Mining operations and other extractive operations. Sixty-eight (68%) of the applications were processed. The remaining projects will be processed in the first quarter of 2021. The largest number of applications were received in the last quarter of 2020 (see fig. below). Additionally, Sand Mining accounted for the largest number of applications issued by the sector (22%).



Environmental Authorisation Received



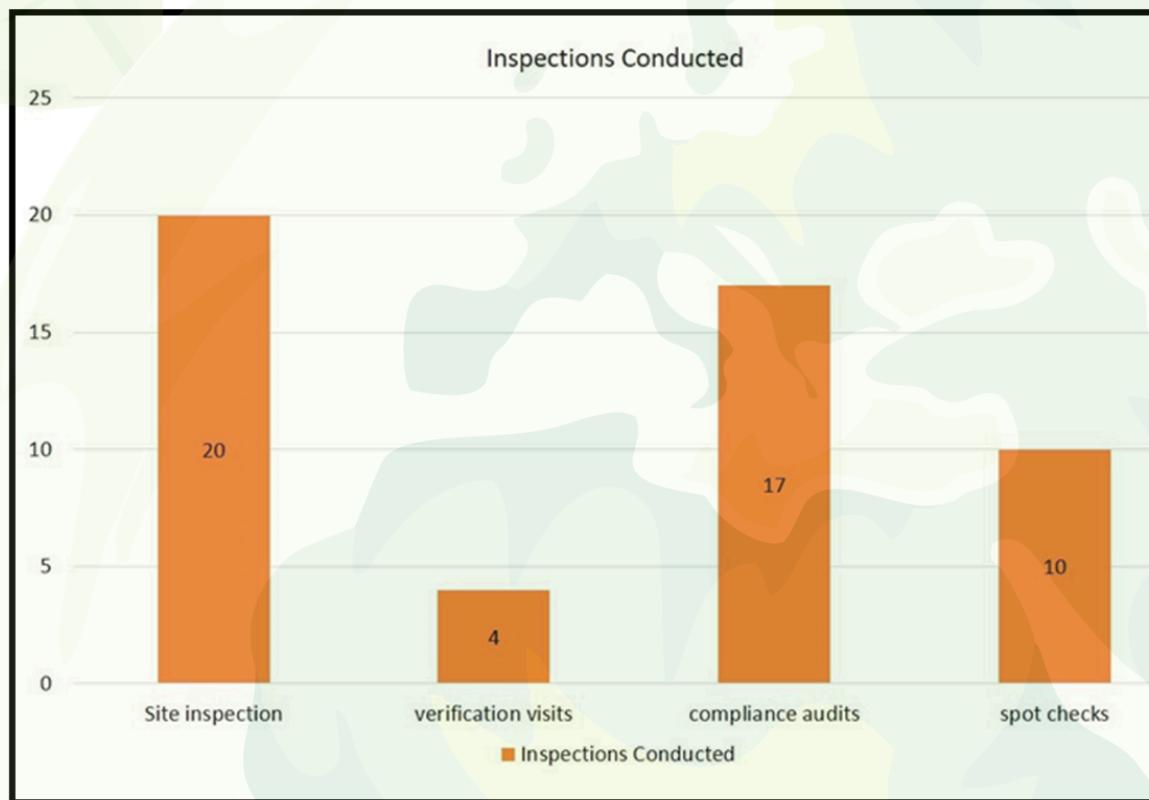
Environmental Authorisation Issued



Complaints and Response

Twelve (12) complaints relative to mining activities were received in 2020. Fifty percent (50%) of the matters were closed, thirty-three percent (33%) are ongoing and seventeen (17%) are still to be investigated. The matters closed were related to dust nuisance, dumping of waste and water pollution.

Inspections Conducted





Three (3) fixed penalties for environmental incidents for breach in a tailings pond causing flood of a nearby community and spillage of fuel were issued. All fines were paid and the sector monitored to ensure that clean-up actions were completed to restore the environment.

Six (6) Cease Orders were issued for failure to comply with the Environmental Protection Act, specifically, application for Renewal of Environmental Authorisations and failure to uplift an Environmental Authorisation.

EIA projects which engaged the attention of the sector were: Guyana Manganese Inc.; and Troy Resources.

Other achievements

- Reviewed fifty-five (5) documents, inclusive of annual reports, EIAs, EMPS, mine plans etc. was spearheaded by the programme.**
- Twenty-one (21) additional documents were reviewed and comments provided for other programmes within the Agency.**



AGRICULTURE & FORESTRY

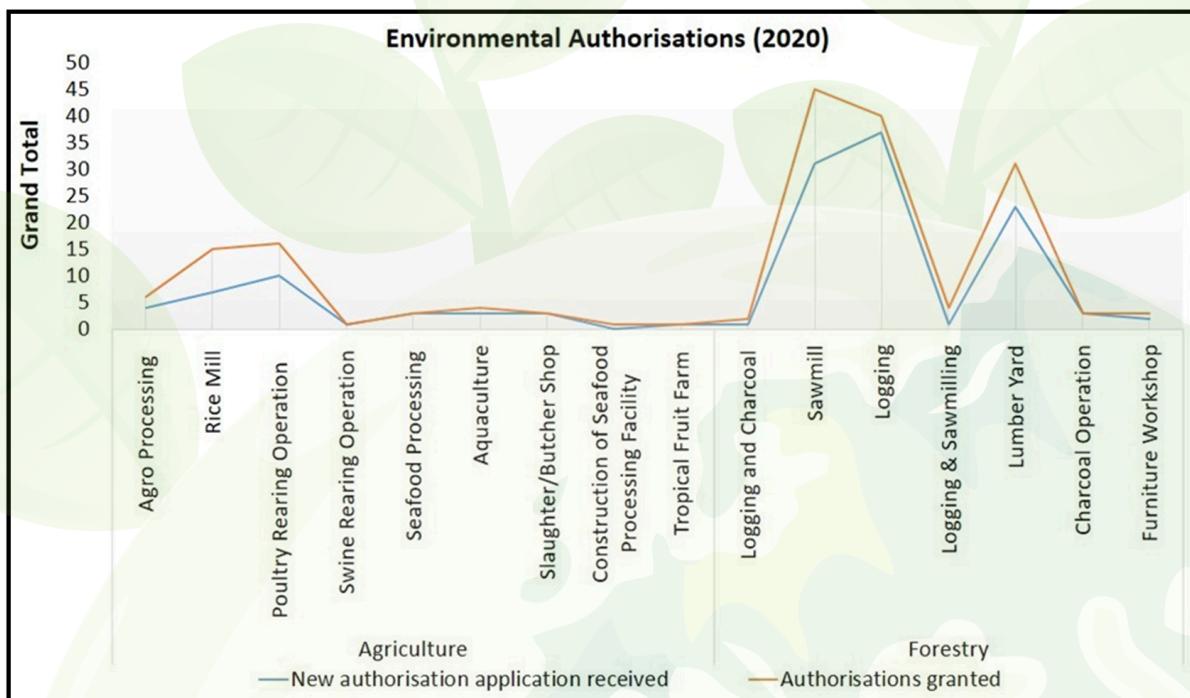
The Sector received one hundred thirty-five (135) applications for Environmental Authorisation. Projects falling within the Forestry sector saw the largest number of applications - one hundred three (103) while those classified as agriculture projects accounted for thirty-two (32) of the applications received. For forestry related projects, the largest number of applications were for logging operations (37), followed by sawmills (32); while in the agriculture sector poultry operations accounted for the largest number of applications (10), followed Rice Mills (7).

Further, forty-eight (48) Environmental Authorisations were issued in 2020; thirty (30) were for forestry project and eighteen (18) for agriculture projects). The highest number of permits issued in the forestry sector were for sawmills (14) and lumber yards (8); while the agriculture sector saw rice mills (8) and poultry rearing (6) leading the authorisation chart.

The Agriculture and Forestry sector authorises various developmental projects relative to these two sectors, see fig below. Notably, the pandemic hindered the ability of the Agency to conduct some of the site inspections necessary for the authorisation of these type of projects.



Environmental Authorisations granted by the Sector



Complaints and Response

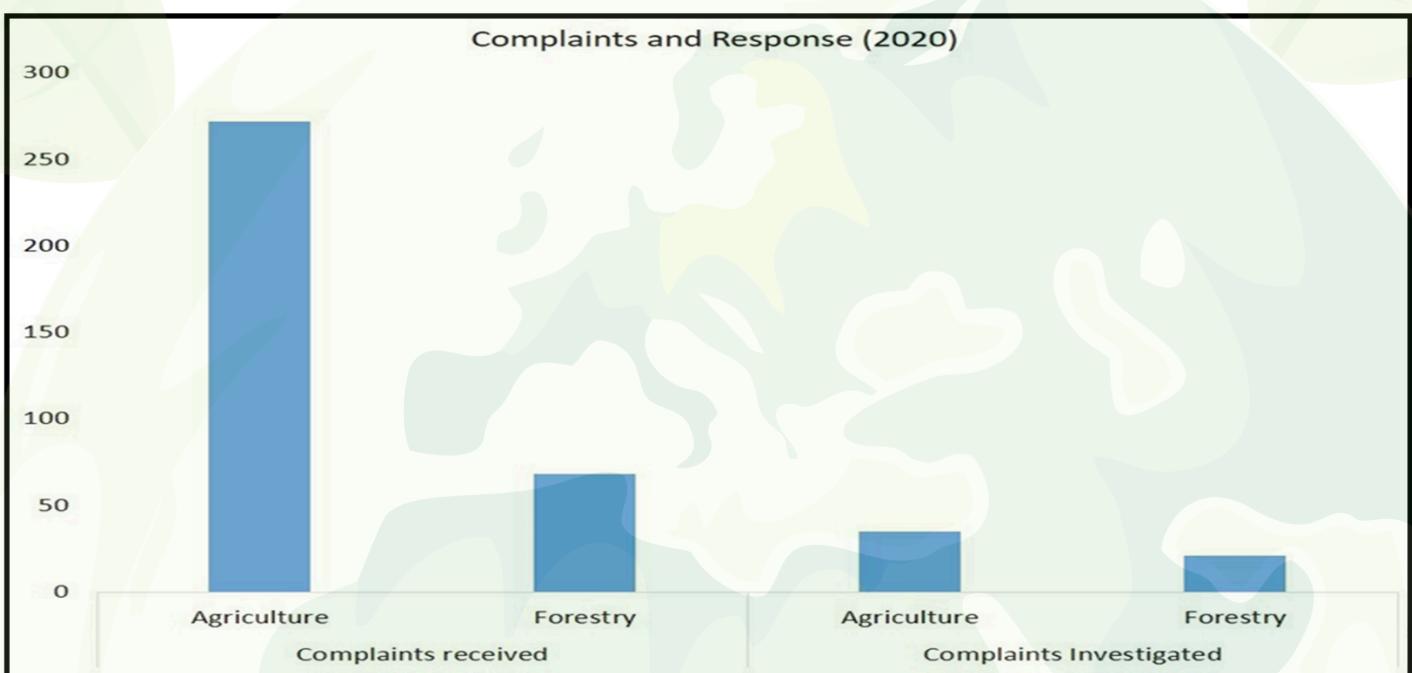
The Sector received three hundred forty (340) complaints, eighty percent (80%) were related to agriculture activities such as poultry and swine rearing while twenty percent (20%) were for forestry related activities. Given, the constraints, the Agency was able to investigate fifty-six (56) complaints, thirty-five (35) related to agriculture activities and twenty-one for forestry activities (see fig below)



Other Achievements

In collaboration with sector agencies to improve FLEGT readiness in 23 Indigenous communities involved in commercial logging – GFC.

Complaints and Response





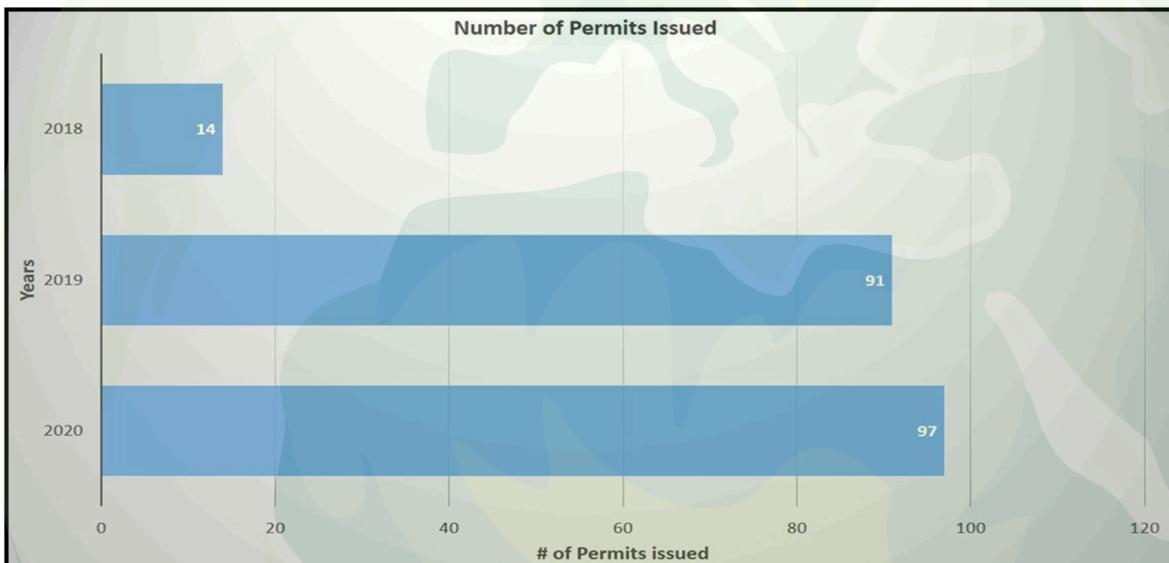
INDUSTRY AND WASTE

Environmental Authorisation

There has been an increase in application for Environmental Authorisation received by I&WM. Moreover, the inter-agency collaboration with governmental organisations namely the Pesticide and Toxic Chemicals Control Board (PTCCB), the Ministry of Local Government and Regional Development (MoLG&RD), the Guyana Energy Agency (GEA), the Guyana Revenue Authority (GRA) and the Ministry of Housing and Water; Central Housing and Planning Authority (CH&PA); as well as the aggressive public awareness programs by the Communications Programme has resulted in an eighteen percent (18%) increase from 2019.

A total of 97 Environmental Authorisation (Permits) were issued for Industry and Waste Management projects. This represented an overall increase of 7% from 2019 (see fig. below).

Environmental Authorisation issued

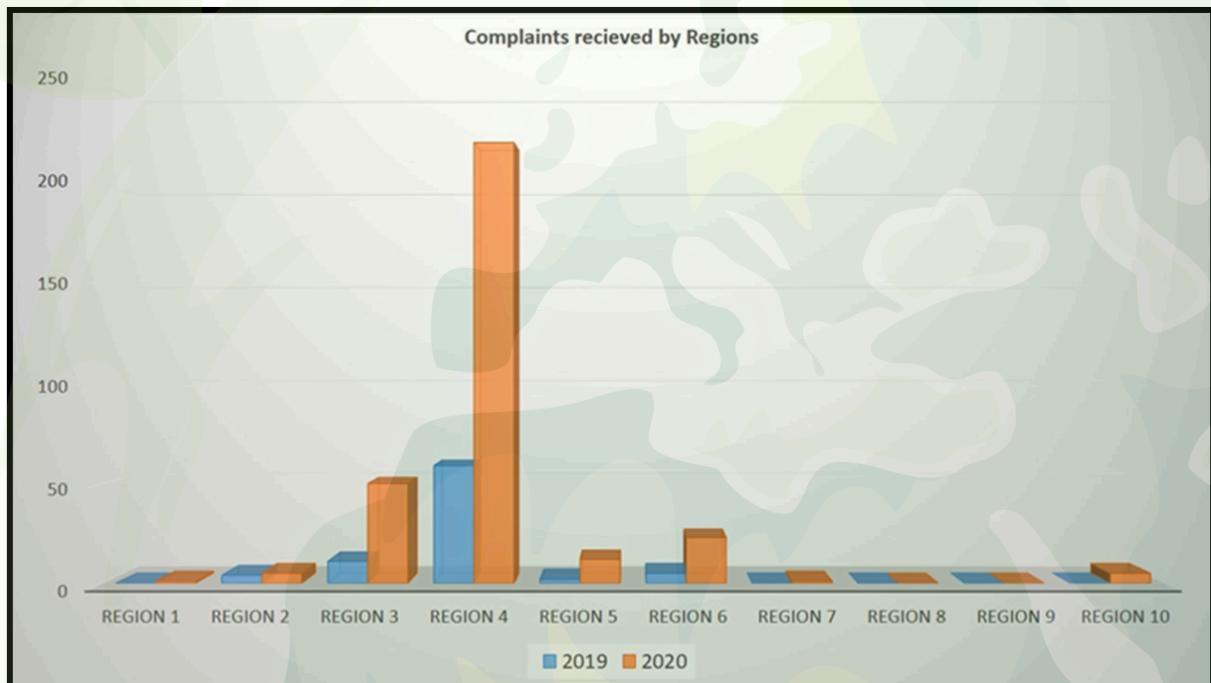


Complaints and Response

Complaints received and managed in 2020 increased by 291% from 2019 with Region 4 reporting 69% (221) of the complaints. Complaints related to fumes, noise, dust, and smoke from small-scale spray painting and block making operations accounted for 78% of the complaints received in 2020, while litter offenses represented 22% (see fig. 14 below).

Only 21% (68) were investigated due to several challenges; while 16% (50) of the complaint, were closed; and 63% (203) are scheduled for investigation in the first quarter of 2021.

Complaints and Response



Other Achievements

Established a Standard Operating Procedure (SOP) for the export and transit of hazardous waste as in accordance with the Basel Convention. This resulted in an excess of US\$ 9,100 in Transit Permit fees garnered by the Agency for 2020. These Permits accounted for 18% of the Permits issued in 2019 and 22% for 2020.

Project 10185

This project under GEF 7 Global Programme “Implementing Sustainable Low and Non- Chemical Development in Small Island Developing States (ISLANDS) Programme” in the Caribbean Region was successfully launched by the BCRC-Caribbean in Port of Spain, Trinidad. Guyana is represented by the EPA.

Guyana’s 2018 National Report was completed and submitted to the Basel Secretariat. Drafted National Legislation to enact or domesticate the Basel Convention.

Provided support to the Implementation and Compliance Committee (ICC) of the Basel Convention.



MANAGEMENT INFORMATION SYSTEM

IT/GIS Support

Information Technology continues to play a pivotal role in the operations of the Agency in providing secured access to the Agency's data, internet services, communication mediums and, Geographical information systems. The Covid-19 Pandemic has demanded extra effort in expanding virtual platforms to ensure continuity in the Agency's work.

Major accomplishments

- Furnished all staff who were relocated to the new building with fully operational electronic systems.
- The Agency inked a contract with the National Data Management Authority (NDMA) to develop a database to process complaints and authorisations digitally. This was expected to be completed by December 2020.
- 24-hour complaint hotline number and dedicated email address were set up and implemented with voice mail services to improve complaint management.
- Drone Surveillance was provided to the relevant sectors as required.



Network Support and Administration

- **Fifteen (15) additional Avaya handsets were also procured to boost voice communications both internally and externally.**
- **Commenced the Agency's Registry Database with NDMA.**
- **The Agency benefited from increase internet bandwidth from our internet providers: GTT and NDMA. This was upgraded from 100 to 300 Mbps and 20 to 40 Mbps respectively.**

PC Support

- **The IT unit repaired several desktops and laptops which were affected by hardware or software problems.**

GIS

- **Plotted Biodiversity Research Permitted Projects for 2019.**
- **Compiled and reviewed EIA's, ESIA's and EMP's submitted to the EPA for 1996 to 2015. A total of twenty-nine (29) EIAs, forty-one (41) EMPs and four (4) ESIA's were reviewed during the 2009 – 2017 period.**
- **Prepared several maps and provided geospatial support was provided to all Units of the EPA.**

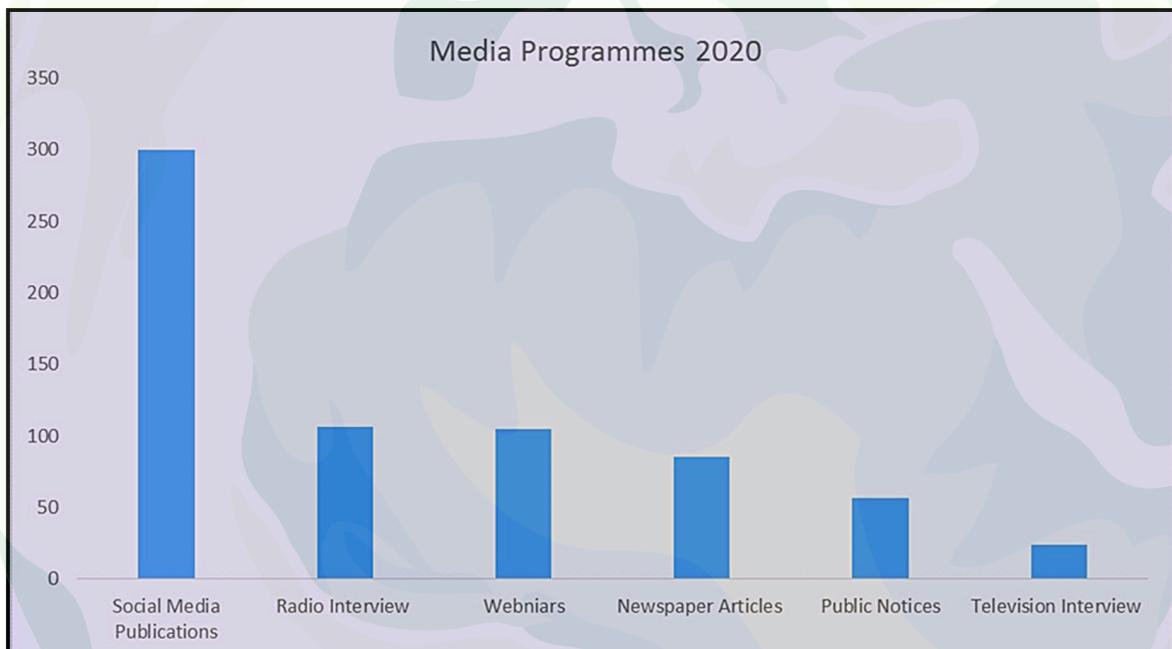


COMMUNICATIONS

The Communications programme of the EPA responded favorably to the challenges of the COVID 19 pandemic and quickly adjusted its work programme for the year. A revised work plan which focused on amplifying the use of the media, social platforms, and virtual engagements, has been well received by members of the public.

The major accomplishments include: recording and broadcasting of twelve (12) episodes of “The Environment Matters” aired on NCN television reaching approximately \$93,000 viewers, monthly news bulletin with approximately 1500 subscribers; blast text messages reaching over 509, 000, approximately forty (40) virtual consultations/meetings/presentations, Facebook live sessions, in excess of thirteen (13) online competitions with up to 24,000 views and forty (40) winners. The Agency also expanded its bi- weekly radio interviews to Regions 1, 7, and 9, in addition, to Voice of Guyana (VoG) interviews aired which has a country-wide reach. The Agency has tripled its radio interviews, participating in one hundred six (106) radio interviews for 2020. Fig 19 below provides further breakdown of media programmes.

Media Programmes for 2020





Environmental Observances

- International Day of Forests was held under the theme "Forest Biodiversity".
- The Agency held a Backyard Biodiversity Video Competition with the winner accumulating the (highest number of engagements – likes, loves, and shares - 1048). A Radio quiz conducted on May 21; there were a total of five winners from across the country.
- World Water Day was celebrated under the theme "Water and Climate Change". Activities focused on newspaper article on the theme was prepared; and social media posts.
- Earth Day included a newspaper spread, a poetry competition and TV programme focused on single-use plastics, a Facebook live and social media campaigned.
- International Day for Biological Diversity was celebrated under the theme "Our solutions are in nature". Activities have included Newspaper spread emphasising the work of the Agency, 6 radio interviews, 2 TV interviews.
- World Environment Day under the theme, Time for Nature. Activities included, newspaper spread, Blast messages, Facebook live session.
- Collaboration with the Guyana Tourism Authority on a #meatlessFriday challenge in which restaurants, Online quiz and kitchen garden challenge

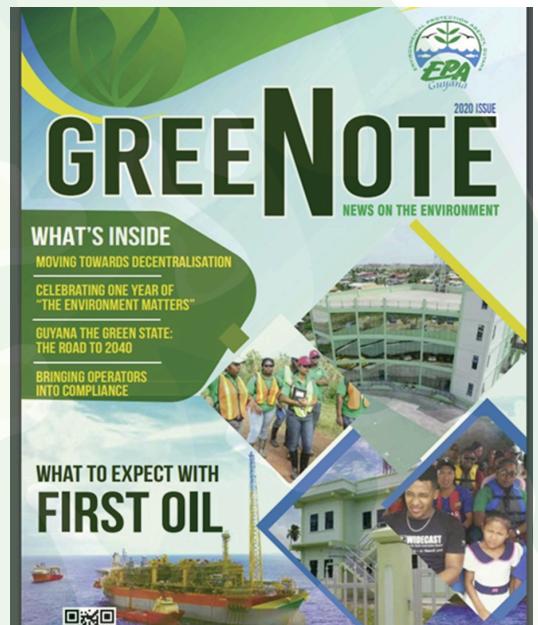


Other observances celebrated virtually were:

- **World Oceans Day;**
- **World Mangrove Day;**
- **International Day for Preservation of the ozone layer;**
- **World Food Day; International Soil Day; and**
- **International Mountain Day.**

Other Achievements

- **42 Police Noise Management training.**
- **Virtual training of 56 teachers in Environmental Education.**
- **In excess of 30 consultations on single-use plastics.**
- **10 new publications**
- **Inaugural Gas Stations week of activities.**
- **Quarterly radio quizzes. Monthly news bulletin.**
- **Reintroduced the environmental calendar for 2021.**
- **Launch of 2020 edition of the Green Note magazine.**



ADMINISTRATION

ADMINISTRATIVE

Procurement, Store and Inventory Management

The Agency's obsolete fixed assets for the period 1995 to 2010 were disposed in keeping with recommendations from 2016, 2017, 2018, and 2019, state audit reports. This was approved by the Board of Directors and completed in June 2020, in keeping with standard procedures.

The procurement unit managed the purchase of capital items under approval from the Agency's Trust Fund, as there was no Government's annual budget for the fiscal year 2020. To this end, approval was granted for the acquisition of nine (9) new vehicles for the Agency. This approval was granted by Cabinet and approved by the National Procurement and Tender Administration Board- Ministry of Finance.

Store Management Maintenance

The Stores and Inventory Unit ensured adequate stock of dietary, stationery, and janitorial supplies were available to meet the needs of the Agency which intensified under the COVID-19 pandemic.

Transport Unit (Vehicle Management)

The EPA carried out regular maintenance of its fleet of vehicles to avoid extensive repairs and its associated costs and to fulfill transportation requirements.

At the end of 2020, the Agency added (4) new Hilux pick-ups vehicles to its fleet. This brought the total number of vehicles to fourteen (14) as of December 2020. Further, of that number, three (3) are slated to be auctioned in 2021, pending the approval of the Board of Directors, while the Agency's Toyota Fortuna is being housed at the Office of the President for safekeeping.

The unit currently has five (5) drivers and is expecting additional drivers in 2021, given the acquisition of the new vehicles.

Building and Compound Maintenance

General aesthetics of the building and compound were enhanced through regular cleaning, brushing, and maintenance. As such, Contracts were prepared and signed for the following works and services: Pest control; Disposal of sanitary units; Disposal of refuse (Solid)

HUMAN RESOURCES

Landscaping and maintenance; Electrical repairs; Plumbing repairs and services; Security Services; Installation of cubicles (work stations) Service and repairs to air conditioning units; and General Cleaning of the Compound and its Environs.

HUMAN RESOURCES MANAGEMENT

The Human Resources Unit, under the supervision of the Administrative Director, is responsible for the recruitment of skilled and competent workers to conduct the work of the Agency. The Unit works towards building a team of professionals who are empowered by knowledge and skills to perform competently and with excellence.

STAFFING

As of December 31, 2020, there are one hundred and twenty-one (121) staff members on the Agency's Staff Establishment, one hundred and twenty- nineteen (119) full-time employees, one (1) seconded staff and one (1) Internship staffer (see appendix 1).

Human Resources Support

Throughout the year, the Agency continued to recruit staff to fill vacancies created in the Agency mainly because of staff specialization. The Agency recruited a total of sixteen (16) new staff with a direct focus on Attorneys at Law, Health, and Safety, Water & Sanitization, Civil Engineer, Geological Engineer, Transport Officer, Stores and Inventory, and Project Management.

Promotions

Nine (9) staff were promoted from the position of Environmental Officer I to Environmental Officer II, after satisfactorily performing in the former position for two years. Two (2) staff were promoted to the position of Senior Environmental Officers, one (1) staff was appointed to the post of the dedicated driver to the Executive Director. One (1) staff was promoted to the post of System Administrator, one (1) staff was promoted to post of Head, Legal Services, one (1) staff was promoted to the post of Head, Registry and Database. Additionally, one (1) staff was transferred and re-designated to the post of Head, Agriculture, and Forestry (see appendix 2).