



# The Cabinet Files

Inaugural Issue - Summer 2010

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*Motto: Many Players, One Team*

## OUR VISION

**Excellence in policy making and responsive,  
high quality public services.**

## OUR MISSION

**To ensure that the Government delivers its priorities in a timely and efficient way and that proper collective consideration takes place when it is needed before policy decisions are taken.**



## The Role of the Cabinet Office

The Cabinet Office, which comes under the ministerial portfolio of the Prime Minister, the Right Honourable Hubert A. Ingraham, functions as the Secretariat to the Cabinet, as well as the ...page 8

## The Cabinet Files

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The mission of the Cabinet Office is “to ensure that the Government delivers its priorities in a timely and efficient way and that proper collective consideration takes place when it is needed before policy decisions are taken”.

In my various addresses to the Public Service, including the National Public Officer of the Year Award Ceremonies, I have reiterated and emphasized the critical need for a public service that is collaborative, efficient, transparent and responsive, and that operates with integrity and from a set of “clear, measurable, strategic objectives”.

I am delighted, therefore, to note the introduction of ***The Cabinet Files*** that promises to inform, highlight and inspire our internal and external customers. The circulation of our vision and mission, the development of our goals, the articulation of our core values and knowledge of the distinct roles played by Units will result in greater transparency and accountability. Further, I anticipate that there will be a deeper appreciation of the importance of the role of each individual in the success of the work of Cabinet Office and that this will strengthen partnerships and promote team-work and a shared responsibility among staff members, Units and Agencies.

I congratulate the hardworking members of staff of the Cabinet Office for this initiative, look forward to the improved delivery of services and offer best wishes for the success of this news magazine as together we work for a better Bahamas.

Hubert A. Ingraham

## *A Message From the Secretary to the Cabinet*

This, the first issue of Cabinet Office's Inter-Agency news Magazine, *The Cabinet Files*, represents but one of a number of targeted short-term initiatives we have planned for the current calendar year. If successfully implemented it is envisaged that such initiatives will undoubtedly bring about notable improvements in building teamwork and in the administrative and operational functioning of the Cabinet Office and its Departments.

A prerequisite to achieving the institutional goals and objectives which we have set for ourselves will, of necessity, require communication and dialogue at a number of levels both internally and with external organizations. The launch of this quarterly News Magazine therefore will constitute an important mechanism in bridging the communication divide, insofar as it is intended to achieve the following:

- i. provide a platform for colleagues to express their views and opinions on various topical issues affecting their respective workplaces;
- ii. foster a greater understanding of the roles and functions of the Cabinet Office and its affiliated agencies; and
- iii. allow for enhanced lateral and vertical flow of information up and down the chain of command, thereby bringing added clarity to issues of general concern.

In addition, *The Cabinet Files* represents a deliberate attempt on our part to add both depth and detail to the already rich institutional memory of the Cabinet Office and its Departments, which, hopefully, in time, will serve as a meaningful footnote to the legacy that is left to succeeding generations of office holders.

In some instances, the life of an organization can be compared to that of an individual, especially to the extent that, over time, they are both exposed to profound and lasting images of special moments that linger long in memory, and in some cases are indelibly imprinted therein. When such images and moments are consciously captured and deliberately recorded, they form a tapestry of memories that become an integral part of the history and legacy of both the individual and the institution.

Therefore, on behalf of the staff of the Cabinet Office and its Departments, namely, the National Emergency Agency (NEMA), Government Printing, Government Publications, The Public Disclosure Commission, The Senate and The House of Assembly, I extend heartfelt thanks to the News Magazine Committee and all others who have contributed to the success of this initiative, for a job well done.

It is my hope that the excitement displayed by the production team is shared by all who read this publication. If through this initiative we succeed in further strengthening interpersonal relationships and camaraderie, addressing issues that will result in smoother workflows, and fostering of a more harmonious relationship between and among our respective agencies, then the purpose of compiling this publication will have been accomplished.

Again, I extend best wishes for the future sustained success of this significant initiative.

# Dear Readers Of The Cabinet Files

***“Information in the hand is like the key to your car, you have the power to drive it and go places or park it and stay put.”***



*Bridget E. Hephburn  
Managing Editor*

***“The Cabinet Files”*** is a powerful information hub that was conceived in February 2010 and delivered in June 2010. It is the vehicle that will transport relevant, current and inspirational information to Public Officers on a quarterly basis. Our mission is to enhance the knowledge of our readers, with the view to supporting their growth and development in the Public Service.

The objectives of this essential piece of literature are to:

1. articulate our role, mission, vision and goals;
2. keep readers informed of government’s business;
3. provide updates on current events and activities;
4. highlight the achievements of the Cabinet Office and its staff members; and;
5. inspire and empower readers.

This inaugural issue presents a portrait of who we are, what we do, and introduces the many players of our dynamic team. It also showcases activities hosted by the Cabinet Office for the period January 2010 to June 2010. Additionally, it establishes the foundation upon which all other issues will be built. You will find the reading informative and most stimulating, as you take an inside view of the Cabinet Files.

The title ***“The Cabinet Files”*** and motto ***“Many Players, One Team”*** were selected from scores of titles and mottos which were submitted by staff members who participated in a healthy competition amongst themselves.

The selection process was facilitated by a neutral committee comprising Mr. Harrison Thompson, Permanent Secretary in the Cabinet Office and also Committee Chairman, Miss Antoinette Thompson, Deputy Permanent Secretary, Department of Public Service and Mr. John Fleet, Managing Editor of the Tribune. They reviewed and analyzed the submissions, then made the selections they thought would best capture the mission and objectives of the news magazine.

We congratulate Mr. Lernex Williams, Senior Transport Officer and Mr. Michael Humes, First Assistant Secretary on submitting

the winning title and motto, respectively. Thanks to all staff members who participated in the competition.

On behalf of Mrs. Anita D. Bernard, Secretary to the Cabinet and the staff members, I thank you for reading “The Cabinet Files” and invite you to be a client on a quarterly basis.

# Inspirational Words

## FINDING YOUR PLACE

“...being confident of this very thing, that He who has begun a good work in you will complete it until the day of Jesus Christ”.

-Philippians 1:6

Right now you may not be in a position to place others on your team. In fact, you may be thinking to yourself, How do I find my own niche? If that's the case, then follow these guidelines:

**Be secure** – If you allow your insecurities to get the better of you, you'll be inflexible and reluctant to change. And you cannot grow without change.

**Get to know yourself** – Spend time reflecting and exploring your gifts. Ask for feedback. Do what it takes to remove personal blind spots.

**Trust your leader** – A good leader will help you to start moving in the right direction. Or get on another team.

**See the big picture** – Your place on the team only makes sense in the context of the big picture. If your only motivation for finding your niche is personal gain, your poor motives may prevent you from discovering what you desire.

**Rely on your experience** – The only way to know that you have discovered your niche is to try what seems right and learn from your failures and successes. When you discover what you were made for, your heart sings.

-John C. Maxwell

## THOUGHT FOR THE QUARTER

If you don't like something, change it. If you can't change it, change the way you think about it.

- Author Unknown

# The Role of the Cabinet Office

**T**he **Cabinet Office**, which comes under the ministerial portfolio of the Prime Minister, the Right Honourable Hubert A. Ingraham, functions as the Secretariat to the Cabinet, as well as the coordinating agency for Government Ministries. The Cabinet Office occupies three (3) of the Churchill Building's four (4) floors - the National Emergency Management Agency (NEMA) on the Ground Floor, General Administration on the First Floor and the main Cabinet Conference Room, as well as the Accounts Section on the Third Floor. Other government agencies occupying office space in the building are the Ministry of National Security and the Information Technology Unit.

The Churchill Building, located in Rawson Square, in the centre of the "Downtown" Bay Street area, was named after the late Right Honourable Sir Winston Churchill, K.G., O.M., C.M., M.P.

Unlike other Government Ministries, which are headed by Permanent Secretaries, the Cabinet Office is headed by an officer titled "Secretary to the Cabinet", a position now held by Mrs. Anita D. Bernard, C.M.G. retired Permanent Secretary and the second woman to hold this post. The Secretary to the Cabinet is assisted in the administration of the Cabinet's portfolio by a staff of one hundred twenty-four (124) persons who carry out the Cabinet's mandate in the following areas:

- ◇ The Government Printing Department;
- ◇ The Public Disclosure Commission;
- ◇ The Gazetting and Government Publications Section;
- ◇ The House of Assembly inclusive of the Hansard;
- ◇ The Senate;
- ◇ The Office of the Speaker of the House of Assembly;
- ◇ The Office of the Leader of the Opposition, and;

- ◇ The National Emergency Management Agency (NEMA).

## RESPONSIBILITIES OF THE CABINET OFFICE

This office is at the centre of the administration and management of national affairs with the responsibility to provide support for the Government in the coordination, application, direction and control of policies at the highest level. Its main responsibilities are as follows:

- (a) Operates as the secretariat for all Cabinet meetings and related matters, Immigration Board and National Economic Council business;
- (b) Monitors progress on matters raised in Cabinet relative to parliamentary affairs, regional and international events and domestic matters affecting The Bahamas socially or economically;
- (c) Collates, records and disseminates policy documents throughout the Public Service; and;
- (d) Consults with the Leader of the Opposition on high level appointments, or the removal from office of certain categories of staff in the Public, Judicial and Police Services.

Subject to Cabinet's general direction and control, the Cabinet Office also plays a vital role in the coordination and management of parliamentary business and national events, and the Prorogation and Opening of Parliament. The aforementioned sections which fall under the direction and management of the Cabinet Office have the following responsibilities:

- (1) **The Government Printing Department** headed by Mrs. Adell Gay, Chief Superintendent, is located in the area of the Industrial Park, off Soldier Road. The staff complement consists of thirty-five (35) persons who provide printing services to all Government Ministries/Departments and

Corporations. The Department is responsible for printing all Government official documents, Gazettes, programmes for national events, and funeral programmes on the death of Government officials.

In December 2008, a new costing project was implemented, which requires each Ministry and Corporation to cover the minimum cost of printing production, namely the purchasing of paper and ink. The Government Printing Department is fully equipped to handle any print job with their state-of-the-art equipment, which include the DC 5000 Printing Press (the only machine of its kind on the Island), the Horizon Collator, a large guillotine, two (2) 9500 HP Printers, two (2) 4700 HP Printers, and a machine for folding documents. There is also a computer-to-plate machine, which allows the technician to send a print job directly to the press room, which minimizes the manual process. The Government Printing Department is also fully equipped to print banners and business cards. Its staff members are well trained in layout of graphics, proof reading and graphics design.

- (2) **The Public Disclosure Commission**

is the Government agency that examines the Declarations of Members of Parliament, Senators, Senior Public officers and Public Appointees, who are required to declare their assets, income and liabilities as of the 31<sup>st</sup> December of each year as mandated by the Public Disclosure Act. The Public Disclosure Commission comprises a Chairman, a Secretary and two (2) members who are appointed by the Governor General on the recommendation of the Prime Minister, after consultation with the Leader of the Opposition.

► See THE ROLE OF THE CABINET on page 9



Two (2) Cabinet Office staff members are posted there to perform administrative duties.

3) **The Gazetting and Government Publications Section,** with a staff complement of six (6) members, is headed by Mrs. Bernadette Clarke, Supervisor, and is administered by Mrs. Christina Brown, First Assistant Secretary. It is located on Bay Street, in the Old Lighthouse Building, and its primary responsibility is the editing and publishing of miscellaneous legal documents and booklets that outline the statute, laws, rules, regulations and orders as well as Government Notices. Additionally, this unit organizes the dispatch of overseas orders via airmail and liaises with the media on the broadcast and press releases for the Government.

4) **The House of Assembly (Inclusive of the Hansard) and The Senate**  
The Parliament or Legislature of The Bahamas is bi-cameral having a nominated or appointed Upper House (The Senate) and an elected Lower House (The House of Assembly). The administrative staff of both the House of Assembly and of The Senate operate as a secretariat to these entities, the main functions of which are:

- To pass laws to ensure the peace, order and good governance of The Bahamas; and
- To scrutinize Government policies and administration.

**Hansard** - The Hansard Section of The House of Assembly is responsible for producing verbatim reports of The House of Assembly's proceedings. The House of Assembly comprises nineteen (19) staff members, and is headed by Mr. Maurice Tynes, Chief Clerk of the House.

5) **The Office of the Speaker of the House of Assembly**

The Speaker is the Principal Officer of the House of Assembly. The term Speaker seems to be paradoxical in that the holder of the office is the only member of the House who does not speak or address any matter up for discussion. However, the Speaker is the spokesperson for the House or the voice of the House. He signs all messages sent from the House to the Senate and to the Governor General, and signs all Bills passed by the House. It is the function of the Speaker to maintain order during debates and enforce the rules which govern its conduct. Administrative duties are provided by a Personal Assistant as well as other staff members of the House of Assembly.

6) **The Office of the Leader of the Opposition**

The staff complement of this office consists of five (5) members. This office coordinates the business of the Leader of the Opposition.

7) **The National Emergency Management Agency (NEMA)**

located on the first floor of the Churchill Building, is headed by Captain Stephen Russell who has been seconded as Director from the Royal Bahamas Defence Force. NEMA has ten (10) other staff members and was developed in the 1970s when the Government of The Bahamas maintained a "desk" to deal with hurricane preparedness and responses. On 6<sup>th</sup> February, 2006, The National Emergency Management Agency became a Department under the Cabinet Office. Disaster Management is the overall function of this agency. NEMA'S goal is to preserve human life in times of crises. To this end, it liaises with and coordinates all relevant Government and private sector agencies in maintaining a state of preparedness in the event of a national disaster. The Department is responsible for :

- *Mitigation planning*
- *Community preparedness*
- *Public information*
- *Recovery coordination*

**Meet the Staff  
of Cabinet Office**

**ADMINISTRATION:**

**Anita D. Bernard, C.M.G.**  
Secretary to the Cabinet

Harrison Thompson  
Permanent Secretary

Elise D. Delancy  
Deputy Permanent Secretary

Anita V. Beneby  
Deputy Permanent Secretary

Michael Humes  
First Assistant Secretary

Christina Brown  
First Assistant Secretary

Ruth Charlton  
Office Manager I

Patrice Major  
Personal Assistant I

Ginger Miller  
Personal Assistant I

Eulene Williamson  
Personal Assistant II

Gail Newbold-Munroe  
Chief Executive Officer

Terry Brown  
Senior Executive Officer

Delena Gittens  
Executive Officer

Sophia Clarke  
Executive Officer

Lernex Williams  
Senior Transport Officer

Philis Kemp  
Trainee Technician

Patrice Bain  
Clerk

**CUSTOMER SERVICE:**

Sheryl Knowles  
Senior Clerk

**REGISTRY**

Barbara Reckley  
Office Manager III

Janet Carey  
Assistant Registry Supervisor II

**HUMAN RESOURCES UNIT**

Bridget E. Hepburn  
Senior Assistant Secretary

Katherina Smith  
Senior Assistant Secretary  
(Study Leave)

Rita Darling  
Senior Executive Officer

Raquel Stubbs  
Senior Clerk

**ACCOUNTS UNIT**

Paulamae Russell  
Finance & Accounting Officer II

Michelle Baker  
Accountant

Nicola Ferguson  
Assistant Accountant

Racquel Johnson  
Executive Officer

Chimene Grant  
Chief Clerk

Reno Williams  
Senior Storekeeper

Monique Cash  
Clerk

**MESSENGERS**

Christopher Storr  
Head Messenger

Dwight Williams  
Messenger

**JANITORIAL STAFF**

Stephanie McPhee  
Head Janitress

Edwin Horton  
Head Janitor

Gerard Brown  
Janitor

Madrina Ingraham  
Janitress

Clistine Seymour  
Janitress

Constantine Johnson Jr.  
Janitor

**CAR PARK ATTENDANTS**

George McCartney  
Senior Car Park Attendant

**CAR PARK ATTENDANTS CONT'D.**

Rondon Rolle  
Senior Car Park Attendant

**MAINTENANCE**

Andrew Rolle  
Car Park Attendant

**NATIONAL EMERGENCY  
MANAGEMENT AGENCY  
(NEMA)**

Captain Stephen Russell  
Director of NEMA

Garnet Knowles  
Consultant

Chrystal Ginton  
First Assistant Secretary

Luke Bethel  
Training/Operations Officer  
(Employee of the Year 2009/2010)

Michelle Gardiner  
Finance & Accounting Officer III

Gail Outten-Moncur  
Assistant Secretary

Eleanor Davis  
Administrative Cadet

Wendell Rigby  
Assistant Purchasing Officer

Geraldine Pinder  
Chief Clerk  
(Freeport, Grand Bahama)

Elsa Johnson  
Clerk

Lovern Williams  
Receptionist

**PUBLIC DISCLOSURE COMMISSION**

Dona Maycock  
Office Manager II

Angela Colebrooke  
Chief Executive Officer

**MEMBERS:**

Oswald Isaacs  
Chairman

Garnet Knowles  
Secretary

Gilbert Thompson (Retired Bishop)  
Member

Philip Stubbs  
Member

**DOCUMENTATION CENTRE**

Carmen Jones  
Clerk

Gaynell Moss  
Clerk

Wendy Morley  
Filing Assistant

Deanne Neilly  
General Service Worker

**GOVERNMENT PUBLICATIONS  
DEPARTMENT**

Bernadette Clarke  
Supervisor

Gregory Major  
Senior Storekeeper

Kathleen Smith  
Senior Clerk

Syblean Saunders  
General Service Worker

William Ferguson  
Senior Car Park Attendant

Marjorie Dann  
Janitress

**HOUSE OF ASSEMBLY**

Maurice Tynes  
Chief Clerk of the House

Anthony Forbes  
Editor of the Hansard

Leon Rahming  
Assistant Clerk

Doris Cash  
Senior Assistant Secretary

David Forbes  
Executive Officer

Deloris Burrows  
Trainee Administrative Cadet

Portia Cash-Rolle  
Senior Clerk

Coralee Munroe  
Clerk

Asharan Lightbourne  
Clerk

Ethel Burrows  
Telephonist

**HOUSE OF ASSEMBLY—CONT'D.**

Nitika Adderley-Smith  
Filing Assistant

Amanda Higgins  
Filing Assistant

Paswell Gibson  
Messenger

Toya C. Kemp  
General Service Worker

Calvin McPhee  
General Service Worker

Anne Ellis  
Janitress

**GOVERNMENT PRINTING  
DEPARTMENT**

Adell Gay  
Chief Superintendent

Dorlan Collie  
Senior Superintendent

Ivy Rolle  
Chief Executive Officer

Edna Rolle  
Chief Composer

Philip Major  
Supervisor

Shirley Walker-Ferguson  
Supervisor

Simeon Ambrose  
Supervisor

Kathleen Ferguson  
Assistant Supervisor

Dereck Newry  
Assistant Supervisor

Lester Fawkes  
Assistant Storekeeper

Lillian Clarke  
Librarian/Proof-Reader I

Henry Sands  
Pressman I

Mark Campbell  
Pressman I

Ashley T. Gaitor  
Darkroom Technician I

**GOVERNMENT PRINTING  
DEPARTMENT**

Roderick Carey  
Lithographic Stripper I

Alvetha Black  
Binder I

Barbara Bethel  
Librarian/Proof-Reader II

Delores Greene  
Binder II

Oswald Hanna  
Darkroom Technician II

Felix Neilly  
Pressman II

Sherelle Miller  
Binder III

Roslyn Evans  
Binder III

Duke Glinton  
Pressman III

Damian Hepburn  
Composer Operator

Reuben Rolle  
Clerk

Whitney Marche  
Trainee Technician

Shanda Sears  
Trainee Technician

Duran Glinton  
Trainee Technician

Stephan Collins  
Trainee Technician

Franklyn Russell  
General Service Worker

Crisca Bonaby  
Bindery Assistant

Andrew Ferguson  
Security Assistant

Roland Solomon  
Security Assistant

Sandra Sands  
Janitress

Jerome Moss  
Janitor

**GOVERNMENT PRINTING  
DEPARTMENT STAFF MEMBERS  
POSTED AT OTHER GOVERNMENT  
DEPARTMENTS**

Hazel Edwards  
Lithographic Stripper II  
Posted at Parliamentary Registration  
Department

James Farrington  
Supervisor  
Posted at Parliamentary Registration  
Department

Adebo Woods  
Pressman III  
Posted at the Passport Office

**OFFICE OF THE LEADER OF THE  
OPPOSITION**

Traver Whyly  
Personal Assistant

Marion Taylor  
Personal Assistant I

Alicia Gibson  
Senior Clerk

Maria Lewis  
Maid

Antonio Ferguson  
Messenger



# Cabinet Administrative & Support Staff





# Government Publications & Public Disclosure Commission



## Cabinet Accounts





# Government Printing Department





**NEMA**



**House of Assembly  
&  
Office of The  
Leader of the Opposition**





# The Prorogation of the House of Assembly

by David Forbes

The life span of the Bahamian Parliament is five years. A new Parliament begins after a General Election and ends with its dissolution in preparation for the next General Election. Over its lifespan the business of Parliament is conducted in divisions of time referred to as Sessions, Sittings and Meetings.

In addition to the aforementioned divisions, Parliamentary Business can also be interrupted by Suspensions, Adjournments, Prorogation or by Dissolutions. Taken together, these divisions are useful tools that facilitate the smooth functioning of Parliament and the effective conduct of its business.

It should be noted that Suspensions do not technically end meetings, rather they allow for the stoppage of debates while preserving the meeting. With a suspension, the House's business has not ended, instead it is literally suspended until the next meeting date. Therefore, at the next sitting after a Suspension, the business of the House continues, and the meeting resumes with the same agenda.

An adjournment, on the other hand, technically ends the meeting, effectively bringing the Agenda to an end. As a consequence, any future meetings will require a new agenda.

Both Suspensions and Adjournments of meetings of the House are the prerogative of the Parliament, and are done as a matter of procedure. This means that the Parliament Suspends and Adjourns its own meetings without recourse to any other authority. The only thing necessary for a Suspension of a meeting or an Adjournment of the House is a simple majority of Members to vote in favour of it.

The Prorogation of the Parliament is a more radical division of the House's business. The procedure is therefore a weightier matter. Since the Governor-General sits at the very pinnacle of the Parliamentary structure, the Prorogation of Parliament requires his involvement.

The Constitution is very clear on the procedure by which Parliament is prorogued. Parliament cannot prorogue itself. It has no such authority. It is the Governor-General who alone has the Constitutional authority to prorogue Parliament.

It should be pointed out that this Constitutional authority does not invite the Governor-General to act unilaterally.



It is only under a special set of circumstances that the Constitution allows the Governor-General to Prorogue or Dissolve Parliament without the advice of the Prime Minister.

The Governor-General, then, will only invoke this authority if these very unusual set of circumstances subsist. Ordinarily, the Governor-General prorogues Parliament on the advice of the Prime Minister.

Parliament, then, is prorogued by a Proclamation of the Governor-General on the advice of the Prime Minister.



After a prorogation, the new session is opened by the Governor-General with a Speech from the Throne. This gives the Government a grand stage upon which to lay out its legislative programme and enunciate its policies for the ensuing session without interruption or debate.

Prorogations, which end the existing session of the House and set the stage for a new session to begin, are very helpful tools to Parliament as an institution. Since the records of the Parliament are stored by sessions, these definitive breaks in the sessions of Parliament help in the storage of information and the preservation of the records.

Parliament stores its records in large chunks. For example, the 2002 session contains the records of everything that took place in Parliament from 2002 to 2006; similarly, the 2006 session contains the record of everything that took place in Parliament from 2006 to 2007.

Prorogations may be welcomed by some Members while they may be unwelcome to others. For example, the rules of the House do not allow a matter to be discussed more than once in the same session. However, in a new session any matter that is not proscribed either by law, by convention or by the rules governing the debates of Parliament, can be discussed. In essence, prorogations also allow for the reintroduction of matters already discussed in the last session.

Parliament has its own very interesting bureaucracy. It is steeped in tradition and has a logic that, at first glance, seems is all its own. But a real hard look at Parliamentary Procedure reveals an underlying good sense to all of it.

The historical rationalization behind how Parliament is formed is an education in and of itself. The stories are all very interesting and enlightening. Presently, Parliament is recording its 2010 sessions. This will continue until the next prorogation or dissolution.



Provost Marshal Ellison Greenslade announced the prorogation on the front steps of the House of Assembly in a proclamation, 23 March, 2010.



# OUR EMPLOYEE OF THE YEAR 2009/2010 LUKE BETHEL



Mr. Luke Lawrence Bethel was born in the beautiful settlement of George Town, which is the Capital of Exuma, The Bahamas. He is a part of the Bethel family descending from George Town, Exuma, which comprises six (6) sisters and sixteen (16) brothers.

Mr. Bethel was schooled up to the age of 15 at the Exuma All Aged School in George Town, Exuma. He then moved on to the Technical College (B.T.V.I.) located on Soldier Road, Nassau, The Bahamas. There he commenced and completed studies in Business Administration.

On 5<sup>th</sup> May ,1977 Mr. Bethel joined the Royal Bahamas Defence Force as a member of the first recruitment. He advanced through the ranks from Marine Seaman (M/S) to Force Chief Petty Officer (FCPO) and has contributed to the growth of the Force in the following:

- Selected as crew member of Her Majesty's Bahamian Ship Marlin, which in company with Her Majesty's Bahamian Ship Flamingo, sailed from the United Kingdom to The Bahamas in 1979.
- Served as the Royal Bahamas Defence Force manager of the armory.
- Served as the Chief Training Instructor of New Recruits and other advancement courses for an extended period.
- Served as the Royal Bahamas Defence Force Master-At-Arms for three (3) years and established internal awards such as, Sailor of The Quarters, Sailor of The Year and Marine of The Year from the six (6) major departments of the force.

- Established the RBDF Special Drills Team that performed at significant events such as the Bahamas Annual Independence Tattoo and special entertainment for communities in New Providence and Eleuthera.
- Served as the Administrative Senior Rate in the Squadron Department of the Force that coordinated Ship and special covert sea operations.
- Served as the assistant to the Defence Force Disaster Manager.

In 2003 he was seconded as a support staff to the training area of the Disaster Office (now the National Emergency Management Agency - NEMA).

While at NEMA, Mr. Bethel gained training, experience and exposure in Disaster Management in various areas. Among them are:

1. Emergency Operation Centre Training
2. Emergency Management Training
3. Community Emergency Response Training
4. Maritime Crisis Management Seminar
5. Damage Assessment & Needs Analysis Training
6. Regional Search and Rescue Training Course
7. Toxic Agent Training
8. Oil Spill Response Training
9. Warehouse Management Training
10. Terrorism Management Workshop
11. Shelters and Shelter Management Training

Mr. Bethel is a certified instructor who has trained and certified a significant number of government, private and community members in Shelter Management, Initial Damage Assessment, Damage Assessment and Needs Analysis throughout the Commonwealth of The Bahamas.

He currently holds the post of Training/Operations Officer where he:

- \* Liaises with all local, regional and international agencies in disaster management training/workshops within the country.
- \* Conducts Disaster Management Training and delivers other emergency management information to the Family Island communities on the following:
  - Shelter Management
  - Initial Damage Assessment
  - Damage Assessment and Needs Analysis
  - Formulation of Basic Community Emergency Plans
- \* Manages the National Emergency Operations Centre (NEOC) during activation period.
- \* Conducts the Hurricane Preparedness presentations to several government and private organisations.

Mr. Bethel is married to the former Laverne Thompson and they are the happy parents of one boy, two girls and proud grandparents of one grand-daughter.



**The Cabinet Office Welcomes:**

**Anthony Forbes**  
Editor of the Hansard  
**House of Assembly**

**Doris Cash**  
Senior Assistant  
Secretary  
**House of Assembly**

**Ivy Rolle**  
Chief Executive Officer  
**Government Printing  
Department**

**Ethel Burrows**  
Telephonist  
**House of Assembly**

**Michelle Baker**  
Accountant  
**Cabinet Office**

**Wendy Morley**  
Filing Assistant  
**Cabinet Office**

**Ginger Miller**  
Personal Assistant I  
Who was posted at the  
**Office of the Prime  
Minister**

**Crisca Bonaby**  
Bindery Assistant  
**Government Printing  
Department**

**Stephan Collins**  
Trainee Technician  
**Government Printing  
Department**





# ADMINISTRATIVE PROFESSIONALS DAY

by Bridget E. Hepburn

On Wednesday, 21<sup>st</sup> April, 2010, the Cabinet Office joined hands nationally in observance of Administrative Professionals Day. We paused on that day to recognize and show appreciation to our officers who provide administrative/secretarial support to administrators in the Cabinet Office. At 10:30 a.m., a brief ceremony was held. The Secretary to the Cabinet expressed sincere gratitude to staff members for their committed and outstanding service and encouraged them to continue to support the goals of the Cabinet Office. Administrative Professionals were presented with corsages that were designed and hand made by Mrs. Gail Newbold-Munroe, Chief Executive Officer. They were also presented with personalized inspirational cards, bookmarkers and a silk bag with a treat to remember that special day.

Immediately following the ceremony, all staff members enjoyed a scrumptious super-deluxe breakfast - compliments of the Senior Managers. It was indeed a delight to see managers and supervisors display a sense of pride and appreciation as they served their Administrative Professionals/Secretaries.

At 12:30 p.m., the celebrations continued at the Wyndham Nassau Resort & Crystal Palace Casino, where the Administrative Professionals/Secretaries attended the International Association of Administrative Professionals (Bahamas Chapter) annual luncheon. The event was hosted under the theme "The Power of Commitment" and the keynote address was delivered by Mr. W.A. Branville McCartney, Member of Parliament for Bamboo Town.

The Administrative Professionals to whom we refer are as follows:

- Mrs. Patrice Major - Personal Assistant I
- Mrs. Eulene Williamson - Personal Assistant II
- Mrs. Eleanor Davis - Administrative Cadet
- Miss Terry Brown - Senior Executive Officer
- Mrs. Delena Gittens - Executive Officer
- Miss Sophia Clarke - Executive Officer
- Miss Racquel Johnson - Executive Officer
- Miss Chimene Grant - Chief Clerk
- Mrs. Sheryl Knowles - Senior Clerk
- Miss Raquel Stubbs - Senior Clerk
- Mrs. Kathleen Smith - Senior Clerk
- Mrs. Portia Rolle - Senior Clerk
- Miss Elsa Johnson - Clerk
- Mrs. Patrice Bain - Clerk
- Ms Asharan Lightbourne - Clerk
- Mrs. Philis Kemp - Trainee Technician
- Miss Shandra Sears—Trainee Technician



**WE EXTEND SYMPATHY TO STAFF MEMBERS WHO EXPERIENCED THE  
DEATH OF FAMILY MEMBERS  
FROM JANUARY TO JUNE 2010**



NAME	JAN.	FEB.	MARCH	NAME	APRIL	MAY	JUNE
Chimene Grant	1			Patrice Bain	4		
Racquel Johnson	11			Delores Greene	6		
Delena Gittens	15			Nicola Ferguson	13		
Roslyn Evans	17			Eleanor Davis	17		
Dereck Newry	17			Gayle Outten-Moncur	24		
Philis Kemp	29			Lovern Williams	25		
Sherelle Miller		2		George McCartney	26		
Paulamae Russell		9		Madrina Ingraham		1	
Bernadette Clarke		15		Sheryl Knowles		7	
Roland Solomon		19		Duran Ginton		10	
Thaddeus Gaitor		24		Shirley Ferguson			5
Dwight Williams		28		Wendell Rigby			7
Ginger Miller			5	Alvetha Black			10
Michelle Gardiner			6	Syblean Saunders			12
Edwin Horton			12	Adell Gay			14
Patrice Major			16	Gerard Brown			23
Anita Bernard			18	Nitika Adderley-Smith			26
Monique Cash			19	Reuben Rolle			28
Gaynell Moss			21	Lester Fawkes			29
Michelle Baker			21				
Gail Newbold-Munroe			23				
Stephanie McPhee			31				

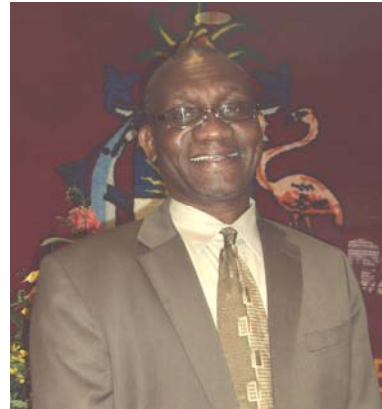
"You know you're getting old when you stoop down to tie your shoe and wonder what else you can do while you're down there" - George Burns



**CONGRATULATIONS TO LERNEX WILLIAMS AND  
MICHAEL HUMES, FOR SUBMITTING THE WINNING  
NAME AND MOTTO FOR THE NEWS MAGAZINE**



**Winning Name:  
“The Cabinet Files”  
by Lernex Williams  
Senior Transport Officer**



**Winning Motto:  
“Many Players, One Team”  
by Michael Humes  
First Assistant Secretary**



**Mrs. Anita D. Bernard, Secretary to the Cabinet**  
Achievement: Recipient of the Companion of the Most Distinguished Order of St. Michael and St. George.

**Mr. Luke Bethel**  
Cabinet Office Employee of the Year 2009 –2010.

**Mr. Rondon Rolle, Miss Lovern Williams, and Miss Deanne Neilly**  
Appointment to the Permanent and Pensionable Establishment and Confirmation in Appointment as Car Park Attendant, Receptionist and General Service Worker, respectively.

**Miss Whitney Marche and Mrs. Patrice Bain**  
Confirmation in appointment as Trainee Technician and Clerk, respectively.

**Miss Elsa Johnson**  
On the birth of her son Joshua.

# CABINET DOCUMENTS ON-LINE PROJECT DOCUWARE PROJECT

by Ruth Charlton

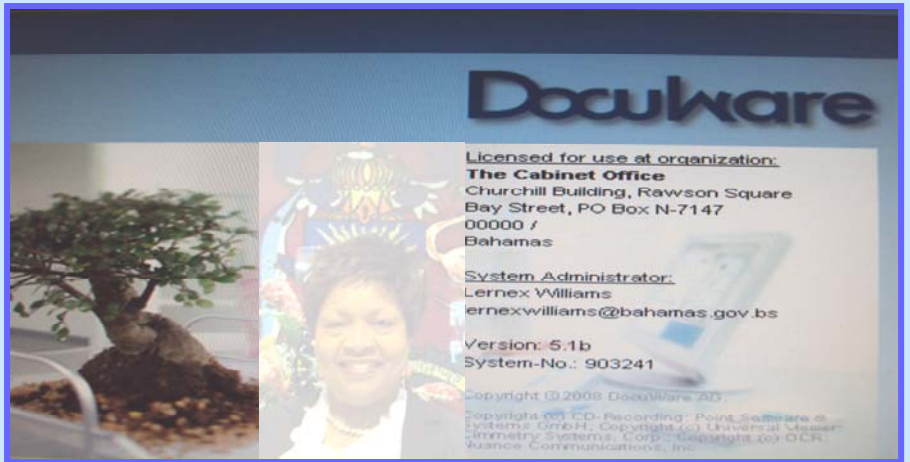
Keeping in touch with technology is no doubt the goal of all managers as it allows us to retrieve, track and process information in the quickest possible time. Being cognizant of this fact, the Government initiated The Bahamas Government On-line (BGOL) Project in 2006 to better respond to the new challenges and opportunities in the digital age as well as to provide secure access to Cabinet Memoranda, Conclusions and Immigration documents, on-line in an electronic format for retrieval by restricted users.

To this end, the Government of The Bahamas contracted Open Systems Technologies International to procure and configure a Document Management Solution Software to digitize (scan), index, store and retrieve electronic copies of Cabinet Memoranda, Conclusions and the affixed Annexes, including, but not limited to, other secure Cabinet documents (e.g. Immigration documents).



Carol Roach of Information Technology Unit meets with Cabinet Team and Open Systems Technologies at one of the monthly meetings.

In March 2009, Open Systems Technologies International began implementation of "Docuware" as a document management solution for all the Cabinet's documents. To date, the project is now in its third phase and more than 497,078 Cabinet documents have been scanned, stored and indexed,



(spanning the past forty-six (46) years) into a digital database for electronic access, search and retrieval by authorized officers.



Ruth Charlton Supervisor of Docuware troubleshooting the system with personnel from Open Systems Technologies.

While personnel from Open Systems Technologies International are in the process of concluding Phase III of the Docuware Project, Deputy Permanent Secretary Anita V. Beneby, Coordinator of the Project and staff members in the Documentation Centre, Cabinet Office, supervised by Mrs. Ruth Charlton, have begun the electronic processing of current/incoming documents. This process provides the highest quality and is the most cost effective for a hassle-free conversion of Memoranda, Conclusions and Immigration documents to a digital format, which when completed would eliminate clutter and save man-power.

Going forward, the Docuware Project will prove to be useful to the various Ministries, Departments and the Cabinet Office, with respect to automatic scanning and linking of stored and indexed documents which are related.



Mrs. Anita V. Beneby, Deputy Permanent Secretary and Project Coordinator.



Mr. Peter Bridgewater, President and CEO of Open Systems Technologies Ltd.



by Sophia Clarke

**T**he Cabinet Office believes that a strong beginning yields a successful end. With that view, staff, led by the Secretary to the Cabinet worshipped at Evangelistic Temple on Sunday, 17<sup>th</sup> January, 2010 at 11:00 a.m., with Mr. Luke Bethel, our Employee of the Year 2009/2010.

The sermon was delivered by Pastor Vaughn Curry, who spoke on the subject: Forward, Upward, Onward, Together in God. He challenged staff members to live progressive lives to support growth, development and happiness. He made it clear that if we do not move forward, we will not know our purpose in life and God's promises for us.

Indeed the service provided the spiritual, inspirational and motivational drive required to begin 2010.



# PRESENTATION TO THE BAHAMAS RED CROSS

## TO ASSIST IN THE REBUILDING OF HAITI AFTER THE 2010 DEADLY EARTHQUAKE

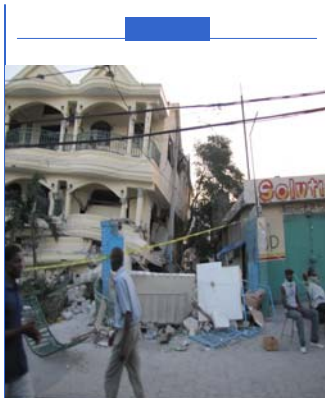
by Rita Darling

On Tuesday, 12<sup>th</sup> January, 2010, one of the worst-ever natural disasters hit the Haitian capital of Port-au-Prince leaving it in shambles. It has been estimated that three million people were affected by the earthquake, and many historical buildings were significantly damaged or destroyed.

Despite the calamity that the people of Haiti are facing from the earthquake, there is a speck of hope. In an effort to assist in rebuilding Haiti physically and socially, after experiencing excessive loss, many countries, including The Bahamas responded to appeals for humanitarian aid. In The Bahamas many businesses and charitable organizations came together to provide assistance in response to the earthquake in Haiti.

In the spirit of love and compassion for the people of Haiti, the staff of the Cabinet Office presented a cheque to The Bahamas Red Cross on Monday, 31<sup>st</sup> May, 2010, to assist with the rebuilding of that nation.

Presenting the cheque on behalf of the staff of the Cabinet Office was Mrs. Anita Bernard, Secretary to the Cabinet, and receiving the cheque on behalf of The Bahamas Red Cross was Mrs. Carolyn Turnquest, Director General.



**“Despite the calamity that the people of Haiti are facing from the earthquake, there is a speck of hope.”**



Pictured in the first row from left are, Mrs. Anita V. Beneby, Deputy Permanent Secretary, Mrs. Anita Bernard, Secretary to the Cabinet, Mrs. Carolyn Turnquest, Director General, The Bahamas Red Cross and Mr. Michael Humes, First Assistant Secretary. Second row: Miss Elise Delancy, Deputy Permanent Secretary, Miss Rita Darling, Senior Executive Officer, Mrs. Ruth Charlton, Office Manager, Miss Bridget E. Hepburn, Senior Assistant Secretary and Mrs. Christina Brown, First Assistant Secretary. (Photo by: Pat Bethel, Bahamas Information Services)

- ✦ Months after the catastrophe, Haitians are still in emergency mode.
- ✦ Months after the massive disaster, progress in Haiti is painfully slow.
- ✦ The people of Haiti are afraid to return to their homes, even if they have been deemed safe.
- ✦ Life on the island is difficult, but for many people, it is the best option they have.

Despite the Haitian people's tremendous suffering, many of them are hanging on to the hope of a better future.



# NEMA IN HAITI AFTER THE EARTHQUAKE

Mr. Luke Bethel, Training/Operations Officer was deployed to Haiti on Saturday, 23rd January, 2010, along with a team of three (3) persons from the Caribbean Emergency Management Agency (CDEMA) , namely:

Earl Arthurs  
 Brigadier, General (Retired)  
 CDEMA  
 Coordinator  
 The Republic of Haiti

Dawn French  
 Disaster Coordinator  
 Saint Lucia

Consultant  
 Disaster Management Office  
 British Virgin Islands



Bahamian Contingent deployed to Haiti ( from left to right) John Nixon, Tourism, Lacial Johnson, RBDF and Luke Bethel, NEMA.



CDEMA Team in Haiti to support the Civil Protection Agency.

General Arthurs, left, CDEMA, Dawn French, right, Disaster Coordinator, St. Lucia and FCPO Luke Bethel, at the back, NEMA, Bahamas

The purpose of this team was to support the Civil Protection Agency in the Republic of Haiti in the execution of the following:

- \* Support the National Disaster Organization in National Emergency Operations Center (NEOC) management by providing guidance that will facilitate timely and appropriate response to the event.
- \* Support the preparation of daily Situation Reports.
- \* Provide guidance on Shelter Management, Damage Assessment, Relief Supplies Management and any other post-operational emergency management needs.
- \* Assist the affected CDEMA Participating State in linking Damage Assessment articulation and preparing a Priority Needs List immediately after the event.
- \* Provide guidance in better articulating requirements for national and external assistance.
- \* Provide daily reports to the NEOC Director and CDEMA Coordinating Unit on actions taken and the status of response efforts to facilitate timely decision making.



CDEMA Team meets with Interior Minister responsible for Disaster Relief, Director and Assistant Director of Civil Protection Agency, Haiti, to strategize approach to Haiti



FCPO Bethel contributing to strategizing meeting





# 2010 Atlantic Hurricane Season

The passage of a hurricane is a natural disaster that no one desires to experience. It brings with it loss of life, property and a sense of despair. Its period is short lived but the results linger with those affected for many years.

To support the protection of your property and life, you must have the basic knowledge of tropical systems, with respect to the difference between hurricane and tropical storm watches and warnings. Please see below for an explanation of the same:

The 2010 Atlantic Hurricane Season started on 1<sup>st</sup> June and ends 30<sup>th</sup> November. According to hurricane experts, this season promises to be very active, with 14—23 storms predicted 8—14 of which will be hurricanes. The following names have been generated by the National Hurricane Centre to identify this year's tropical systems:

- [Alex](#)
- [Bonnie](#)
- [Colin](#)
- [Danielle](#)
- [Earl](#)
- [Fiona](#)
- [Gaston](#)
- [Hermine](#)
- [Igor](#)
- [Julia](#)
- [Karl](#)
- [Lisa](#)
- [Matthew](#)
- [Nicole](#)
- [Otto](#)
- [Paula](#)
- [Richard](#)
- [Shary](#)
- [Tomas](#)
- [Virginie](#)
- [Walter](#)



## PROCEDURES:

When a hurricane or tropical storm **warning** is issued:

- follow instructions issued by the Department of Meteorology, and the National Emergency Management Agency (NEMA);
- leave immediately if ordered to do so;
- know where the nearest shelter is to your location;
- complete preparation activities, such as boarding up windows and storing loose objects;
- wedge sliding glass doors to prevent them from lifting off the tracks;
- turn your refrigerator to maximum cold and don't open unless necessary;
- evacuate areas that might be affected by storm surge flooding;
- if evacuating, leave early and leave food and water for pets (shelter will not take them);
- notify neighbours and a family member outside of the warning area of your evacuation plan;
- use phones only for emergencies.

If you live in a low lying area and must evacuate, you should take the following with you to the shelter:

- Pillow, blankets, sleeping bags or air mattresses
- Extra clothing, shoes, eyeglasses, etc.
- Folding chairs, lawn chairs or cots
- Personal hygiene items (toothbrush, toothpaste, deodorant etc.)
- Quiet games, books, playing cards and favourite toys for children
- Important papers (driver's license, special medical information, insurance policies and property inventories)

As the agency charged with the responsibilities for the management of national disasters in The Bahamas, we encourage you to take this hurricane season seriously and do all that lies in your power to save lives and property.

Be safe Bahamas!

## WATCHES:

A hurricane or tropical storm watch means that, within 36 hours, the threat of a hurricane or tropical storm exists for various sections of The Bahamas.

## PROCEDURES:

When a hurricane or tropical storm **watch** is issued:

- fuel family vehicles;
- store and secure outdoor objects such as lawn furniture and other loose lightweight objects such as toys, garden tools, and garbage cans;
- prepare to cover all windows and door openings with boards, shutters, or other shielding materials;
- check food and water supplies;
- have clean air-tight containers on hand to store at least two (2) weeks of drinking water (4 gallons per person) and stock up on canned goods;
- keep a small cooler with frozen gel packs handy for packing refrigerated items;
- check prescription medicines –obtain at least ten (10) days to two (2) weeks supply;
- stock up on extra batteries for radios, flashlights, and lanterns;
- check and replenish first aid supplies;
- have on hand an extra supply of cash.

## WARNINGS:

A hurricane or tropical storm warning means that, within 24 hours, hurricane or tropical storm conditions could impact your area.



THE 2010 APPROVED EMERGENCY SHELTERS ARE AS FOLLOWS:	
DISTRICT AND NAME	LOCATION
<b><i>Western District</i></b>	
Bahamas Association for the Physically Disabled	Dolphin Drive
Church of God of Prophecy Gambier	Gambier Village
Hill View Seventh Day Adventist Church	Tonique Williams-Darling Drive
Mount Moriah Baptist Church	Farrington Road
New Providence Community Centre	Blake Road
Worker's House	Tonique Williams-Darling Drive
<b><i>Central District</i></b>	
Calvary Bible Church	Collins Avenue
Church of God of Prophecy	East & Lifebouy Streets
Church of God of Prophecy	Augusta & Patton Streets
Ebenezer Baptist Church	St. Charles Vincent Street
The Salvation Army	Meadow Street
St. Barnabas Anglican Church	Wulff Road
St. John's Baptist Cathedral Educational Building	Augusta & South Streets
<b><i>Eastern District</i></b>	
Church of God Auditorium	Joe Farrington Road
Epiphany Anglican Church	Prince Charles Drive
Epworth Hall	Shirley Street
Holy Cross Anglican Church	Soldier Road
Kemp Road Union Baptist Church	Kemp Road
Pilgrim Baptist Church	St. James Road
The Salvation Army	Mackey Street
St. Mary's Hall, St. Augustine	Bernard Road, Fox Hill
<b><i>Southern District</i></b>	
Agape Full Gospel Baptist Church	Kennedy Subdivision
Golden Gates Assembly	Carmichael Road
New Bethlehem Baptist Church	Independence Drive
Southwest Cathedral Church of God	Carmichael Road
Good News Seventh Day Adventist Church	Flamingo Gardens



# EASTER EGG HUNT

*On your mark, get set, go!*

by Patrice Major

It goes without saying that children look forward to the Easter season to indulge in eating Easter eggs, jelly beans, marshmallows and chocolates. On Thursday, 1<sup>st</sup> April, 2010, an exciting stage was set, which allowed the hidden childlike characteristics in staff members to emerge. Yes, you guessed right – we had an Easter egg hunt. The hunt lasted for approximately 30 minutes and at the end, some 35



Easter eggs and candies were found. Staff members were seen searching cupboards, cabinets, microwave, briefcases, envelopes,

flower pots, bookcases and under chairs for Easter eggs. It was certainly a pleasure to see staff members take off their professional hats to get low and search for Easter eggs that had been laid only the night before. When the call was given to stop hunting and the count was made, Mr. Reno Williams, Senior Storekeeper was named and honoured as the winner. Winners were as follows:

1<sup>st</sup> Place—Mr. Reno Williams

2<sup>nd</sup> Place - Miss Chimene Grant

3<sup>rd</sup> Place - Mrs. Nicola Ferguson & Miss Carmen Jones

4<sup>th</sup> Place - Mrs. Philis Kemp and Miss Clistine Seymour



## JELLYBEAN GUESSING GAME

by Patrice Major

He is sweet, colourful, gummy and a preferred treat of most. He goes by the name jellybean. If you visited the Cabinet Office between 31<sup>st</sup> May, 2010 and 1<sup>st</sup> April, 2010, you would have seen a crystal jar filled with jellybeans, inviting you to guess at a cost of \$1.00, to win a lovely gourmet basket. We had scores of participants who were excited to guess. Many thought they had it nailed, however, they were surprised on Thursday, 1<sup>st</sup> April, 2010 when the discovery was made that most of the guesses

went well below the actual amount of jellybeans, which was 600. Guessing half of the target amount was Mr. Kirk Bastian, Prime Minister's Aide. He walked away with a basket



we know he enjoyed for Easter.

The purpose of both the Easter Egg Hunt and the Jellybean Guessing Game was to provide social enjoyment for staff members, as well as to raise monies for our Benevolent Fund, a programme implemented to express concern for staff members in the event of illness, the birth of a child or the death of an immediate family member.

# LOOK WHO IS GARDENING IN THE CABINET OFFICE



Barbara Reckley – Vegetable/Fruit/Rose Garden

Chrystal Glinton – Vegetable Garden

Patrice Bain - Flower Garden

Sophia Clarke – Vegetable/Rose Garden

Delena Gittens - Vegetable/Flower Garden

Elise D. Delancy - Herb/Flower Garden

Sheryl Knowles – Rose Garden

Dwight Williams - Vegetable Garden

Ginger Miller – Vegetable Garden

Gail Newbold-Munroe - Vegetable/Flower Garden

Reno Williams – Rose Garden



## Gardening Perspective - by Gail Newbold-Munroe

**I**t gives me great pleasure to write this article on a subject which is very near and dear to my heart – GARDENING!

It seems that a number of staff members have embarked on planting new gardens or already have a flourishing garden consisting of flowering plants, fruit trees and producing vegetables. They appear to be very excited about their accomplishments so far, as gardening has become the main topic of our conversations during the course of the day.

Gardening offers many benefits and one can enjoy the following:

- ◆ quiet time to think and relieve stress;
- ◆ exercise and a form of recreation;
- ◆ looks of pleasure; aesthetics;
- ◆ improvement in family relationships;
- ◆ increased pride in oneself and community spirit in neighbourhoods;
- ◆ family enjoyment of healthy, nutritious, fresh fruits and vegetables and a pleasant vista of a variety of flowering and ornamental plants in one's garden; and

◆ financial savings.

When gardening, one must be vigilant and prepared as snails, slugs, caterpillars, white flies and grasshoppers make their presence felt by attacking gardens, especially after the rain. The snails and slugs love to feast on plants and can literally wipe out young plants and seedlings overnight.

I have discovered that the best remedy for getting rid of the snail and slug problem is by using a product called 'Snail Bait.' When using this product one should sprinkle the bait away from the plants, otherwise the snails and slugs would eat the plants along with the bait if the bait is sprinkled too near to the plants. As for caterpillars, grasshoppers and white flies, 'Ortho Bug Geta Powder' can be used.

If you desire to enjoy beautiful plants for your garden that would last a long time, you should consider perennials as they tend to live approximately two years, even though some may die during the winter season and spring again during the spring, as their root stock are dormant

during the winter. In warmer climates, perennials grow continuously e.g. Dahlia, Begonia, Orchids, Desert Rose, Hibiscus and evergreen shrubs, etc. Other perennials are fruits such as bananas, kiwi fruit, strawberries, avocado etc.

Annual plants usually produce flowers and might live about one year and then die. These plants are grown outdoors in spring and summer and live for one growing season. Some examples of real annuals are corn, lettuce, pear, cauliflower, watermelon, zinnia and marigolds.

I encourage everyone to start a garden. It is so rewarding and now is the time to plant most flowering plants and vegetables, especially peppers, corn, peas, peanuts and tomatoes.

So go green and plant, plant, plant.



# WHAT'S COOKING IN THE CABINET OFFICE?

## STUFFED CRABS

by Patrice Major

The rainy season is synonymous with the walking of crabs in The Bahamas. This year, the Cabinet Office wants you to make good use of your crabs by stuffing them using the following recipe. It is quick, easy and of course delicious.

This dish is enhanced when served with a fresh tossed salad.

### Ingredients:

4 Crabs (or four (4) cans of crab meat)  
1/2 box of Stove Top bread crumbs (crushed)  
1/4 Onion  
1/4 Sweet pepper (green)  
Thyme  
1 Ripe tomato  
1 Garlic clove  
Hot pepper (to taste)  
Salt (to taste)  
Olive oil



### Directions:

Boil and pick crabs or use crab meat in the can.

Clean crab backs and set aside.

Sauté herbs in olive oil until golden brown, then add diced tomato – season to taste with thyme, pepper and salt.

Add crab meat, bread crumbs and allow to cook under low fire for a few minutes.

Stuff crab backs, sprinkle with olive oil, then place in a baking pan.

Bake for 30 to 40 minutes or until golden brown.

Mixture yields about six (6) stuffed crabs.

## JUNKANOO FISH CAKES

by Gail Newbold-Munroe

### Ingredients

2–3 cans of Tuna or White fish (e.g. Grouper)  
1 Onion  
3 Celery stalks  
Sweet peppers—yellow, green, red & orange  
Fresh Thyme  
3 Potatoes  
2 Eggs  
A little flour set aside in a dish to coat cakes  
Pepper to taste  
Dash of accent  
Cooking Oil  
Salt to taste  
Garlic Powder to taste  
Lemon or lime to taste

1. Boil potatoes and mash (set aside to cool).
2. Use a mixing spoon to combine tuna, sweet pepper, thyme, celery, onions, garlic powder and eggs with potato, salt, accent and pepper.
3. Scoop a small amount of cake mixture with a pot spoon, place a little flour in one hand and dust additional flour onto cake mixture to mold into an egg or oval shape.
4. Heat oil in frying pan and fry cakes on both sides until golden brown. Can be served with peas and rice, vegetables or as an hors d'oeuvre.

Cake mixture should yield 8 to 10 cakes.





# HEALTH TALK



## Tips for Eating on the Run

*Provided by the Nutritionists from the Nutrition Unit, Department of Public Health*

Are you a person that finds yourself constantly going all the time?

Do you frequently feel that there is simply not enough hours in the day to do the things required of you? Are you often so busy and preoccupied that you barely find time to eat and when you do, more handy foods and snacks such as chips, cookies, sodas, etc. are chosen? In addition, to these snacks, non-healthy foods from fast food chains are sometimes bought solely because it is more accessible and convenient to purchase 'already prepared foods' than to prepare more nutritious meals. Well, if this sounds familiar, no need to worry because this article will surely help you. This article aims to provide you with some simple, practical tips that will save time, money, and energy while shopping and preparing snacks and meals for yourself and your families.

### Simple Ways to Save Money at the Grocery Store



- \* Plan ahead. Look in your cupboards, pantries and refrigerators to see what you need.
- \* Plan a menu for at least one to two weeks.
- \* Check out food store specials.
- \* If you have quality stamps or save-a-checks fill them out and use them.
- \* Decide on how much money you have to spend on food.
- \* Make up your complete grocery list before leaving home and stick to it.
- \* Save time and money by shopping only once a week or once every two weeks.
- \* Do not shop on an empty stomach.
- \* Choose foods for their nutritional value, not for "name brand" or cost.

***Always remember, with a little planning, creativity and preparation it is possible to eat healthy on the run while saving money, time and energy.***

### Simple Ways to Save Time While Cooking



- ◇ Cook in large batches and store in suitable containers.
- ◇ Consider buying frozen vegetables. They do not need to be washed, peeled or cut and they still contain their nutritional value.
- ◇ Combine flavourings and herbs used regularly.
- ◇ Cover pans with lids. This saves nutrients, energy and money.
- ◇ Organize your cupboards and pantries so that items you use often are at hand.
- ◇ Keep a message pad or a whiteboard handy to jot down ingredients as they run out.
- ◇ Let your family help in the kitchen, you will save time and energy.
- ◇ Teach your family how to shop and cook.

### Tips for Healthy Eating on the Run



- ◇ Prepare your lunch the day before.
- ◇ Cook in large batches so that you can have lunch the following day.
- ◇ Pre-pack small plastic bags or containers of fresh fruit, vegetables, nuts and other easy to eat snacks such as granola bars, plain or lightly salted popcorn and wheat crackers.
- ◇ Choose low calorie, low salt and low fat snacks.
- ◇ Drink water. Travel with your bottle of water.



# Down Town Comic

## A Typical Day in Rawson Square

by Gerard Brown, aka Big Guy Bubba



### HUMOUR

#### For Crying out loud

With all the new technology regarding fertility, an 88-year-old woman was able to give birth to a baby recently. When she was discharged from the hospital and went home, various relatives came to visit. "May we see the new baby?" one of them asked.

"Not yet," said the mother. "I'll make coffee and we can visit for a while first."

Another half hour passed before another relative asked, "May we see the new baby now?"

"Not yet," said the mother.

A while later and again the guests asked May we see the new baby now?"

"No, not yet," replied the mother.

Growing impatient, they asked, "Well, when can we see the baby?"

"When it cries?" They gasped. "Why do we have to wait until it cries?"

"Because, I forgot where I put it."

### INCREASE YOUR VOCABULARY WITH OXFORD'S DICTIONARY:

#### "Permeate"

**Pronunciation:** per.me.ate

**Definition:** "To pass or flow or spread into every part of."

**Part of Speech:** verb

**For example:**

"Our integrity ought to permeate everything we do every day."

#### "Articulate"

**Pronunciation:** ar.tic.u.late

**Definition:** "able to express ideas clearly."

**Part of Speech:** adjective  
**For example:**

"Public Servants should clearly articulate Government's policies to their clients."

*You are encouraged to use these words in your daily oral and written communication.*

**Win a cash prize!**

**CABINET OFFICE  
CROSSWORD PUZZLE**

Submitted by Bridget E. Hepburn

Please note that # 7 represents down and across.

**Rules:**

1. Complete the puzzle.
2. Fill in and cut out the relevant portion of the News Magazine and deliver it to the Cabinet Office, Rawson Square, Bay Street or mail it to the Managing Editor at the address indicated by 30th September, 2010.
3. The first completed puzzle to arrive at our office with all correct answers will win \$50.00.
4. The answers will appear in the Fall Issue.
5. Staff members and families of the Cabinet Office are not eligible to participate.

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## CLUES

### Across:

1. The main function of the Cabinet Office is to \_\_\_\_\_ the business of Government.
2. The closure of one legislative session.
3. The Upper Chamber of Parliament.
4. The Speech from the Throne outlines the Legislative \_\_\_\_\_ of the Government.
5. The House of Assembly is \_\_\_\_\_ when an election is called.
6. The Cabinet Office serves as the \_\_\_\_\_ to the Cabinet.
7. The final decisions of Cabinet are called \_\_\_\_\_.
8. The Government \_\_\_\_\_ Department has full responsibility for producing all government official documents.
9. Cabinet Conclusions are recorded on \_\_\_\_\_ paper.
10. A bill becomes law when it is signed by the \_\_\_\_\_.

### Down:

1. There are \_\_\_\_\_ Members of Parliament.
2. This Commission is the Government Agency that examines the Declarations of Members of Parliament, Senators, Senior Public Officers and Public Appointees, who are mandated by law to declare their assets, income and liabilities.
3. A major segment of the Opening of the House of Assembly is the \_\_\_\_\_ from the Throne.
4. The Lower Chamber of Parliament.
5. There are \_\_\_\_\_ senators.
6. \_\_\_\_\_ is responsible for preparing The Bahamas for national disasters.
7. The \_\_\_\_\_ constitutes the executive branch of The Bahamas Government.
8. The Government \_\_\_\_\_ Department is responsible for keeping an accurate record of all local and international transactions concerning the Gazettes and stocks of legal documents.
9. All Cabinet Ministers are responsible for the decisions Cabinet takes, as this is the system upon which ministerial government rests. It is called \_\_\_\_\_ responsibility.
10. The Legislative Branch of the Government.

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## ARTICLES TO BE FEATURED IN FALL 2010 ISSUE:

- *Requirements for Voter Registration*
- *Cutting Cost in the Cabinet Office*
- *Tsunami—Safety Tips for The Bahamas*
  - *The Legislative Process*
- *Bills Passed by Parliament since the Opening of the New Session*

Submissions and feedback are welcomed and may be e-mailed to the attention of the Managing Editor at *thecabinetfiles@bahamas.gov.bs*, faxed to 1-242-328-8294 or by calling 1-242-322-3220-8 or 1-242-322-2805-8.



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