

## Electronic Transfer of Data - The Way To Go...



## Electronic Remittance

### What's Inside.....

- Electronic Data Submission
- IT Developments
- Self Employed
- Social Security role in recovery from natural disaster

# From The Editor

During its twenty three (23) years of existence, the National Insurance Scheme can proudly boast of its accomplishments. At the end of 2005 there were over thirty five thousand (35,000) persons contributing to the Scheme. In 2005 \$37.3 million was collected in contributions and \$27.6 million was paid towards benefits. To date we can safely say that we have been fulfilling our mission **“TO PROVIDE A COMFORTABLE SOCIAL SECURITY ENVIRONMENT FOR THE PEOPLE OF GRENADA, CARRIACOU AND PETITE MARTINIQUE”**.



We continue to fulfill this mandate by providing for persons incapacitated as a result of illness, injuries and childbearing. In the case of death the survivors are assisted and of course the principal focus of our efforts, the pensioners.

The Scheme's viability is vested in its sound and prudent financial investments. This is to ensure that all our contributors are adequately provided for during their time of need. We have a diversified portfolio both locally and abroad.

We encourage all employers to ensure that they are duly registered and that their contributions are up to date. Likewise we encourage all working persons to ensure that they are in possession of a NIS registration number. Remember **“where will your contribution go if your number you cannot show”**.

A special invitation is extended to all self-employed persons to sign up with the NIS and ensure that their financial future is secured.

We are on the threshold of our eight (8) actuarial review and we are anticipating that this review, like previous ones will result in meaningful changes to the regulations. We are certain that the recommendations will ensure our continued relevance to the needs of the people of this tri-island state.

Jacqueline Antoine  
**Editor**

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## N.I Newstime

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# National Insurance Role in Grenada's Recovery After Hurricane Ivan

Seven days after the devastation of Hurricane Ivan the management of the NIS huddled together in a back room on the ground floor of the main office in St. George's. It was one of the few areas within the building that was dry and free from debris.

The main concern facing everyone there was how soon the operations of the NIS could be resumed. Everyone knew that the task before them was a daunting one in the face of the catastrophic damage suffered in every facet of life. The public utilities were out. Many roads were impassable. The main office had lost part of the roof and many staff members were without homes.

Notwithstanding these challenges, there was the sense that NIS needed to be actively engaged in the rebuilding of our country.

The Board and Management of the NIS quickly came to the realisation that given the magnitude of the havoc and the thousands of persons displaced from their jobs, NIS would have to step out of the box to avert the social disaster that threatened.



*Grenada after the passage of Hurricane Ivan*

The reality was that there was no existing programme that offered protection to those persons who virtually overnight had no means of sustaining themselves or their families. Many ideas were touted about from within and without.

***NIS decided that any response must be measured and clearly defined and within its scope of activity - that is - social protection.***

The first step was, of necessity, to do a scientific assessment of the problem. The Research Department of the NIS, in collaboration with the Central

to ascertain the level of displacement, the nature of same, whether permanent or temporary and if temporary within what time frame did the employer expect to resume business.

The field work was conducted over a two week period by 20 persons most of whom were NIS staff. The results were analyzed and it showed that approximately 4,000 persons were displaced for periods varying from a few days to permanently.

There were many questions to be addressed in formulating a social security response to this crisis. These included:

- **Who should an assistance programme cover?**
- **For how long should any coverage be offered?**
- **The multi-million dollar question was, of course, how would any assistance programme be funded?**

We resorted to an extensive review of existing assistance programmes, in particular, the Disaster Unemployment Assistance programme in the USA and the Barbados Unemployment Benefit.

After much analysis and consultation the outline of an assistance programme began emerging. Ideas relative to the possible source of funding also evolved. It was now time to consult with the Actuary.

Less than three (3) months after the passage of Hurricane Ivan the NIS had put together a plan to assist persons who were facing economic and social distress with their homes severely damaged or destroyed, displaced from their jobs and with no immediate means of sustaining their families.



Ten million dollars (\$10m) from the Employment Injury Benefit was allocated to fund what was dubbed the *Unemployment Benefit Assistance Programme*.

- The claimant must be an insured person with the NIS
- The claimant was employed on the day prior to the Hurricane
- He/she had been involuntarily unemployed
- Duration of Unemployment Benefit Assistance – Not exceeding 26 weeks
- Rate of Unemployment Assistance – based on the average insurable earnings of the claimant
  - 50% for the first 8 weeks
  - 45% for the next 8 weeks
  - 40% for the next ten weeks

A Cabinet Committee met with the NIB and they were briefed on the assistance programme. They gave it their blessing. Regulations governing the programme were drafted by the NIS and forwarded to the Minister for Social Security.

The regulations which were enacted on December 22, 2004 covered the following key areas:

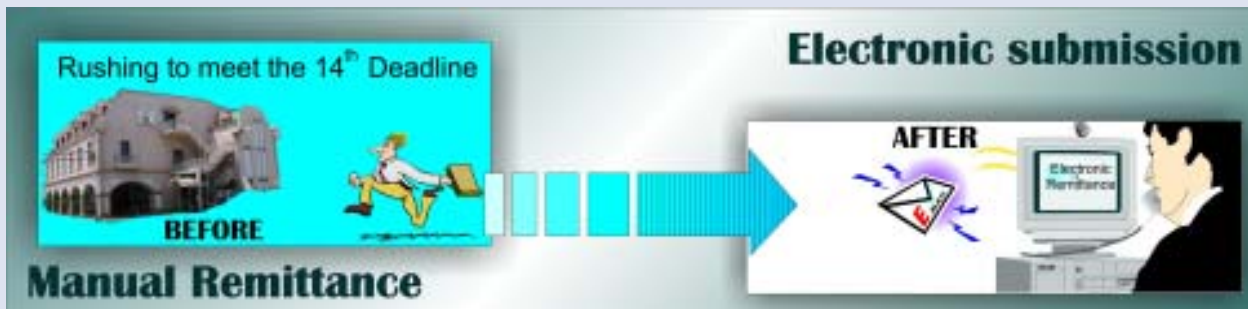
The UAB was launched on January 10, 2005 and ran until June 30, 2005. The benefit however was retroactive from September 7, 2004. Over the next few weeks a selected group of staffers drawn from different departments worked tirelessly to process the avalanche of claims that came in. The IT, Accounts and Inspectorate Departments threw in their support to ensure in the months that followed 3,400 claimants benefited from a total pay out of \$6.3m.

The commendations and words of thanks from recipients were like music to the ears. There remains this sense of satisfaction that as a social security organization we were able to rise to the occasion when our contributors needed us to be there for them.



*The Unemployment Assistance unit together with representatives from other departments was presented with certificates of appreciation*

# Electronic Contribution Submission Programme



As part of our strategy of continuous improvement the National Insurance Scheme launched its new and exciting *Electronic Contribution Submission Programme* in January of 2005. The main aim of this program was to radically change the way that data was inputted into the database.

## Historical Perspective

When the National Insurance Scheme (NIS) opened its doors to the general public on April 4, 1983 there was not a Data Processing Department. In those early years the quality of the data received left much to be desired as employers and employees alike showed resistance to National Insurance. Over the years as the benefits of the NIS were realized and enforcement of the Regulations sharpened, compliance improved significantly. In 2004, there were 30,088 active contributors.

The data entry process involves the manual keying in of employee contribution records. This process is slow, monotonous, lends itself to a high proportion of human error and requires additional human capital to recheck the many thousand of pieces of data entered by the data entry clerk.

## New Approach

A new and more innovative approach was sought. A focus group of fifteen (15) of the larger and more established employers was identified and discussions were held. The main issues identified by the focus group were that the program should be simple, cost effective and requires no additional work on the part of the employer. After much discussion it was decided that the needs of all parties can be satisfied with a specially formatted excel spreadsheet. The Electronic Submission Programme was successfully launched in January, 2005.

*The Grenada Port Authority, Grenada Electricity Services Limited, Flamboyant Hotel, National Lottery Authority and Paradis Limited were among the first employers to participate.*

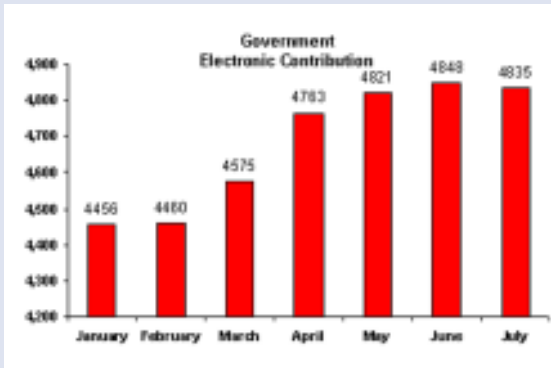
This new approach allows employers to submit their contribution data via the internet, diskette or CD. The program designed by our service providers will automatically upload the data to the database minimizing the need for human input.



*Data Entry Clerk, Mr. Wendell John uploading Electronic Remittance*

The response from employers has been heartening. Initially over 95% of the employers contacted participated in the programme and one year later the response rate is still great. Currently, contribution records uploaded by this means represent just under 50% of total data entry. Since the start of this program in 2005, the number of records uploaded by this method has increased every month.

A major milestone was bringing Government on board five (5) months after the program was launched. Previously, contribution records for Government over 4,000 employees took 16 man days to enter. These records are now uploaded in approximately seven (7) minutes. The chart below shows submissions by Government for the first seven (7) months of 2006. The steady increase is as a result of the addition of un-established workers to the Government regular payroll system.



*Government Electronic Contribution January-July 2006*

Storage costs are reduced for both employer and the NIS by replacing lengthy paperwork with an electronic file.

Efficiency gets a 'shot in the arm' as the data is registered on the NIS database quickly and without error. This allows for much faster processing of claims and response to queries benefiting the NIS and its stakeholders.

Employers have more control over the confidentiality of contribution data and are also in a better position to reduce the number of errors made with monthly submission. The integrity of the NIS database is impacted on positively with the reduction in the human factor in the transfer of data.

## National Insurance Scheme Mortgage Programme

In July, 1990 the National Insurance Board decided to introduce a mortgage scheme for housing loans since there was a dire need for affordable financing for low and middle income workers in this area. Given the high cost of accessing funds to construct homes the Board took the position that to invest in that area was another means of extending social protection to the working people of the country.

One year earlier the National Insurance Board had already made monies available to the Grenada Development Bank for that purpose. Subsequently the National Insurance Board also provided the Housing Authority of Grenada with loans to assist the Authority with its mandate of providing low income persons with affordable homes.



*One of the houses built from the NIS Mortgage Programme*

Thus NIS has over the last sixteen years made loans available to contributors at an attractive rate while still providing a sound return on its investment.

In the eighteen years of existence almost 2000 Grenadian workers have benefited from that programme.

Mortgage Loans 2000-2005		
Year	Loans Approved	Amount
2000	102	\$9.1 Million
2001	95	\$10.8
2002	108	\$10.1
2003	145	\$15.2
2004	143	\$12.9
2005	119	\$10.6

As at July, 2006, the total loans portfolio stood at just over \$61 million.

While the terms and conditions have varied over the years in keeping with market conditions the programme has remained true to its original purpose.

The current guidelines are as follows:

Range	Interest Rate
Up to \$150,000	7%
Over \$150,000	7.5%

- There shall be a minimum loan limit of \$10,000.00.
- Mortgages are granted for construction, repair /remodel, refinance and purchase of property to include land only and consolidation
- Loans will be granted for a maximum period of fifteen (15) for land and house thirty (30) years.
- Applicants for mortgages must submit the following:

- ✓ Evidence of a purchase agreement for the property which he/she intends to purchase or title to land on which he/she intends to build a house or carry out home improvement.

- ✓ Valuation of the property and estimated cost of construction or repairs, which must be done by a valuator approved by the N.I.S.
- ✓ An approved plan by the Land Control Development Authority.
- ✓ Proof of income.

All applicants are required to make an equity contribution of at least 10% of the sum applied for.

The programme has been administered in accordance with the most rigorous standards in the industry and testimony of this is the low arrears level which does not exceeded 0.5% of the loan portfolio.

## Investment

In any Social Security Organization it is imperative that the surplus funds be invested. The investment of these funds is no different than any other financial institution. The Board of Directors as well as Management have the same fiduciary obligations and responsibilities and at all times must be aware of that during their efforts of investing.

One of the investment goals of Social Security Funds is to reduce the burdens of contributors and to accrue a higher return as much as possible on Investments without undue risk.

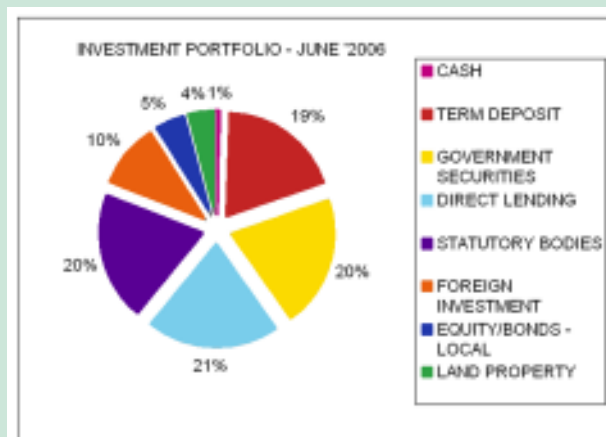
The Organisation has a comprehensive Investment Policy which is used to chart the way forward as it relates to investment. This Policy document has to be reviewed every three years.

There are four principles that are taken into consideration in any investment decision:

- Safety
- Liquidity
- Yield
- Social and Economic Benefit

Since most of the Scheme's funds are invested locally and regionally, the Board recognizes the need to diversify its portfolio by broadening the scope on the different types of investment. The question of foreign investment is cautiously being looked at. The Board recently accepted invitations from and met with several Investment firms from the USA to look at the possibility of investment overseas.

As at the end of June 2006, the Scheme's total investment totaled E.C. \$447,037,635. The categories of our investment are broken down as follows:



# Customer Satisfaction Survey

The National Insurance Scheme is continually committed to improving the quality of service it provides to its customers.

Over the years NIS has invested significantly in this regard in two areas; improvement in the physical infrastructure and the training of all personnel, especially the front-line customer service persons.

In 2005 the Management of the NIS decided that it was prudent and long over-due to measure in a scientific way the quality of services offered by the NIS. The Statistics, Research and Planning Department of the NIS went into action. Technical assistance and training were provided by Dr. Wendy Crawford who holds a post-graduate degree in Sociology.

The survey measured the level of satisfaction customer experienced with the following issues:

- *The ability of officers to explain NIS matters*
- *The nature of assistance provided by officers*
- *The time taken to complete a transaction*
- *The waiting time for service*
- *The time taken to receive a benefit cheque*

On each of the first four issues the public rated the National Insurance Scheme in excess of 90% ranging from 91.6% to 92.9%. Respondents to the survey indicated that they were 87.7% satisfied with the time taken to receive their benefit cheques.

The results of the survey allowed the NIS to consolidate its strengths and work on areas of weaknesses. The National Insurance Scheme takes this opportunity to thank all who participated in the survey as we strive to serve all of our customers better.

# Information Technology Development



*IT Manager, Mr. Duane Noel (right) with IT Staff*

The automation of the operations of the National Insurance Scheme began in 1989. The automation process involved the acquiring of an IBM AS/400 platform and contracting a company out of Canada, Global Systems International (GSI) to develop the software.

The initial software known as SIMIS (Social Insurance Management Information System) has evolved to incorporate the additional automations in the Mortgage and Accounts operations.

The Scheme acquired the source code, along with the relevant technical documentation in 2005. This acquisition gives the NIS the option of in-house programming and is an important element in our business continuity plan.

Within recent years, the Scheme has undergone a series of Information Technology developments that have tremendously enhanced the various job functions within the Scheme, which in turn have improved the services offered to our customers.

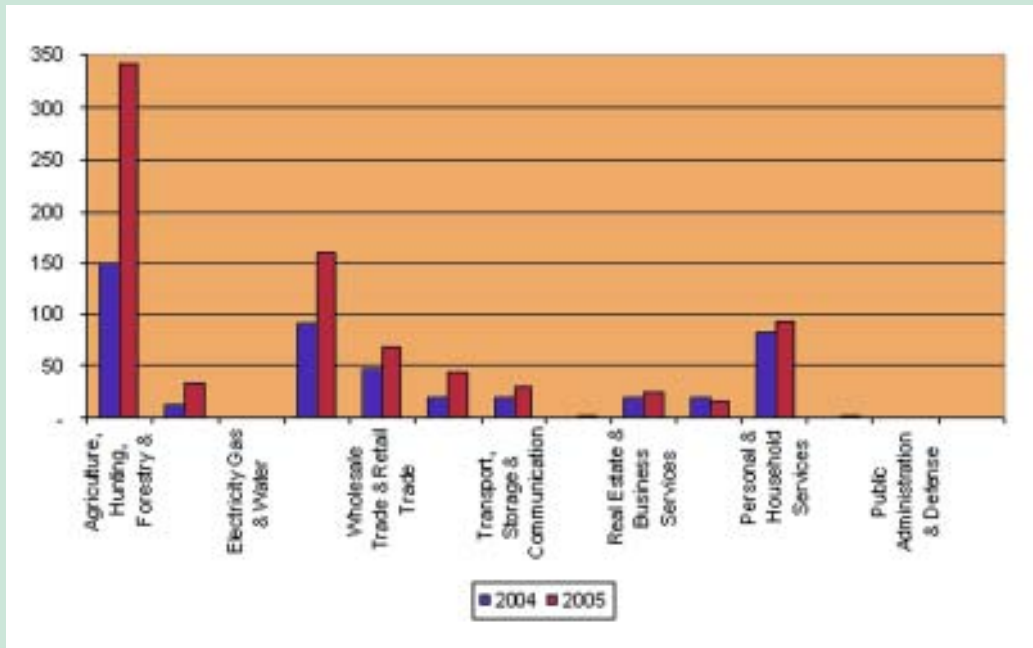
*A few of the major developments were:-*

- Enhancements to the Accounts and Mortgage/ Investment Departments' applications.
- Automating the Data Entry.
- The implementation of the new picture ID registration card in all the offices.
- Fully automate the Benefit Departments, having the system automatically processing all claims on the system.
- The development of the Organisation's Website and Internet facilities as well as the Development of Intranet.
- Development of Excel Macros to assist in the communication with AS400 platform to allow faster and more efficient report generations.
- The implementation of an electronic Staff Database for the Human Resource Department.

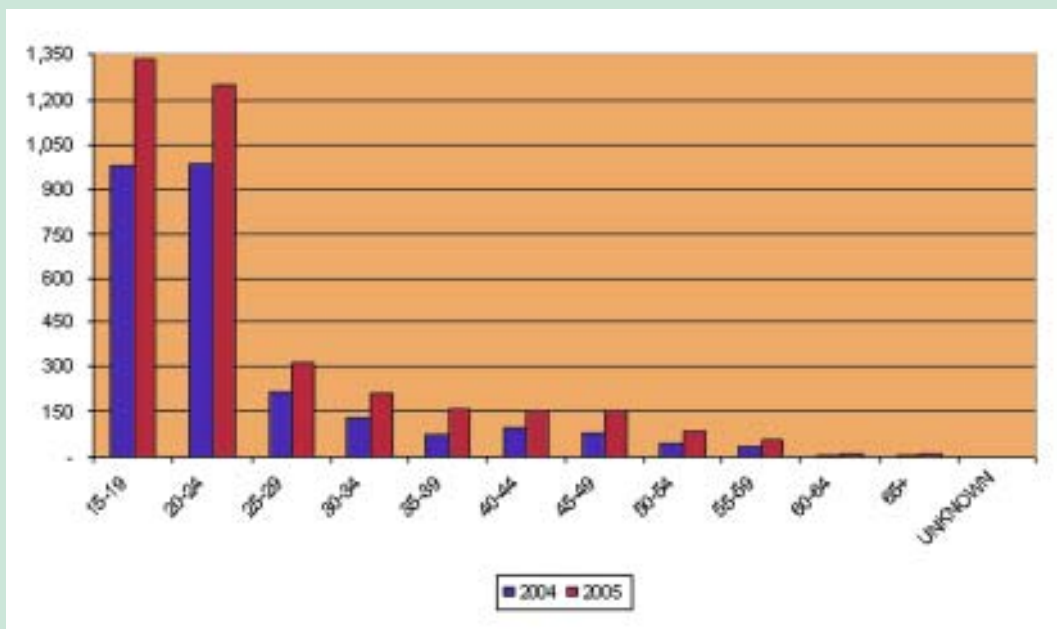
These developments have enhanced the organization's ability to extract and analyze data accurately and in a timely manner to assist in the decision making processes. The use of Information Technology has been identified by Management as one of the bases for significantly increasing the efficiency of the organization in a sustainable cost effective manner.

# Statistical Highlights

## Newly Registered Employers by Industry



## Newly Registered Employees by Age Group



## NUMBER OF ACTIVE CONTRIBUTORS BY INDUSTRIAL CLASSIFICATION 2005

Economic Activity	Female	Male	Total
Agriculture, Hunting, Forestry and Fishing	4,044	3,091	7,135
Manufacturing	605	1,112	1,717
Electricity, Gas and Water Supply	134	545	679
Construction	392	4,578	4,970
Wholesale & Retail Trade	2,490	1,929	4,419
Restaurants and Hotels	1,248	752	2,000
Transport, Storage and Communication	603	1,255	1,858
Financial Intermediations	907	421	1,328
Real Estate and Business Services	489	466	955
Public Administration and Defense	1,582	1,991	3,573
Social and Related Community Services	3,599	2,204	5,803
Personal and Household Services	596	183	779
Recreation and Cultural Services	116	185	301
Sanitary and Similar Services	35	29	64
<b>TOTAL</b>	<b>16,840</b>	<b>18,741</b>	<b>35,581</b>

### SHORT-TERM BENEFIT EXPENDITURE BY TYPE

Benefit Type	2004	2005
Sickness Allowance	\$ 2,067,130.00	\$ 2,023,185.00
Maternity Allowance	\$ 1,088,765.00	\$ 1,080,012.00
Maternity Grant	\$ 23,025.00	\$ 20,700.00
Funeral Grant	\$ 650,000.00	\$ 673,500.00
Employment Injury	\$ 487,644.00	\$ 844,979
<b>TOTAL</b>	<b>\$ 4,316,564.00</b>	<b>\$ 4,642,376</b>

### LONG -TERM BENEFITS EXPENDITURE BY TYPE

Benefit Type	2004	2005
Age Pension	\$ 9,599,042.00	\$ 10,827,443.00
Reduced Age pension	\$ 756,958.00	\$ 822,690.00
Survivors Pension	\$ 1,049,394.00	\$ 1,161,396.00
Invalidity Pension	\$ 1,279,710.00	\$ 1,374,624.00
Provident Fund Pension	\$ 2,244,452.00	\$ 2,092,188.00
Age Grant	\$ 295,801.00	\$ 290,054.00
Survivors Grant	\$ 8,632.00	\$ 7,041.00
Invalidity Grant	\$ 13,414.00	\$ 1,526.00
<b>TOTAL</b>	<b>\$ 15,247,403.00</b>	<b>\$ 16,576,962.00</b>

**BENEFIT CLAIMS RECEIVED IN 2005**

<b>Claim Type</b>	<b>Claims Received</b>	<b>Claims Rejected</b>	<b>Claims Settled</b>	<b>Claims Pending</b>
<b>SHORT-TERM CLAIMS</b>				
Sickness	5,582	648	4,877	57
Maternity Allowance	542	77	456	9
Maternity Grant	58	13	45	-
<b>LONG-TERM CLAIMS</b>				
Age Pension	226	13	203	10
Reduced Age Pension	28	3	24	1
Invalidity Pension	70	11	40	19
Survivors Pension	163	24	131	8
Employment Injury				
Disability Pension	15	15	-	-
Employment Injury				
Death Benefit	3	1	2	-
Unemployment Benefit	3,659	251	3,401	7
<b>LUMP-SUM PAYMENT</b>				
Funeral-Insured	337	13	311	13
Funeral-spouse	16	1	13	2
Funeral-Child	31	2	29	-
Age Grant	187	36	96	55
Invalidity Grant	6	1	3	2
Survivors Grant	38	5	33	-
<b>EMPLOYMENT-INJURY CLAIMS</b>				
Employment Injury Benefit	507	55	446	6
Employment Injury				
Constance Attendance	-	-	-	-
Employment Injury				
Disability Grant	16	-	15	1
Employment Injury				
Funeral Grant	-	-	-	-
Employment Injury				
Medical Expense	291	15	272	4
<b>TOTAL</b>	<b>11,775</b>	<b>1,184</b>	<b>10,397</b>	<b>194</b>

# Self Employed

Fishermen, lawyers, farmers, craftsmen, vendors, hairdressers, doctors and other persons that are self employed comprise a group that, generally speaking, fall outside of the social protection umbrella .

In Grenada when the NIS began operations in 1983 self employed persons were not offered coverage. However, this situation was corrected with the passage of the enabling legislations in 1988. Since then not many persons in the informal sector have seized the opportunity to become contributors to the NIS.

Probably the greatest failing of our regional social security systems is the inadequacy of the coverage provided to persons within the informal sector.

With the exception of Barbados where it is estimated that compliance rate is around 25% and around 15% in The Bahamas and St. Kitts & Nevis the other schemes in the region do not report coverage in excess of 10%.

While this low coverage level may not appear important today, the lack of adequate sustainable income in old age for this growing sector of the population will impact negatively on this group when their earning capacity decreases and they are no longer able to provide for themselves.

There are countries in the region where persons in the informal sector account for amount up to 25% of the working population. The unwillingness of these people to contribute to National Insurance has been attributed to the following factors:

- **Inflexibility of the existing social security systems that were designed principally for persons in the formal employment sector**
- **Making contributions not being considered a priority for those self employed persons with limited resources**
- **Lack of awareness of the importance of contributing towards their social protection**

A society can and will be judged by its ability to take care of all its citizens especially when they are no longer in a position to provide for themselves.

To date it is not mandatory for self employed persons in Grenada to register and contribute to the NIS. However, this situation will soon change when the recommendations of the Seventh Actuarial Review are enacted into law. All self employed persons will be required to register with the NIS and pay contributions.

When it becomes mandatory for self employed persons to be registered with the NIS the benefits which those persons will be entitled to will increase. They will then be offered the short term benefits which the insured employees currently receive such as sickness and maternity. It is hoped that self employed persons will take the opportunity to register and contribute now towards their social protection in the twilight of their years.

## REGISTERED SELF EMPLOYED PERSONS BY INDUSTRY

INDUSTRIAL CLASSIFICATION	YEAR OF REGISTRATION				
	2001	2002	2003	2004	2005
Agriculture, Hunting, Forestry & Fishing	16	6	18	11	7
Manufacturing	5	2	3	2	4
Electricity Gas & Water	1	-	-	-	-
Construction	4	2	3	5	5
Wholesale Trade & Retail Trade	5	2	15	11	19
Restaurants & Hotels	2	-	1	4	4
Transport, Storage & Communication	6	1	3	5	27
Banking, Finance & Insurance	-	-	-	-	-
Real Estate & Business Services	2	1	-	5	2
Social & Related Community Services	1	-	2	2	5
Personal & Household Services	2	9	5	-	-
Recreation & Cultural Services	-	-	-	-	1
Public Administration & Defense	-	-	-	-	-
Sanitary & Similar Services	-	-	-	-	-

# Promotions



Jacqueline Antoine has been with the NIS since 1985. Most of her time she has been with the Benefits Department. She headed the Short Term Benefit Department from 1999 to 2006. Jacqui obtained a second class honours Bachelor Degree in Management Studies from the UWI and is currently pursuing a MBA with St. George's University.

**Ms. Jacqueline Antoine was appointed as Statistics, Research & Planning Officer, effective 1st February, 2006.**



Angela has been with NIS since 1991. Most of Angie's time with the NIS has been in the Benefits Department. She currently heads short term benefit. Angela holds a Certificate in Business Administration from UWI and is currently pursuing the Bachelor programme in Management Studies. Angie is in charge of processing all maternity claims and be assured that they are in good hands - because incidentally - she is a qualified Midwife.

**Mrs. Angela Alexis-Simon was appointed to the position of Short Term Benefits Supervisor, effective 1st February, 2006**



Since 1996 Cindian St. Bernard has been with the NIS after graduating from National College. She has moved through the ranks from a trainee to her present position of Mortgage /Investment Officer. Cindian obtained a first class honours Bachelor degree in Management Studies from the UWI and is current pursuing her Master Degree in Finance with the University of Lecester. Cindian recalls wanting to be a medical doctor when in secondary school...well she may still obtains her dreams with a Phd in Finance because she flies with the eagles.

**Ms. Cindian St. Bernard was appointed as Mortgage/Investment Officer, effective 7th March, 2006.**



Bernadine joined the NIS in 1994. She is probably the best all rounder within the staff having served in most departments. She is an affiliate of the Association of Chartered Certified Accountants having successfully completed the final examination in June 2003. Being an Accountant has always been her dream but now that she has realized that dream she may well be eyeing a career in another field -Law.

**Ms. Bernadine Andrew has been appointed as Accounts Officer, effective 7th March, 2006**

# NIS Appoints New Chairman



*Newly appointed Chairman of the NIS Board,  
Mr. Lawrence Lambert*

Mr. Lawrence Lambert, MBE had his humble upbringing in Perdmontemps, St. David's. His attendance at the Presentation Brothers College, afforded him his first job as a youth with the Chase Manhattan Bank.

He migrated to Canada where found employment in both hotel management and accounting.

Mr. Lambert returned to Grenada to serve his country after eighteen years. His drive, tenacity and passion for tourism together with his eagerness to contribute to the development of Grenada propelled him into the hotel industry and through hard work and dedication he established the Flamboyant Hotel. He is the Managing Director.

In 2000, he was awarded the prestigious title of Member of the British Empire (MBE) by the Queen. Mr. Lambert has served as President of the Grenada Hotel and Tourism Association.

The National Insurance Scheme family welcomes Mr. Lambert as the new Chairman of the Board of Directors.

## National Insurance Board

Mr. Lawrence Lambert - **Chairman**

Mr. Keith Friday - **Deputy Chairman**

Mr. John Dumont - **Member, representing employers**

Mr. Brian Campbell - **Member-representing employers**

Mr. Stanley Roberts - **Member -representing TUC**

Mrs. Madonna Harford - **Member- representing TUC**

Mr. Ashton Frame - **Director**

# Profile on Investment Committee Chairman



*Newly appointed Chairman of the Investment  
Committee, Mr. Lennox Andrews*

Mr. Lennox Andrews is the Acting Permanent Secretary in the Ministry of Finance. He holds a Masters Degree in Economics and a Licentiate in Economic planning. Mr. Andrews is from Telescope, St. Andrew's and attended the Grenada Boys Secondary School. He worked with the Ministry of Finance from 1990 to 1997.

Prior to returning to the Ministry of Finance in 2001, Mr. Andrews worked with the ECCB as country economist for Grenada and Montserrat.

## Investment Committee Members

Mr. Lennox Andrews - **Chairman**

Mr. Keith Friday

Mr. Carl Charles

Mr. Anselm De Bourg

Mr. Ashton Frame

## Medical Board and Appeals Tribunal

A Medical Board was appointed in February 2006. The members of the Board are Drs. Kester Dragon, Byron Calliste and Emma Herry-Thompson.

An Appeals Tribunal was also constituted in February 2006. The Tribunal is headed by Attorney at Law Ms. Margaret Wilkinson with Ms. Yvonne Duncan and Mr. Michael Philbert representing employers and Mr. Learrie Barry, Mr. Bert Patterson and Mr. Bert La Touche representing the TUC.

# NIS Scholarship Programme



*NIS Scholarship Awardees*

Since the National Insurance Scheme started its Scholarship Programme in 1995 eighty-seven (87) students have benefited from the programme.

At present there are forty-five (45) students enrolled, of which eleven (11) are from Carriacou and Petite Martinique. The scholarship covers books, uniform, fees, transportation and also provides each child with a snack allowance.

The policy established by the National Insurance Board requires that students maintain an average of at least 60%.

One of the important aspects of our Scholarship Programme is offering counseling sessions to the students and also their parents. Monetary contribution, we feel, is not all that is needed to succeed – we also look after the physiological aspect so that students can be motivated to succeed.



*NIS Scholarship Awardees for 2006 together with Government and NIS Officials*

# NIS Salutes the Most Outstanding Employees in 2005



*Cindian St. Bernard*

## Supervisor of the Year

## Employees of the Year



*Marsha Lewis and Susan Abraham receiving their certificate from the Deputy Director, Mr. Alfred Logie*



*Past Board Member, Mr. Derick Allard*

## Bereavement



*Past Employee, Ms Velma Francis*

We have been saddened by the death of Mr. Derek Allard who passed away on 20th August, 2005 and represented the Trades Union Council on the National Insurance Board for 10 years and staff member Ms. Velma Francis who passed on 18th March, 2006 and was employed for over 20 years.

# Sports Club

## NISCC Places Third In Easter Games



*Some members of the sports club on their way to the sporting activities*

The National Insurance Sports and Culture Club placed third in the now annual CARICOM Social Security Games held every Easter Weekend. This year's Games, the 7th Annual, was held in the nature isle of Dominica, from Thursday April 13 to Monday April 17, 2006 with eleven participating countries.

The Grenada team performed credibly, placing third in the demonstrative March Past and third

in the games overall. There were creditable performances in cricket, domino, and many of the track events.

The weekend was not all about sports and the participating teams got to experience a bit of Dominican culture and to explore its interior, including a visit to the Carib territory to see the only indigenous people in the English-speaking Caribbean.



*While in Dominica, club members including the Director, Mr. Ashton Frame (left) found time to socialize*

# Fifteen (15) Things you Should Know About NIS.....

- The National Insurance Scheme was established April 4, 1983
- The National Insurance Scheme is governed by a tripartite Board of Directors
- All employed persons between the ages of 16 and 60 must pay contributions
- Every worker must pay 4% of his salary and every employer must pay 5% on behalf of each worker
- A picture ID is issued to all registered employees
- All employers must be registered with the NIS within seven days of operation
- Provisions are available for employers to submit their remittances by Email, CD or Diskette
- NIS core function is to provide benefits
- Benefits provided are Sickness, Maternity, Employment Injury, Age, Invalidity, Funeral and Survivors
- Coverage is also available for persons who are self employed and those wishing to pay voluntary
- The pensionable age is sixty ( 60)
- Loans are available for persons wishing to purchase lands, houses, reconstruction and refinancing
- The main office is located on Melville Street in St. George's and two sub offices are located on the Cnr. of Victoria and Jubilee Streets, Grenville and Hillsborough, Carriacou
- Currently there is a staff of seventy five :64 permanent, 4 temporary and 7 management
- NIS office hours are Mondays to Fridays 8.00 am to 4.15 pm. Cash closes at 4:00 p.m.

## Job Evaluation

In 2004, the National Insurance Scheme undertook a Job Evaluation exercise. A consultant was contracted by the National Insurance Board for that purpose. The process involved firstly the documentation and evaluation of position descriptions within the NIS. Secondly a classification and compensation structure was designed and benchmarked against comparable organizations in the country, after a market survey was conducted.

In conducting the job evaluation, the consultant sensitized Management and other staff on the methodology used, that of the graduated factor comparison method, and trained a team comprising eight (8) persons in the use of the methodology.

A Performance Management System is being designed to complement the Job Evaluation exercise that was undertaken.

## Staff Training and Achievements

The National Insurance Scheme is committed to the development of a highly skilled workforce and has facilitated the training of staff at every level in a number of areas.

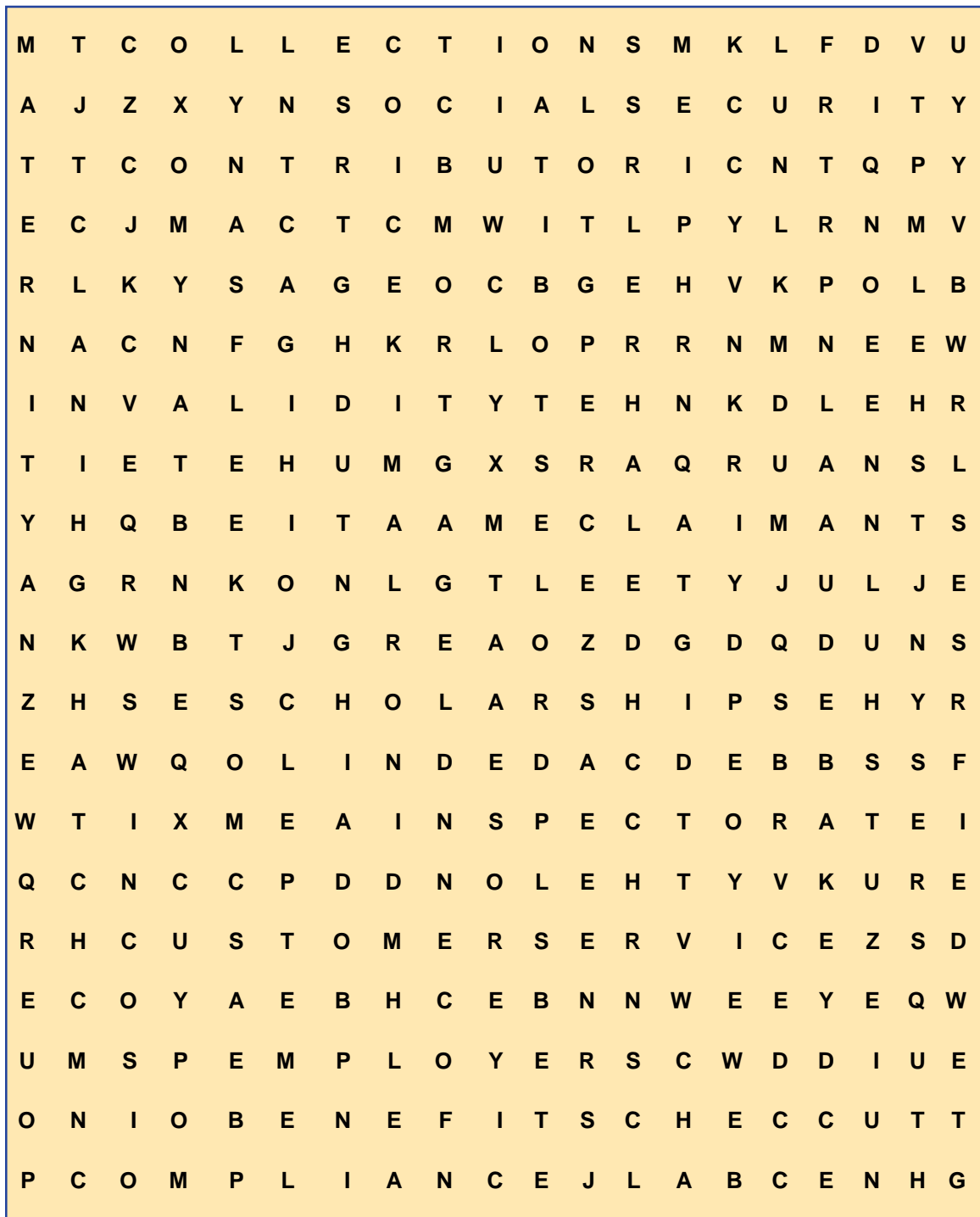
Mrs. Gillian Charles, Long Term Benefits Supervisor, graduated from the Center of Management Development at the University of the West Indies in the programme on Social Security with a Diploma in Management.

Lydia Phillip, Data processing Supervisor and Germaine Thomas-Xavier, Mortgage Clerk are currently participating in the third cohort of the programme.

Mr. Louis Williams, Finance Manager spent two weeks with the BVI Social Security Board on an attachment. The short stint culminated with Mr. Williams accompanying the Investment Manager of the BVI Social Security Board on a due diligence visit to Money Managers in the USA. We are grateful for the assistance of that sister organisation in assisting us in developing our in house capability in the area of Investments.

A number of persons have also participated in computer training programmes locally and regionally.

# Word Search



MATERNITY

MORTGAGE

SOCIAL SECURITY

EMPLOYERS

CLAIMANTS

INVALIDITY

INSPECTORATE

SCHOLARSHIPS BENEFITS

COMPLIANCE

CONTRIBUTOR

SICKNESS

CUSTOMER SERVICE

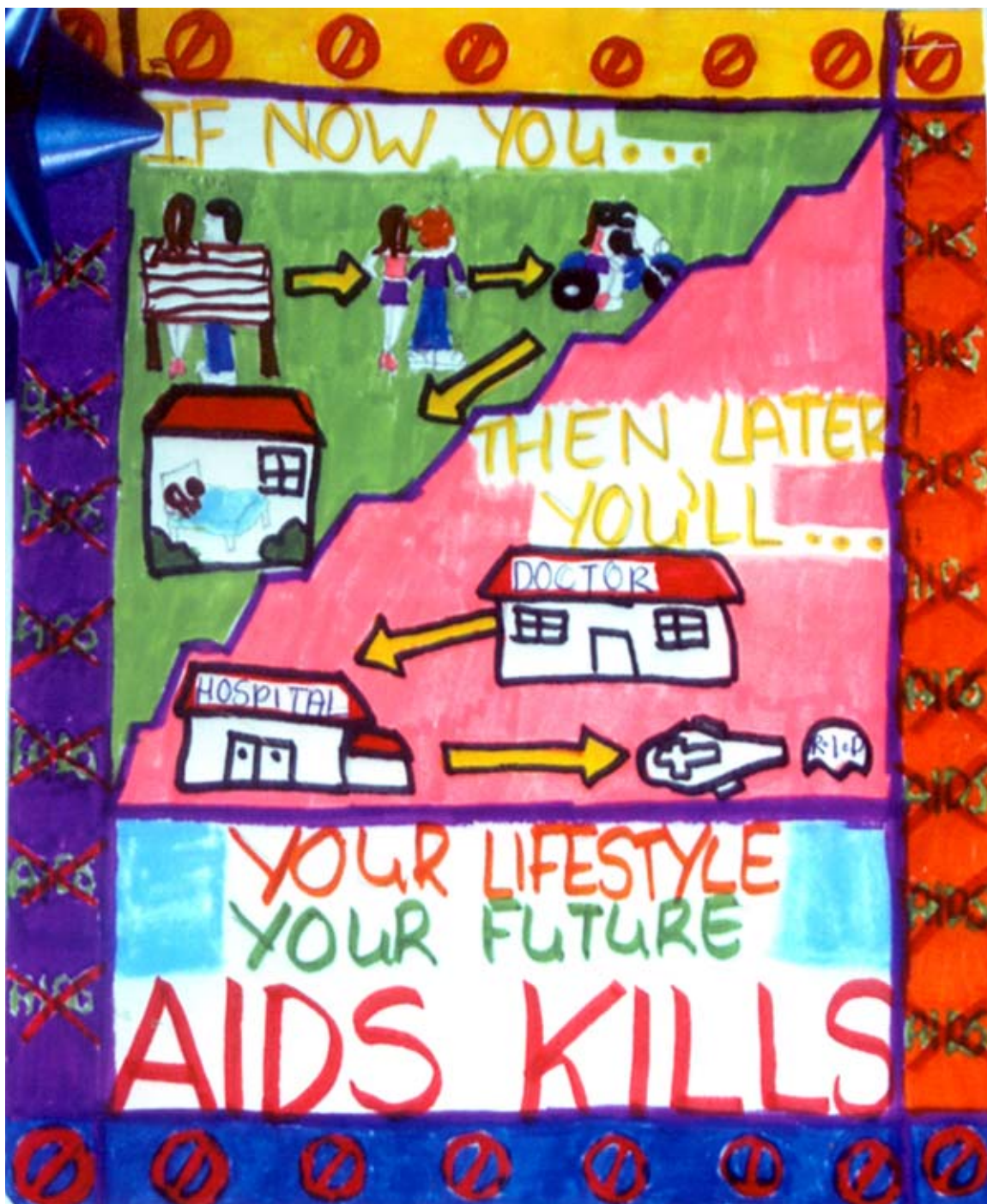
COLLECTIONS

CONTRIBUTIONS

participant in the fight against the HIV/AIDS epidemic. It has undertaken many projects to heighten awareness among people. One of the most recent endeavours is an HIV/AIDS poster competition for students between the ages of five to eighteen. Among the over twenty-one entries which were submitted, Ms. Natarah Simpson from the Anglican High School emerged the winner. Placing second was Allenta Phillips from the Happy Hill Secondary School and third was Mr. Cannon Copland from the St. Andrew's R.C. School.



*Cannon Copland, Natarah Simpson and Allenta Phillips top finishers in NIS HIV/AIDS Poster Competition.*



*Winning Poster in HIV/AIDS Competition*

## NATIONAL INSURANCE SCHEME

### MAIN OFFICE

P.O. Box 322, Melville Street, St. George's • Telephone 473-440-3309/440-6647 • Fax 473-440-6636

### SUB-OFFICE LOCATIONS

Corner Jubilee and Victoria Streets, Grenville, St. Andrew's • Telephone 473-442-6152