Office of the Governor-General

Corporate Plan 2016-2018
Her Majesty Queen Elizabeth II is represented in the State of Grenada by a Governor-General, appointed by the Crown, on the advice of the Grenadian Prime Minister.

The core functions of the office of the Governor-General are Constitutional – ensuring the legitimacy and continuity of Government, signing the writ that dissolves Parliament before a General Election, appointing the Government after an election, giving the throne speech at the state opening of Parliament, swearing in members of the judiciary, among others.

In her Ceremonial role, the Governor-General represents the Queen and Grenadians at important public ceremonies. The Governor-General provides non-partisan community leadership and is the patron of many charitable, service, sporting and community organizations in Grenada. Other community functions have a ceremonial dimension such as addresses to open conferences, presenting awards or launching special appeals. For her international role, the Governor-General represents Grenada abroad on official visits, receives foreign dignitaries and the like.

The Government House Corporate Plan is a working document that sets out the blue print for the effective and efficient execution of the functions of the office. It is a practical reference for the Governor-General and the dedicated staff of the Governor-General’s Office, geared to enabling the office to achieve its stated objectives and established priorities. Notable among these is the restoration of Government House destroyed by Hurricane Ivan in 2004.

The activities surrounding the restoration of Government House features prominently in our Corporate Plan as we strive to restore this historic building to its former glory, befitting of our rich cultural heritage, a true symbol of national pride.

We look forward to the support of all in successfully achieving the aims and objectives set out in this Corporate Plan.

Dame Cécile La Grenade
GOVERNOR-GENERAL
Table of Contents

Introduction

Section I

Our Department and Our Roles ................................................................. 4
  ▪ Core Values ......................................................................................... 4
  ▪ Organizational Structure ..................................................................... 5
  ▪ Key Achievements ................................................................................ 5
  ▪ Priorities and Alignment to National Goals ......................................... 6-7

Section II

II.1 Strategic Outcomes ................................................................................. 8-13
Introduction

The Governor-General’s Office Strategic Plan sets out a clear direction to help everyone achieve the Governor-General’s priorities. It is a document that will guide the decisions about future activities.

The Office’s mission is to give logistic and administrative support for the discharge of the constitutional and ceremonial functions of the Head of State and to be the link between the Governor-General and various Government agencies and external organizations.

The Corporate Plan comprise of two main sections:

Section I: Our Office and our Roles
Section II: Strategic Outcome

The plan sets the way forward in increasing the public awareness of the functions of the Governor-General’s Office and engagement of Government regarding the rebuilding of Government House and the development of our human resources through training and the development of a Standard Operating Procedure Manual which will ensure standardized processes and the highest level of competency within the Office.

The Corporate Plan was developed based on the template that was provided with contributions from the Governor-General, Administrative Officer and Finance Officer with guidelines from the Planning Unit of the Cabinet Office, Office of the Prime Minister.
Section 1: Our Office and Our Roles

Mission

To give logistic and administrative support for the discharge of the constitutional and ceremonial functions of the Head of State and to be the link between the Governor-General and various Government Agencies and External Organizations.

Vision

To be the Institution which fosters national unity, stability and good governance through the discharge of the functions of the Governor-General as provided by the Constitution and Conventions and to promote the Governor-General’s Residence as a National Asset.

Our Role

The Governor-General is appointed by the Queen as her representative in Grenada on the advice of the Prime Minister. The establishment of the office of Governor-General is laid down in Chapter II, Section 19 of the Grenada Constitution Order 1973, which states that:

“There shall be a Governor-General of Grenada who shall be appointed by Her Majesty and shall hold office during Her Majesty’s pleasure and who shall be Her Majesty’s representative in Grenada.”

The core functions of the Office of the Governor-General are constitutional (representative of the Head of State), ceremonial (acting on behalf of the Head of State at official ceremonies) and there are those performed by way of traditions and conventions.

Core Values

The values that guide us are:

- Good governance
- Unity
- Stability
- Integrity
- Competence
- Consistency
Organizational Structure

The office is currently staffed with nine (9) administrative staff members together with officers attached to the Royal Grenada Police Force as depicted by the following structure:

Key Achievements

- Vesting of persons who would have been honoured for outstanding services to the country
- Giving the throne Speech at the State Opening of Parliament
- Prorogation of Parliament
- Giving assent to bills by both Houses of Parliament
- Acting on the advice of the Prime Minister appoints Ministers of Government from among the Senators and members of the House of Representatives
- Swearing in members of the Judiciary
- Appointing Permanent Secretaries and other senior public servants on the advice of the Public Service Commission
- Accepting of credentials of Ambassadors accredited to Grenada
- Patron to several organizations
Priorities and Alignment to National Goals

Historically, the former Government House was a well known Grenadian landmark and there was a keen association between the Office of the Governor-General and an established heritage building.

The building would have contained Grenada’s national archives and other significant artifacts.
Program Alignment - Office’s Planning Matrix

National Development Outcome
Safe, Democratic and Secure Grenada
Vibrant Grenadian Culture & Heritage
Well Managed and Efficient Government

Mission
To give logistic and administrative support for the discharge of the constitutional and ceremonial functions of the Head of State and to be the link between the Governor-General and various Government Agencies and External Organizations.

Priorities:
1. Rebuilding of Government House as a Heritage Institution
2. Professional Service Delivery

Strategic Outcome 1
Increased awareness of the function of the Governor-General’s Office

Program 1
1. Public Awareness on
   1.1 Education & Outreach
      ▪ Media Programs
      ▪ School Visits
      ▪ Preparation of Brochures
      ▪ Develop website
   1.2 Engagement of Government regarding rebuilding of Government House

Strategic Outcome 2
Professional Staff

Program
1. Capacity Building
   1.1 Activities
      ▪ Preparation & Development of a SOP Manual
      ▪ Training of staff
SECTION II: Strategic Outcomes

Strategic Outcome 1:

National Development Outcome:

Safe, Democratic & Secure Grenada

Program

Increased awareness of the functions of the Governor-General’s Office

Public Awareness

Activities

- Participation in Media Programs,
- Preparation & distribution of Brochures
- Scheduling of School visits,
- Provision of guided tours of Government House

BACKGROUND AND CONTEXT

The Head of State in Grenada is Queen Elizabeth II. The Governor-General carries on the business of Head of State as the Queen’s representative and in matters of law, exercises her powers under the Constitution.

The office of Governor-General was established by the Grenada Constitution Order 1973. The Governor-General is appointed by The Queen on the advice of the Prime Minister. After receiving the commission, the Governor-General takes an Oath of Allegiance and an Oath of Office to The Queen.

Based on questions that are asked by individuals from time to time, it has become obvious that there is some misunderstanding of what the duties of the Governor-General entail.

This relates to the Governor-General’s relationship with Her Majesty Queen Elizabeth II on the one hand and the Prime Minister on the other. It may be confusing for someone to understand that Grenada is a fully independent country and yet Her Majesty who is Queen of Great Britain is also Queen of Grenada and the Governor-General is her representative.
PROGRAM DESCRIPTION

This program seeks to explain the protocol as it relates to the constitutional, ceremonial and community duties of the Governor-General as Head of State.

PROGRAM OBJECTIVES:

- Raise public awareness of the role and function of the office of the Governor-General.
- To manage and improve the public perception of this office through a series of media programs, outreach initiatives and public engagements.
- To increase initiatives towards rebuilding of Government House

KEY INITIATIVES:

- Public awareness
- Selected fundraising activities

EXPECTED RESULTS AND PERFORMANCE TARGETS AND PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>Expected Results</th>
<th>Performance Indicator</th>
<th>Performance Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased awareness of the functions of the office of the Governor-General in our nation's schools</td>
<td>No. of school visits</td>
<td>6 visits annually</td>
</tr>
<tr>
<td>Increased national pride and awareness of importance of this office</td>
<td>% of citizens surveyed</td>
<td>60% of positive feedback</td>
</tr>
<tr>
<td>Increased awareness of the functions of the office of the Governor-General in our nation</td>
<td>No. of brochures distributed</td>
<td>1000 brochures per year</td>
</tr>
<tr>
<td></td>
<td>No. of media programs aired</td>
<td>2 media programs per quarter</td>
</tr>
<tr>
<td>Increased commitment of individual financial contribution towards reconstruction</td>
<td>No. of fundraising initiatives undertaken</td>
<td>2 per year</td>
</tr>
</tbody>
</table>
PUBLIC AWARENESS PROGRAM LOGIC MODEL

National Development Outcomes

Safe, Democratic and Secure Grenada

Office’s Strategic Outcome

Increased awareness of the functions of the Governor-General’s office

Office’s Medium Term Outcomes

Educated and knowledgeable citizenry
Increased Transparency
Increased stakeholders confidence
Increased national pride

Office’s Immediate Outcomes

Increased awareness of the constitutional, ceremonial and community duties of the Governor-General
Enhanced relationship between the Governor-General, the public and various Government Agencies and External Organizations
Improved public image and increased confidence in the office of the Governor-General

Target Group

General Public
Schools
Media Houses

Outputs

Media programs
Brochures

School visits
Plan and implement activities and visits

Finance raising initiatives
Engage and collaborate with the Diaspora

Sub activities

Drafting and preparing information for dissemination and engagement with the public

Activity

Education and Outreach
Program Delivery
Program Management

Inputs

Human Resources
Constitution of Grenada
Financial Resources
Technology
SECTION II: Strategic Outcomes

Strategic Outcome 2:

National Development Outcome

BACKGROUND AND CONTEXT

The office of the Governor-General, at present, does not have a written set of procedures that an individual can readily have access to that describes in detail the way a task should be executed for a particular function. There are no written standard procedures that are easily followed except for some information that can be gathered from the Constitution, closed volume and existing files.

PROGRAM DESCRIPTION

This document seeks to provide guidance and procedures for the functioning of the office of the Governor-General. Well written and researched standard operating procedures will ensure that a particular procedure is performed the same way each time and the same way by each person so that consistent results will occur.

PROGRAM OBJECTIVES:

- To achieve the highest level of competency of staff
- To improve efficiency of operations of the department
- To ensure standardized processes
- To empower the workforce
- To improve productivity
- Quality performance
KEY INITIATIVES:

- Development of Standard Operating Procedure Manual
- Conduct training needs assessment
- Conduct Training/Workshops

EXPECTED RESULTS AND PERFORMANCE TARGETS AND PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>Expected Results</th>
<th>Performance Indicator</th>
<th>Performance Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvement in productive capacity of all staff trained</td>
<td>No. of training sessions held</td>
<td>4 training sessions held per year</td>
</tr>
</tbody>
</table>
CAPACITY BUILDING PROGRAM LOGIC MODEL

National Development Outcomes
Well managed and Efficient Government

Office’s Strategic Outcome
Professional Staff

Office’s Medium Term Outcomes
Increased level of professionalism  Improved productivity  Improved image of Office

Office’s Immediate Outcomes
Increased knowledge, skills and competency  Changed attitude towards work  Enhanced collaboration between stakeholders

Target Group
Staff

Outputs
Clear policy and guidelines for operations  Trained and motivated staff  Operational SOP Manual  Performance Reports/Appraisals completed

Activity
Meetings with key stakeholders  Conducting training workshops  Research for preparation of manual  Continuous Reviews, M&E

Inputs
Human Resources  Training material  Facilitators  Research  Technology  Reporting Templates