

- b) provide timely processing for student and seasonal agricultural worker applications, and
- c) facilitate the applications of entrepreneurs.

The Officer-in-Charge believes that in order to accomplish these objectives, an additional twenty-four months in locally engaged support staff time will be required. (See Appendix B). He views this additional requirement as consisting of one full-time and one segmented person year, e.g. three staff for one four-month period.

The Assistant Officer-in-Charge (AOIC) is responsible for the supervision of the two Second Secretaries and of the two Immigration Program Officers (IPO) positions, the management of office systems and procedures and the processing of incoming files. All junior officers and support staff with the exception of the OIC's secretary and the char report directly or indirectly to this officer.

The two Second Secretaries are each assigned about 30% of the daily caseload or twenty-five files. As with all officers they conduct an average of two interviews a day, including those scheduled in Georgetown, Guyana.

The Senior Immigration Program Officer is responsible for screening student, sponsored and independent applications. She also maintains an index of schools, manages the Seasonal Worker program,