

MINISTRY OF TOURISM

ADMINISTRATIVE REPORT 2017

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Executive Summary

The Administrative Report of the Ministry of Tourism for fiscal 2017 provides a concise summary of the achievements of the Ministry, for the reporting period, in accomplishing its mandate to catalyse and facilitate growth of the tourism sector through increased planning, policy development, strengthened public-private sector partnerships and monitoring of the trends in the tourism industry.

The Administrative Report was formulated with the input of all Divisions of the Ministry. It seeks to give a comprehensive account of the Ministry's operations and accomplishments for the reporting period, from both an operational and developmental perspective.

Some noteworthy achievements for the Ministry of Tourism for the period October 2016 to September 2017, include:

The processing of incentives for twenty one (21) tourism projects by Investment Facilitation and Monitoring Unit (IFMU), which enabled a capital injection of an estimated \$103Mn. into the tourism industry. The twenty one (21) approved tourism projects were divided into three categories: Tourism Transport projects, Tourism Accommodation projects and the Tourism Ancillary projects.

Additionally, the Tourism Advisory Unit embarked upon several stakeholder consultations in both Trinidad and Tobago to obtain stakeholder views on the various Sub-policies. Consultations were held in Trinidad for the Draft Ecotourism, Sport Tourism and Community Based Tourism Sub-policies. Consultations will take place in Tobago for each of these Sub-policies in the fiscal 2018.

In fiscal 2017, it was estimated that three hundred and ninety-four thousand, six hundred and fifty (394,650) persons visited Trinidad and Tobago and the associated visitor spend was estimated at \$1,797Bn. The economic value of the tourism sector is significantly linked to the generation of foreign exchange through the supply of quality tourism goods and services to visitors.

On January 11, 2017, the first ever Tourism Youth Club was launched at the Manzanilla Secondary School by the Ministry of Tourism. The Tourism Youth Clubs project targets students between the ages of twelve (12) and sixteen (16) and aims to provide an avenue for students to be actively involved in tourism and learn more about the industry, its careers and entrepreneurial opportunities.

Fiscal 2017 also saw the Ministry of Tourism embark upon the development of a Strategic Plan to cover the period 2018 to 2021. The draft Plan will provide a framework for the Ministry to strategically fulfil its mandate and to become an adaptive institution that continuously improves performance and service delivery.

The Ministry of Tourism (MOT) is proactively seeking to regulate and modernize the tourism sector towards developing the same as one of the main catalysts for the diversification of the national economy.

In fiscal 2017, the Government reviewed the institutional arrangements for the regulation and management of the tourism sector. Consequently, in March, 2017 Cabinet agreed, inter alia; to the dissolution of the Tourism Development Company Limited (TDC); to the establishment of a Tourism Destination Marketing and Product Development Company in Trinidad and a similar entity in Tobago and to the establishment of a Trinidad and Tobago Tourism Regulatory and Licensing Authority (TTRLA).

Subsequent to the dissolution of the Tourism Development Company (TDC) and pending the establishment of Tourism Trinidad Destination Management Company or Tourism Trinidad Limited, the Ministry of Tourism assumed responsibility, on an interim basis, for the following activities:

- Operations of the Cruise and Airport Tourism Information Offices and Management of the 2017/2018 Cruise Season
- Upgrade of Tourism Sites and Attractions
- Management of the Maracas, Las Cuevas, Manzanilla, Vessigny Beach Facilities and the La Brea Pitch Lake Visitor Centre
- Domestic Tourism
- Destination Marketing and Promotion

Three additional units were also established on an interim basis to perform the above functions, these include a Stakeholder Relations Unit, a Project Management Unit and a Promotions Unit.

The tourism sector is regarded as critical to the achievement of economic growth through balanced and sustainable development and can be a catalyst for socio-economic benefits for local communities. The Ministry of Tourism's Administrative Report for fiscal 2017 provides insight into the work and achievements of the Ministry and its contribution towards development and growth of the tourism sector

Mandate and Priorities of the Ministry of Tourism

1.1 PURPOSE

The Ministry of Tourism was established in March 1994 to serve as a catalyst in developing Trinidad and Tobago as a premier tourist destination. The Ministry has seen a number of attachments to other Ministries and was eventually assigned its own portfolio and Minister in 2003.

1.2 VISION

By 2020 tourism in Trinidad and Tobago will contribute significantly to the GDP, through job creation and increased revenues, driven by a uniquely differentiated internationally competitive product, complemented by comprehensive, fully functional physical infrastructure, modern competitive institutional framework and supported by the people of Trinidad and Tobago. The sector will be anchored by properly marketed flagship products with brand names that are globally well-known. (2009).

1.3 MISSION

To fully develop Trinidad and Tobago's tourism industry by the sustainable development and aggressive promotion of an innovative, differentiated, high value, internationally competitive visitor experience, supported by strong brand recognition, public and private sector partnership and a positive cultural transformation. (2009)

1.4 MANDATE

The Ministry of Tourism is mandated to play the lead role in the development of the tourism industry in Trinidad and Tobago, working closely with the Tobago House of Assembly (THA). It is responsible for general tourism policy development, for catalysing and facilitating growth in the tourism sector, for encouraging investment in the sector, for building stakeholder partnerships and for monitoring and evaluating trends in the industry.

1.5 STRATEGIC PRIORITIES

The Ministry's main objective is to position tourism as a key contributor in the country's economic sector. Strategic priorities to achieve this objective have been identified as follows:

- To ensure that the tourism sector is a developmental priority - driven by a strong and effective public/private sector partnership
- To develop the local tourism industry to realize its full potential
- To transform Trinidad and Tobago into an exciting location for tourism investment

- To ensure that the country has the supporting infrastructure necessary for substantial growth
- To position Port-of-Spain as the meetings and convention capital of the Southern Caribbean and the culture capital of the region
- To define and enhance Trinidad and Tobago's brand reputation by upgrading accommodations to the highest of international standards
- To position Trinidad and Tobago as providing the warmest welcome and highest level of international quality service in the Caribbean
- To market Trinidad and Tobago as a recognized tourism destination in every principal source market

Technical and Support Units of the Ministry and their Functions

The organisational structure which details the reporting structure of the Ministry is attached at **Appendix 1**. The Ministry of Tourism has four (4) Core Technical Units consisting of the Research and Planning Unit, Tourism Policy and Advisory Unit, the Investment Facilitation and Monitoring Unit and the Monitoring and Evaluation Unit.

The table below summarises the functions of these Units along with the other Support Units of the Ministry.

Unit	Function
Research and Planning Unit	The Research and Planning Unit plays a key role towards achieving the Ministry's mandate of facilitating the development of the tourism industry in Trinidad and Tobago, so as to increase its contribution to the country's economic and social development. The Division is involved in research and data collection to facilitate the planning and policy formulation process. The Division also facilitates and executes a number of Public Sector Investment Programme (PSIP) projects, and has a monitoring and control function as it relates to the PSIP. The Division also provides technical advice to the Permanent Secretary and Minister and also has a reporting role.
Tourism Policy and Advisory Unit	The Tourism Advisory Unit works with stakeholders in Trinidad and Tobago's tourism industry to formulate policies that guide and ensure the sustainable development of the tourism sector. The Unit collaborates with stakeholders, State Agencies and other Ministries to ensure that the needs of the local tourism sector are considered in all areas of policy development.
Investment Facilitation and Monitoring Unit	This Unit is primarily responsible for the facilitation of investment activities within the tourism sector through the administration of the Tourism Development Act 2000. In addition, the Unit is responsible for monitoring of the investment incentives offered and its related activities and overseeing financing mechanisms which have been established to increase the competitiveness of the industry. These functions are facilitated through the timely processing of applications for incentives and the issuance of interim approval, additional interim approval and final approval of tourism projects. This exercise is carried out in collaboration with the then Tourism Development Company (TDC) Investment Section. The Unit also plays a role in Education and Awareness and works alongside the Communication Unit in this respect. Additionally, the Unit provides technical advice to the Permanent Secretary and Minister and also has a reporting role.

Monitoring and Evaluation Unit	This Unit has the responsibility for the development, implementation and maintenance of a Results-Based Monitoring and Evaluation Management System at the Ministry, and for monitoring and evaluating effectiveness of spend on developmental projects, in alignment with desired outcomes.
Legal Services Unit	The primary focus of the Legal Services Unit is to advise the Minister of Tourism, the Permanent Secretary and other senior officers of all Divisions and Units of the legal aspects and issues involved in or arising from the discharge of their official duties.
Human Resources Unit	The Human Resources Unit is responsible for ensuring that Public Service Rules, Regulations and Guidelines are adhered to in the management of the functions relevant to HR Planning which addresses staffing matters, Training and Development to facilitate opportunities to upgrade and retool staff skill sets and Employee Relations to administer benefits. This responsibility also applies to the management of similar functions carried out by the HR Unit for the daily-rated workers in accordance with the Collective Agreement.
General Administration Unit	The primary responsibility of the General Administration Unit is to provide timely administrative services in the areas of records /inventory management, messenger and mail support, procurement of office machines and supplies, staff safety and comfort, and facilities management.
Accounting Unit	The role of the Accounting Unit is to ensure that the financial resources of the Ministry are prudently managed in keeping with the Ministry's mandate and in accordance with the Exchequer and Audit Act. The functions of the Division range from applying for the release of funds from the Ministry of Finance to giving an account to Parliament at the end of the financial year for all funds appropriated.
Internal Audit Unit	The role and function of the Internal Audit Unit is to assist management in the effective discharge of its responsibilities, by furnishing objective recommendations and pertinent comments on the soundness of the accounting and operational controls within the Ministry and also to ensure that there is strict compliance with the Financial Regulations, Instructions and relevant guidance circulars.
Information Technology Unit	This Unit has the responsibility for the effective design, implementation, maintenance and strengthening of institutional technologies that improve service quality, and increase efficiency/effectiveness in the operations of core and administrative units.

Corporate Communications Unit	This Unit is charged with the responsibility of public awareness, corporate communications, media relations and related project execution.
Library Unit	This Unit has the responsibility for acquiring and providing information and resources, tools, and services for research and exploration in varying formats.

Services Provided

The tables below represent a summary of the Ministry's core services by Unit

Unit	Description of Services Provided
Research and Planning Unit	<ul style="list-style-type: none"> ▪ To undertake economic research that facilitates advice and the effective and efficient monitoring of the industry. ▪ To prepare annual PSIP Budget Estimates for the Ministry ▪ To administer the release of funds from Ministry of Finance to the TDC and the Ministry's PSIP ▪ To execute PSIP projects which contribute to the strategic development of the tourism sector ▪ To monitor the progress of the Ministry's and the TDC's achievements under the PSIP ▪ To maintain a Statistical Database of visitor arrivals and other crucial tourism statistics ▪ To undertake research to facilitate the preparation of ▪ Cabinet Notes, Speeches, Media and other Briefs, Position Papers, and Comments on tourism related issues ▪ To work with stakeholders in building awareness of career opportunities in tourism ▪ To assist in Strategic Planning for the Tourism Industry ▪ To work with Local Government Bodies and Community Groups to foster community tourism development ▪ To represent the Ministry at Inter-Ministerial Committees and local, regional and international conferences/workshops
Tourism Policy and Advisory Unit	<ul style="list-style-type: none"> ▪ To spearhead the formulation of tourism policy, sub-policies and guidelines that advance the country's tourism vision; ▪ To provide technical support on tourism-related issues to the Ministry through reports, briefs and other documents; ▪ To research and analyse tourism issues and trends in order to inform policy decisions and direction; ▪ To collaborate with other Ministries, particularly the Ministry of Foreign Affairs and the Ministry of Trade and Industry, in forging policy positions relating to bilateral and multilateral international negotiations and Agreements; ▪ To collaborate and partner with other Ministries, industry stakeholders, NGOs and other agencies to ensure linkages are developed and pursued among all sectors of the economy in pursuit of sustainable tourism development; ▪ To collaborate with regional organizations, such as the Association of Caribbean States (ACS) and the Caribbean Tourism Organization (CTO), on initiatives impacting the tourism industry in the Caribbean;

	<ul style="list-style-type: none"> ▪ To strengthen stakeholder relationships through the hosting of consultations, workshops and conferences on relevant tourism issues; ▪ To represent the country at local, regional and international seminars, workshops, conferences, trade shows and other fora to share the country's views on various tourism-related and policy issues; ▪ To represent the Ministry on Cabinet-appointed and other committees and working groups concerned with tourism issues.
<p>Investment Facilitation and Monitoring Unit</p>	<ul style="list-style-type: none"> ▪ To appraise projects recommended for incentives by the former Tourism Development Company Ltd based on the provisions included in the Tourism Development Act of 2000, Chapter 87:22. ▪ To maintain an up-to-date and accurate database of approved tourism projects ▪ To prepare quarterly report on tourism projects which were granted interim approval/approval. ▪ To reconcile data on tourism projects that were granted interim approval/approval with the former TDC on a quarterly basis. ▪ To process applications for the importation of items of tourism equipment customs duty free ▪ To monitor and evaluate projects granted incentives under the Tourism Development Act 2000. ▪ To monitor other financial mechanisms offered to the Sector by the Government of Trinidad and Tobago. ▪ To prepare quarterly report analysing Smith Travel Research (STR) Global data on the hotel sector in Trinidad and Tobago. STR Global is an international company that track supply and demand data for the hotel industry and provide valuable market share analysis for all major international hotel chains and brands. ▪ To represent the Ministry of Tourism on Committees dealing with Investment and Investment Agreements ▪ To represent the Ministry at Inter-Ministerial Committees and local, regional and international conferences/workshops
<p>Monitoring and Evaluation Unit</p>	<ul style="list-style-type: none"> ▪ To develop, implement and maintain a Results-Based Monitoring and Evaluation System including M&E policies, guidelines, performance indicators, methods, formats and analytical processes for the Ministry to better inform decision-making. ▪ To monitor and evaluate the Ministry's and the former TDC's projects and programmes to ensure alignment with National Goals and the National Tourism Policy. ▪ To ensure that all performance data from these systems are collected, reviewed submitted to the central M&E system under the National Transformation Unit of the Ministry of Planning and Development, the Office of the Prime Minister and any other Report as required. ▪ To develop proper data collection techniques and ensure that data is timely and relevant.

	<ul style="list-style-type: none"> ▪ To analyse tourism data to determine whether trends in the data are as a result of the Ministry’s programmes and strategies. ▪ To represent the Ministry on various Committees, conferences and workshops as it relates to Monitoring and Evaluation. ▪ To monitor the implementation of the National Tourism Policy and the Ministry’s Strategic Plan. ▪ To review the performance of the Public Sector Investment Projects (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry of Tourism, the former TDC and Marketing and Administrative Expenditure of TDC
Legal Services Unit	<ul style="list-style-type: none"> ▪ Providing legal advice and Opinions to the Ministry of Tourism on its legal issues ▪ Liaising with the Chief Parliamentary Counsel, the Office of the Attorney General, with respect to all legislation pertaining to the functions and objectives of the Ministry of Tourism ▪ Liaising with the Solicitor General, the Office of the Attorney General on court matters in which the Ministry of Tourism is involved ▪ Representing the Ministry of Tourism in contract negotiation, conciliation and arbitration procedures as a member of a team or individually ▪ Assisting in the drafting of documents regarding policies of the Ministry of Tourism ▪ Assisting in promoting and disseminating legal information of the Ministry of Tourism, as required ▪ Preparing and/or reviewing all contracts, including contracts for services
Human Resources Unit	<ul style="list-style-type: none"> ▪ To facilitate filling of vacant positions ▪ To train and develop staff ▪ To administer staff benefits ▪ To supervise the IHRIS system ▪ To plan for succession ▪ To facilitate the provision of counselling to employees through the EAP
General Administration Unit	<ul style="list-style-type: none"> ▪ To procure goods and services. ▪ To procure office machines and supplies. ▪ To ensure the maintenance of a safe and clean working environment. ▪ To ensure proper operation and maintenance of office equipment and vehicles. ▪ To maintain an effective Registry system. ▪ To provide an efficient messenger and mail support system. ▪ To ensure adherence to proper Procurement procedures. ▪ Maintenance of the sick bay for staff. ▪ Develop systems and procedures to enhance the management of the warehouse.

	<ul style="list-style-type: none"> ▪ Maintenance of Quarterly Inventory Reports for both Head Office and Beach Facilities. ▪ Manage the storage Retrieval and Distribution of Equipment, Material and Supplies from the Ministry’s Warehouse. ▪ Supervise the Disposal of Unserviceable Items.
Accounting Unit	<ul style="list-style-type: none"> ▪ Budgetary Control ▪ General Accounting ▪ Payroll Accounting ▪ Reporting – Appropriation Account ▪ Financial Advice
Internal Audit Unit	<ul style="list-style-type: none"> ▪ Provides management with the assurance that adequate financial and management controls have been established and are operating effectively. ▪ Examines and evaluates the Accounting and Administrative Records to ensure compliance with Financial Regulations and Instructions. ▪ Ensures that all assets of the ministry, including cash are properly recorded and safeguarded
Information Technology Unit	<ul style="list-style-type: none"> ▪ To match technological solutions and IT support functions with the mission, vision, strategic goals and objectives of the Ministry. ▪ To coordinate the strategy of the IT department with the other departments for the synchronization of planning and implementation of projects. ▪ To implement and maintain efficient and effective channels to exchange information. ▪ To leverage IT to address challenges and opportunities in the Tourism Industry. ▪ To implement best practices to improve efficiency and assign additional resources to more strategic activities. ▪ To optimize internal ICT infrastructure to load balance resources. ▪ To engender a user friendly technical environment with knowledge based tendencies.
Corporate Communications Unit	<ul style="list-style-type: none"> ▪ Coordinating all the promotions for the Ministry of Tourism to ensure consistent communication. ▪ Building and enhancing strong relationships with the media including organisation and management of press conferences/personal interviews, press and video news releases and responding to media enquiries. ▪ Coordinating and developing relationships with regional and international agencies, with the objective of ensuring maximum coverage of the projects in the media in line with brand/messages conceptualised for the Ministry. ▪ Organising and managing exhibitions, outreach programs and awareness sensitization.

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| | <ul style="list-style-type: none">▪ Supporting the other core departments within the Ministry of Tourism by providing event management, logistical, administration and delivery coordination.▪ Undertaking primary market intelligence with respect to opportunities and developments that may impact upon the tourism industry. |
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Performance Accomplishments

Research and Planning Unit

Area	Accomplishments/ Achievements
<p>Maracas Beach Facility Improvement Project</p>	<p>The Maracas Beach Facility is one of the most popular beaches in Trinidad with approximately 7,000 visitors per week. Several problems exist which negatively affect the visitor experience at the beach, including traffic congestion, an inadequate waste water treatment system and perennial flooding of the car park and surrounding areas.</p> <p>The Ministry of Tourism is focused on addressing the current issues that are affecting Maracas beach. The main objective of the project is to redesign and redevelop the Maracas Beach and its facilities to provide an environmentally sustainable, aesthetically pleasing, modern, safe and effectively managed attraction of international standard.</p> <p>In April 2016, Community Improvement Services Ltd. (CISL) and KallCo. Ltd., were terminated as Project Manager and Contractor for the Maracas Beach Facility Improvement Project (MBFIP) respectively.</p> <p>Following the termination, in May 2016, Cabinet approved the strategy and detailed work plan for completion of the Maracas Beach Facility Improvement Project in three work packages as follows:</p> <ul style="list-style-type: none"> ▪ Package I - Road works and Upgrade of Drainage and Car Park Facilities ▪ Package II- Building Construction ▪ Package III- Construction of a New Waste Water Treatment Plant and Upgrade of Sewer and Water Lines <p>Status</p> <ul style="list-style-type: none"> ▪ Emergency works were conducted to alleviate drainage and health and safety issues on site. ▪ Cabinet approved revisions to the scope of works and cost for the Maracas Beach Facility Improvement Project. The Project was transferred to the Ministry of Works and Transport (MOWT) pending the transfer of funds by the Ministry of Finance. ▪ Package I was executed by the PURE Division of the MOWT while, NIDCO executed Packages II and III.

	<ul style="list-style-type: none"> ▪ Package I is expected to be completed by December 2017 ▪ Package II is expected to be completed by March 2018. ▪ Package III is expected to be completed by May 2018. ▪ A sod Turning Ceremony for the recommencement of works on the project was held on May 9, 2017 at Maracas Beach.
<p>Cruise Industry Development</p>	<p>Trinidad and Tobago has increased efforts towards fostering closer links with cruise lines, strengthening marketing efforts, and facilitating the enhancement of the tourism product, so as to encourage increased port calls to the destination. Over the 2016/2017 cruise season, forty-eight thousand, seven hundred and fifty-nine (48,759) persons visited the destination.</p>
<p>Preparation for the Management of the 2017/2018 Cruise Season</p>	<p>Following the dissolution of the TDC in March 2017, the Ministry assumed responsibility for the management of the 2017/2018 cruise season to ensure that visitors have a memorable experience while in Trinidad and Tobago. Planned activities include:</p> <ul style="list-style-type: none"> ▪ Offer of year round service at the Tourism Information office located at the Cruise Ship Complex at the Port of Port of Spain- the Office has been adequately staffed and resourced to provide tourism information to visitors both inside and outside of the cruise season. ▪ Continuation of the Visitor Guide Programme- Visitor Guides assist those cruise passengers who prefer to walk and experience the city of Port of Spain (POS). Visitor Guides work in pairs and are normally positioned at strategic locations throughout POS including along the Brian Lara Promenade and at every street corner. ▪ Crest Exchange-are required for ships, on their maiden visit to this country. The MSC Fantasia arrived on Wednesday December 6, 2017 and will call nine (9) times for the 2017/2018 cruise season. ▪ The Go Trinbago App- will be promoted to cruise passengers prior to their arrival on our shores. The App can be downloaded from Google Play and the Apple Store and provides information on accommodation, tours, shopping, sites and attractions. Staff of the Ministry of Tourism will also be available to demonstrate use of the App to visitors on cruise days. ▪ Meetings of Cruise Stakeholders- Cruise stakeholder meetings will be held to update stakeholders on planned activities for the upcoming season and to identify any

	<p>challenges to the success of the 2017/2018 cruise season.</p> <ul style="list-style-type: none"> ▪ The Ministry continues to collaborate with the Port Authority of Trinidad and Tobago and other key stakeholders to ensure a successful execution of the 2017/2018 cruise season.
<p>FCCA Essay and Poster competitions</p>	<p>Trinidad and Tobago participated in the FCCA essay and poster competition.</p>
<p>Royal Caribbean Cruise Lines International (RCL)</p>	<p>Royal Caribbean Cruise Lines International (RCL), is seeking to establish a third recruitment and training centre within the Caribbean region. Trinidad has been identified for the establishment of the Centre. The recruitment and training centre is expected to train and select candidates to work on board RCCL cruise ships and training will focus mainly on the areas of seamanship and hospitality. RCL continues to pursue partnerships with local training institutions and Government Agencies in the immediate to long term. This initiative has great potential and will create opportunities for Trinidad and Tobago nationals to be recruited as staff, officers and crew members on board the cruise line’s global ships and brands. Trinidad and Tobago can benefit in several ways from the pursuit of this initiative with RCL as follows:</p> <ul style="list-style-type: none"> ▪ Increased employment opportunities for Trinidad and Tobago nationals ▪ International awareness of Trinidad as RCL’s training destination ▪ Utilization of RCL’s Trinidad and Tobago crew as Ambassadors to promote the country ▪ Recognition of Trinidad and Tobago as a prime destination for hospitality and tourism training; and ▪ Generation of foreign exchange earnings via national and Caribbean students. <p>In February 2016, in pursuance of the project, the former TDC executed the following legal agreements with RCL:</p> <ul style="list-style-type: none"> ▪ Non-Disclosure Agreement ▪ Letter of Intent ▪ Due Diligence Statement <p>In considering this initiative, the Ministry of Tourism is of the view that it should be positioned as the main driver of this partnership initiative which would be steered by the Minister of</p>

	<p>Tourism and be supported by officials of the Ministry of Tourism, the Port of Spain Infrastructure Company Limited, the University of Trinidad and Tobago and the Trinidad and Tobago Hospitality and Tourism Institute.</p> <p>A Memorandum of Understanding (MOU) was developed for the establishment of a Recruitment and Training Centre by Royal Caribbean Cruise Lines International in Trinidad and Tobago. The MOU is expected to cover a ten (10) year period and seeks to ensure that the partnership between the Government of Trinidad and Tobago (Ministry of Tourism) and Royal Caribbean Cruise Lines International is mutually beneficial, by providing the Cruise Line with access to a hospitality- trained labour force and in the long term economic and social benefits for Trinidad and Tobago. The MOU is a non-obligatory instrument that addresses mutual interests and is not a commitment to funding for either party</p>
<p>Preparation of Notes for Cabinet and Parliamentary Questions</p>	<ul style="list-style-type: none"> ▪ Drafting Parliamentary questions and Cabinet Notes related to Air, Cruise and Occupancy, as well as, issues relating to the dissolution of the TDC and the establishment of Tourism Licensing and Regulatory Authority, PWC Audit and VRMS ▪ Drafting of various Cabinet Notes
<p>Representation on various Committees, Meetings, Conferences and Workshops</p>	<ul style="list-style-type: none"> ▪ Signage Committee ▪ Caroni - Pilot Protected Area Sub Committee ▪ Nariva - Pilot Protected Area Sub Committee ▪ Caribbean Tourism Organization (CTO)/ Caribbean Hotel and Tourism Assoc. (CHTA) Media Marketplace/ High Level Meeting in Brussels/ International Tourism Bourse/ International Fair in Cuba/ Caribbean Week/ World Travel Market/ State of the Industry/ Tourism Satellite Account (TSA)
<p>Standing Negotiating Committee on Air Services Agreement</p>	<p>The Ministry of Tourism recognizes the critical role that airlift plays in the travel and tourism industry. The Ministry has increased its presence in the international arena. In fiscal 2016, the Ministry of Tourism continued its collaboration with several airlines towards expanding access to airlift and negotiating air services agreements as part of the Standing Negotiating Committee on Air Services Agreement.</p>

<p>Tourism Education and Awareness</p>	<ul style="list-style-type: none"> ▪ The attendance of schools career days/fairs, where the Ministry visited eight (8) schools to lecture on the importance of the Tourism Industry and careers available within the Industry to over one thousand (1000) students. ▪ The year 2017 was deemed the year of Adventure, and to this end, the CTO held its first Caribbean Primary School Tourism Writing Competition. In the end Trinidad and Tobago placed first in the Formal Writing Stream, Age 10-12. ▪ All grade/primary/secondary school students in the Florida Caribbean Cruise Association (FCCA) partner destinations were invited to participate in the 2017 FCCA Foundation Children’s Environmental Poster Competition. Trinidad and Tobago were successful in hosting the local leg of the competition, where a winner for each age group was attained and successfully submitted to the FCCA.
<p>Brochure Distribution</p>	<p>The Ministry of Tourism distributes brochures and information to both local and foreign individuals and institutions. Brochures are distributed to visitors who come into the Ministry. Formal requests via letters and e-mail are also made for brochures, souvenirs and travel information.</p>
<p>Other Achievements include:</p>	<p>The Ministry of Tourism embarked on a number of initiatives to aid in the increase of public awareness on the value of tourism. These initiatives include:</p> <ul style="list-style-type: none"> ▪ Attendance at schools career days/fairs/seminars, to provide information on the importance of the tourism industry and available careers. These activities are carried out in conjunction with the Tourism Development Company and the Communications (Further details are provided under the Communications Unit). ▪ The Unit prepared all Monthly PSIP Reports and annual Report for submission to the Ministries of Finance and Planning and Sustainable Development. Staff in the Unit also completed all Reports for the Office of the Prime Minister and a Cabinet Note exercise. ▪ Staff in the Unit prepared Estimates of Expenditure for Development Programme and prepared presentation to

	<p>the Ministries of Finance and Planning and Sustainable Development.</p> <ul style="list-style-type: none"> ▪ All deadlines were met in relation to the submission of the Review of the Economy, Budget Initiatives and achievement report to the Ministry of Finance. This information is used as input into the Budget Presentation. ▪ The Unit ensured that Membership payments to the Caribbean Tourism Organization (CTO) and the United Nations World Tourism Organization (UNWTO) are processed in a timely fashion by the Accounts Division. ▪ The Unit supplied timely arrivals data to the Caribbean Tourism Organization for inclusion on their website. Data on all CTO member countries are included on CTO’s website and can be utilized for comparative purposes.
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Tourism Advisory Unit

Area	Accomplishments/ Achievements
Collaboration with other Ministries/Agencies	In keeping with the Unit’s role to provide technical advice to Ministries and other organizations as it pertains to tourism issues, the Unit provided comments, recommendations and support in relation to the following: -
The Ministry of Foreign and CARICOM Affairs	<ul style="list-style-type: none"> ▪ Prepared and submitted comments re: The re-establishment of an Honorary Consulate in New Zealand ▪ Compilation of a brief on Tourism in Trinidad and Tobago ▪ Prepared and submitted brief on “Request for Input-28th Inter-Sessional Meeting of the Conference of Heads of Government of CARICOM ▪ Prepared and Submitted Brief re: “Request for Input – High Level Meeting between the Republic of Korea and the Caribbean Community ▪ Preparation and submission of comments re: 10th Meeting of the CARICOM-CUBA Joint Commission

	<ul style="list-style-type: none"> ▪ Prepared and submitted Brief re: Candidature for Paraguay-Host Country of the 63rd Regional Commission of the Americas of the United Nations World Tourism Organization – elections to be held from September 4 – 9, 2017 - Executive Council of the United Nations World Tourism Organization ▪ Prepared and submitted comments on Draft Report of the Sixty-Ninth Special Meeting of the COTED and Framework for the Development of a Caribbean Public-Private Sector Tourism Marketing and Development Initiative -Building a Caribbean Tourism Development and Marketing Initiative ▪ Prepared and submitted Brief re: Request for the support of Trinidad and Tobago for candidature for Argentina, Brazil and Jamaica to be elected as members of the Executive Council of the UNWTO ▪ Prepared and submitted Input for Brief re: Working Group between Trinidad and Tobago and Chile ▪ Prepared and submitted Brief re Colombia: Bilateral Meeting with the Director of America of the Ministry of Foreign and CARICOM Affairs ▪ Developed and conducted presentations to their Excellencies – High Commissioner Mr. Orville London and Ambassador Tracy Davidson-Celestine
<p>The Ministry of Trade and Industry</p>	<ul style="list-style-type: none"> ▪ Prepared and submitted comments re: The National Consultation on the Regional Strategic and Implementation Plan for Services ▪ Completed questionnaire – Invitation to complete CARICOM Sporting Services Questionnaire ▪ Prepared and submitted comments re: Ministry of Trade & Industry’s National Draft Service Sector Policy ▪ Reviewed and provided feedback on: Draft Yachting Policy of Trinidad and Tobago and Summary of the National Innovation Policy ▪ Reviewed and provided feedback on: CARIFORUM Tourism Services Strategy Document ▪ Preparation and submission of comments re: Request for input to the World Trade Organization (WTO) Trade Policy Review Body

The Ministry of Community Development Gender and the Arts	<ul style="list-style-type: none"> ▪ Reviewed and provided feedback on: MCDCA Sustainable Community Development forerunner document
The Ministry Planning and Development	<ul style="list-style-type: none"> ▪ Comments provided on Green Policy for Government offices
The Ministry of Public Utilities	<ul style="list-style-type: none"> ▪ Prepared and submitted comments re: the draft National Integrated Water Resource Management Policy
Trinidad and Tobago Bureau of Standards	<ul style="list-style-type: none"> ▪ Prepared and submitted comments re: The draft Regional Quality Policy sent by the T&T Bureau of Standards on behalf of CROSQ
Other	<ul style="list-style-type: none"> ▪ Prepared and submitted comments re: Tourism Value Chain and Linkages sections of the CARIFORUM – Sustainable Tourism Strategy document from Dr. Poon ▪ Prepared and submitted comments on the Livelihoods Assessment for Matura ▪ Prepared and submitted feedback for the Development of a Communication and Outreach Plan for the Matura ESA ▪ Prepared and submitted comments on the National Policy on Persons with Disabilities – Ministry of Social Development and Family Services ▪ Prepared and submitted to the EMA comments on the “Revision of the 2006 National Environmental Policy Questionnaire” ▪ Prepared and submitted comments re: THTTI Proposal for Quality Customer Service Development in Trinidad and Tobago ▪ Prepared and submitted comments on the Matura Nature Park ESA Survey Final Report ▪ Prepared and submitted comments on the Draft National Services Sector Policy ▪ Prepared and submitted comments on Conservation Objective for the Matura Pilot Protected Area ▪ Prepared and submitted Brief and Memorandum re: Request for Input for the Twenty-Eight Inter-Sessional Meeting if the Conference of Heads of Government of the Caribbean Community, CARICOM, Georgetown Guyana ▪ Prepared and submitted Position Paper on Trump’s Travel and Immigration Policy

	<ul style="list-style-type: none"> ▪ Prepared and submitted comments on the Draft National Action Programme to Combat Land Degradation and to Mitigate the Effects of Drought in Trinidad and Tobago 2017 - 2025 ▪ Prepared and submitted comments re: The Inter-American Development Bank Index of Government & Public Policy Documents ▪ Completed survey on Mid-Term Strategy for Caribbean Countries – Inter American Tourism Committee (CITUR) ▪ Prepared and submitted Position Paper for the requirement of a T&T Regulatory and Licensing Authority ▪ Prepared and submitted Ministerial Note re: CARPHA/THP Tourism and Health Stakeholder Workshop, Miami Florida ▪ Prepared and submitted amended documents re: Country Brief on Cuba, Brief for the Minister of Tourism with regard to proposed areas of collaboration re: the Agreement between the Government of the Republic of Trinidad and Tobago and the Government of the Republic of Cuba for Cooperation in Tourism and Summary of Initiatives to develop multi-destination packages re TCA between TT and Cuba (May 2017) ▪ Participated in Evaluation Committee for the tender for performing various works at tourism sites : <ul style="list-style-type: none"> i. Manzanilla Beach Facility ii. Las Cuevas Beach Facility iii. Maracas Beach Facility iv. La Brea Pitch Lake v. Vessigny Beach Facility
<p>Representation at Conferences/Meetings Seminars/Workshops</p>	<p>The Unit represented the Ministry of Tourism at the following Committees/Meetings/Conferences/Seminars/Workshops:</p> <ul style="list-style-type: none"> ▪ Sport Tourism Master Class Training Workshop ▪ Climate and Tourism Research Study – Caribbean Institute for Meteorology and Hydrology, Caribbean Tourism Organisation and the Caribbean Hotel and Caribbean Tourism Association ▪ Matura Forest and Coastal Zone Pilot Protected Area Subcommittee Meetings ▪ Matura Communications and Outreach Working Group Meetings

- Improving Forest and Protected Area Management Steering Committee
- Committee on the Elimination of all forms of Discrimination against Women (CEDAW) Meetings
- Trinidad and Tobago Police Service Strategic Planning Stakeholders Meeting
- Multi stakeholder workshop on the revision of the National Integrated Water Resources Management Policy
- National Environmental Policy Focus Group Meeting at the EMA
- Public Stakeholder Consultation on the National Integrated Water Resource Management Policy
- Joint PAHO technical mission to strengthen access to HIV/STI prevention, care and treatment services in T&T
- Attended Stakeholder consultation on the Draft National Action Programme to Combat Land Degradation and to Mitigate the Effects of Drought in Trinidad and Tobago 2017 - 2025
- National Consultation on the Regional Strategic and Implementation Plan for Services
- Crisis Management and Media Relations
- Meeting with the Environmental Management Authority and MOT on the development of a Licensing Authority to regulate the tourism industry
- The TTPS Strategic Planning Stakeholders Forum
- International Health Regulations Multi Sectorial Meeting
- Represented the Minister of Tourism at “The Business of Calypso Workshop feat. Calypso Rose
- Represented the Minister of Tourism at the Climate Change Capacity Building Closing Event
- Tourism Management and Destination Marketing Programme
- Meeting on Working with the Corporate Sector towards a Collaborative Approach to Sustainable Community Development
- Public Consultation on the Community Development Policy Forerunner Document
- TTBS National Quality Policy Workshop
- Virtual Workshop organised by the ACS entitled “Models Of Tourism Development In Costa Rica With An Emphasis On The Experience Of Rural Community-Based Tourism”

	<ul style="list-style-type: none"> ▪ Ministry of Tourism at Ministry of Trade Industry and Investment Services Sub-Committee ▪ Local Economic Development Planning Advisory Committee – LED-PAC ▪ Representation at National Consultation on Draft CARICOM Environmental and Natural Resources Policy
Tourism Standing Committee	<p>This Unit Serves as Secretariat to the Standing Committee for the Strategic and Sustainable Development of Tourism in Trinidad</p> <ul style="list-style-type: none"> ▪ Thursday 26th January, 2017 - 10th Meeting of the Standing Committee for the Strategic and Sustainable Development of Tourism in Trinidad
Plans and Policies	<ul style="list-style-type: none"> ▪ Development of a Strategic Plan for the Ministry of Tourism – (Strategic Plan Exercise – Friday 18th November 2016) & Strategic Planning Retreat – Tuesday 29th November – Thursday 1st December 2016) / Prepared and submitted Strategic Plan Retreat Rapporteurs Report / Attended follow-up Meetings ▪ Green Governance Policy Implementation at MoT – Monthly data collection and record management of plastic bottles and shredded paper collected; Promoting staff awareness through informative emails and signage /All monthly data submitted to the Environmental Policy and Planning Division of the Ministry of Planning and Development ▪ Held consultations for the following draft sub policies: <ul style="list-style-type: none"> i. Ecotourism (one consultation in Trinidad) ii. Sport Tourism (one consultation in Trinidad) iii. Community Based Tourism (two consultations – (1) North & North East and (2) Central & South in Trinidad)
Other	<ul style="list-style-type: none"> ▪ Assistance provided to other Units in the Ministry of Tourism e.g. Tourism Baseline Survey ▪ Facilitated Student Interviews – Completion of Thesis ▪ Prepared and submitted project proposals and cabinet notes for Fiscal 2018 PSIP Projects ▪ Caribbean Tourism Organization Sustainable Tourism Awards 2017 – Spearheaded this initiative

	<ul style="list-style-type: none"> ▪ Coordinated and prepared training materials re: Junior Minister of Tourism ▪ Tourism Stakeholder Engagement at Radisson Hotel – Wednesday 10th January 2017 / Prepared and submitted Rapporteurs Report ▪ Presented MOT’s work plan to the Board of the Permanent Secretaries ▪ Provided guest lectures on the policy development process to the Trinidad and Tobago Tourism and Hospitality Institute (TTHTI) students pursuing a course entitled “Tourism Policy and Planning
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Investment Facilitation and Monitoring Unit

Area	Accomplishments/ Achievements
Accommodation	<p>For the period October 2016 to September 2017, the accommodation sector saw two (2) applications for <i>new tourism projects</i>: - one for the refurbishment of an existing hotel while the other was for the construction of a new eco-tourism facility, as follows:</p> <ul style="list-style-type: none"> ▪ Stonehaven Villas Limited - Refurbishment ▪ Saluscon Facility Ltd t/a La Sagesse Eco-Conference Facility -New Construction <p>Stonehaven Villas Limited was granted an Interim Approval of a Tourism Project for the refurbishment of the Villas. The facility was granted a new Tourism Permit for a period of two (2) years and approval of a List of Items valued at approximately \$2.8Mn with the estimated revenue to be foregone by Government estimated at \$0.561Mn</p> <p>Saluscon Facility Limited was granted Interim Approval of a Tourism Project for the construction, furnishing and operation of a first-class, full service and eco-friendly multi-purpose conference facility. Additionally, they were also granted a Tourism Permit and approval of a List of Items to be imported valued at approximately \$13.13Mn with the estimated revenue to be foregone by Government of approximately \$2.63Mn.</p> <p>In addition, there were eight (8) <i>on-going projects</i> where the IFMU was engaged to issue new Tourism Permits, Extended</p>

	<p>Tourism Permits and approved Lists of Items required by the following:</p> <ul style="list-style-type: none"> ▪ Mt. Irvine Bay Hotel Limited ▪ Financial Complex Suites Limited ▪ Allied Hotels Limited trading as Capital Plaza Hotel (Radisson) ▪ The Star Hotel Limited trading as The Regent Star Hotel Limited ▪ Royal Hotel (1978) Limited ▪ Bella Forma Resorts Limited ▪ Caribe Hospitality of Trinidad and Tobago Limited trading as Courtyard by Marriott ▪ Half Moon Blue Resorts ▪ JN Enterprises Limited
<p>New Tourism Permits</p>	<ul style="list-style-type: none"> ▪ Allied Hotels Limited trading as Capital Plaza Hotel (Radisson) was granted a new Tourism Permit for a period of two (2) years and approval for a List of Items to be imported free from Customs Duty which was valued at approximately \$5.62Mn with an estimated revenue of \$1.12Mn foregone through customs Duties by Government. ▪ Financial Complex Suites Limited was granted approval for the construction and furnishing of a new hotel and was granted a new Tourism Permit and a List of items valued at approximately \$1.86Mn was approved with \$0.37Mn being forgone by Government from Customs Duties. ▪ Half Moon Blue Resorts was engaged in a hotel renovation and construction project where they were granted a new Tourism Permit for a period of two (2) years as well as approval of a for the List of Items to be imported free from customs duty. The List of Items was valued at \$0.954Mn. It is estimated that \$0.19Mn would be the value of revenue forgone by Government. ▪ Bella Forma Resorts Limited was also granted a new Tourism Permit to import items valued at \$0.15Mn with the estimated revenue foregone through customs duty at approximately \$0.03.
<p>Extended Permits</p>	<ul style="list-style-type: none"> ▪ Mt. Irvine Bay Hotel Limited was granted an extension of a Tourism Permit and approval of a List of Items to be imported for their tourism project estimated at \$2.2Mn. The estimated value of the revenue to be forgone by Government was \$0.43Mn ▪ Royal Hotel (1978) Limited was granted an extension of their Tourism Permit, together with approval for a List of

	<p>Items to be imported at approximately \$0.12Mn with \$0.02Mn in revenues foregone through Customs Duties.</p> <ul style="list-style-type: none"> ▪ JN Enterprises Limited received approval for the construction and refurbishment project and was granted an extension to Tourism Permit for a period of two (2) years and approval for a List of Items valued at \$0.08Mn with the estimated revenue to be foregone being \$0.02Mn. ▪ Caribe Hospitality of Trinidad and Tobago Limited trading as Courtyard by Marriott was granted an extension of their Tourism Permit for the hotel's refurbishment project. A List of Items estimated to cost approximately \$0.37Mn was approved with approximately \$0.07Mn in Customs Duties expected to be forgone by Government.
Tourism Ancillary	<ul style="list-style-type: none"> ▪ For the period October 2016 to September 2017 there was only one (1) application facilitated under this category. In particular, Radical Sport Limited was granted a Tourism Permit for a period of two (2) years and approval for a List of Items valued at approximately \$0.05Mn to be imported. Thus, \$0.01Mn was the estimated value of Customs Duties forgone by Government.
Tourism Transport Operators	<ul style="list-style-type: none"> ▪ Ten (10) applicants were granted approvals to import vehicles for the use in the tourism industry. In particular, the total capital expenditure that was invested was approximately \$2.13Mn. In addition, the estimated revenue forgone by Government in motor vehicle tax was \$0.43Mn and \$0.1Mn were projected to be foregone by the Government. Thus, the total revenue forgone by Government in granting incentives to ten (10) tourism transport operators was an estimated \$0.53Mn.
Transportation	<ul style="list-style-type: none"> ▪ For the period October 2016 to September 2017 total estimated capital expenditure under tourism Taxi Projects for the period October 2016 to September, 2017 was TT\$1.9 Mn. To facilitate this, Government had to forego revenue in the amount of TT\$0.63Mn.
Other Tourism Initiatives	<ul style="list-style-type: none"> ▪ For the period October 2016 to September 2017, the IFMU was instrumental in preparing the Note for Cabinet that provided the enhancement of the Tourism Accommodation Upgrade Programme (TAUP), which was rolled out on December 1, 2017. This particular

	<p>exercise reviewed the performance of the programme and recognized the need for greater participation to improve the room stock in Trinidad and Tobago. As a result a draft Note for Cabinet was submitted with enhanced features.</p>
<p>Trinidad and Trinidad Tourism Regulatory and Licensing Authority (TTTRLA)</p>	<ul style="list-style-type: none"> ▪ In April, 2017 undertook a procurement exercise for the provision of Consultancy Services for the Establishment of a TTTRLA. In July 2017, the Ministry engaged the services of <i>the Arthur Lok Jack, Graduate School of Continuing Studies, The University of the West Indies</i> (“the Consultant”), to: <ul style="list-style-type: none"> i. prepare a Report which supports an appropriate model for the establishment of a TTTRLA; given the prevailing tourism industry and legislative landscape; and ii. prepare the necessary Bill(s) and any and all supportive legislative/legal documents to fully establish the TTTRLA at (i) above, in law; having regard to the wider agenda of legislative reform of the tourism industry, related legislation as well as the priorities of the tourism sector. ▪ The Consultant commenced the provisions of the Services on 1st August, 2017 and the Consultancy is carded to end on 15th January, 2018. ▪ On 3rd August, 2017, an Inception meeting was held between the Consultant, the Ministry and the Review Committee ▪ An <i>initial</i> stakeholder consultation on 4th August, 2017 with representatives from organisations such as the Trinidad Hotels, Restaurants and Tourism Association, the Small Tourism Accommodation Owners of Trinidad and Tobago, Trinidad & Tobago Tour Guides Association.

Legal Services Unit

Area	Accomplishments/ Achievements
<p>Trinidad and Trinidad Tourism Regulatory and Licensing Authority (TTTRLA)</p>	<ul style="list-style-type: none"> ▪ On 5th April, 2017, the Ministry initiated its procurement exercise to secure a Consultancy to advise on the establishment of a Trinidad and Tobago Tourism Regulatory and Licensing Authority (“the Authority”) and to prepare the necessary Bill(s) and any and all supportive legislative/legal documents to fully establish the Authority having regard to the priorities and wider agenda of legislative and on-going structural reforms of the tourism sector. ▪ In July 2017, the Ministry engaged the services of <i>the Arthur Lok Jack, Graduate School of Continuing Studies, The University of the West Indies</i> (“the Consultant”), to: <ul style="list-style-type: none"> i. prepare a Report which supports an appropriate model for the establishment of a TTTRLA; given the prevailing tourism industry and legislative landscape; ii. prepare the necessary Bill(s) and any and all supportive legislative/legal documents to fully establish the TTTRLA at (i) above, in law; having regard to the wider agenda of legislative reform of the tourism industry, related legislation as well as the priorities of the tourism sector.
	<ul style="list-style-type: none"> ▪ Drafting of agreements for employment contracts and contracts for engagements of services <ul style="list-style-type: none"> i. Employment - 9 ii. Procurement and Engagement of Services - 12 iii. Memorandum of Understandings - 6

Human Resources Unit

Area	Accomplishments/ Achievements
Employee Relations	<ul style="list-style-type: none"> ▪ Pension and Leave Records 75% completed ▪ Retirements processed and completed - 1 ▪ Confirmation processed and completed - 3 ▪ 85% Increments processed and up to date ▪ 90% Performance appraisal processed and up to date
Training	<p>Two training courses were accessed by staff for the period:</p> <ul style="list-style-type: none"> ▪ Sport Tourism Master Class (October, 2016) ▪ Tourism Management and Destination Marketing Course (held in Singapore April, 2017).
Other	<ul style="list-style-type: none"> ▪ Draft Cabinet Note prepared and submitted for approval for the new Organizational Structure of the Ministry of Tourism

Communications Unit

Area	Accomplishments/ Achievements
Project Launches	<ul style="list-style-type: none"> ▪ Tourism Youth Club ▪ Go Trinidad Mobile App and Lime 360 Event Calendar ▪ Baseline Survey in Tobago ▪ CTO Primary Schools Tourism Essay Writing Competition ▪ Caribbean Tourism Month (2017)
Stakeholder	<p>Tourism Stakeholders Forum at Radisson Hotel.</p> <p>Draft Sport Tourism & Draft Eco-Tourism Policy Consultations</p> <ul style="list-style-type: none"> ▪ Provide logistical support and media relations
Events	<ul style="list-style-type: none"> ▪ Welcome reception for Inaugural Air Canada Rouge Service
School Caravan	<p>The Communications Unit collaborated with the Research and Planning Unit, the Beach and Water Safety Unit/Lifeguards of the Ministry of National Security and other tourism stakeholders</p>
Tourism Booth	<p>Ministry of Community Development, Culture and the Arts Mini Folk Fair and Cultural Extravaganza held at the Vessigny Beach Facility</p>

Destination Awareness	<ul style="list-style-type: none"> ▪ Provided logistical support to the E-Entertainment film cast and crew who were filming a Season 3 episode of the reality series – Wives and Girlfriends of Sports Stars/”WAGS”, in Trinidad and Tobago during Carnival 2017
Youth Outreach	<ul style="list-style-type: none"> ▪ <u>Junior Minister of Tourism</u> The Second Annual Junior Minister Competition was held on Wednesday July 12, 2017 at the Government Campus Plaza (GCP) Auditorium. ▪ <u>Tourism Youth Club</u> On January 11, 2017 the first ever Tourism Youth Club in Secondary Schools was launched by the Ministry of Tourism. The pilot for this initiative is the Manzanilla Secondary School. ▪ <u>Tourism Youth Symposium</u> A one-day forum was hosted on Tuesday July 5, 2017 at the Hyatt Regency which targeted secondary school students throughout Trinidad.
Stay to Get Away	<ul style="list-style-type: none"> ▪ The Communications Unit collaborated with the Stakeholder Relations Unit on the “Stay to Get Away” initiative, which is a domestic tourism campaign which encourages locals to plan their vacations at home in Trinidad and Tobago.
Caribbean Tourism Month	<ul style="list-style-type: none"> ▪ The Communications Unit coordinated a Social Media Tourism Photo and Video Competition, as well as, a number of special tours to sites and attractions for members of the public.
Other	<ul style="list-style-type: none"> ▪ The Communications Unit provides support services for all other Units at the Ministry, as well as the Minister’s Secretariat. ▪ Collaborated with the IT Unit to launch the Ministry’s new website. ▪ Coordinated the Ministry’s participation in the Solidarity March for International Women’s Day. ▪ Planned the Welcome Reception for the inaugural service of the Air Canada Rouge flights between Toronto and Trinidad. ▪ Preparation of over thirty (30) press releases and four (4) messages for inclusion in local and international publications as well as speeches for use by the

	<p>Permanent Secretary and other Senior Technical Officers of the Ministry of Tourism.</p> <ul style="list-style-type: none">▪ Coordinated activities to communicate internal events and special days such as Administrative Professionals Week, Employees' End of Year Celebrations and other national holidays and festivals.▪ Supported the Human Resources Division through the development, design and placement of vacancy and other human resources related print advertisements.▪ Product advertising and collateral promotional materials including destination T&T advertising such as that produced for Leve Magazine, Caribbean Beat and Discover Trinidad and Tobago.▪ Provided the necessary branding and other logistical support for Ministry/TDC supported and/or sponsored events and festivals.▪ Coordinated Courtesy Calls by Members of the Diplomatic Corps and other international tourism executives as well as for cruise ship calls.▪ Preparations of local memorabilia and novelty products to support the Ministry's promotional and awareness outreach activities.
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Stakeholder Relations Unit

Area	Accomplishments/ Achievements
Stakeholder Forum – 11th January 2017	<ul style="list-style-type: none"> ▪ The major outcome of this forum was the enlightenment of stakeholders on the work plans of the Ministry of Tourism for the fiscal period 2016/2017, and the information contained in the Tourism Road Map, which sought to establish the blueprint for advancing the tourism sector.
Facilitation of meetings with the International Air Transport Association (IATA) – March 23rd and July 6th 2017	<ul style="list-style-type: none"> ▪ As a result of the SRU’s intervention, one of the major outcomes of these dialogues was the linkages made with the relevant government agencies such as the Ministry of National Security in order to continue meaningful discussion geared towards achieving a sustainable aviation sector in Trinidad and Tobago.
Development of Stakeholder Directory/Matrix – March 2017	<ul style="list-style-type: none"> ▪ The stakeholder database is continuously updated to facilitate the emergence of new persons entering the tourism industry. One of the main outcomes of the development of the stakeholder directory so that contact information is readily available for both internal and external stakeholders.
Planned and executed the Honourable Minister of Tourism’s Visit to Lopinot Country style Community – March 7th and April 9th 2017	<ul style="list-style-type: none"> ▪ The SRU executed a visit with the Honourable Shamfa Cudjoe, Minister of Tourism to tour and experience first-hand the heritage, culture and cuisine of this distinctive community. The visit afforded the Minister the opportunity to interact and discuss with the community their vision for future development as well as the tourism ingenuities they have developed thus far.
Stakeholder Meeting – Caribbean Airlines Limited (CAL) – April 5th 2017	<ul style="list-style-type: none"> ▪ The SRU facilitated a meeting between the Minister of Tourism and CAL in order to solicit feedback on challenges encountered by stakeholders, as well as provide suggestions and recommendations to mitigate the distresses encountered.
Stakeholder Meeting – Small Tourism Accommodation Owners of Trinidad and Tobago (STAOTT) – April 13th 2017	<ul style="list-style-type: none"> ▪ The SRU facilitated a meeting between the Minister of Tourism and STAOTT executives at the Ministry of Tourism to solicit feedback on their experiences and challenges. One of the talking points was the Tourism Accommodation Upgrade Project (TAUP) grant, which was coming to an end at the time. Stakeholders were given the opportunity to make

	<p>recommendations on the way forward for the project.</p>
<p>Operationalized the promotion of the GoTrinBago mobile app and the Lime365 segment at the Buccoo Goat Race and the National Food Truck Culinary Festival – April 18th and July 2nd 2017</p>	<ul style="list-style-type: none"> ▪ SRU coordinated a team to promote the mobile application at the Buccoo Goat Race in Tobago and the National Food Truck Culinary Festival respectively.
<p>Operationalized the promotion of the GoTrinBago mobile app and the Lime365 segment at the Tobago Jazz Experience 2017 – April 28th – 30th 2017</p>	<ul style="list-style-type: none"> ▪ the SRU coordinated a team to promote the mobile application with the following objectives: <ul style="list-style-type: none"> i. To increase awareness of tourism initiatives that are being promoted by the Ministry of Tourism, ii. To broaden the scope of marketing for destination Trinidad and Tobago.
<p>Planned and Executed “Stay to Get Away” launch – Trinidad – June 29th 2017</p>	<ul style="list-style-type: none"> ▪ The SRU planned and executed the “Stay to Get Away” Launch in Trinidad. The objectives of the “Stay to Get Away” initiative were: <ul style="list-style-type: none"> i. Increase occupancy rates during low/slow periods, ii. Increase uptake on locally available tours and festivals and build capacity amongst tour operators, tour guides and community tourism, iii. To allow domestic/local tourists to better appreciate and further build national pride in destination Trinidad and Tobago, iv. Improve and expand knowledge of the destination.
<p>Execution of the Tourism Youth Symposium – July 4th 2017</p>	<ul style="list-style-type: none"> ▪ As part of the Ministry of Tourism’s obligation to increase public awareness and educate the population about Trinidad and Tobago’s tourism industry, the tourism youth symposium was created to reach the young people of Trinidad and Tobago.
<p>Execution of the Junior Minister of Tourism Competition – July 12th 2017</p>	<ul style="list-style-type: none"> ▪ The SRU executed the Junior Minister of Tourism Competition. As a result, the winner of the Junior Minister of Tourism competition will reign for one (1) year mirroring aspects of the Minister of

	<p>Tourism, and promoting tourism as a viable career option.</p>
<p>Organised tours for the Tourism Youth Club of the Manzanilla Secondary School – July 13th and 18th 2017</p>	<ul style="list-style-type: none"> ▪ Emanating from the Tourism Youth Symposium, the SRU arranged tours for teenagers between the ages of 14 – 17 to edify youths about the importance of tourism in Trinidad and Tobago, and inspire a wider cross-section of schools to develop tourism youth clubs.
<p>Planned, coordinated and executed the Stakeholders’ Network for Stay to Get Away 2017 –Tobago – July 26th 2017</p>	<ul style="list-style-type: none"> ▪ The SRU planned, coordinated and executed the Stakeholders’ Network for Stay to Get Away 2017 at Pigeon Pont Heritage Park.
<p>Facilitated an all-inclusive, one-day boat tour for children of the Sylphil Home of Love in Tobago as part of the “Stay to Get Away” initiative – August 22nd 2017</p>	<ul style="list-style-type: none"> ▪ Emanating from the Tourism Youth Symposium, the SRU arranged tours for teenagers between the ages of 14 – 17 to edify youths about the importance of tourism in Trinidad and Tobago, and inspire a wider cross-section of schools to develop tourism youth clubs.
<p>Planned, coordinated and executed the Stay to Get Away Appreciation Ceremony 2017 – September 29th 2017</p>	<ul style="list-style-type: none"> ▪ In light of the “Stay to Get Away” initiative, the Ministry of tourism hosted a “Stay to Get Away Appreciation Ceremony 2017” in an effort to continue strengthening the relationship between the Ministry of Tourism and its stakeholders. One hundred and three (103) stakeholders participated from the large and small accommodations, community groups, tour operators and tour guides.
<p>Partnered with the Trinidad and Tobago Medical Association for the Caribbean Obesity Society Conference – September 30th 2017</p>	<ul style="list-style-type: none"> ▪ The Ministry of Tourism partnered with the Trinidad and Tobago Medical Association for its 23rd Annual Medical Research Conference. Health tourism is a viable avenue for generation of resources for Trinidad and Tobago, whose health care providers are considered some of the top in their field locally and regionally.

General Administration Unit

Area	Accomplishments/ Achievements
	<ul style="list-style-type: none"> ▪ Establishment of a system for increase efficiency in the processing of invoices. ▪ Update of inventory. ▪ Completion of the following deliverables which facilitate compliance with the OSH Act 2004. <ol style="list-style-type: none"> i. Regular representation at building Occupational, Health, Safety and Security. Committee meetings by selected wardens. ii. Inspection of building with the Fire Services. <ul style="list-style-type: none"> ▪ Award of Janitorial Contract/Lease of Photocopiers ▪ Award of Service agreement for Hygiene services

Accounting Unit

Area	Accomplishments/ Achievements
	<ul style="list-style-type: none"> ▪ Estimates of Expenditure completed within stipulated time frame. ▪ Appropriation Accounts submitted to the Auditor General's Department within stipulated time frame for Recurrent Expenditure and Infrastructure Development Fund. ▪ TD4's completed and distributed in a timely manner. ▪ Timely submission of monthly Statement of Expenditure for Recurrent Expenditure and Development Programme to Ministry of Finance. ▪ Timely submission of quarterly and yearly projections, as well as, Requests for Releases to the Ministry of Finance. ▪ Timely payment of salaries, wages and bills. ▪ Savings Statement and mid-year review submitted within stipulated time frame. ▪ Timely submission of Deposit Vouchers in respect of Treasury Deposits to the Comptroller of Accounts.

Internal Audit Unit

Area	Accomplishments/ Achievements
	<ul style="list-style-type: none"> ▪ Estimates of Expenditure completed within stipulated time frame. ▪ Appropriation Accounts submitted to the Auditor General’s Department within stipulated time frame for Recurrent Expenditure and Infrastructure Development Fund. ▪ TD4’s completed and distributed in a timely manner. ▪ Timely submission of monthly Statement of Expenditure for Recurrent Expenditure and Development Programme to Ministry of Finance. ▪ Timely submission of quarterly and yearly projections, as well as, Requests for Releases to the Ministry of Finance. ▪ Timely payment of salaries, wages and bills. ▪ Savings Statement and mid-year review submitted within stipulated time frame. ▪ Timely submission of Deposit Vouchers in respect of Treasury Deposits to the Comptroller of Accounts.

Information Technology Unit

Area	Accomplishments/ Achievements
	<ul style="list-style-type: none"> ▪ Upgrade of Ministry’s Firewall ▪ Implemented a Cloud Backup Solution ▪ Purchased electronic protective devices and serviced four Toshiba UPS and replaced two batteries ▪ Maintenance and upkeep of PBX (telephone) ▪ Purchased 10 desktops ▪ Weekly maintenance of MOT website ▪ Maintenance of ‘InsiderBuzz’ (intranet) ▪ Maintenance of Security Access Control (SAC 701) ▪ Maintenance of the Ministry’s CCTV Security Cameras

Project Management Unit

Area	Accomplishments/ Achievements
Maracas Beach Community Tourism Project	<ul style="list-style-type: none"> ▪ Two (2) automatic vehicle gate barriers were installed. ▪ Existing guardrails were painted. ▪ Guardrails to the perimeter of the parking area was installed and painted. ▪ Slipper drains and catchments were constructed to facilitate the proper drainage of the parking area. ▪ Six (6) weatherproof surveillance cameras were installed. ▪ The existing guard booth was repainted and all doors and windows were cleaned and functionality ensured
Las Cuevas Beach Enhancement Project	<ul style="list-style-type: none"> ▪ The existing parking area was paved and demarked with parking spaces. ▪ Guardrails to the perimeter of the parking area was installed and painted. ▪ Slipper drains and catchments were constructed to facilitate the proper drainage of the parking area. ▪ Four (4) solar powered LED type lights were installed. ▪ Four (4) weatherproof surveillance cameras were installed
Manzanilla Beach Enhancement Project	<ul style="list-style-type: none"> ▪ The demarked existing car park area of approximately 4,000 sq. ft. was paved. ▪ The existing dilapidated chain link fencing and post were removed and replaced with new post and chain link fencing. ▪ Twelve (12) existing globe lights were removed and replaced with twelve (12) solar powered LED type lights. ▪ Twelve (12) weatherproof surveillance cameras were installed on the poles of the solar powered lights. ▪ All dilapidated and deteriorated pre-cast tables and seats were removed from the facility. ▪ Mosaic type tiles were installed on the eight (8) existing concrete tables. ▪ The existing guard booth was repainted and all doors and windows were cleaned and functionality ensured. The guttering was cleared and repaired and the deteriorated timber members in the roof were replaced with new pressure treated members. All non-functional electrical outlets, lighting fixtures and plumbing fixtures were replaced with new. ▪ Remedial works were performed on the existing life guard booths before they were repainted. ▪ General landscaping of the facility.

<p>Vessigny Beach Facility Upgrade Project</p>	<ul style="list-style-type: none"> ▪ The existing parking demarcations were re-painted. ▪ Six (6) solar powered LED type lights to be installed. ▪ Six (6) weatherproof surveillance cameras to be installed. ▪ The existing clay tiles in the general seating area to be removed and replaced with new clay tiles. ▪ Mosaic type tiles to be installed on the existing concrete tables. ▪ The existing guard booth is to be repainted and all doors and windows are to be cleaned and functionality ensured. The guttering is to be cleared and repaired. All non-functional electrical outlets, lighting fixtures are to be replaced with new. ▪ Remedial works are to be performed on the existing life guard booths before they are repainted. ▪ Remedial works on the gazebo is to be completed. The existing metal handrails are to be replaced.
<p>La Brea Pitch Lake Enhancement Project</p>	<ul style="list-style-type: none"> ▪ Installation of grass to define the area of the facility. ▪ Six (6) solar powered LED type lights were installed. ▪ Six (6) weatherproof surveillance cameras. ▪ Box drains were constructed to facilitate drainage. ▪ Refurbishment works were done on the existing six (6) table and bench sets. ▪ The existing pavers were power washed, taken-up and re-laid to alleviate the gaps that were forming in between the pavers. ▪ The existing guard booth was repainted and all doors and windows were cleaned and functionality ensured. The guttering was cleared and repaired and the deteriorated timber members in the roof were replaced with new pressure treated members. All non-functional electrical outlets, lighting fixtures and plumbing fixtures were replaced with new.

Monitoring and Evaluation Unit

Area	Accomplishments/ Achievements
	<ul style="list-style-type: none"> ▪ Advised on funding decisions related to the Ministry and its Implementation Agency; ▪ The Unit tracked the submission/non-submission of key reports and other procedural documents required by the Ministry and the Investment Division of the Ministry of Finance. Where lapses or breaches were noted feedback was provided to the Office of the Permanent Secretary with recommendations for action; ▪ Reports (<i>monthly and ad hoc</i>) were submitted to agencies including Ministry of Finance, and the Ministry of Planning

	<p>detailing the performance of the Ministry with respect to PSIP and other initiatives;</p> <ul style="list-style-type: none">▪ The Unit met with project leaders of the Ministry and the Agency at the beginning of fiscal 2017 and developed project implementation plans with activities, key deliverables and timelines for each project;▪ The M & E Unit monitors the delivery of work programs through quarterly status reports submitted by each Unit. Additionally monthly Heads of Division meetings are convened by the Permanent Secretary where matters relating to the Ministry’s work program are discussed;▪ The Unit designed key statistical data collection strategies for appropriate M&E indicators specific to the tourism sector e.g. visitor arrivals, demographics, primary tourism employment, visitor spend. The Tourism Baseline Survey project allows for the determination of the tourism sector’s existing situation as it relates to these key priority areas of the national economy and forms an integral component of the results-based monitoring and evaluation system for the Ministry;▪ The Unit actively participated in the establishment of the new tourism entity-Tourism Trinidad Limited. Activities included technical support and input into the design of the entity, recommendations for approval and the establishment of a draft organization structure;▪ Provided guidance, support, advice and recommendations for strategic interventions on matters related to compliance and procurement e.g. design of Request for Proposals, evaluation criteria etc.
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Challenges

Tourism Policy and Advisory Unit

- Reprioritisation of work due to competing assignments and ad-hoc requests from various ministries and agencies

Human Resources Division

- The complement of staff of the HR Unit was significantly reduced as three (3) key Human Resource positions were removed from the organisational structure of the Ministry. The work load was re-distributed to the remaining two (2) officers which resulted in a delay in the processing of all HR related matters/ issues and transactions.
- Gaps inherited from the Ministry of Local Government were identified in some Pension and Leave Records and classification processing.

Information Technology Division

- Unfilled positions in the Division prevented complete fulfilment of the Division's mandate.

Library

- Funding
- Weight and space constraint

Audit

- Non-compliance with the Financial Regulations, Instructions and Accounting Procedures
- Timeliness in response to Internal Audit queries
- Insufficient personnel in the Audit Department

Financial Operations

The Ministry of Tourism operates under the accounting system and budgeting process of the Public Service as set out in the Exchequer and Audit Act Chapter 69:01.

Each fiscal year begins on October 1st of the respective year and ends on September 30th of the following calendar year. The Budget of the Ministry consists of the Recurrent Budget and the Capital Budget or Development Programme. The Recurrent Budget is used to fund expenses associated with the day-to-day operations of the Ministry and includes items such as staff salaries, utility bills, purchase of goods and services and minor equipment.

Under the Development Programme, programmes/ projects are allocated to the Ministry for the implementation of various developmental projects, in keeping with the Ministry's mandate. Projects are categorized for funding under the Public Sector Investment Programme (PSIP) and the Infrastructure Development Fund (IDF). Projects may be infrastructural, that is, based on construction, refurbishment or upgrade works; or social, in terms of building awareness and capacity geared towards the development and sustainability of the industry.

The Ministry prepares Annual Estimates for both Recurrent and Capital Budgets by the end of April of each year and submits these to the Ministry of Finance in accordance with the Call Circular of the respective year. Funds are approved and allocated upon the reading of the National Budget by the Minister of Finance. Throughout the fiscal year, status reports which monitor progress in terms of project performance and expenditure are submitted to the Ministry of Finance. Monthly reports on the Recurrent Budget are also submitted to the Ministry of Finance. Reports are also submitted to the Office of the Prime Minister and the Ministry of Planning and Sustainable Development. At the end of the fiscal year, an Achievement Report detailing all works completed under each project is prepared and submitted to the Ministry of Finance, together with Budget Initiatives.

Upon finalization of the various Budgets for the accounting period, Appropriation Accounts are submitted to the Ministry of Finance accounting for all funds provided to the Ministry in the financial year and detailing all transfers and expenditure for the period. A copy of the Appropriation Accounts for fiscal 2017 is attached at **Appendix II**.

Reporting Functions

This section details the type and purpose of Reports produced by the various Divisions of the Ministry of Tourism and the various users of this information. Reports are normally prepared on a daily, monthly, quarterly, half yearly and annual basis as follows:

1. Daily Reports

- Notification of Expenditure Report- this Report is prepared by the Accounts Division and submitted to the Treasury Division of the Ministry of Finance. It details all records of expenditure by the Ministry on a daily basis.

2. Monthly Reports

- Public Sector Investment Programme (PSIP) Status Reports – this Report is prepared by the Research and Planning Division and reflects actual expenditure, commitments and project performance on a monthly basis. This report is submitted for the consideration of the Permanent Secretary, Ministry of Tourism and subsequently submitted to the Ministry of Finance.
- Return of Expenditure – this Report details expenditure on each Vote of the Ministry. It is prepared by the Accounts Division and submitted to the Ministry of Finance.
- Reconciliation Statements – this Report reconciles the records of expenditure of the Ministry held at the Ministry of Tourism with those records held at the Ministry of Finance. It is prepared by the Accounts Division and submitted to the Ministry of Finance.
- Application for Credits – this Report is used to apply for funds/ releases under the Consolidated Fund. It is prepared by the Accounts Division and submitted to the Ministry of Finance.
- Transfer of Funds – this Report is prepared by the Accounts Division and submitted to the Ministry of Finance. It identifies and requests approval for transfer of funds between Votes with surpluses and shortfalls, to meet the financial commitments of the Ministry.
- Internal Audit Reports – Reports on the work of the Internal Audit Division are prepared and submitted to the Permanent Secretary.
- Office of the Prime Minister (OPM) Reports-this report is prepared by the Research and Planning Division and Human Resource Division. It shows all PSIP Projects as well as HR data. The report is submitted to the Permanent Secretary and subsequently submitted to the Office of the Prime Minister.

3. Quarterly Reports

- Report on Tourism Investment – this Report details the investment incentives granted, revenue foregone and employment generated for the period through investment in Tourism infrastructure or ancillary services. This Report is prepared by the Investment Facilitation and Monitoring Division and submitted to the Ministry of Finance.
- Freedom of Information Act (FOIA) - this Report is prepared by the Legal Division and details a status of applications for information under the FOIA as well as the number of applications responded to under the various categories of requested information.

4. Half Yearly Reports

- Tourism Statistical Database – This Report, which is an internal document prepared by the Research and Planning Division and submitted for the information of the Minister and Permanent Secretary, presents a statistical overview of performance in the tourism industry covering areas such as tourism arrivals, room stock, airlift and contribution to Gross Domestic Product (GDP).
- National Performance Framework (NPF) Report- This report is based on the NPF which was developed by the National Transformation Unit, Ministry of Planning and Sustainable Development. This Report measures the Ministry's performance on implementation of its development program and its overall contribution to the priority areas assigned in the NPF. The Report is prepared by the Monitoring and Evaluation Unit in collaboration with Research and Planning Unit, Tourism Advisory Unit, Investment Monitoring and Facilitation Unit and the former Tourism Development Company (TDC). It is submitted to the National Transformation Unit, Ministry of Planning and Sustainable Development.

5. Annual Reports

- Annual PSIP Achievement Report – This Report is prepared by the Research and Planning Division and details all works completed, expenditure and allocations under each project for the fiscal year. It is submitted to the Ministry of Finance.
- Report on Project Performance under the Infrastructure Development Fund (IDF) - This Report is prepared by the Research and Planning Division and details all works completed, expenditure and allocations for all projects funded under the Infrastructure Development Fund for the fiscal year. It is submitted to the Ministry of Finance.
- Annual Administrative Report – this Report is prepared by the Research and Planning Division with inputs from each Division of the Ministry of Tourism. It gives an overview of the strategic focus and daily operations of the Ministry; highlights all

achievements by Division for the year in review and any challenges that exist. This report is a statutory obligation for every Ministry and is submitted to Parliament annually.

- Freedom of Information Act - this Statement is prepared by the Legal Division and is published in the newspapers. It describes the Ministry's mandate and the resources used to implement the strategic goals and objectives of the Ministry.
- ICT Inventory Questionnaire- This Report is prepared by the Information Technology Division and submitted to the Ministry of Science and Technology. It details all IT hardware, software processes and expenditure for the Ministry of Tourism.
- Input into the National Budget – this Report is prepared by the Research and Planning Division and submitted to the Ministry of Finance. It identifies key programme and project achievements and future plans with timelines and cost estimates.

Procurement

The Ministry of Tourism's procurement system operates under statutory law and ensures that the principles of transparency, accountability and value for money guide all decisions. The Central Tenders Board Ordinance No. 22 of 1961 outlines procedures to be followed to obtain the most suitable supplies and services.

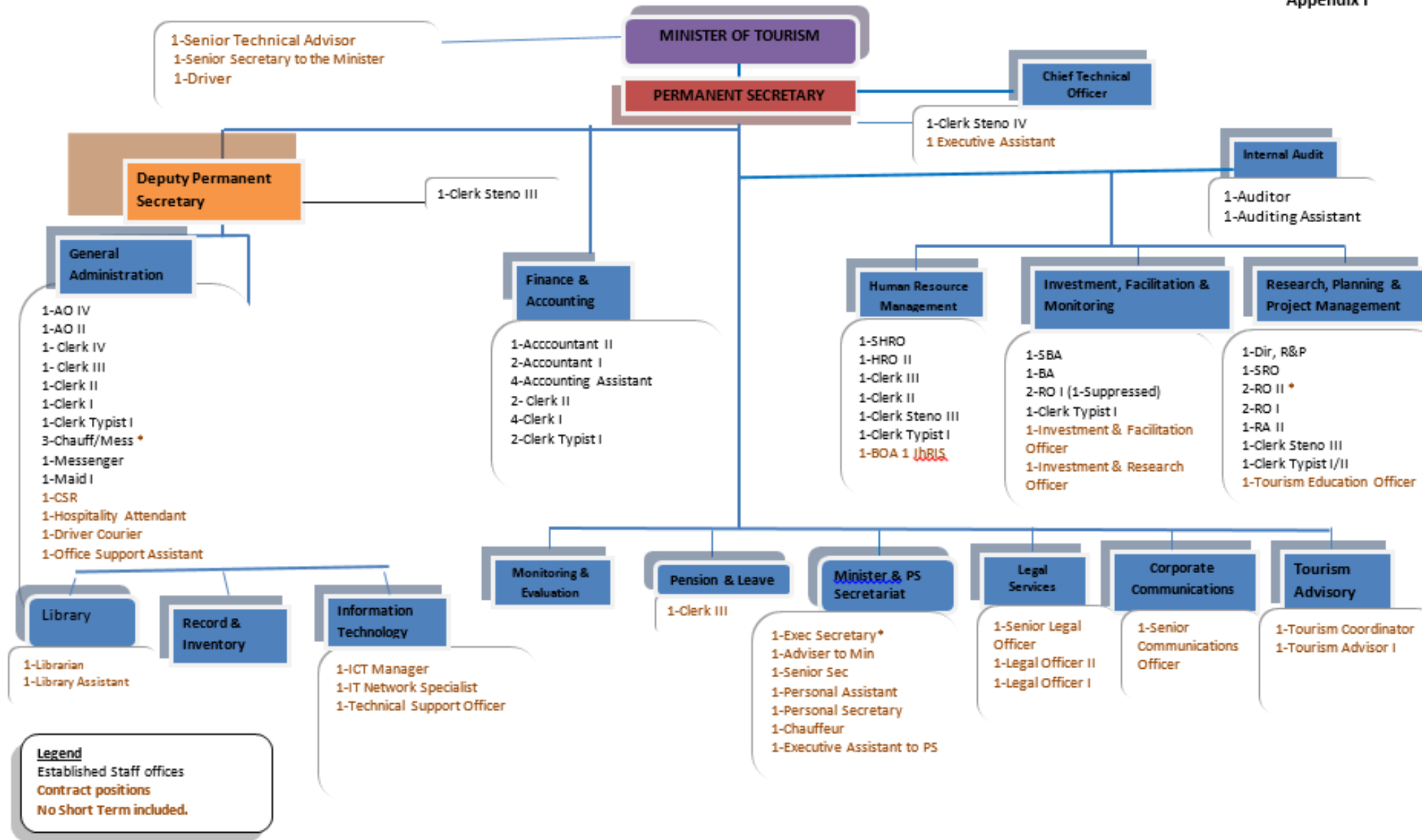
In the purchase of goods and services, the Permanent Secretary has the authority to expend up to one million dollars (\$1,000,000) and the Ministerial Tenders Committee has authority for expenditure between one million dollars (\$1,000,000) and two million dollars (\$2,000,000). Purchase of any goods or services over the cost of two million dollars (\$2,000,000) is managed by the Central Tenders Board. The Permanent Secretary also has the authority to procure consultancy services up to a maximum of five hundred thousand dollars (\$500,000).

Tender Procedures used by the Ministry of Tourism

The General Administration Division purchases goods and services for the Ministry using the three-quotation system. This is where a minimum of three quotes are sourced for the required good or service. These are then evaluated and suppliers are selected based on lowest cost for the required quality of good or service.

The Ministry also uses Open Tendering as a method of procuring goods and services of higher value. This is done by inviting tenders through advertisement in the local media. Bids are evaluated upon receipt and selection is made based on lowest cost for the required quality of good or service.

Selective tendering is used when a few firms are able to supply the required goods or service. These firms are given letters of invitation and Terms of Reference which detail specifications and instructions to tenderers. Within ten working days all bids must be submitted and as above, bids are evaluated upon receipt and selection is made based on lowest cost for the required quality of goods or service. The procedure for a Sole Tender is the same as that for Selective Tendering but in this case only one bid is received but the procedure remains the same. In extenuating circumstances, a Sole Selective Tender procedure may be used to procure goods and services where the good or service is required for an emergency or where the service is highly specialised.



List of Appendices

- I. Organizational Chart
- II. Appropriation Accounts for fiscal 2017

MINISTRY OF TOURISM

APPROPRIATION ACCOUNT

FOR

THE FINANCIAL YEAR

ENDED

2017 SEPTEMBER 30TH

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION A - SUMMARY OF EXPENDITURE

SUB-HEADS	ESTIMATES FINANCIAL YEAR 2017 \$ c	ACTUAL EXPENDITURE FINANCIAL YEAR 2017 \$ c	V A R I A N C E	
			LESS THAN ESTIMATES \$ c	MORE THAN ESTIMATES \$ c
01 PERSONNEL EXPENDITURE				
Original Provision:	8,610,000.00	7,530,944.53	1,079,055.47	0.00
02 GOODS AND SERVICES				
Original Provision:	28,915,621.00	33,915,621.00	14,747,265.66	0.00
Add: 1st Supplementary General Warrant				
F:BUD: 4/4/8 DD 23.05.17	<u>5,000,000.00</u>			
03 MINOR EQUIPMENT PURCHASES				
Original Provision:	103,750.00	39,860.90	63,889.10	0.00
04 CURRENT TRANSFERS AND SUBSIDIES	32,100,000.00	26,852,013.03	5,247,986.97	0.00
09 DEVELOPMENT PROGRAMME	11,100,000.00	4,895,302.53	6,204,697.47	0.00
TOTAL	85,829,371.00	58,486,476.33	27,342,894.67	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION B - SUMMARY OF EXPENDITURE

	SUB HEAD / ITEM / SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017		ACTUAL EXPENDITURE FINANCIAL YEAR 2017		VARIANCE	
		\$	c	\$	c	\$	c
SUB HEAD 01	PERSONNEL EXPENDITURE	8,610,000.00		7,530,944.53		1,079,055.47	
Sub-Item 01	Salaries and Cost of Living Allowance	6,800,000.00		6,550,742.40		249,257.60	
03	Overtime - Monthly - Paid Officers	20,000.00		5,058.49		14,941.51	
04	Allowances - Monthly - Paid Officers	565,000.00		421,487.18		143,512.82	
05	Government's Contribution to N.I.S.	600,000.00		474,729.26		125,270.74	
08	Vacant Posts - Salaries & C.O.L.A. (without incumbents)	500,000.00		0.00		500,000.00	
14	Remuneration to Members of Cabinet- Appointed Committees	50,000.00		25,100.00		24,900.00	
27	Gov't's Contribution to Group Health Insurance -Monthly Paid Officers	75,000.00		53,827.20		21,172.80	
SUB HEAD 02	GOODS AND SERVICES	33,915,621.00		19,168,355.34		14,747,265.66	
Sub-Item 01	Travelling and Subsistence	650,000.00		510,892.30		139,107.70	
03	Uniforms	9,521.00		6,830.07		2,690.93	
04	Electricity	0.00		0.00		0.00	
05	Telephones	750,000.00		690,708.09		59,291.91	
08	Rent/Lease - Office Accommodation and Storage	500,000.00		449,492.50		50,507.50	
10	Office Stationery and Supplies	225,000.00		175,745.28		49,254.72	
11	Books and Periodicals	165,000.00		160,997.61		4,002.39	
12	Materials and Supplies	100,000.00		31,187.42		68,812.58	
13	Maintenance of Vehicles	100,000.00		62,281.09		37,718.91	
15	Repairs and Maintenance - Equipment	112,500.00		30,831.77		81,668.23	
16	Contract Employment	4,000,000.00		2,937,607.18		1,062,392.82	
17	Training	67,500.00		33,837.30		33,662.70	
19	Official Entertainment	10,000.00		0.00		10,000.00	
21	Repairs and Maintenance - Buildings	25,000.00		675.00		24,325.00	
22	Short -Term Employment	3,100,000.00		2,106,193.24		993,806.76	
27	Official Overseas Travel	320,000.00		240,417.26		79,582.74	
28	Other Contracted Services	2,300,000.00		1,062,423.06		1,237,576.94	
34	University Graduate Recruitment Programme	1,000,000.00		0.00		1,000,000.00	
37	Janitorial Services	600,000.00		510,931.95		89,068.05	
43	Security Services	810,000.00		666,927.00		143,073.00	
57	Postage	2,000.00		1,646.45		353.55	
58	Medical Expenses	5,000.00		0.00		5,000.00	
62	Promotions, Publicity and Printing	18,539,100.00		9,431,481.37		9,107,618.63	
66	Hosting of Conferences, Seminars and Other Functions	500,000.00		45,307.77		454,692.23	
96	Fuel and Lubricants	20,000.00		11,941.63		8,058.37	
99	Employee Assistance Programme	5,000.00		0.00		5,000.00	
SUB HEAD 03	MINOR EQUIPMENT PURCHASES	103,750.00		39,860.90		63,889.10	
Sub-Item 01	Vehicles	0.00		0.00		0.00	
02	Office Equipment	24,750.00		21,669.19		3,080.81	
03	Furniture and Furnishings	39,000.00		5,175.00		33,825.00	
04	Other Minor Equipment	40,000.00		13,016.71		26,983.29	
SUB HEAD 04	CURRENT TRANSFERS AND SUBSIDIES	32,100,000.00		26,852,013.03		5,247,986.97	
001	Regional Bodies	1,200,000.00		1,176,278.90		23,721.10	
003	United Nations Organisations	900,000.00		475,734.13		424,265.87	
007	Households	0.00		0.00		0.00	
011	Transfers To State Enterprises	30,000,000.00		25,200,000.00		4,800,000.00	
SUB HEAD 09	DEVELOPMENT PROGRAMME	11,100,000.00		4,895,302.53		6,204,697.47	
	GRAND TOTAL	85,829,371.00		58,486,476.33		27,342,894.67	

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017		ACTUAL EXPENDITURE FINANCIAL YEAR 2017		VARIANCE (See Note 1 for reasons for Variances)	
	\$	c	\$	c	\$	c
01 PERSONNEL EXPENDITURE	8,610,000.00		7,530,944.53		1,079,055.47	0.00
001 GENERAL ADMINISTRATION						
01 Salaries and Cost of Living Allowance	6,800,000.00		6,550,742.40		249,257.60	0.00
03 Overtime - Monthly - Paid Officers	20,000.00		5,058.49		14,941.51	0.00
04 Allowances - Monthly - Paid Officers	565,000.00		421,487.18		143,512.82	0.00
05 Government's Contribution to N.I.S	600,000.00		474,729.26		125,270.74	0.00
08 Vacant Posts - Salaries & C.O.L.A. (without incumbents)	500,000.00		0.00		500,000.00	0.00
14 Remuneration to Members of Cabinet-Appointed Committees	50,000.00		25,100.00		24,900.00	0.00
27 Gov't's Contribution to Group Health Insurance - Monthly Paid Officers	75,000.00		53,827.20		21,172.80	0.00
TOTAL GENERAL ADMINISTRATION	8,610,000.00		7,530,944.53		1,079,055.47	0.00
02 GOODS AND SERVICES	33,915,621.00		19,168,355.34		14,747,265.66	0.00
001 GENERAL ADMINISTRATION						
01 Travelling and Subsistence	650,000.00		510,892.30		139,107.70	0.00
03 Uniforms	9521.00		6830.07		2,690.93	0.00
04 Electricity	0.00		0.00		0.00	0.00
05 Telephones	750,000.00		690,708.09		59,291.91	0.00
08 Rent / Lease - Office Accommodation and Storage	500,000.00		449,492.50		50,507.50	0.00
10 Office Stationery and Supplies	225,000.00		175,745.28		49,254.72	0.00
11 Books and Periodicals	165,000.00		160,997.61		4,002.39	0.00
12 Materials and Supplies	100,000.00		31,187.42		68,812.58	0.00
13 Maintenance of Vehicles	100,000.00		62,281.09		37,718.91	0.00
15 Repairs and Maintenance - Equipment	112,500.00		30,831.77		81,668.23	0.00
16 Contract Employment Original Provision: 2,200,000.00 Add: 1st Supplementary General Warrant F:BUD:4/4/8 dd. 23/5/2017 1,800,000.00	4,000,000.00		2,937,607.18		1,062,392.82	0.00
17 Training Original Provision: 30,000.00 Add: Virement from 35/02/001/62 T: 8/2/4 Vol. I dd. 3/4/2017 37,500.00	67,500.00		33,837.30		33,662.70	0.00
19 Official Entertainment	10,000.00		0.00		10,000.00	0.00
21 Repairs and Maintenance - Buildings	25,000.00		675.00		24,325.00	0.00
GENERAL ADMINISTRATION carried forward	6,714,521.00		5,091,085.61		1,623,435.39	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017	ACTUAL EXPENDITURE FINANCIAL YEAR 2017	VARIANCE (See Note 1 for reasons for Variances)	
			LESS THAN ESTIMATES	MORE THAN ESTIMATES
	\$ c	\$ c	\$ c	\$ c
GENERAL ADMINISTRATION brought forward	6,714,521.00	5,091,085.61	1,623,435.39	0.00
22 Short -Term Employment				
Original Provision:	1,000,000.00			
Add: Virement from 35/02/001/62				
T: 8/2/4 Vol. I dd. 3/4/2017	500,000.00			
Add: 1 st Supplementary General Warrant				
F:BUD:4/4/8 dd. 23/5/2017	1,600,000.00	3,100,000.00	2,106,193.24	993,806.76
27 Official Overseas Travel	320,000.00	240,417.26	79,582.74	0.00
28 Other Contracted Services				
Original Provision:	700,000.00			
Add: 1st Supplementary General Warrant				
F:BUD:4/4/8 dd. 23/5/2017	1,600,000.00	2,300,000.00	1,062,423.06	1,237,576.94
34 University Graduate Recruitment Programme	1,000,000.00	0.00	1,000,000.00	0.00
37 Janitorial Services	600,000.00	510,931.95	89,068.05	0.00
43 Security Services	810,000.00	666,927.00	143,073.00	0.00
57 Postage	2,000.00	1,646.45	353.55	0.00
58 Medical Expenses	5,000.00	0.00	5,000.00	0.00
62 Promotions, Publicity and Printing				
Original Provision:	19,076,600.00			
Less: Virement to 35/02/001/17				
T: 8/2/4 Vol. I dd. 3/4/2017	(37,500.00)			
Less: Virement to 35/02/001/22				
T: 8/2/4 Vol. I dd. 3/4/2017	(500,000.00)	18,539,100.00	9,431,481.37	9,107,618.63
66 Hosting of Conferences, Seminars and Other Functions	500,000.00	45,307.77	454,692.23	0.00
96 Fuel and Lubricants	20,000.00	11,941.63	8,058.37	0.00
99 Employee Assistance Programme	5,000.00	0.00	5,000.00	0.00
TOTAL GENERAL ADMINISTRATION	33,915,621.00	19,168,355.34	14,747,265.66	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017		ACTUAL EXPENDITURE FINANCIAL YEAR 2017		VARIANCE (See Note 1 for reasons for Variances)	
	\$	c	\$	c	LESS THAN ESTIMATES	MORE THAN ESTIMATES
03 MINOR EQUIPMENT PURCHASES	103,750.00		39,860.90		63,889.10	0.00
001 GENERAL ADMINISTRATION						
01 Vehicles	0.00		0.00		0.00	0.00
02 Office Equipment	24,750.00		21,669.19		3,080.81	0.00
03 Furniture and Furnishings	39,000.00		5,175.00		33,825.00	0.00
04 Other Minor Equipment	40,000.00		13,016.71		26,983.29	0.00
TOTAL GENERAL ADMINISTRATION	103,750.00		39,860.90		63,889.10	0.00
04 CURRENT TRANSFERS AND SUBSIDIES	32,100,000.00		26,852,013.03		5,247,986.97	0.00
001 REGIONAL BODIES						
01 Caribbean Tourism Organisation	1,200,000.00		1,176,278.90		23,721.10	0.00
TOTAL REGIONAL BODIES	1,200,000.00		1,176,278.90		23,721.10	0.00
003 UNITED NATIONS ORGANISATIONS						
01 United Nations World Tourism Organisation (UNWTO)	900,000.00		475,734.13		424,265.87	0.00
TOTAL UNITED NATIONS ORGANISATIONS	900,000.00		475,734.13		424,265.87	0.00
007 HOUSEHOLDS						
01 Severance Benefits	0.00		0.00		0.00	0.00
TOTAL HOUSEHOLDS	0.00		0.00		0.00	0.00
011 TRANSFERS TO STATE ENTERPRISES						
02 Tourism Development Company (TDC)	30,000,000.00		25,200,000.00		4,800,000.00	0.00
TOTAL TRANSFERS TO STATE ENTERPRISES	30,000,000.00		25,200,000.00		4,800,000.00	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017	ACTUAL EXPENDITURE FINANCIAL YEAR 2017	VARIANCE (See Note 1 for reasons for Variances)	
			LESS THAN ESTIMATES	MORE THAN ESTIMATES
	\$ c	\$ c	\$ c	\$ c
09 DEVELOPMENT PROGRAMME	11,100,000.00	4,895,302.53	6,204,697.47	0.00
003 ECONOMIC INFRASTRUCTURE	7,377,000.00	2,247,194.54	5,129,805.46	0.00
11 OTHER ECONOMIC SERVICES				
D. TOURISM				
019 Tourism Sites and Attractions Upgrade				
Original Provision	0.00			
Add: Transfer of Funds from: 35/09/005/03E/011	1,027,000.00			
Add: Transfer of Funds from: 35/09/005/03E/017	300,000.00			
Add: Transfer of Funds from: 35/09/005/03E/019	200,000.00			
Add: Transfer of Funds from: 35/09/005/03E/021	600,000.00			
Add: Transfer of Funds from: 35/09/005/03E/023	600,000.00			
Add: Transfer of Funds from: 35/09/005/03E/025	300,000.00			
Add: Transfer of Funds from: 35/09/005/03E/027	700,000.00			
Add: Transfer of Funds from: 35/09/005/03E/031	250,000.00			
Add: Transfer of Funds from: 35/09/005/03E/035	200,000.00			
Add: Transfer of Funds from: 35/09/005/03E/043	1,900,000.00			
Add: Transfer of Funds from: 35/09/005/03E/053	300,000.00			
F:BUD:15/35/4T dd. 31/7/2017	6,377,000.00	1,906,406.13	4,470,593.87	0.00
021 Cruise Tourism Initiative	0.00	0.00	0.00	0.00
026 Development of Beach Master Plan	0.00	0.00	0.00	0.00
027 Tourism Baseline Survey	500,000.00	290,788.41	209,211.59	0.00
028 Establishment of Trinidad and Tobago Tourism Regulatory and Licensing Authority	500,000.00	50,000.00	450,000.00	0.00
TOTAL TOURISM	7,377,000.00	2,247,194.54	5,129,805.46	0.00
005 MULTI- SECTORAL AND OTHER SERVICES	3,423,000.00	2,350,000.00	1,073,000.00	0.00
03 DEVELOPMENT INSTITUTIONS				
E. TOURISM AND INDUSTRIAL DEVELOPMENT CO. OF T&T				
011 Incentive Upgrade of Hotel & Guesthouse Room Stock of Trinidad				0.00
Original Provision:	1,500,000.00			
Less: Virement to 35/09/005/03E/055				
F:BUD:15/35/4 dd. 17/2/2017	(473,000.00)			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(1,027,000.00)	0.00	0.00	0.00
017 National Tourism Quality Service Improvement Programme				
Original Provision:	500,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(300,000.00)	200,000.00	100,000.00	0.00
019 Maracas Beach Community Tourism Initiative				
Original Provision:	500,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(200,000.00)	300,000.00	300,000.00	0.00
021 Las Cuevas Beach Enhancement Project				
Original Provision:	1,000,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(600,000.00)	400,000.00	300,000.00	100,000.00
023 Manzanilla Beach Facade Improvement Project				
Original Provision:	1,000,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(600,000.00)	400,000.00	300,000.00	100,000.00
025 Vessigny Beach Facility Upgrade Project				
Original Provision:	500,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(300,000.00)	200,000.00	200,000.00	0.00
027 La Brea Pitch Lake Enhancement Project				
Original Provision:	1,000,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(700,000.00)	300,000.00	0.00	300,000.00
031 Certification of Tourism Programme Operators - TTTIC				
Original Provision:	500,000.00			
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017	(250,000.00)	250,000.00	250,000.00	0.00
033 Environmental Conservation - Green Globe Awareness				
	300,000.00	300,000.00	0.00	0.00
TOURISM AND INDUSTRIAL DEVELOPMENT CO. OF T&T carried forward	2,350,000.00	1,750,000.00	600,000.00	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION C - DETAILS OF EXPENDITURE

SUB-HEAD/ITEM/SUB-ITEM	ESTIMATES FINANCIAL YEAR 2017	ACTUAL EXPENDITURE FINANCIAL YEAR 2017	VARIANCE (See Note 1 for reasons for Variances)	
			LESS THAN ESTIMATES	MORE THAN ESTIMATES
	\$ c	\$ c	\$ c	\$ c
TOURISM AND INDUSTRIAL DEVELOPMENT CO OF T&T brought forward	2,350,000.00	1,750,000.00	600,000.00	0.00
035 Tourism Safety and Security Project				
Original Provision: 300,000.00				
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017 (200,000.00)	100,000.00	100,000.00	0.00	0.00
043 Upgrade of Sites and Attractions				
Original Provision: 2,000,000.00				
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017 (1,900,000.00)	100,000.00	100,000.00	0.00	0.00
053 Visitor Relationship Management System (VRMS)				
Original Provision: 400,000.00				
Less: Transfer of Funds to 35/09/003/11D/019				
F:BUD:15/35/4T dd. 31/7/2017 (300,000.00)	100,000.00	100,000.00	0.00	0.00
055 Refurbishment of the TDC Cruise Ship Office and Quayside				
Original Provision: 300,000.00				
Add: Virement from 35/09/005/03E/011				
F:BUD:15/35/4 dd. 17/2/2017 473,000.00	773,000.00	300,000.00	473,000.00	0.00
TOTAL TOURISM AND INDUSTRIAL DEVELOPMENT CO OF T&T	3,423,000.00	2,350,000.00	1,073,000.00	0.00
06 GENERAL PUBLIC SERVICES	300,000.00	298,107.99	1,892.01	0.00
A. ADMINISTRATIVE SERVICES				
001 Information and Communication Technology	300,000.00	298,107.99	1,892.01	0.00
TOTAL ADMINISTRATIVE SERVICES	300,000.00	298,107.99	1,892.01	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION D - NOTES TO ACCOUNTS

NOTE 1 - Explanations for the causes of material variances between the Estimates and the Actual Expenditure.

SUB HEAD 01	PERSONNEL EXPENDITURE
Item 001	GENERAL ADMINISTRATION
Sub Item 01	Salaries and Cost of Living Allowance Not all Acting Allowances and Arrears were paid
Sub Item 03	Overtime - Monthly Paid Officers Overtime was reduced to a minimum
Sub Item 04	Allowances Monthly Paid Officers
Sub Item 05	Government's Contribution to N.I.S.
Sub Item 08	Vacant Posts - Salaries & C.O.L.A. (without incumbents) Vacant Posts remained unfilled
Sub Item 14	Remuneration - Members of Cabinet Appointed Committees Cabinet Appointed Boards did not meet as much as expected
Sub Item 27	Government's Contribution to Group Health Insurance - Monthly Paid Officers Expenditure was less than projected
SUB HEAD 02	GOODS AND SERVICES
Item 001	GENERAL ADMINISTRATION
Sub Item 01	Travelling Travelling claims were not excessive and expected travelling posts were not filled
Sub Item 03	Uniform
Sub Item 05	Telephones Not all telephone bills were received in time for payment
Sub Item 08	Rent/Lease - Office Accommodation and Storage With the removal of Lifeguard Services this Sub Item was reduced significantly
Sub Item 10	Office Stationery and Supplies
Sub Item 11	Books and Periodicals
Sub Item 12	Materials and Supplies
Sub Item 13	Maintenance of Vehicles New Vehicles were bought so maintenance was less than expected
Sub Item 15	Repairs and Maintenance - Equipment Expenditure was less than projected
Sub Item 16	Contract Employment Some Contract positions remained vacant and some were not renewed.
Sub Item 17	Training Expenditure was less than projected as some training programmes were not implemented

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION D - NOTES TO ACCOUNTS

SUB HEAD 02	GOODS AND SERVICES (Cont'd)
Sub Item 19	Official Entertainment Expenditure was restricted to limited activities
Sub Item 22	Short-Term Employment Intake of interns were not implemented
Sub Item 27	Official Overseas Travel Expenditure was restricted to requests received for Overseas Travel
Sub Item 28	Other Contracted Services Request for consultants were abandoned due to change in Permanent Secretary
Sub Item 37	Janitorial Services Not all bills were received in time for payment
Sub Item 43	Security Services Not all bills were received in time for payment
Sub Item 57	Postage
Sub Item 58	Medical Expenses No Medical claims made
Sub Item 62	Promotions, Publicity and Printing Expenditure was less than projected as some projects were not implemented
Sub Item 66	Hosting of Conferences, Seminars and Other Functions There was a reduction in the amount of activities undertaken
Sub Item 96	Fuel and Lubricants
Sub Item 99	Employees Assistance Programme No Employee accessed the programme
SUB HEAD 03	MINOR EQUIPMENT PURCHASES
Item 001	GENERAL ADMINISTRATION
Sub Item 02	Office Equipment Expenditure restricted to request received.
Sub Item 03	Furniture and Furnishings Expenditure restricted to requests received
Sub Item 04	Other Minor Equipment Expenditure restricted to requests received
SUB HEAD 04	CURRENT TRANSFERS AND SUBSIDIES
Item 011	Transfers to State Enterprises
Sub Item 02	Tourism Development Company (TDC) Expenditure was restricted to Releases received
SUB HEAD 09	DEVELOPMENT PROGRAMME Most projects were not fully implemented

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION D - NOTES TO ACCOUNTS

NOTE 2: Details of Statements required by paragraph 9 of Comptroller of Accounts Circular No. 09 Dated 2017 July 28

- a Details of nugatory or similar payments.
These include payment for which no value or manifestly insufficient value has been received; - NIL
- b The amount of any unvouched or improperly vouched expenditure; - NIL
- c Overpayments discovered during the year with the following details:

No. of Cases of Overpayments discovered during the year	No. of Cases reported to the Comptroller of Accounts and Auditor General	Total Amount Overpaid \$	Amount Recovered \$
GENERAL ADMINISTRATION			
11	13	92,547.91	81,137.84

- d Losses of cash and stores which were discovered during the year; - NIL
- e Losses of cash settled or written-off during the year; - NIL
- f Particulars of losses of stores settled or written-off during the year; - NIL
- g Misallocations, which if correctly charged would have resulted in excess in expenditure on any Sub-Head, Item or Sub-Item; - NIL
- h Irregular issues of stores; - NIL
- i Particulars of all gifts and/or donations received from agencies/entities within or outside of Trinidad and Tobago whether monetary or in kind. - NIL
- j Particulars of trust and other moneys held whether temporarily or otherwise by any officer in his official capacity, either alone or jointly with any other person, whether an officer or not in accordance with Section 2 of the Exchequer and Audit Act, Chapter 69:01; - NIL
- k Any major transactions affecting the Appropriation Account for the Financial year 2017 or relating to property for which the Accounting officer is responsible, and - NIL
- l (i) The total commitments which were outstanding as at 2017 September 30 in respect of each Sub-Head of Expenditure

SUB-HEAD/ DIVISIONS	PERSONNEL EXPENDITURE	GOODS AND SERVICES	MINOR EQUIPMENT PURCHASES	CURRENT TRANSFERS AND SUBSIDIES	DEVELOPMENT PROGRAMME
	\$ c	\$ c	\$ c	\$ c	\$ c
General Administration	0.00	109,747.00	0.00	0.00	0.00

APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR 2017

HEAD OF EXPENDITURE - 35 MINISTRY OF TOURISM

SECTION D - NOTES TO ACCOUNTS

NOTE 6 - DETAILS AND THE EXPLANATION FOR ANY DISCREPANCIES BETWEEN COMPTROLLER OF ACCOUNTS BALANCES AND THE APPROPRIATION ACCOUNT.

	UNCASHED CHEQUES AS AT 30/9/2017	
COMPTROLLER OF ACCOUNTS	4,476,481.56	
MINISTRY OF TOURISM	4,476,481.56	

NOTE 7 - TOTAL VALUE (\$) OF UNPRESENTED CHEQUES AS AT SEPTEMBER 30, 2017 - \$4,476,481.56

SECTION E - CERTIFICATION

CERTIFICATE

I hereby certify that the Appropriation Account for the financial year ended 2017 September 30, submitted in accordance with Section 24 (1) (b) of the Exchequer and Audit Act Chapter 69:01, as amended by Act No. 23 of 1998 has been reconciled with the records of the Comptroller of Accounts (Paymaster's) Schedule of Receipts and Payments and any discrepancies have been identified and explained as a note to the account.

Date: 2018 January



VIDIAH RAMKHELAWAN
ACCOUNTING OFFICER
PERMANENT SECRETARY
MINISTRY OF TOURISM

PERMANENT SECRETARY
Ministry of Tourism