



**The Republic of Trinidad and Tobago
Office of the Prime Minister**



**Administrative Report
October 2012-September 2013**

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ABBREVIATIONS

CCJ	Caribbean Court of Justice
FGPC	Finance and General Purposes Committee
FM	Facilities Management
ICT	Information and Communications Technologies
IPMS	Integrated Performance Management System
IRC	Information Resolution Committee
NESC	National Energy Skills Centre
OTC	Official Overseas Travel Committee
OPM	Office of the Prime Minister
PBR	Priority Bus Route
PQC	Parliamentary Questions Committee
PTSC	Public Transport Service Commission
UTT	University of Trinidad and Tobago

FOREWORD

In accordance with Act No. 29 of 1999, Section 66D of the Constitutions which states, in part, that:

“66D “a body listed at (A) to (D) in 66A(1)(a)¹ shall submit to the President before 1st July, in each year a report on the exercise of its functions and powers in the previous year, describing the procedures followed and any criteria adopted by it in connection therewith and the President shall cause the report to be laid within sixty days thereafter in each House.”

It gives a concise report in relation to the administration, the manner of exercise of powers, methods of functioning on any criteria adopted in the exercise of powers and functions.

¹ Such bodies are “Government Ministries; “Municipal Corporations”; “Statutory Authorities”; and “Enterprises owned or controlled by or on behalf of the State or which receive funding from the State of more than two thirds of its total income in any one year”.



VISION

MISSION

CORE VALUES

OFFICE OF THE PRIME MINISTER

1.0 ABOUT US

The Office of the Prime Minister (OPM) continues to achieve its mandate as enunciated in its strategic plan.

1.1 VISION

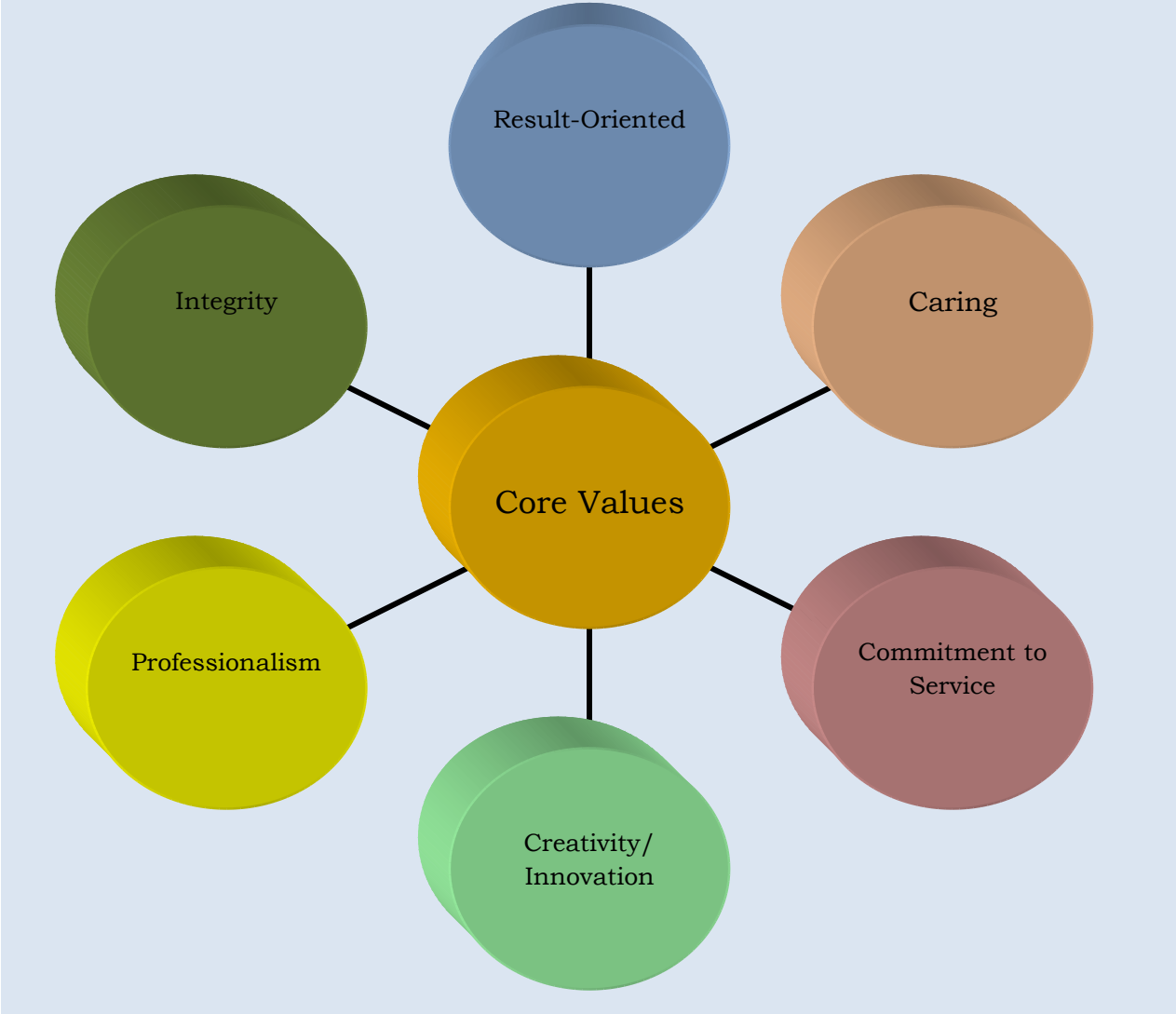
A responsive, results oriented organization, governed by integrity and justice; committed to continuously exceeding all established performance standards.

1.2 MISSION

To champion and support governance of Trinidad and Tobago, via efficient, effective and transparent service delivery.

1.3 CORE VALUES

The core values or guiding principles of the OPM are:-





ORGANIZATIONAL STRUCTURE

2.1 CORPORATE STRUCTURE

The operations of the OPM in respect of the period October 2012 to September 2013 were supported by the under mentioned Divisions/Units:-

- Cabinet Secretariat
- Corporate Services Division
- Facilities Management
- Health and Safety
- Office of the Prime Minister's Security Unit
- Policy, Strategy and Performance Management
- Communications and Media Relations Unit
- Financial Assistance (Studies) Unit
- Information Technology Unit
- Freedom of Information
- Interim HIV Agency and Secretariat
- Unemployment Relief Programme (URP)



*DIVISIONS/UNITS
PROFILES*

2.2.1 CABINET SECRETARIAT

Section 75(1) of the Constitution of the Republic of Trinidad and Tobago provides that “there shall be a Cabinet for Trinidad and Tobago which shall have the general direction and control of the Government of Trinidad and Tobago and shall be collectively responsible therefor to Parliament”.

1. The Cabinet meets in regular session on the Thursday of every week. However, Special Cabinet Meetings may be convened by the Prime Minister at any time at short notice. To assist in the exercise of its function, Cabinet may appoint Sub-Committees and Advisory Committees which make recommendations to Cabinet.

2. The Cabinet Secretariat, headed by the Secretary to Cabinet, provides specialized administrative support to the Cabinet and also provides secretariat support to the following Sub-Committees which meet on the Monday of every week at the Office of the Prime Minister:
 - The Finance and General Purposes Committee (FGPC)
 - The Parliamentary Questions Committee (PQC)
 - The Official Overseas Travel Committee (OTC) (established in February 2012)

The Secretariat is also the traditional communication link between Ministries/Departments and the Cabinet, as well as between the Public Service and the President and Parliament.

3. The Secretary to Cabinet is supported by the following staff:

- 1 Deputy Secretary to Cabinet
- 1 Cabinet Affairs Officer II
- 5 Cabinet Affairs Officers (Ag.)
- 2 Professional Supports
- 1 Administrative Assistant (Ag.)
- 1 Clerk IV
- 2 Clerks III (Ag.)
- 2 Clerks II (Ag.)
- 1 Clerk I
- 2 Clerk Stenographers III (Ag.)
- 1 Clerk Typist II
- 3 Office Assistants
- 2 Data Entry Operators
- 1 Records/Information Officer
- 1 Messenger
- 2 Chauffeur/Messengers
- 1 Motor Vehicle Driver
- 1 Micrographic Equipment Operator
- 1 Records Assistant

4. The main functions of the Secretariat are as indicated hereunder:

- (i) the preparation of the Cabinet Agenda for the approval of the Prime Minister and circulation thereof to Ministers of Cabinet
- (ii) the preparation of the respective Agendas for the Meetings of the FGPC, the PQC and the OTC and circulation to members
- (iii) the preparation of the recommendations of the FGPC and the OTC which are included in the Cabinet Agenda
- (iv) the recording of the decisions of Cabinet which involves the preparation of the relevant Cabinet Minutes
- (v) the dissemination of the Cabinet Minutes to the relevant Ministries/Departments for implementation/information

- (vi) the implementation of certain decisions of Cabinet that requires the signing of legal documents by the President or the Secretary to Cabinet
- (vii) the storage and management of the Cabinet records which date back to 1956
- (viii) responding to queries and providing guidance to Ministers/Permanent Secretaries and other senior public officers with respect to Cabinet Notes and procedures and policies of Cabinet and Government
- (ix) the provision of advice to Ministries/Departments on established guidelines relating to the preparation and/or submission of Notes for Cabinet.

5. In order to fulfill its mandate, the Cabinet Secretariat is divided into the following Sections:

- **the Despatch/Registry Section** – responsible for the receipt of Cabinet Notes, collation and despatch of the Cabinet Agenda as well as the FGPC, the PQC and the OTC Agendas and dissemination of Cabinet Minutes to Ministries/Departments.
- **the Minutes Section** – responsible for recording the decisions of Cabinet and the preparation of Minutes for confirmation by Cabinet and for signature by the Secretary to Cabinet. This section is also responsible for the preparation of the recommendations of the FGPC, the PQC and the OTC.
- **the Implementation Section** – responsible for pursuing implementation of certain decisions of Cabinet, in particular, those requiring the preparation of legal documents by the Ministry of the Attorney General for signature by the President or the Secretary to Cabinet. This section also provides secretariat support services to the FGPC and the PQC.
- **the Records Section** – responsible for the management of the Cabinet records dating back to 1956. This involves the electronic capture and storage of all the documents in the Electronic Document Management System and retrieval of same under the said System. The documents are also stored in Bound Volumes and on microfilm.

2.2.2 Corporate Services Division

The Corporate Services Division continues to provide human capacity as well as institutional and administrative support services to the Office of the Prime Minister. The Division has supervisory oversight for the following Units:-

- General Administration
- Human Resource Management
- Procurement and Office Management
- Registry and Records Management
- Finance and Accounts

General Administration

The General Administration Unit is responsible for:-

- Providing Administrative support in the preparation of:-
 - ❖ Notes for Cabinet in respect to General Administration matters as requested by the Permanent Secretary.
 - ❖ Cover notes for Cabinet Notes submitted by Departments not represented by a Minister.
 - ❖ Ministerial Minutes for Notes to the Honourable Prime Minister from Departments not represented by a Minister.
 - ❖ Responses to Questions posed to the Honourable Prime Minister in Parliament.
 - ❖ Responses to Requests for Information under the Freedom of Information Act.
- Preparation of Flight insurance for Officers from the Office of the Prime Minister on Official Overseas Travel.
- Verification of Accountable Advances.

- Monitoring the use of the Individual Travel Card of the Office of the Prime Minister.
- Providing secretarial support to:
 - ❖ The Ministerial Tenders Committee
 - ❖ The Sports and Culture Board of Management
- Acknowledging and forwarding Requests for Assistance and Letters of Complaint to the relevant Ministries/Departments for attention.

The Director is supported by the following staff:-

- 1 Administrative Officer V
- 1 Administrative Officer IV
- 1 Administrative Officer II
- 1 Administrative Support
- 2 Clerk Typists
- 2 Administrative Assistants

Human Resource Management

The principal objective of the Human Resource Unit is to adopt, implement and maintain strategic human resource management principles and practices in the Office of the Prime Minister.

The Unit has the responsibility of not only continuously improving and developing the capacity and capabilities of the human resources in the Office of the Prime Minister but also for implementing human resource management policies and the performance management system in the Office of the Prime Minister.

Additionally, it is responsible for the Human Resource Planning, Training and Development and Employee Relations for Public Officers and Contract Personnel of the Office of the Prime Minister.

The Unit was staffed as follows:

- Two (2) Senior Human Resource Officers
- Two (2) Human Resource Officers III
- Three (3) Human Resource Officers II
- Two (2) Human Resource Officers I
- One (1) Administrative Assistant
- Two (2) Clerks I
- Two (2) Clerk Typists I
- Two (2) On the Job Trainees
- One (1) IHRIS Clerk
- One (1) Management Specialist

Procurement and Office Management

The Procurement and Office Management Unit is responsible for ensuring that all Core Units under the Office of the Prime Minister are provided with appropriate infrastructure, material and supplies, office equipment, communication services, parking facilities, maintenance and transportation services.

The Procurement and Office Management Unit is headed by an Administrative Officer IV, supported by: -

- 1 Administrative Officer II
- 1 Administrative Assistant
- 2 Clerks III
- 1 Clerical Assistant (Short-term)
- 4 Clerk Typists I
- 3 Messengers (1 Head Messenger and 2 Messenger I's)
- 5 Receptionists
- 2 Motor Vehicle/Drivers
- 5 Maids (2 Maids II and 3 Maids I)
- 1 Driver/Courier (on contract)
- 1 Driver/Courier (short-term)
- 1 Maintenance Officer (short-term)
- 2 Cleaners

The daily functions involved the following:-

- Distribution of newspapers
- Maid services
- Reception services
- Courier services
- Delivery of cheques
- Purchase of goods and services via invoice orders
- Delivery of correspondence (nationwide)
- Office maintenance (independently and in collaboration with UdeCoTT)
- Telephone services and maintenance
- Vehicle maintenance
- Management of imprest cash **(\$1,000.00)**
- Management of Invoice Order books, gas books, vehicle log books.
- Inventory of furniture, equipment and supplies
- Issue of ID badges
- Issue of laptop, cellular phones, wireless internet equipment, Ipads, PBR Permits etc. to entitled officers. Collection of same when officers exit the Office of the Prime Minister
- Board of Survey for Furniture, Equipment and Vehicles
- Renewal of leases
- Processing of Citizen Initiative Fund matters
- Support to the Prime Minister's Residence
- Issue and Renewal of PBR Permits annually
- Preparation of Annual Estimates of Expenditure
- Responses to queries from the Auditor General
- Staff parking arrangements
- Preparation for meetings including reservation of venue
- Preparation for Official visits

The following sites are managed for offices of the Office of the Prime Minister:-

- #9 Mary Street, St. Clair
- Nicholas Towers, Independence Square, Port of Spain
- Commission of Enquiry (1990), New Street, Port of Spain
- Commission of Enquiry (CLICO), Richmond Street, Port of Spain
- Commission of Enquiry, Caribbean Court of Justice, Henry Street, Port of Spain
- Albion Court, Victoria Avenue, Port of Spain (National Security Council Secretariat)
- Unemployment Relief Programme Office, El Socorro, San Juan
- #86 Maraval Road

Storage Facility is maintained at:-

- Trade Zone, El Socorro (Records and other storage)

Registry and Records Management

The Registry and Records Management Unit, Office of the Prime Minister is responsible for the creation and maintenance of systems and procedures for the control and flow of records to and from the various Divisions/Units of the Office of the Prime Minister, as well as for the retention and disposal of such records.

This Unit is the repository of the documents, correspondence and files within the Office of the Prime Minister, with the exception of those managed by the Cabinet Records Section, Cabinet Secretariat.

The Registry and Records Management is headed by an Administrative Officer IV and is supported by:-

- 1 Clerk IV
- 1 Clerk II
- 2 Clerks I

Finance and Accounts

The Finance and Accounts Unit is responsible for the processing of salaries and other remuneration of employees, payments in respect of goods and services received by the Office of the Prime Minister, monitoring expenditure and ensuring that all transactions are carried out in accordance with the Exchequer and Audit Act Chapter 69:01 and the Financial Instructions of 1965.

The Finance and Accounts Unit is headed by an Accounting Executive II and supported by:

- 1 Accountant II
- 1 Accountant I
- 6 Accounting Assistants
- 6 Clerks II
- 3 Clerks I
- 2 Clerk Stenographers I
- 3 Clerk Typists I
- 1 Messenger I
- 1 Driver

Financial Operations

The Office of the Prime Minister is funded through the system of Parliamentary appropriations which authorizes the Ministry of Finance and the Economy to issue a General Warrant at the beginning of the Financial Year. The Warrant authorities are issued from the Consolidated Fund under various Sub Heads which are disbursed through the Ministry of Finance.

Cheques can only be issued from the Exchequer Account on the receipt of the Grant of Credit approved by the Comptroller of Accounts.

2.2.3 Facilities Management

The Facilities Management (FM) Unit of the OPM located at Nicholas Towers, Independence Square, Port of Spain manages the assets of the OPM and ensures the development and implementation of the OSHA safety programme.

The Facilities Manager is supported by:-

- 1 Business Operations Assistant
- 1 Health and Safety Officer

The Unit is charged with the responsibility of ensuring the apt functionality of the physical environment, staff accommodation and systems, as well as other processes necessary for the efficient operation of the OPM.

It is mandated to:-

- Co-ordinate the approach to planning and acquiring accommodation for the Office of the Prime Minister and its respective Divisions;
- Develop and review the accommodation strategies and report on progress made towards the space utilization within the organization; and
- Make periodic checks on all of the Ministry's buildings to ensure optimal operability of plant and equipment.

2.2.4 Health and Safety

The Health and Safety Unit continues to ensure that the Office Prime Minister provides a workplace environment in compliance with Occupational Safety and Health Legislation and best practices. Additionally, established systems are used for ease of operations and integrating the Health and Safety management into the operations of the OPM.

The management of Health and Safety has a long-term programme that seeks to provide continuous support for the OPM. These programmes are expected to be continuously adjusted in an effort to effectively manage HSE at the OPM.

2.2.5 Office of the Prime Minister's Security Unit

The OPM's Security Unit provides security services in the Office of the Prime Minister and at the Diplomatic Centre. The Unit remains committed and resolute in achieving high standards and best practice.

Additionally, the Unit focuses on preserving the security integrity of all buildings on the aforementioned premises in addition to all plant, machinery and equipment housed within these buildings. It is also the responsibility of the Unit to ensure the safety and security of all members of staff and visitors within the perimeter boundaries of these premises.

2.2.6 Policy, Strategy and Government Performance Management

The Policy, Strategy and Government Performance Management provides evidence-based strategic and technical guidance for all matters relating to the Honourable Prime Minister and the Permanent Secretary to the Prime Minister and Head of the Public Service.

The Unit is staffed as follows:

- Monitoring and Evaluations Officers
- Economic and Policy Analysts
- Researchers
- Co-ordinators (execute projects and special assignments)

2.2.7 Communications and Media Relations

The Communications and Media Relations Unit provides communications support to the Honourable Prime Minister whenever necessary. It continues to provide full media coverage for all events hosted by the Honourable Prime Minister. Additionally, press releases, speeches, statements and messages are produced for transmission to stakeholders.

This Unit operates efficiently and is able to liaise with other divisions effectively. The staff is well skilled and provides a high level of competence.

The Press Secretary was supported during this reporting period by:

- 1 Advisor, Public Engagement
- 1 Communications Specialist
- 1 Communications Assistant

2.2.8 Financial Assistance (Studies)

The mandate of the Financial Assistance (Studies) Unit (herein referred as The Secretariat) is to *lend technical and administrative support* to the Selection Committee. The Selection Committee is an intermediary body to the approval process.

The Unit comprised an **Administrator, Assistant Administrator and Administrative Secretary and an Administrative Support Assistant**. The Administrative Secretary resigned effect August 2013. Additionally, this unit was transferred to the Ministry of Tertiary Education and Skills Training in **September 2013**.

Functions and Responsibilities of the Secretariat:

- Advertises for an intake of applications quarterly in March, June, September and December each academic year. The period between the advertisement and the deadline date for submission of application should be at least six **(6)** weeks;
- Receives **ALL** applications and prepares and submits to the Financial Assistance Selection Committee for consideration;
- Schedules and arranges interviews of applicants as recommended by the Financial Assistance Selection Committee;
- Prepares and submits the Financial Assistance Selection Committee's recommendations to Cabinet for consideration. Submits for the consideration of Cabinet any requests outside of the policy;
- Ensures that applicants are updated on the status of their application;
- Makes all the necessary arrangements (relating to payments, agreements etc.) to enable the successful applicants to take up their awards; and
- Monitors and evaluates the programme in order to:
 - ✓ assess the overall impact of the programme;
 - ✓ ensure that there is consistency and transparency in the delivery of the service;
 - ✓ ensure that the opportunities for continuous improvements are maximized; and
 - ✓ ensure that recipients of financial assistance are fulfilling their obligations to the country.

Other functions:

- Prepares and submits reports requested by the Permanent Secretary, Office of the Prime Minister;
- Prepares and obtains approval of the Minutes of the meetings of the Financial Assistance Selection Committee;
- Responds to any questions and/or queries by any recognized statutory interest group as requested by the Permanent Secretary regarding the programme;
- Responsible for maintaining and ensuring systems are in place for the overall management of the programme;
- Network with Ministry of Tertiary Education and Skills Training with regards to **GATE** and **HELP Loan** accessed by applicants; and
- Any other administrative functions required for the success of the Unit.

2.2.9 Information Technology

The Information Technology Unit continued to maintain and support the network and information resources of the Office of the Prime Minister, St. Clair and its related offices at Nicholas Tower. The support system is connected to GovNeTT (the Government IT backbone) through which e-mail and internet connectivity is provided.

The Information Technology Unit comprised:-

- 1 LAN Administrator
- 2 Network Technicians
- 3 Information Technology Support Technicians

2.2.10 Freedom of Information (FOI)

The Freedom of Information Unit (FOIU) was established in 2001 to administer the Freedom for Information Act, Chapter 22:02. It continues to educate, train, monitor and evaluate public authorities and members of the public. The FOIU also has the responsibility for the implementation of the Data Protection Act (2011) given that this Act will lead to amendments to the Freedom of Information Act, Chapter 22:02. Only Parts I and II of the Act which deal with the twelve (12) General Privacy Principles and the establishment of the Office of Information Commissioner respectively, has been assented to by the President.

The approved staffing structure is as follows:

- 1 Executive Director
- 2 Senior FOI Officers
- 5 FOI Officers
- 1 Business Operations Assistant

However, this unit was transferred to the Ministry of Communications with effect from **September 2013**.

2.2.11 Interim HIV Agency and Secretariat

Cabinet by Minute No.65 of January 12, 2012 agreed to the establishment of an Interim HIV Agency and a Secretariat in the Office of the Prime Minister to provide leadership and co-ordination of the strategic response to the HIV/AIDS epidemic, pending the establishment of the National AIDS Coordinating Committee (NACC) as a Statutory Body. Cabinet also agreed to a Secretariat comprising of the under-mentioned staff, on contract, for a period of two years with effect from the date(s) of assumption of duty, on terms and conditions to be negotiated with the Chief Personnel officer and approved by the Prime Minister:

- One (1) Director
- One (1) Programme Officer, Monitoring and Evaluation
- One (1) Information and Communications Manager
- One (1) Executive Administrative Officer

GOVERNANCE ARRANGEMENTS FOR IMPLEMENTING THE HIV/AIDS NATIONAL STRATEGIC PLAN

Together with the recommendations of the Finance and General Purposes Committee Cabinet by Minute No. 372 of February 7, 2013 noted and approved the contents of the National HIV and AIDS Strategic Plan 2013-2018. The NSP identifies key result areas for the HIV response in the country namely, the following:

- Prevention of HIV transmission
- Treatment and care of persons living with HIV (PLHIV)
- Advocacy and the protection of the human rights of persons infected and affected by HIV
- Surveillance and research and programme management co-ordination and evaluation.

The multi-sectoral response to HIV and AIDS in Trinidad and Tobago is made possible through the coordinated efforts of a range of organizations including public and private sector entities, civil society organizations and international partners.

This Unit was transferred to the Ministry of Health with effect from **September 2013**.

2.2.12 Unemployment Relief Programme (URP)

The Unemployment Relief Programme (URP) was funded under the Unemployment Levy Fund and separated into four (4) Ministries namely:-

- Office of the Prime Minister
- Ministry of Local Government
- Ministry of the People and Social Development; and
- Ministry of Food Production

Mission

The mission of the URP has been advanced via the implementation of a variety of maintenance and construction projects under three components:

- The Core Programme
- The Women's Programme and
- Community Contract Projects Programme

The URP addressed the following issues for the period under review:

- Poverty alleviation;
- Provided short-term unemployment relief;
- Enhanced entrepreneurial skills and opportunities;
- Contributed towards national food security;
- Developed social, economic and physical infrastructure of the communities.

The Programme operates over twelve (12) Administrative Regions namely:-

- Diego Martin
- Port of Spain
- San Juan/Laventille
- Tunapuna
- Arima
- Sangre Grande/Mayaro/Rio Claro
- Couva
- San Fernando
- Princes Town
- Fyzabad
- Point Fortin
- Chaguanas



SERVICES PROVIDED

2.3 Delegated Levels of Authority

Administrative Functions

The Permanent Secretary, supported by the Corporate Services and Human Resource Management Unit continued to administer the functions devolved by the Chief Personnel Officer and functions delegated by the Public Service Commission.

Function devolved by the Chief Personnel Officer

Monthly Paid Employees

- Contract employment
- Secondment
- Duty Leave, Special Duty Leave
- Special Leave
- Accumulation of Leave
- No Pay Study Leave
- Leave of absence without pay
- Extension of Sick Leave, Injury Leave
- Leave to pursue course
- Compensation in lieu of uniforms not issued
- Compensation in lieu of annual vacation leave
- Separation Allowance

Functions Delegated by the Public Service Commission (PSC)

The following functions are delegated by the PSC:-

- Acting appointments up to Range 68 for a period not exceeding six (6) months except in offices that require consultation with the Prime Minister.
- Appointments on a temporary basis for periods not exceeding six (6) months, on expiration of that person's first (1st) appointment on a temporary basis by the Public Service Commission to that office, except in offices that require consultation with the Prime Minister.
- Confirmation of appointments.
- Power to make transfers within the Ministry's division up to Range 68.
- Acceptance of Resignations.
- Noting of Retirements – compulsory and voluntary after age 55.
- The exercise of disciplinary control in respect of minor infractions set out in the Code of Conduct. Infractions and their related regulations are set out in Table below.

Regulation

Acts of Misconduct/Discipline

135(1)

Failure to attend to matters promptly within the scope of office.

135(2)

Lack of courtesy to a member of the public or other public officer.

135(3)

Willful failure to perform duties.

136(1)

Absence with leave or reasonable excuse from office.

136(2)

Failure to seek approval to leave the country.

Regulation	Acts of Misconduct/Discipline
137(2)	Failure to disclose activities outside Service.
149(1)(a)	Failure to perform duties in a proper manner.
149(1)(b)	Breach of written law.
149(1)(d)	Behaviour that is prejudicial to, or discredits, the Service.
149(2)(a)	Absence without leave from office or habitually irregular arrival/departure from office.
149(2)(a)	Persistently unpunctual.
149(2)(b)	Disobedience to orders.
149(2)(c)	Unfit for duty through drunkenness or use of drugs.
149(2)(d) and (f)	Neglect of duty.
149(2)(g)	Unlawful or unnecessary exercise of duty.



REPORTING FUNCTIONS

2.4. The Reporting functions for the financial period October 2012 to September 2013 are as follows:-

Document	Receiving Agency
Monthly Reports on devolved functions	Chief Personnel Officer
Annual Administrative Report	Cabinet Parliament
Quarterly reports on Delegated Functions	Director of Personnel Administration
<p>Cabinet Secretariat</p> <p>Section 81 of the Constitution provides as follows:</p> <p>“The Prime Minister shall keep the President fully informed concerning the general conduct of the Government of Trinidad and Tobago and shall furnish the President with such information as he may request with respect to any particular matter relating to the Government of Trinidad and Tobago”.</p> <p>Copies of Notes considered by the Cabinet and copies of the relevant confirmed Cabinet Minutes (weekly)</p>	President

The Table above outlines the reporting requirements to the central agencies in respect of human resource and administrative functions in monitoring the work of the Ministry. It identifies the reports required and the Receiving Agency.

The following performance highlights showcase the Office of the Prime Minister's efforts and achievement:-

3.1 Health and Safety

For the period in review the Health and Safety Unit undertook the following activities:-

- **Health and Safety Orientation**

- An Orientation Statement was developed to inform staff and visitors to the Head Office of the procedures in the event of an emergency.
- The Statement is posted at the location as well as read at meetings and other functions held at this location.
- Health and Safety was included as part of the orientation exercise for new staff.

- **Evacuation Drills**

An Emergency Action Plan was developed and communicated throughout the OPM.

- The unit tested the usefulness of the Emergency Evacuation Plan.
- The building was colour coded according to floors and the assembly at the Muster Point was organized according to the colour coding.

- **First Aid**

A cadre of trained First Aiders was established. This is necessary to maintain a legally able respond team where emergencies may arise.

- Staff were trained in First Aid and CPR.
- Trained First Aiders are within every location of the OPM.
- Management of First Aid equipment and supplies resides with the HS Officer.

- **Fire Certificate**

- Request for fire certificate was made to the Trinidad and Tobago Fire Service (TTFS).
- TTFS conducted an inspection and submitted requirements for the issuance of same.
- A report was sent to UDeCOTT. A majority of the action items were within their remit.

- **Fire/Life Safety**

The management of fire/life safety systems requires a continuous effort to ensure that the OPM meets its obligations. In this regard the H&S Unit liaises with UDeCOTT and Facilities Management as there are shared roles and responsibilities.

- Fire extinguishers were examined and weaknesses corrected.
- Fire hoses were inspected.
- Fire suppression systems were examined.
- Meetings were attended with external stake holders re: mitigation procedures.

- **Safety Committee/Disaster Risk Management**

During the period 2012-2013 the OPM was involved with other national agencies namely, the Office of Disaster Preparedness Management and City of POS Disaster Unit. Attempts at developing strategies for disaster response both from an organizational and local perspective were addressed. This relationship involved information sharing on areas of vulnerability and mitigation.

This relationship allowed the OPM first-hand information and support in decision making. It must be noted that all locations of the OPM are at risk of the vulnerabilities common to the City of POS and environs.

3.2 Interim HIV Agency and Secretariat

The intent is to fully establish the HIV response as one that contributes to national development by **promoting the health and wellbeing of the population.**

The following activities were accomplished over the period January – September 2013

- ✓ Establishment of Interim HIV Agency and Secretariat.
- ✓ Finalisation and approval by Cabinet of National Strategic Plan 2013-2018 and Operational Plan 2013-2014.
- ✓ Launch of Agency, Rapid Mapping project, HIV Agency and Secretariat Website.
- ✓ Award and Recognition Ceremony for NGOS and HIV Co-ordinators.
- ✓ National Youth HIV and AIDS Challenge Walks- North and South.
- ✓ Publication of HIV Newsletters.
- ✓ Production and dissemination of IEC Materials.
- ✓ Publication and dissemination of statistical report on Trends in HIV and AIDS in Trinidad and Tobago, 1983-2011.
- ✓ Production of research and policy brief-Women, Girls and HIV/AIDS in Trinidad and Tobago, 1983-2012.
- ✓ Preparation of standardized criteria guidelines for evaluating funding proposals from NGOs.
- ✓ Hosting of Youth Symposium- Youth as Agents of Change in the national HIV/AIDS Response.
- ✓ Administration of Technical Needs Assessment to NGOs.
- ✓ Compilation of Global AIDS Progress Report 2013.
- ✓ Compilation of the Mid Term Review Report on the Progress of Achievement of Ten Targets.
- ✓ Hosting of technical meeting with implementing partners and stakeholders.
- ✓ Implementation of HIV project in the PSIP.
- ✓ Preparation of training plan for HIV Secretariat.
- ✓ Capacity building, training and sensitisation sessions for NGOs, HIV Co-ordinators and staff of the OPM.
- ✓ Prevention of HIV Jingle- Down to ZERO Jingle- (April 2013) and other outreaches e.g. City Gate Outreach, Carnival Campaigns.
- ✓ Conducted technical needs assessment among HIV Co-ordinators.
- ✓ Conducted technical needs assessment among NGOs.
- ✓ Capacity building for HIV testing service providers.
- ✓ Preparation of profiles of each regional corporation.

- ✓ Provision of financial assistance to CSOs.
- ✓ Participation in national and regional advisory boards- Ministry of Labour/HIV/AIDS Sustainability, Coalition of Women, Girls and HIV and PANCAP Executive Board.
- ✓ Commencement of UWI NGO and GIS Database Project.
- ✓ Recruitment of consultants for review and finalisation of national HIV and AIDS Policy and review and synthesis of HIV and AIDS research.
- ✓ Gap analysis of existing HIV Testing sites.
- ✓ Engagement with Employers' Consultative Association and private sector.
- ✓ Attended and made presentations at regional workshops e.g. UNAIDS Estimates and Projections Regional Workshop and the Caribbean Regional Meeting on Strategic HIV Investment and Sustainable Financing.

3.3 Communications and Media Relations Unit

During the period October 2012 to September 2013, the Communications and Media Relations Unit supported and gave full media coverage at the following events by the Honourable Prime Minister:

- Launch of Jobs and Career Coach Initiative - December 2012.
- Delivery of Land Titles in Tobago, launch of PTSC/NESC Tobago and UTT Campus Tobago - January 2013.
- Visit to Haiti for the 24th Inter-Sessional meeting of the Conference of Heads of Government, February 2013.
- Launch of Local Government Reform Consultations - March 2013.
- Prime Minister's statement on ***Nationwide Power Outage*** - March 2013.
- Attendance at the Americas-African Business Forum, Washington - April 2013.
- Attendance at the UN General Assembly, New York - April 2013.
- State Visit to Canada - April 2013.
- Visit of the Vice President Biden, United States of America - May 2013

- Full protocol, technical, research and human resource support for the visit of the President of China, Xi Jinping - June 2013.
- CARICOM Heads of Government meeting - July 2013.
- Opening of the Caribbean Investment Forum - July 2013.
- Preparation and coverage of the Re-enactment of the signing of the Treaty of Chaguaramas - July 2013.
- Full communications support for Emancipation Day celebration at the Diplomatic Centre - August 2013.
- Attendance at the 68th United Nations General Assembly, New York - September 2013.
- Visit to the Americas Competitiveness Forum (ACF) VII in Panama City, Panama - September 2013.
- Full communications support for courtesy calls:-
 - Prime Minister Kenny Anthony of St. Lucia - October 2012;
 - Members of the West Indies Cricket Board - January 2013;
 - Ambassador Extraordinary and Plenipotentiary of the Embassy of the Bolivarian Republic of Venezuela - January 2013;
 - His Excellency, Mr. Gerard Latulippe, newly appointed Canadian High Commissioner to Trinidad and Tobago - January 2013;
 - Mr. Serge Letchimy, President of the Regional Council of Martinique - June 2013;
 - Baroness Fleolla Benjamin of Beckenham - November 2013.
- Media coverage at the Centennial Celebration of Mt. St. Benedict.
- Media coverage in Parliament.

- Media coverage for the statement by the Hon. Prime Minister on the Libel and Defamation Act.
- Media coverage for Prime Minister's joint press statement with the Prime Minister of Grenada, the Rt. Hon. Keith Mitchell.
- Facilitating the distribution of pictures of the Hon. Prime Minister to Primary school children and citizens upon request.
- Daily response to invitations for events and meetings to the Hon. Prime Minister via letter, email and telephone calls.
- Daily responses to emails from citizens with requests on behalf of the Hon. Prime Minister.
- Daily responses to requests for information via telephone calls from citizens and other ministries.
- Preparation and distribution of condolence letters to the families of prominent citizens of Trinidad and Tobago.
- Monitor and liaise with members of the public striking outside the Office of the Prime Minister.
- Full support to the Acting Prime Ministers.
- Loan of National Flags to several ministries throughout the year.
- The Communications Unit produced/edited over 100 messages/speeches/press releases for the Prime Minister during this period.
- Execution of over 53 Post-Cabinet meetings for the period under review.
- Hospitality to media and stakeholders.
- Technical support for teleprompter use at speaking engagements by the Honourable Prime Minister.

3.4 Information Technology Unit

The major responsibility of this Unit is the provision of IT and telecommunication support to the Office of the Prime Minister, St. Clair, and Nicholas Tower, Independence Square, Port of Spain. (Offices at Jobco Building are no longer operational.)

During the period under review the following initiatives were undertaken:-

- Purchase and distribution of forty (40) workstations throughout the offices at St. Clair as well as Nicholas Tower.
- Purchase and partial distribution of ten (10) Dell laptops to key personnel within the OPM.
- Purchase of a Dell R510 Server for the purpose of a Microsoft SharePoint portal rollout. This project was cancelled and the server was re-purposed for an internal WSUS (Windows Server Update Services) server.
- Symantec Server updates were completed.
- Planned and Designed Network Architecture for proposed move of Head Office to Knowlsey Building. This included consultations and many site visits with vendors such as TSTT, iGovTT, etc. This project was also cancelled as the proposed move did not materialise.
- After suffering a significant failure with existing VMware environment, the OPM entered into a three (3) year agreement with Massy Technologies (Formerly Illuminant), to provide support for VMware.

3.5 Records and Registry Management

During the period under review, the following were accomplished:

Number of Correspondence Received

Number of Batches Scanned	18,057
Number of Documents Scanned	29,598
Number of Envelopes Dispatched	4,270
Number of Envelopes dispatched by Diplomatic Bag	132
Number of Envelopes sent by International Courier	50
Number of Envelopes sent by Local Courier	1,471
Number of Temporary Files Opened	172
Number of Cabinet Note Numbers Issued	108
Number of New Files Opened	58
Number of Boxes sent to Records Centre	88

Additionally;

- (a) Use of the DHL Courier Service facilitated the urgent dispatch of Documents from the two Commissions of Enquiry that were set up to enquire into:
 - (i) The events surrounding the attempted coup in Trinidad and Tobago on July 27th 1990
 - (ii) The failure of CL Financial Limited, CLICO Investment Bank Limited, British American and the Hindu Credit Union

Electronic Document Management System (EDMS) (On-Base)

The Roll-out of the Electronic Document Management System (EDMS) (On-Base) to the Divisions of the Office of the Prime Minister continued with the implementation of the Workflow Module. However, there are still some issues to be configured in the system which are to be rectified by the software provider.

3.6 Cabinet Secretariat

- (i) The Cabinet held 54 Meetings and made **3,496** decisions;
- (ii) The FGPC held 49 Meetings and made **1,409** recommendations to Cabinet;
- (iii) The OTC held 74 Meetings and made **612** recommendations to Cabinet;

Secretariat services were provided to the PQC on request (weekly)

- (iv) The Implementation Section pursued with the Ministry of the Attorney General and the Ministry of Local Government, the implementation of those decisions of Cabinet which required the preparation of legal documents for the signature and/or Seal of the President, or the signature of the Secretary to Cabinet. In this regard:

- Documents vetted and transmitted to the President for his signature and/or Seal included:-
 - ❖ Instruments of Appointment to Statutory Boards
- Proclamations in respect of:
 - ❖ the call out of the Trinidad and Tobago Defence Force (Reserves) to provide security support for law enforcement activities for the period May 6 to August 6, 2013, during the Christmas and Carnival periods from December 14, 2012 to March 31, 2013
 - ❖ The Trafficking in Persons Act, 2011
 - ❖ Sections 10 and 11 and Sections 23 to 28 of the Tobacco Control Act, 2009
 - ❖ The Securities Act, 2012

- ❖ The Prorogation of the 3rd Session of the 10th Parliament (midnight July 10, 2013)
- ❖ The Commencement of the 4th Session of the 10th Parliament (August 2, 2013)
- Notification in respect of the festivals of Divali (November 13, 2012) and Eid-ul-Fitr (August 9, 2013)
- Consents of the President:
 - ❖ for the lease of land in the City of Port of Spain
- Documents signed by the Secretary to Cabinet included:
 - ❖ Notices/Orders in respect of the compulsory acquisition of lands for public purposes
 - ❖ Orders in respect of Special Events in Trinidad and Tobago under the Liquor Licences Act, Chap. 84:10 regarding, inter alia, Carnival, Borough Day Celebrations, Indian Arrival Day, Labour Day, Tobago Heritage Festival, Emancipation Day, Great Race Weekend, Independence Day and Republic Day
 - ❖ Notification of Pensionable Offices
 - ❖ Orders in respect of the Variation of Duty on certain Goods
 - ❖ Other Miscellaneous Orders/Regulations.

The Implementation Section also pursued with the Government Printer the publication of all legal documents which were required to be gazetted.

- (v) The Records Section:
- digitized all Cabinet Notes received and Minutes generated, and maintained same in electronic storage for reference/retrieval
 - processed **304** requests from Ministries/Departments for copies of Cabinet Minutes from previous years (processed within 24 hours of receipt of request).
- (vi) Secretary to Cabinet furnished the President on a weekly basis with copies of the Notes considered by the Cabinet at its Meetings and copies of the relevant confirmed Cabinet Minutes.
- (vii) The Secretariat commenced the process for the implementation of an e-Cabinet Solution to facilitate the electronic distribution of Cabinet documents to Ministers.

3.7 Procurement and Office Management

During the period under review the Commission of Enquiry into the Events surrounding the attempted Coup in Trinidad and Tobago on July 27, 1990 was transferred from Telly Paul Building, New Street, Port-of-Spain to 4th Floor, Pembroke Court, Pembroke Street, Port-of-Spain.

In addition, the Cabinet Records Centre was also relocated from Telly Paul Building to the Office of the Prime Minister, #13-15 St. Clair Avenue, St. Clair.

3.8 Freedom of Information Unit

Activities completed over the period October 2012 to September 2013

Monitoring and Evaluation

- Public Authorities were reminded of their statutory obligations under the FOIA such as the publication of public statements and providing relevant information to the Unit via the Quarterly Returns.
- The number of public authorities publishing their annual public statements was monitored through the Trinidad and Tobago Gazette and daily newspapers.
- Identification of need for sensitization and training through the interaction with various public authorities.

Research

- Preparation of a draft Annual Report 2012 to be laid in Parliament.
- Development of draft brochure, *Frequently Asked Questions (FAQs)*.
- Identified relevant international organisations specialising in access to information and data privacy to inform policy.
- Researched the administration of Freedom of Information and Data Protection in other jurisdictions such as United Kingdom, Australia and Canada to determine best practices and draft amendments.

Client Relations and Training

- Twenty-three (23) public authorities/agencies received training with a total of one hundred and thirty-five (135) participants.
- 231 members of the public sought assistance from the Unit via walk-ins e-mail and telephone calls.

3.9 Financial Assistance (Studies) Unit

Activities for the period October 2012 to September 2013:

1. Consult stakeholders on the draft policy for the programme and forward to Cabinet for approval.
2. Policy was approved in January 2013.
3. Research, consult and implement the following supporting documents for the programme:
 - (i) Application Form
 - (ii) Scoring Sheet
 - (iii) Selection Committee Guidelines
4. Implement an interim administrative measure to support the process, that is, access database.
5. Advertised for an intake of applications twice after the approval of the policy in January 2013:-
 - (i) March – April 2013
 - (ii) July – August 2013
6. Initiate the procurement process for the implementation of an automated Grant Management System for the Programme in April 2013.
7. Discussed the proposal for the best fit with the relevant officials of the Ministry and selected a provider for the automated grant management system.
8. Concluded the administrative commitments to the Ministry of Health (MOH) Bursary.

3.10 OPM's Security Unit

For the period under review, Closed-circuit Television (CCTV) Cameras, a video intercom system and an electronic (remote control) gate were installed at #13-15 St. Clair Avenue, St. Clair.

3.11 Facilities Management

The following contractual arrangements were supervised over the period:-

FACILITY	Type of contract/service provided	SCOPE
Nicholas Tower Levels 5, 6 and 7	Provide Janitorial Services	General janitorial/maintenance services. Deep clean and shampoo of chairs and carpet for all floors.
	Asset Management	Management and maintenance of office assets. Purchased office furniture and equipment.
	Space Management	Termination of Lease/Rent Agreement for 5 th Floor. Relocation of OPM departments from 5 th floor to Levels 6 and 7.
	Security	Secure offices, equipment and personnel.
	Air Condition Maintenance	<ul style="list-style-type: none">• Maintain Server Room A/C Units.• Other A/C systems were the responsibility of the building owner.

FACILITY	Type of contract/service provided	SCOPE
	Telecommunications	Telephone repairs, cable supply and internet services.
	Electrical	Re-lamping and minor electrical repairs carried out by the Ministry of Works.
	Parking Facilities	Arranging parking for staff and visitors.
	Accommodation	Arranging and managing the accommodation of the Ministry of Communications within the floor space.
	Conference and Multi-Media Equipment	Maintenance and repair of the Conference and Multi-media equipment.
	Office Repairs and Alterations	Sound proofing of the Permanent Secretary's Office.
	Health and Safety	Instruction to staff and visitors re: emergency evacuation procedures.
Head Office 13-15 St. Clair Ave.	Air Condition Maintenance	Monitor the service contract awarded to Peakes Technologies (monthly maintenance and breakdown issues).
Head Office 13-15 St Clair Ave	Elevators Maintenance	Monitoring the service contract awarded to RBP Lifts (repairs/malfunctions).
	Janitorial	Monitoring the janitorial functions inclusive of grounds and drains.
	Security	Providing adjustments and requested additional infrastructure.

FACILITY	Type of contract/service provided	SCOPE
	Health and Safety	Oriented staff on policy and evacuation procedures.
Secretariat to Commission of Enquiry into the Attempted 1990 Coup	Completed the Relocation of the Secretariat.	Relocated furniture, services and equipment from Telly Paul Building, St, Vincent Street to Pembroke Court, Pembroke Street, Port of Spain.
	Air Condition, Electrical, Plumbing and Security systems	Utilized – Ministry of Works to effect minor repairs.
Mary Street Property, St. Clair	Repairs and Maintenance	Re-lamping, minor electrical and plumbing repairs.
Maraval Road Car Park	Electrical/Plumbing	Maintenance to perimeter lighting and plumbing.

Additionally, the Facilities Management Unit serviced the occupation of the Ministry of Communications, its Minister and supporting staff on Level 5, Nicholas Tower until their transition as a new Ministry.

3.12 Policy, Strategy and Government Performance Management

The Launch of the Information Resolution Communication (IRC) Portal

This web-based interactive system is an information, communication and problem resolution portal allowing real-time access to internal and external stakeholders; inclusive of public service employees and citizens. The core functions are the generation and maintenance of data in a manner to encourage and guide policy development, as well as functioning as a complaint resolution mechanism and to provide citizens feedback to the management of the OPM.

Completion of Phase II of the Integrated Performance Management System (IPMS)

Cabinet approved the establishment and implementation of an online information and communications technologies (ICT) platform to allow for strategic planning, budgeting, reporting, performance measurement and organizational alignment in a single interface. The system currently produces reports on overall Government, as well as individual Ministries' performance and allows policy makers the ability to make better decisions for maximizing delivery of public sector services while optimizing scarce resources. The IPMS is intended to become the central government project management system.

On-going collection of data to be used to produce reports as well as Ministerial reports

This initiative is to be continued for Ministries and expanded for other State entities.

Happiness Study of the Population

Based on current global concern to the welfare of citizens and discussions with the Canadian Government, a unique proprietary system was developed to measure the "happiness" and "frustration" of the population of Trinidad and Tobago in regards to the quality of life. The findings of the Study will allow for evaluation of current government policy by the wider population and to guide the development of subsequent national policy by geographic division. This action item is currently being reviewed for deployment to the national community.

Development of the Service Charter for the Office of the Prime Minister

The Customer Service Charter was initiated in 2013 as an action item of the OPM Strategic Plan (2011-2013). The Charter serves to educate the institution and instill within its functions the expected "modus operandi" to encourage and facilitate agreeable experiences within OPM as well as with external clients. This template was developed primarily for the Information Technology Unit and was redesigned for implementation by all other divisions of the OPM.

OPM Internet Policy

A review of the Draft Internet Policy was submitted for the consideration of the respective Division.

Design of a Process Mapping and Re-engineering Proposition

The process mapping and re-engineering templates assisted to determine work flows and allowed the development of business planning, communication and management policing of the office. This has been completed with expected implementation in 2014.

Design of an Employee Engagement Model

A diagnostic tool was designed and developed as part of the cultural audit and transformation exercise toward a more productive organizational culture. Data was collected, analyzed and recommendations developed for activities were undertaken in 2013. This engagement model produced a comparative analysis for the years 2010 and 2013 and was presented to the Heads of Divisions.

RACI Collection and Analysis

The utilization of the RACI model assisted in the effective implementation of goals as it clearly defined and listed key responsibilities of Divisions during the change management process. The responsibilities and actions required were identified according to who is responsible; who is accountable; who needs to be consulted and who needs to be informed. The data collection phase has been completed and compilation and analysis is currently in progress.

Research Papers on intended projects

Following research papers were prepared to ascertain the present environment to guide and assist in the formulation of national policy:

- ❖ Incubation Centre system
- ❖ Code and Ethics for Government Ministers
- ❖ Assessment of Permanent Secretaries

3.13 Human Resource Management Unit

Employee Rewards and Recognition Programme

This programme was developed and launched in 2013. It supports the objectives and strategic goals of the Office of the Prime Minister and is tied to the OPM's vision, mission, or core values.

The objectives of the programme include:

- To communicate goals, standards and core values.
- To promote employee involvement and improvement.
- To recognize employee loyalty and commitment of duty and to express general appreciation to all employees.
- To honour employees who perform their jobs in an exemplary manner and achieve meritorious or distinguish accomplishments.
- To enhance morale and productivity.

Development of a Six-year Contract Employment Staff Plan

This plan was developed with effect from January 2013 in respect of One Hundred and Fifty Six (156) existing contract positions in the Divisions, Sections/Units of the Office of the Prime Minister.

Development of an Orientation and Induction Programme

The modules of the programme include:

- Mission, Vision and Core Values of the OPM
- Information on the Public Service/OPM and its services
- Code of Conduct
- Computer Usage at the OPM
- Occupational Health and Safety

United Nations Public Service Day – June 2013

In keeping with Cabinet's decision the Human Resource Unit commemorated **United Nations Public Service Day in June 2013** with the following activities:-

- ✓ Launch of the Employee Rewards Programme;
- ✓ Employee Boat Ride; and
- ✓ A Cookout.

3.14 Unemployment Relief Programme (URP)

The following were achieved for the period under review:

- ✓ Provided employment opportunities for over **18,000** persons.
- ✓ Delivered **510** completed small-scale construction projects. These projects were completed within budget, timelines and quality parameters.
- ✓ Conducted an island-wide continuing registration exercise of **18,000** daily paid persons.
- ✓ Maintenance crew was deployed in schools, public buildings, homes for the elderly, temples and churches.
- ✓ Initiated beautification programmes in some schools.
- ✓ Provided support to **60** flood affected families.
- ✓ Six (6) Talipia rearing ponds put into operation.
- ✓ Thirty-six (36) grow boxes spread across the country.
- ✓ Agricultural Outreach Programme to ten (10) schools, six (6) in Port of Spain and four (4) in Sangre Grande.

3.15 Training and Recruitment

3.15.1 Human Resource Management Unit

During the period of review, the Human Resource Management Unit designed and developed a comprehensive Strategic Training Plan that included goals, measurable objectives, and proposed activities that supports the strategic goals of the OPM from 2012 to 2014.

Some of the training areas attended by officers include:

- Defensive Driving
- Media Relations
- Strategic Managing Training and Development
- Developing Human Resources Policies
- Registry Procedures
- Research Technologies, Methodologies and Application for Directors/Heads
- Annual Health and Safety Security Environmental Conference/Exhibition
- Policy Development
- Health and Safety Warden Training
- Delivering Excellence in Customer Service
- Customer Service for Officers
- HIV/AIDS Sensitization
- Executive Secretarial Development
- Protocol for Public Officers
- Planning for Successful Retirement
- Review of the Systems and Process involved in the Administration and Management of contract Management
- Monitoring and Evaluation
- Time and Commitment Mapping
- Proposal Writing
- Emotional Intelligence
- Mediation Skills
- Introduction to Facilities Management
- Cabinet Note Writing
- Dynamics of Policy Development and Writing
- Conducting Effective Performance Appraisals
- Training in the preparation of increments

CONTRACT

The Unit continuously completes outstanding gratification and settlement of contracts and other related employment matters as it pertains to employees.

The following contract positions were created, recruited and terms and conditions were completed during the period under review:

- One (1) Information Technology Manager
- One (1) Pension and Leave Supervisor
- Two (2) Pension and Leave Officers
- One (1) Special Advisor to the Prime Minister (Economic Policy and Financial Affairs)
- One (1) Special Advisor to the Prime Minister on Foreign Policy
- One (1) Assistant Regional Security Coordinator
- One (1) National Security Advisor to the National Security Council
- One (1) Personal Coordinator
- One (1) Business Operations Assistant II
- One (1) Administrative Security
- One (1) Facilities Manager
- Two (2) Secretaries
- One (1) Communications Officer
- Four (4) Document Processors
- Two (2) Information Technicians
- One (1) Registry Clerk
- One (1) Administrator
- One (1) Office Aide
- Two (2) Clerical Assistants
- One (1) Procurement Assistant
- Two (2) Courier/Drivers
- Three (3) Couriers
- One (1) Binder
- Two (2) Hospitality Attendants
- One (1) Cleaner
- One (1) Assistant Security

3.15.2 OPM's Security Unit

Officers were encouraged to avail themselves with all the training that is provided.

- ✓ Refresher training includes shooting and weaponry.
- ✓ Supervisors and Co-ordinators attended a three-day workshop on '*Effective Supervision*'.
- ✓ Presentations and lectures were conducted on various security topics by members of the Trinidad and Tobago Police Service (TTPS) and the Trinidad and Tobago Defence Force (TTDF).

3.15.3 Freedom of Information

Employment of Staff

The following staff positions were filled in May and June 2013:

- One (1) Freedom of Information Officer (Research)
- Two (2) Freedom of Information Officers (Client Relations and Training)

Interviews were conducted for the vacant position of Senior Freedom of Information Officer (Monitoring and Evaluation). The selected candidate did not assume duties due to the reassignment of the Freedom of Information Unit to the Ministry of Communications with effect from **September 2013**. All other positions remain vacant.

The Office of the Prime Minister advertised for the post of Information Commissioner. The services of the Government Human Resource Services Company Limited (GHRS) were used in an effort to identify potential suitable candidates to fill this critical vacancy. However, after a review of the applications for the position, it was found that the applicants did not meet the criteria.

Staff Training

In an effort to build capacity within the Unit the following professional development courses were attended by staff:

- Mastering Public Speaking and Presentations using PowerPoint
- Results Based Monitoring and Evaluation
- Writing Press Releases

3.15.4 Unemployment Relief Programme

- Under the Women's Programme **264** persons were trained in craft, food, linen, drapery and floral arrangement.
- Thirty-nine (39) persons participated in National Training Agency Apprenticeship Programme in the field of garment construction.
- Trained two (2) cohorts (393) URP workers



FINANCIAL OPERATIONS

4.1 Budgetary Process

The Office of the Prime Minister is funded through the system of Parliamentary appropriations which authorizes the Ministry of Finance and the Economy to issue a General Warrant at the beginning of the Financial Year. The Warrant authorities are issued from the Consolidated Fund under various Sub Heads which are disbursed through the Ministry of Finance.

Cheques can only be issued from the Exchequer Account on the receipt of the Grant of Credit approved by the Comptroller of Accounts.

4.2 Expenditure versus Budget

For the Financial Year October 01, 2012 to September 30, 2013 the Office of the Prime Minister was allocated Two Hundred and Fifty-Three Million, Seven Hundred and Forty-Eight Thousand, Five Hundred and Fifty Dollars **(\$253,748,550.00)** to execute its mandate. Actual expenditure was Two Hundred and Twenty-Nine Million, Nine Hundred and Thirty-Four Thousand, Seven Hundred and Sixty-Eight Dollars and Sixty-Seven Cents **(\$229,934,768.67)**.

Actual Expenditure versus Budget – October 2012 to September 2013

Sub Head	Estimates Revised TT\$	Actual Expenditure TT\$	Variance TT\$
01 - Personnel Expenditure	34,259,300.00	27,852,121.10	6,407,178.90
02 - Goods and Services	198,677,780.00	188,230,217.65	10,447,562.35
03 - Minor Equipment Purchases	2,924,970.00	1,242,835.27	1,682,134.73
04 - Current Transfers and Subsidies	9,044,500.00	4,111,223.76	4,933,276.24
Total Recurrent Expenditure	244,906,550.00	221,436,397.78	23,470,152.22
09 – Development Programme	8,842,000.00	8,498,370.89	343,629.11
Total Expenditure	253,748,550.00	229,934,768.67	23,813,781.33

Explanations for the causes of materials variances between Estimates and Actual Expenditure:-

- 01 – Personnel Expenditure – Vacant posts were not filled
- 02 – Goods and Services – Expenditure was less than anticipated
- 03 – Minor Equipment Purchases – Items ordered not supplied on time
- 09 – Development Programme – Expenditure less than anticipated

4.3 Internal Audit

The duties of the Auditor are governed by various legal provisions in Trinidad and Tobago. The Constitution of the Republic of Trinidad and Tobago Chapter 1:01, chapter 8 Section 113(1) and Section 116(1-2) initiate these structures.

Internal Auditors must examine the functions, procedures and any criteria adopted by the organization in order to ensure that all expenditures and any revenues meet the required Estimates of Expenditure and Revenue as approved by Parliament and to ascertain the extent of compliance with existing policies and procedures as established by the Treasury.

Additionally, Internal Auditors must ensure that expenditures incurred under various votes are made in accordance with the Budgeted Allocations and that overall expenditure does not exceed releases granted.

The Internal Audit Unit was able to achieve its objectives. The operations of the Office of the Prime Minister can be viewed as quite satisfactory.

During the period under review the following audits were successfully completed:-

- ✚ Audit and Exchequer functions – applications for Credit, Accounting documents and records, Vouchers, Schedules of accounts and registers and all supporting documents, Imprest Cash and Reconciliation Statements.
- ✚ Expenditure – Stores and Inventory, Current and Previous Years paid and unpaid cheques, the Cheque Printing System, Payroll, 69 Pension and Leave Records and 120 Contract Gratuities.
- ✚ Audit Report – Fiscal Year 2012 - 2013



HUMAN RESOURCE INITIATIVES

5.1 Organizational Establishment

The following permanent/contract positions were filled for the period October 2012 to September 2013 in the Office of the Prime Minister:-

TYPE OF POSITION	NO. OF POSITIONS FILLED
<u>Permanent</u>	
Public Officers	7
<u>Contract</u>	
Office of the Prime Minister's Security	20
Public Information and Communications	2
Management Information Systems	1
Interim HIV Agency Secretariat	3
Freedom of Information	3
Policy, Strategy and Government Performance Management	7
Human Resource Management	5
Commission of Enquiry into the 1990 Coup	11
Commission of Enquiry into CLICO	17

5.2 Category of Employees

- Public Officers
- Contract Personnel

5.3 Career Path System

Office of the Prime Minister is committed to ensuring that all employees have access to training and development opportunities which enable them to be suitably knowledgeable and skilled to carry out their role and to develop their talents that fit the overall goals of the organization.

Furthermore, the OPM continues to harmonize the individual and the organization to move in the direction of its overall strategic objectives. Thus, alignment occurs for improved performance and ultimately success. In this regard, the members of staff maintained their professionalism, support, and dedication and continue to work assiduously in keeping with international best practices in fulfilling the mandate and providing the best possible support to the Prime Minister as Head of Government.

5.4 Employees Support Services

Employee Assistance Programme (EAP) Policy

The objective of this policy is to improve well-being and productivity by providing employees and their dependents who may be experiencing personal, behavioural, health or work related problems with the supportive services of a voluntary and confidential EAP.

Eligibility

The EAP continues to be available to all public officers, daily-rated employees and contract employees as well as their dependents, i.e. spouse, cohabitant (in accordance with the Cohabital Relationships Act, Chapter 45:55), unmarried, dependent children (including legally adopted, wards and stepchildren) under the age of eighteen (18) years or up to the age of twenty-three (23) years.

Accessing EAP Services

During the period under review four (4) employees have accessed EAP services.



CONCLUSION

Over the period October 2012 - September 2013, the Units/Divisions/Secretariat within the Office of the Prime Minister, continued to assiduously pursue the strategic objectives of the Office of the Prime Minister. Despite the systemic challenges in the filling of vacant posts on the permanent establishment, obtaining contractual agreements for contract personnel, the staff of the OPM remains committed and demonstrated a keen awareness of the expectations of their supervisors in achieving high levels of productivity and efficiency.