

SERVICE COMMISSIONS DEPARTMENT

Head 06:-Implementation of an Electronic Document Management System

Response to Recommendations on Page 24

Service Commissions Department (SCD) has noted the comments of the Public Administration and Appropriations Committee with regard to the Electronic Document Management System (EDMS), the recommendation that the Internal Audit should widen its scope of work to include an analysis of the:

- Strengths, Weaknesses and Threats
- Identification and Assessment of Risk
- Identification of Conflicts of Interest
- An Evaluation of the Achievement of Economy, Efficiency and Effectiveness in service delivery, of the EDMS.

In the performance of its duties, the Internal Audit in the Service Commissions Department is guided by the following Regulations:-

- The Constitution of the Republic of Trinidad and Tobago ch 1:01
- The Exchequer and Audit Act chapter 69:01
- The Financial Regulation and Instructions 1965
- Manual of Terms and Conditions of Employment
- Civil Service Act and Regulations
- Public Service Commission Regulations 1966
- Circulars from Ministry of Finance, Comptroller of Accounts and Chief Personnel Officer.

The recommendation of the Committee will require the Internal Audit staff to receive Information Technology Training, a review of the present staff complement and additional accommodation in order to widen its scope of work, to include the EDMS as part of its yearly programme of work.

Further, the SCD has undertaken to write to the Public Management Consulting Division (PMCD), Ministry of Public Administration and Communications and the Treasury Division Ministry of Finance in order to ascertain, review, and identify the necessary skills and resources that would be needed to comply with the recommendations. Attached are copies of the letters issued to the Permanent Secretaries, Ministry of Public Administration and Communications and the Ministry of Finance..

In the meanwhile, Internal Audit, Service Commissions Department will continue to assist in the **Procurement Process**, as the EDMS is on-going. This would be done by advising Management on the relevant Financial Regulations that govern this process, before, during and after the varying stages are completed.

The Internal Audit Unit will also ensure that with the completion of each phase of the project, the Assets derived such as Computer Terminals, Scanners and Printers and any other Electronic Items, are placed in the relevant Inventory/Stores Register and are in compliance with the existing Financial Regulations (Stores 1965).

Director of Personnel Administration.
5th January, 2017

