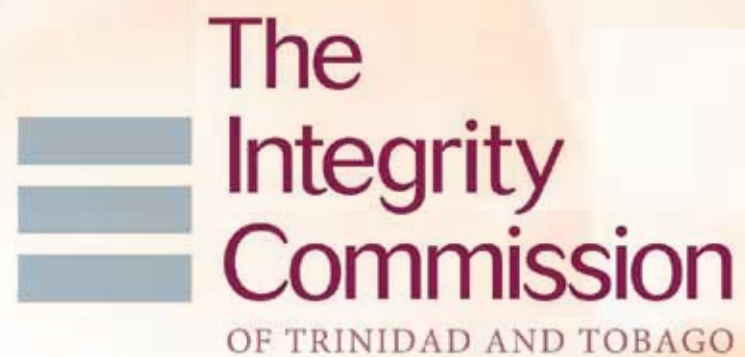




**THIRTY-THIRD ANNUAL REPORT**  
TO PARLIAMENT FOR THE YEAR 2020





**THIRTY-THIRD ANNUAL REPORT**  
TO PARLIAMENT FOR THE YEAR 2020





The logo is a three bar symbol, representing three areas of human society in which integrity is fundamental  
**SELF, COMMUNITY, CIVILIZATION.**

*“Corruption is a cancer that eats away the soul of a nation. It casts a dark shadow over our governance while compromising our present and destroying our future. Integrity in public life is fundamental to removing that shadow and moving to a new light that would provide a shining path for our children”.*

Professor Rajendra Ramlogan, PhD (University of Cambridge) FCCS

March 31, 2021

Mrs. Jacqui Sampson- Meiguel  
Clerk of the House  
Parliament of Trinidad and Tobago  
The Red House  
Parliamentary Complex  
St. Vincent Street  
Port of Spain

Dear Madam,

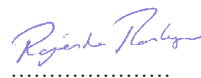
**Thirty-Third Annual Report to Parliament for the Year 2020**

The Integrity Commission of Trinidad and Tobago respectfully submits its Thirty-Third Annual Report to Parliament on its activities for the year ended December 31, 2020. The Report is prepared in compliance with Section 10 of the *Integrity in Public Life Act, Chapter 22:01* which states:

*"The Commission shall, not later than 31st March in each year, make a report to Parliament of its activities in the preceding year and the report shall be tabled in the Senate and the House of Representatives not later than 31st May, so, however, that the reports shall not disclose particulars of any declaration filed with the Commission."*

Kindly note that we have also submitted this Report in electronic form, as requested, to the following address: [coth@tparliament.org](mailto:coth@tparliament.org)

Yours faithfully,



Rajendra Ramlogan  
Chairman

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# Remarks of the Chairman of the Integrity Commission



It gives me great pleasure to present to Parliament the 33rd Annual Report of the Integrity Commission (IC) of Trinidad and Tobago. This report is for the year ended 31st December 2020.

The year 2020 provided the most defining period thus far in the 21st century. In March 2020, the World Health Organisation declared Covid-19 a pandemic resulting in dramatic measures taken throughout the global community to safeguard lives from the rapidly unfolding humanitarian crisis. Trinidad and Tobago although taking prompt and effective actions, was not spared from the social and economic ravages associated with the coronavirus pandemic.

Every single institution was faced with challenges in continuing their operations, and the IC was no exception. The IC at its core, embraces adherence to the 3Cs; Compliance, Complaints, and Communication.

Compliance with the Integrity in Public Life Act (IPLA) is critical to weaving the fabric of a society that can rebuff the scourge of corruption. The Honourable Attorney-General, Faris Al-Rawi, noted in January 2021, that Trinidad and Tobago has made significant strides in combating corruption despite the country's low ranking on the 2020 Corruption Perception Index (CPI). The year 2020 saw Trinidad and Tobago ranked 86 out of 180 countries on the Corruption Perceptions Index, a decline of 1. Senator Hazel Thompson-Ahye, has provided a succinct and eloquent statement on corruption.



*“Corruption is about selfishness and greed, and must never be facilitated by right-thinking persons...”* (Trinidad and Tobago Hansard, December 08, 2020).

Due to the coronavirus pandemic and the institutional challenges facing Trinidad and Tobago, the IC deferred publishing and gazetting the names of persons who failed to file the necessary declarations in conformance with the IPLA. The intention is to rectify this situation in 2021.

Complaints is the mechanism by which the IC can investigate corruption by persons in public life. For the year 2020, there were two (2) complaints lodged with the IC and the coronavirus pandemic impacted its ability to pursue its investigations. Further, it also derailed efforts to bring closure to investigations that commenced prior to 2020.

As it pursues its core activities of ensuring compliance and investigating complaints, communication is a major facet of the operations of the IC. The ability of the IC to communicate with the people of Trinidad and Tobago as to its activities was also severely affected by the coronavirus pandemic, and communication activities were limited to minor online incursions.

Notwithstanding, the challenges facing the IC in 2020 by virtue of the coronavirus pandemic, the IC strived to carry out its mandate to the best of its ability in the face of unprecedented constraints. In this respect, on behalf of my predecessor who had to lead the ship during the turbulent waters of 2020, I extend my sincerest gratitude to members of the IC and staff for their indefatigable and persistent attitude in ensuring that the organisation met all the challenges that came its way. The IC will continue to play its part in fighting corruption in our beloved country.

*“Our hope for the future depends also on our resolution as a nation in dealing with the scourge of corruption.*

*Success will require an acceptance that, in many respects, we are a sick society.”*

(Rolihlahla ‘Nelson’ Mandela during his State of the Nation Address, Parliament, Cape Town, South Africa, February 05, 1999)

# THE COMMISSION

The Commission is a constitutional body created by Sections 138 and 139 of the Constitution of the Republic of Trinidad and Tobago and established by Section 4 of the Integrity in Public Life Act (“the Act”). Section 4 also provides for the membership of the Commission, that is to say, a Chairman, a Deputy Chairman and three (3) other members. All Members of the Commission must be persons of integrity and high standing; at least one (1) member must be an Attorney-at-law of at least ten (10) years’ experience and another must be a chartered or certified accountant.



(L-R) Mr. Earle Martin James, Member; Mr. Justice Melville Baird (Ret.), Chairman; Mr. Pete London, Member; Ms. Eleanor Bridgeman-Volney, Member; and Mr. Frederick Gilkes, Deputy Chairman.

## VISION STATEMENT

The Integrity Commission of Trinidad and Tobago is the premier state institution for the promotion and preservation of integrity in all affairs, to make Trinidad and Tobago a corruption free society.

## MISSION STATEMENT

The Integrity Commission of Trinidad and Tobago and its team of dedicated professionals promote and facilitate the highest ethical standards by:

- ensuring compliance with the Act;
- detecting and eradicating corrupt practices and dishonest conduct;
- educating the public in an effort to eradicate corruption, improve governance and engender a national culture of integrity; and
- providing excellent customer service.

## OUR VALUES

Confidentiality, Integrity, Professionalism, Teamwork

## OBJECTIVES

The aims and objectives of the Commission can be succinctly described as:

- making of new provisions for the prevention of corruption of persons in public life by requiring public disclosure;
- regulating the conduct of persons exercising public functions; and
- preserving and promoting the integrity of public officials and institutions.

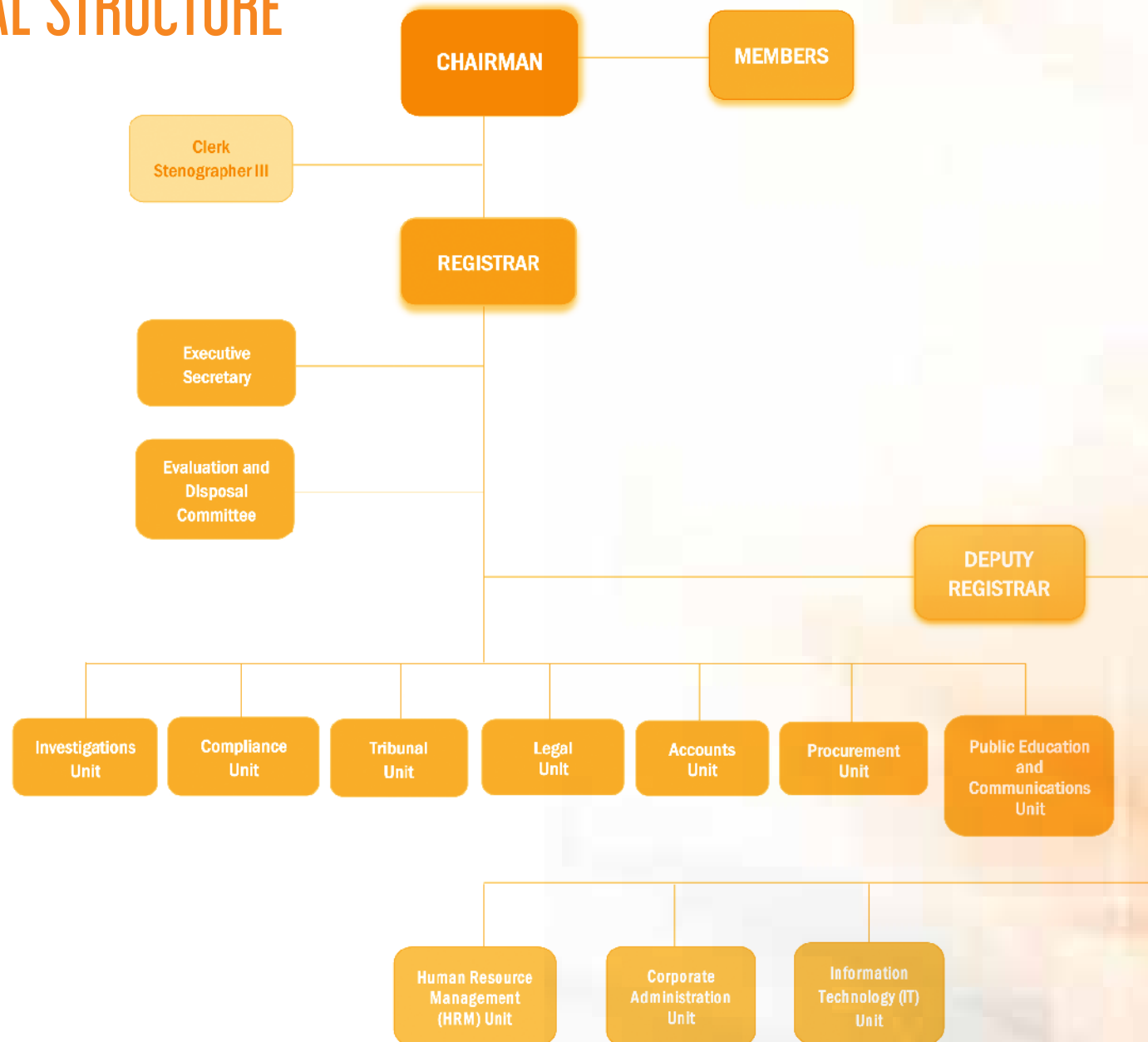
# POWERS AND FUNCTIONS OF THE INTEGRITY COMMISSION

**The Commission shall carry out those functions and exercise the powers specified in the Act.**

**Among other things, therefore, it:**

- shall not be subject to the direction or control of any other person or authority;
- may in all cases where it considers it appropriate to do so, make use of the services or draw upon the expertise of any law enforcement agency or the Public Service;
- may for specific projects or investigations enter into contracts for the services of persons having technical or specific knowledge of any matter relating to the work of the Commission;
- shall have the power to authorize investigations, summon witnesses, require the production of any reports, documents, other relevant information, and to do all such things as it considers necessary or expedient for the purpose of carrying out its functions.

# ORGANISATIONAL STRUCTURE



# ACHIEVEMENTS FOR THE YEAR 2020

The following is a compendium of the achievements of the Commission for the period in review:

- the Commission investigated thirty-two (32) complaints;
- the Chairman presented two (2) papers at the Sixth Annual Conference- Virtual Series of the Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies over 3 days- June 10, 18 and 25 2020;
- the Commission hosted its first Outreach Caravan entitled, "Integrity in Action 2020" at the National Library and Information System on March 6, 2020;
- the Commission participated in a virtual conference entitled "*A 3- part series on the Governance Practices in the State Sector*" hosted by the Caribbean Corporate Governance Institute on October 22, 2020;
- the Commission observed Anti-Corruption Day on December 9, 2020; and
- the Commission issued five hundred and thirty-nine (539) certificates of compliance for the year ended December 31, 2020.

# REPORT ON THE UNITS OF THE COMMISSION | INVESTIGATIONS

Inherent in the mandate of the Commission is the responsibility to investigate, on its own volition or upon the receipt of complaints, matters alleging breaches of the Act or the Prevention of Corruption Act, and the conduct of any person falling under the purview of the Act which in the opinion of the Commission may be considered to be dishonest or conducive to corruption.

An investigation is a systematic and thorough attempt to learn the facts about something complex or hidden. In so doing it is necessary to minutely explore all aspects of all allegations (complaints); to examine the evidence in depth to determine whether misconduct has been committed and by whom.

A complaint necessitating the intervention of the Commission must allege that a person in public life or a person exercising a public function-

- (a) is in contravention of the Act;
- (b) in relation to the Register of Interests, has a conflict of interest; or
- (c) is committing or has committed an offence under the Prevention of Corruption Act.

A member of the public may make such complaint in writing to the Commission and, it must contain sufficient credible information to allow for a determination of the nature of the infraction alleged.

## MANAGING COMPLAINTS

A complaint received by the Commission is dealt with as follows:-

- (a) The Commission may on receipt of a complaint and after examining same, reject the complaint if the Commission is of the opinion that the complaint:
  - i. is frivolous and vexatious;
  - ii. was not made in good faith;
  - iii. is devoid of sufficient grounds for an investigation; or
  - iv. is not supported by evidence of probative value.

Where the Commission is satisfied that the complaint ought to be probed, it may authorise an investigation into any alleged breaches of the Act or allegations of corrupt or dishonest conduct.

(b) Where during the course of the investigation, the Commission is satisfied that there are insufficient grounds for continuing the investigations or that the complaint is frivolous, vexatious or was not made in good faith, it may terminate the investigation.

(c) Where after the conduct of an investigation, the Commission is satisfied that there are reasonable grounds for suspecting that an offence has been committed, it shall make a report to the Director Public Prosecutions (DPP) who may take such action as he deems appropriate.

Where action identified at (a), (b) or (c) is taken the complainant must be informed of the decision, of the Commission.

## PERFORMANCE REVIEW

The period under review was characterised by the devastating effects of the Covid-19 pandemic. The Commission was not immune from these effects as not only did the Commission's operations cease for an extended period, but the activities of the national community- the customers of the Commission, were severely curtailed. The harmful effects impacted negatively on the Commission's ability to both receive and investigate complaints.

Notwithstanding this, during the review period, the Commission addressed thirty-two (32) matters. The majority of these matters were voluminous and of varying degrees of complexity. Those which were completed necessitated the preparation of comprehensive files. These files contained detailed reports from the respective Investigators indicating all that was done in the conduct of the investigation, copies of statements recorded and copies of documentary exhibits obtained. These files, containing the recommendations of the Director of Investigations were submitted to the Commission for determination. The Commission considered the totality of the material in each file and gave its decision in respect of each matter.



Figure 1 illustrates a summary of the matters addressed for 2020 and the corresponding period, 2019.



FIGURE 1

■ 2019 ■ 2020

On October 22 2020, the Director of Investigations presented the topic “Integrity and Accountability of Persons in Public Life” at a virtual conference entitled, “A 3-part series on the Governance Practices in the State Sector” to hundreds of viewers. This conference was hosted by the Caribbean Corporate Governance Institute in an effort to strengthen the structure of rules, practices, and processes used to direct and manage the State’s Sector.

The Commission continues to be plagued by the inadequacy of its statutory powers. A direct consequence of this situation is the negative impact on its investigative capabilities; as the Commission is unable to obtain information crucial for the proper and effective conduct and management of its investigations – an unquestionably intolerable state of affairs. The Commission has made recommendations and has suggested amendments for the general overhaul of the Act. These recommendations and amendments, which were submitted to Cabinet some time ago, would go a long way in buttressing the powers and jurisdiction of the Commission. The Commission awaits a response from Cabinet.

# COMPLIANCE AND REVIEW

**The Compliance and Review Unit is responsible for compliance and process related matters of the Commission. The principal functions provided by the Unit are:-**

- receiving, examining and retaining all declarations filed with it under the Act;
- making such enquiries when necessary in order to verify the accuracy of the declaration filed under the Act;
- recommending for publication the names of persons in public life who have failed to file their declarations;
- examining the practices and procedures of public bodies, in order to facilitate the discovery of corrupt practices; and
- instructing, advising and assisting the heads of public bodies of changes in practices or procedures which may be necessary to reduce the occurrence of corrupt practices;

## PERSONS IN PUBLIC LIFE

The persons in public life, as defined by the Act are:

- |                                           |                                                                                                                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| ■ Members of the House of Representatives | ■ Members of Municipalities                                                                                         |
| ■ Ministers of Government                 | ■ Members of Local Government Authorities                                                                           |
| ■ Parliamentary Secretaries               | ■ Members of the Boards of all Statutory Bodies and State Enterprises in which the State has a controlling interest |
| ■ Senators                                | ■ Permanent Secretaries and Chief Technical Officers                                                                |
| ■ Members of the Tobago House of Assembly |                                                                                                                     |

## STATISTICAL DATA ON THE COMPLIANCE RATE OF PERSONS IN PUBLIC LIFE

Persons in public life are obligated under section 11 (1) and 14 (1) to file a declaration of income, assets and liabilities and a statement of registrable interests by May 31st of each year. On or before May 31, 2020, a total of one thousand two hundred and twenty-nine (1,229) persons in public life were required to file declarations of income, assets and liabilities and statements of registrable interests for the year ended December 31, 2019.

As at December 31, 2020, five hundred and fifteen (515) persons in public life filed their declarations. This represented an overall rate of compliance of forty-two percent (42%) as opposed to the rate of compliance of sixty-five percent (65%) in the previous year.

The decrease in the receipt of declarations was a result of the Novel Coronavirus (Covid-19 Pandemic) which severely affected the declarant's ability to obtain essential documents that would have assisted in filing their declarations within the required deadline.

Notwithstanding the above, the undermentioned persons in public life from Corporate Bodies filed their declarations in 2020 which represented a compliance rate of seventy-five (75%) and greater.

NO	NAME OF CORPORATE BODY	COMPLIANCE RATE
1	AGRICULTURAL DEVELOPMENT BANK	100 %
2	DEPOSIT INSURANCE CORPORATION	100 %
3	INVESTT LIMITED	100 %
4	NATIONAL INVESTMENT FUND HOLDING COMPANY LTD	100 %
5	NATIONAL ENTERPRISE LTD	100 %

NO	NAME OF CORPORATE BODY	COMPLIANCE RATE
6	TAURUS SERVICES LTD	100%
7	THE OFFICE OF PROCUREMENT REGULATION	100%
8	TRINIDAD AND TOBAGO INTERNATIONAL FINANCIAL CENTRE	100%
9	UNION ESTATE ELECTRICITY GENERATION COMPANY LTD	100%
10	YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME (YTEPP) LIMITED	90.91%
11	NATIONAL QUARRIES CO. LTD	85.71%
12	INSTITUTE OF MARINE AFFAIRS	83.33%
13	FIRST CITIZENS BANK	81.82%
14	PENAL/DEBE REGIONAL CORPORATION	81.25%
15	COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION	78.94%
16	PUBLIC TRANSPORT SERVICE CORPORATION	77.78%
17	QUEEN'S HALL	75.00%

## EXAMINATION OF DECLARATIONS

Section 13 (1) of the Integrity in Public Life Act, Chap. 22:01 gives the Commission the authority to examine declarations and to request from persons in public life any further particulars or explanation required.

During the year under review, the Commission examined four hundred and twelve (412) declarations for the year ended December 31, 2019 and requested declarants to furnish further particulars.

As at December 31, 2020, three hundred and twenty-five (325) declarants responded and provided further particulars to the Commission.

## CERTIFICATES OF COMPLIANCE

In accordance with Section 13 (3) of the Act, the Commission issued two hundred and seventy-one (271) certificates of compliance for the year ended December 31, 2019.

## ENFORCING THE PROVISIONS OF THE ACT

The Act has provided the Commission with some tools to address non-compliance on the part of persons in public life in the filing of their declarations of income, assets and liabilities and also in the furnishing of particulars at the request of the Commission:

- publication of the names of persons who failed to file their declarations or statements under section 11(6) of the Act;
- ex parte applications to the High Court under section 11 (7) of the Act;
- criminal prosecution under section 21 (1) (a) of the Act.

## PUBLICATION

The Commission did not publish the names of the persons who failed to file their declarations for the year 2019 due to the pandemic. However, it intends to publish the names of those persons in 2021

## EX PARTE

A total of twenty - three (23) ex parte orders from the High Court were served to persons in public life who failed to file their declarations of income, assets and liabilities and statements of registrable interests, notwithstanding their names being published in the newspaper and the Trinidad and Tobago Gazette. The records of the Commission showed that eleven (11) persons in public life had complied with the High Court Orders.

## BRIEFING SESSIONS

During the year under review, the Commission held eight (8) briefing sessions for the benefit of sixty-two (62) persons. This included the conducting of a number of “Know your Forms Briefing sessions” to municipalities, statutory bodies, state enterprises and other organisations as well as a virtual presentation to the Board of Directors of the Pilotage Authority.

Diagram 1 below shows a list of agencies which benefitted from the Commission’s “Know your Declaration Forms” briefing sessions and a virtual presentation.

No	Agency	Category of Persons in Public Life/ Senior Public Officials	No. of Participants
1	Diego Martin Regional Corporation	Members of Municipalities	12
2	Chaguanas Borough Corporation	Members of the Boards of State Enterprises	12
3	National Museum and Art Gallery	Members of the Boards of State Enterprises	8
4	Parliament of the Republic of Trinidad and Tobago	Members of Parliament	1
5	Export Centres Co. Ltd	Members of the Boards of State Enterprises	6
6	Mayaro - Rio Claro Regional Corporation	Members of Municipalities	6
7	Pilotage Authority	Members of the Boards of State Enterprises	8
8	San Juan/Laventille Regional Corporation	Members of Municipalities	17

These are the results and its impact in relation to some of the Public Bodies visited by the Commission during the year 2020.

NAME OF AGENCY	RESULTANT ACTIVITY	IMPACT
Export Centres Co. Ltd	Briefing Session to the newly appointed Board of Directors	Compliance rate 83.33%
Diego Martin Regional Corporation	Briefing Session to newly appointed Councillors	Compliance rate 69.23%
Chaguanas Borough Corporation	Briefing Session to newly appointed Councillors	Compliance rate 90.91%

## CONFIDENTIAL MEETINGS

The Commission provides facilities in a confidential environment to assist declarants in complying with statutory obligations. During the period under review, a total of four hundred (400) confidential meetings were held to provide guidance to persons in public life in the completion of their declaration forms and/or those who were required to provide additional information to the Commission.

## REGISTER OF INTERESTS

In keeping with Section 14 of the Act, the Registrar compiles and maintains a Register of Interests in which is entered all information furnished pursuant to subsection (1) of 14. The Registrar shall, at the request of any member of the public, permit the inspection of such Register. During the year 2020, one (1) person assessed the Register.

# CORPORATE COMMUNICATIONS UNIT

The Corporate Communications Unit is mandated to manage and review the communication strategy of the Commission. This it achieves by developing and implementing stakeholder engagement plans. In light of the Coronavirus pandemic, the output from the Unit was impeded.

During the period under review, the Unit focused on three overarching areas:

1. Stakeholder Engagements
2. Education Programmes
3. Internal Communications

## STAKEHOLDER ENGAGEMENTS

### **Sixth Annual Conference of the Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB) Virtual Conference Series**

The sixth annual conference of the Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB) was hosted virtually over 3 days – 10, 18 and 25 June, 2020. The conference was on the theme: *“All In: Promoting Integrity, Combating Corruption”*.

The Chairman presented the following papers at the conference:

- Country paper on the achievements of the Integrity Commission, 2019;
- Compliance under the Integrity in Public Life Act

Mr. Justice Melville Baird, Chairman, virtual presentation





## OUTREACH CARAVAN

The Commission developed an "Outreach Caravan entitled "Integrity in Action 2020" which targeted our nation's youth between the ages of 6-18. On March 6, the caravan was held at the National Library and Information Systems Authority (NALIS), Port of Spain. This interactive Caravan allowed visitors to participate in several integrity building activities such as the integrity game board and integrity word search puzzles to name a few. This caravan created a comfortable space where youths can have conversations with responsible adults as we sought to ensure that integrity becomes a part of their DNA.



## INTERNATIONAL ANTI-CORRUPTION DAY OBSERVANCE

As part of its observance of International Anti-Corruption Day, the Commission posted messages via its Social Media platforms *Instagram and Facebook*. The shared messages were developed in keeping with the United Nations theme: "Recover with Integrity".

The following message from the Chairman was published in the daily newspapers on December 9th:



### INTERNATIONAL ANTI-CORRUPTION DAY

#### "Recovery with Integrity"



#### A MESSAGE FROM MR. JUSTICE MELVILLE BAIRD (RET.) CHAIRMAN, INTEGRITY COMMISSION

As we in Trinidad and Tobago join the international community in observing International Anti-Corruption Day, we are also cognizant of the significant milestone in the history of the United Nations that we passed on 24th October, 2020 – the 75th Anniversary of the coming into force of the United Nations Charter. And the General Assembly of the United Nations it was, that designated December 9 as International Anti-Corruption Day, with the raising of awareness of the dangers of corruption as one of its objectives.

The Covid-19 Virus – lethality in eminence – is pushing the boundaries of this awareness and is taking the motto of the Integrity Commission: "Do the Right Thing Always" to a completely new level.

Living as we are under the ferule of this pandemic, with cumulative unesse we have witnessed normalcy being coerced into making a convincing one hundred and eighty degree turn. In such a situation, it is imperatively necessary that we rise above the fallout and refuse to compromise our integrity. Indeed, this pandemic should be viewed as an opportunity to bring our integrity, honesty and high ideals into greater prominence in every aspect of our lives.

This crisis has swollen the ranks of vulnerable persons in the country to alarming proportions – and this vulnerability is extremely ramified. In whatever form however, that vulnerability must not be exploited. We must not abandon our integrity and our honesty and espouse corruption and dishonesty with our vulnerable fellow citizens as our victims – this would be a surpassing travesty. Empathy and support are the considerations we must foster for our less fortunate citizens as we place virtue in their necessity.

The ferocity of this virus has slipped beyond the nation's collective comprehension, but when eventually we are liberated from this scourge and have regained ownership of ourselves, although we might be somewhat bruised and battle-fatigued, our integrity must emerge pristine and unscathed. We must be able to hold our heads high and with pride and conviction articulate our International Anti-Corruption theme: "Recovery with Integrity."

Because of the necessary restrictions that were imposed by the authorities in an endeavor to combat this virus, the Integrity Commission was unable to hold any of its usual functions and events in which integrity is paid due homage. I was unable to enlist the assistance of my loyal and dedicated allies in the fight against corruption, that is to say, the children and young people of the nation.

It is my hope however, that the values and ideals they proclaimed and practised in the preceding year, would have served them in good stead as they came to grips with this unprecedented state of affairs in 2020, and would continue to so serve them in 2021 and beyond.

I wish the people of Trinidad and Tobago a contemplative International Anti-Corruption Day and I urge you all most strenuously to stay safe.

## EDUCATION PROGRAMME

### Social Media Engagement

The Commission saw an increase in visibility of its Instagram followers by thirty-six percent (36%) as well as an increase in visibility of followers on its Facebook accounts by fifty-one percent (51%). Follow us on Instagram and Facebook @integritycommissiontt.

### Visit by students of the Hugh Wooding Law School

On March 6, 2020 students of the Hugh Wooding Law School, Criminal Law Clinic visited the Commission to learn about its work. The Chairman addressed the students and senior officers of the Commission shared information regarding their respective Units.

In delivering brief remarks to the students, the Chairman reminded the future attorneys- at- law that ethical duties at the bar must be paramount. He urged them for the sake of their profession and their respective countries to do the right thing always.

A question and answer segment was also facilitated regarding the work of the Commission.



Mr. Justice Melville Baird (Ret.), Chairman, Integrity Commission is flanked between final year student of the Hugh Wooding Law School.

### 3. Internal Communications Branding

The Commission outfitted its lobby with official branding that displays its new signage which has transformed the very ambience of the organization by providing information to the public.



## Employee Relations

Exceptional achievements are within our reach when we stand tall on a foundation of personal integrity, hard work and unwavering determination. On February 20th the Department hosted a "Cool Down and Games day" to build camaraderie and foster morale in the workplace.



# LEGAL

## GENERAL FUNCTIONS

The Legal Unit is instrumental in providing support for the Commission's continuing efforts to successfully execute its roles and functions outlined in the Integrity in Public Life Act, Chapter 22:01 ("the Act"). During the year 2020, the Legal Unit has continued performing this supportive role, despite the unprecedented challenges posed by the advent of the Covid-19 pandemic. Some of the functions performed by the Legal Unit during this period include:

- Providing legal opinions to the Commission in relation to investigations, complaints and other matters that are before it for consideration in accordance with the Act;
- Providing legal opinions on the status of members of various statutory bodies and/or committees in relation to their obligations under the Act;
- Reviewing contracts prepared by service providers;
- Reviewing and providing comments on guidelines and materials prepared by external stakeholders on issues relevant to the mandate of the Commission; and
- Providing feedback and information to international organisations on the Commission's role in implementing anti-corruption measures.

## EX PARTE APPLICATIONS

By virtue of section 11(7) of the Act, the Commission is empowered to make an *ex-parte* application to the High Court to direct non-compliant declarants to comply with the requirements set out therein. The Legal Unit's ability to initiate *ex-parte* proceedings against non-compliant declarants was adversely affected by the debilitating impact of the pandemic. Notwithstanding this setback, the Unit was able to continue efforts for service of *ex-parte* orders which were granted in the previous year. A total of twenty-three (23) *ex-parte* orders were served on persons in public life for the period under review.

## EX-PARTE APPLICATIONS- POLICIES AND PROCEDURES

In order to capitalise on the power conferred by section 11 (7) of the Act, the Legal Unit supported the Commission in creating a guide to its policies and procedures for filing *ex-parte* applications. The objective of this exercise was to ensure reasonable use of the discretion of the Commission in commencing *ex-parte* proceedings, to avoid undue delay in taking *ex-parte* action against noncompliant declarants and to increase overall compliance with the provisions of the Act. The Unit intends to apply these policies and procedures upon initiation of future *ex-parte* action.

# HUMAN RESOURCE MANAGEMENT

The Human Resource Unit (HR Unit) assists in the maximization of competence in the Commission. In this regard, it develops and conducts programmes that include the broad spectrum of the creation, management and fostering of the employer-employee relationship. It focuses therefore on the following:

- Human Resource Planning;
- Recruitment and Selection;
- Compensation;
- Benefits;
- Performance Management;
- Training and Development; and
- Compliance with the Law.

## TRAINING AND DEVELOPMENT

During the period under review, the HR Unit was hindered in its attempts to optimize employee performance through face to face training and retraining measures. The Covid – 19 Pandemic and the subsequent measures taken by the authorities to ensure the safety of citizens prevented members of staff from benefitting from various programmes and workshops.

## EMPLOYEE HANDBOOK

The Employee Handbook was redesigned and updated to inform members of staff of the policies, procedures, rules, regulations and benefits of the employer and employee relationships relationships in the Commission.



# INFORMATION TECHNOLOGY

The Information Technology (IT) Unit provides an efficient, stable, productive, secure and customer-friendly environment, as defined under its five (5) major function areas:

1. **Communication Management** – supporting multiple forms of communication for the organization including phone, email, video conferencing and social media.
2. **Data Management** – includes the collection, transfer, storage, backup, manipulation and analysis of data for the organization.
3. **Security Management** – protection of the organization's data assets; whether stored or in-transit.  
This also includes the security of the network and networked systems.
4. **Customer Management** – managing customer issues relating to IT systems or data to ensure optimal productivity.
5. **Process Management** – improving business processes or operations by providing an IT optimized way of doing the same.

The key activities undertaken by the Unit during the reporting period were as follows:

- Performed a complete IT Inventory exercise;
- Improved the reliability of the external phone lines through a migration to a modern one;
- Facilitated Virtual Meetings and Presentations;
- Implemented an additional layer of backup power for the Security Access Control System;
- Performed maintenance of the production IT devices, servers, switches, etc. ; and
- Continued the optimal delivery of IT services to the organization including management of its IT infrastructure.

# CORPORATE ADMINISTRATION

The Corporate Administration Unit is responsible for managing the day-to-day business operations and the consumable and non-consumable resources in the Department.

During the year 2020, the Unit continued to:

- procure goods and services in keeping with the procurement legislation criteria;
- ensure furniture and equipment are tagged as required under the financial regulations;
- maintain the Record Management System;
- ensure the Inventory Management System is kept updated;
- manage the fleet card system;
- obtain minor goods and services by way of petty cash;
- ensure the maintenance of proper facilitates management; and
- offer general administrative support to other Units.

# PROCUREMENT

During the period under review the Procurement Unit completed the following activities:

- maintained a registered suppliers database;
- prepared the Annual Procurement Plan for fiscal 2021;
- appointed a Departmental Board of Survey for disposal of goods less than \$1,000;
- submitted list of unserviceable goods for approval which were greater than \$250 but less than \$1,000 to the Central Tenders Board;
- submitted unserviceable goods greater than \$1,000 to the Central Tenders Board for disposal;
- assisted the Office of Procurement Regulation (OPR) in preparation of their Draft Guidelines for Ethical Conduct for all public bodies;
- participated in OPR's webinars.

# FINANCE AND ACCOUNTS

Section 9 (4) of the Act provides that: *“All expenses incurred by the Commission for the purposes of this Act shall be a charge on the Consolidated Fund.”* This provision in law brings the Commission under the operation of the *Exchequer and Audit Act, Chapter 69:01* and the Financial Regulations made thereunder. Within such a legal framework, the Commission receives its funding through direct charges on the Consolidated Fund as well as appropriations by Parliament through the annual *Appropriation (Financial Year 2019 - 2020) Act, 2017*.

TABLE 1		
SUB – HEAD	PROVISION FOR THE FINANCIAL YEAR	ACTUAL EXPENDITURE FOR THE FINANCIAL YEAR
01 Personnel Expenditure	3,187,830	2,219,579
02 Goods and Services	9,474,120	6,270,986
03 Minor Equipment Purchases	594,000	375,057
04 Current Transfers and Subsidies	66,600	60,120
09 Development Programme	200,000	-
Total	13,522,550	8,925,742

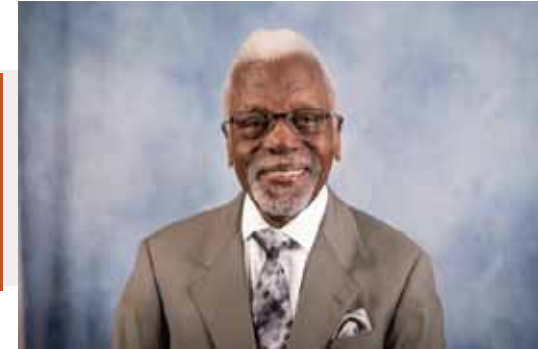
Table 1 above provides a snapshot of funds allocated and actual expenditure for the period October 1, 2019 – September 30, 2020.

The Commission's Annual Report focused on activities during the calendar year (January to December), the Financial Report captured the expenditure for the financial year (October 1, 2019 to September 30, 2020).

The Registrar is the appointed Accounting Officer of the Commission, who is responsible, and accountable to the Minister of Finance, and answerable to the Public Accounts Committee of Parliament. The responsibility of Receiver of Revenue for the Commission also falls under the purview of the Registrar.

# COMMISSION MEMBERS

**Mr. Justice Melville Baird (Ret.),** Former Chairman



Mr. Justice Melville Baird was appointed Chairman of the Integrity Commission of Trinidad and Tobago on December 14, 2017- December 13, 2020.

Justice Baird obtained the Barrister-at-Law degree from the Honourable Society of the Middle Temple in 1966 and practised as a Barrister-at-Law from 1967 to 1970.

In 1970 he was appointed Magistrate of Trinidad and Tobago, he was then promoted to Senior Magistrate in 1982 and then to Chief Magistrate in 1988.

Justice Baird was elevated to the High Court Bench in 1993 and retired as a High Court Judge in 2005. In 2005 he was appointed Judge of the International Criminal Tribunal for the former Yugoslavia by the General Assembly of the United Nations.

He presided at the International Tribunal in The Hague, Netherlands as International Judge until his retirement in 2015. Justice Baird maintains a keen interest in astronomy, reads history, Greek and Roman mythology and is a lover of classical music.



**Mr. Frederick Gilkes, Deputy Chairman**

Mr. Frederick Gilkes was appointed Deputy Chairman of the Integrity Commission of Trinidad and Tobago on December 17, 2018. Mr. Gilkes has served as a partner at JD Sellier + Co. for thirteen (13) years and as the firm's Chief Executive Officer for one (1) year. He currently serves as Head of Chambers at the Caribbean Commercial Law Chambers and as a Senior Ordinary Member of the Law Association of Trinidad and Tobago. His extensive experience in the legal field spans Civil Litigation, Industrial Relations Litigation, Intellectual Property Litigation, Admiralty Law and Banking, Securities and Securities Law.

He was admitted to practise law in Trinidad and Tobago, Antigua and Barbuda, Grenada and its dependencies, St. Vincent and the Grenadines and the British Virgin Islands, in 1988, 1994, 2006, 2014 and 2020 respectively. Mr Gilkes has also served as Director of key companies in Trinidad and Tobago and has tutored and lectured at the Faculty of Law, University of the West Indies, St. Augustine Campus, principally in Criminal Law and Contract Law. He is also a certified mediator and has a keen interest in football.

# COMMISSION MEMBERS

**Mr. Pete London,** Former Member



Mr. Pete London was appointed Member of the Integrity Commission of Trinidad and Tobago on October 11th 2017 and served until October 10th, 2020.

Mr London is an Associate Member of the Institute of Chartered Management Accountants (ACMA- UK) and has functioned at the business executive level in positions such as *Chief Financial Officer, Project Manager and Management Accountant.*

He has also served as a Member of the Board of Directors of large organisations in Trinidad and Tobago and has a highly successful track record in logistics, operations, financial management, information systems development/implementation, profitability enhancement and strategic planning. He is currently serving his second consecutive term as a Member.





**Mr. Earle Martin James, Member**

Mr. Earle Martin James was appointed Member of the Integrity Commission of Trinidad and Tobago on March 02, 2018. Mr. James has served as a Corporate Accountant, Treasury Manager, Special Project Manager and Administrative Services Manager in the petroleum sector before establishing a sole practitioner accounting concern in 2000. He currently manages a sole practitioner legal practice and litigates matters in the Sub Registry, San Fernando, Supreme Court of Judicature and the Hall of Justice, Port of Spain.

Mr. James graduated as an Associate and Fellow of the Association of Chartered Certified Accountants from the University of North London Highbury & Islington, England. He was admitted to practise law in Trinidad and Tobago in 2005. Mr. James is a member of the Lion's Club of St Patrick West and Past President of the Tennis Association of Trinidad and Tobago. He remains an avid tennis player and for recreational purposes, plays football, golf, draughts and chess when the occasion arises.

# COMMISSION MEMBERS

**Ms. Eleanor Bridgeman-Volney**, Member



Ms. Eleanor Bridgeman-Volney was appointed Member of the Integrity Commission of Trinidad and Tobago on August 03, 2018. Ms. Bridgeman-Volney served in the Inland Revenue Division of the Ministry of Finance for thirty-five (35) years, where she functioned in key positions, such as Head of the Legal Section, Chief State Counsel and one of the Board's Managers during the period 1992 to 2015.

She was admitted to practise law in Trinidad and Tobago in 1979. In 2008, she was also appointed as a Member of the Permanent Double Taxation Team of the Ministry of Finance. Ms. Bridgeman-Volney currently operates a private tax consultancy practice in Trinidad and Tobago. She is passionate about latin and ballroom dancing and is an avid gardener. She also has a penchant for events management.

# SUBMISSION OF REPORT

This report is submitted to the Parliament, pursuant to Section 10 of the Act on this 31st day of March, 2021.



A handwritten signature in black ink, appearing to be 'M Baird'.

Justice Melville Baird (Ret.)  
Chairman



A handwritten signature in black ink, appearing to be 'F Gilkes'.

Frederick Gilkes  
Deputy Chairman



A handwritten signature in black ink, appearing to be 'Pete London'.

Pete London  
Member



A handwritten signature in black ink, appearing to be 'Earle Martin James'.

Earle Martin James  
Member



A handwritten signature in black ink, appearing to be 'Eleanor Bridgeman-Volney'.

Eleanor Bridgeman-Volney  
Member



