FIRST SESSION OF THE 12TH PARLIAMENT

FINANCIAL SCRUTINY UNIT

OFFICE OF THE PARLIAMENT OF TRINIDAD & TOBAGO

HEAD 05: OFFICE OF THE PARLIAMENT
Total Allocation - $151,696,660.00
0.25% of the National Budget

Summary of the Parliament’s Expenditure, Departments, Programmes and Projects.
Publication
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About this Guide

This guide provides a summary of expenditure for the Office of the Parliament for the period 2014-2021. It provides the Members of Parliament and stakeholders with an overview of the Office of the Parliament’s responsibilities. The primary purpose of this guide is to consolidate the information contained within the various Budget Documents pertaining to the Office of the Parliament and provide readers with an analysis of same. This guide is based primarily on:

- the Draft Estimates of Recurrent Expenditure 2021;
- the Draft Estimates of Development Programme 2021; and
- the Public Sector Investment Programme 2021.
Head 05: Office of the Parliament

Office Overview

The Office of the Parliament provides the administrative and apolitical support services to the Parliament of the Republic of Trinidad and Tobago. The Office functions under the leadership of the Clerk of the House assisted by the Clerk of the Senate, as Deputy Head. The Office also ensures the proper functioning of the Chamber and offers relevant services to the people of Trinidad and Tobago.

Mission

To provide Parliamentarians with procedural advice and essential professional support services in order that they may carry out their responsibilities as Legislators in an informed and efficient manner.

Role of the Parliament

The Parliament of Trinidad and Tobago is the arm of State entrusted with the responsibility of making laws for good governance and providing oversight of the Government (Executive).\(^1\) Trinidad and Tobago follows the Westminster System of government, in that Members of the Executive are also Members of Parliament and thus attend sittings of the Legislature.\(^2\) The Parliament consists of the President, the Senate and the House of Representatives.\(^3\) It is charged with specific responsibilities and its Members and the institution as a whole are given special powers and privileges to effectively carry out its functions, including:

- freedom of speech in Parliament;
- the authority to regulate its business by Standing Orders; and
- the freedom from civil or criminal proceedings for words spoken or written by Members before their respective House and in Committee.\(^4\)

The House of Representatives is made up of the elected representatives of the forty-one (41) constituencies and the Speaker of the House of Representatives, while the Senate consists of thirty-one (31) Senators all appointed by the President. Appointments are made as follows:

- sixteen (16) on the advice of the Prime Minister;

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\(^2\) Office of the Parliament of Trinidad and Tobago, accessed on September 14, 2020: [http://www.ttparliament.org/about.php?mid=5](http://www.ttparliament.org/about.php?mid=5)


\(^4\) Office of the Parliament of Trinidad and Tobago website, Accessed on September 14, 2020: [http://www.ttparliament.org/about.php?mid=50](http://www.ttparliament.org/about.php?mid=50)
- six (6) on the advice of the Leader of the Opposition; and
- nine (9) (Independent) on the discretion of the President.

**History of Trinidad and Tobago’s Parliament**

**14th - 19th Centuries**

Trinidad, "discovered" by Christopher Columbus in 1498 was to pass under the governance of the Spanish, French and English with full power ceded to the British in the eighteenth century.

1879: British House of Commons considered the question of the future of Trinidad and Tobago and decided to reject a request by the resident planters for a bicameral legislature and internal self-government.

**Crown Colony Government**

The British decided to impose Crown Colony Government in which a resident Legislative Council under the authority of a Governor, could advise the British Government but had no effective control over the island, since British law reigned.

1880: Members of the single chamber Legislative Council were appointed by the Governor to represent the counties of Trinidad with one "unofficial Member" representing the Ward of Tobago.

1898: The membership of the Legislative Council was a total of 21: 11 - Unofficial and 10 - Official, including the Governor. Tobago is amalgamated permanently with Trinidad.

1921 - 1962

The emancipation of slaves, the ending of indentured labour and the discovery of oil in Trinidad all generated an increased population, demanding adult suffrage and ultimately, independence for Trinidad and Tobago.

1921: A Commission Franchise was established to investigate the preparedness of Trinidad and Tobago for self-government and recommended that a limited franchise of seven (7) members be appointed by the Governor. This lay the foundation for constitutional reform.

1952: The return of Dr. Eric Williams from abroad, heralded a vibrant era of party politics since he was encouraged to form a political party. On September 24, 1956 Dr. Williams' party, the People's National Movement, won 13 of the 24 seats on the Legislative

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Ibid
Council. After detailed discussions with the Legislative Council, the Colonial Office decided to grant cabinet government to Trinidad and Tobago. Thus, the first Cabinet was formed with Dr. Williams as Premier.

1961: A Federation of the West Indian islands was formed in 1958 but when Jamaica withdrew in 1961, Trinidad and Tobago decided that it was time to receive full independence so that it could pursue its own governance.

1962: Independence talks took place between Trinidad and Tobago and Britain, the result of which was full independence, celebrated on August 31, 1962.

Until 1961, the legislature was unicameral, but with independence came the recommendation for the creation of a bicameral legislature, comprising a Senate and an elected House of Representatives.

On Friday December 29th, 1961 the House of Representatives and the Senate sat for the first time in the history of the Parliament of Trinidad and Tobago.
Present Day

The Parliament of Trinidad and Tobago is bicameral, consisting of a Senate and a House of Representatives. The Parliament as a whole is charged with certain responsibilities and is given special powers and privileges in order to effectively carry out its functions. Included among the latter are freedom of speech in Parliament, the authority to regulate its business by Standing Orders, as well as the freedom from civil or criminal proceedings for words spoken or written by Members before their respective House and in Committee.

Departments

The Office of the Parliament is comprised of the following Offices:

The Offices of the Presiding Officers

Mission

To provide professional research and secretarial services to the President of the Senate and Speaker of the House of Representatives.

The Offices of Presiding Officers conduct research, plan workshops/seminars and manage the day-to-day parliamentary affairs of the President of the Senate and Speaker of the House of Representatives.

Speaker of the House - The Honourable Bridgid Annisette-George, MP
President of Senate – Senator the Honourable Christine Kangaloo
Deputy Speaker of the House – Mr. Esmond Forde, MP
Vice President of the Senate – Mr. Nigel de Freitas

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6 Office of the Parliament of Trinidad and Tobago website, Accessed on September 14, 2020: http://www.ttparliament.org/about.php?mid=41
**Office of the Clerk of the House**

This officer is accountable for providing strategic guidance, oversight and leadership for the effective stewardship of the resources and assets of the national Parliament. He/she directs the development and provision of all administrative, logistical, and support functions necessary for the Parliament to operate smoothly, including procedural services, legislative services, information technology, parliamentary communications, publications and broadcasting as well as corporate resources.

Essentially, the Clerk of the House directs the operations of the Office of the Parliament and contributes to the short and long-term achievement of the parliamentary mission and the enhancement of services to the Parliament as an Arm of State and to MPs in three business lines (i.e., the Chamber; Committees; and Constituency). The officer is also relied upon to safeguard the fairness and impartiality of procedural information, counsel and administrative support given to the Speaker, President of the Senate and all other House Members and Senators.

**Clerk of the House** – Mrs. Jacqui Sampson-Meiguel

**Assistant to the Clerk of the House** – Ms. Candice Skerrette, Procedural Clerk

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**Office of the Clerk of the Senate**

As Deputy Head of Department, the Clerk of the Senate assists in the provision of constitutional support for the work of the Parliament, particularly the Senate and parliamentary committees.

He/she assists in directing the operations of the Office of the Parliament and contributes to the short and long-term achievement of the parliamentary mission. The Clerk of the Senate ensures the fairness and impartiality of procedural information, counsel and administrative support given to the President of the Senate, Leader of the Government Business in the Senate and all other Senators. This officer also specifically directs the development and provision of all administrative, logistical, and support functions in the areas of procedural and legislative services (Senate), Committee Services, Library Services and Hansard Services.

**Clerk of the Senate (Ag.)** - Mr. Brian Caesar

**Assistant to the Clerk of the Senate** – Mr. Johnson Greenidge, Procedural Clerk Assistant

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**Office of the Marshal of the Parliament**

**Mission**

To provide a safe and clean environment in which the Parliament may carry out its functions and to provide exceptional services equal to the clients' expectations.

The office of the Marshal of the Parliament is responsible for leading and directing the safety and security of the Parliament, its precincts and staff, management of the Parliamentary Security Department, ceremonial functions connected with the sittings of the Houses and
Protocol duties in relation to the Presiding Officers and Parliamentary dignitaries. Supervision of the Mail Room and Courier Services, Food and Beverage Services, Facilities Management and the Support Staff also fall within the purview of the Marshal’s office.

**Marshal of the Parliament:** Mr. Kirt St. Bernard  
**Assistant Marshal of the Parliament:** Ms. Alicia M. Francois

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**Office of the Clerk of Committees**

**Mission**

To provide procedural advice and Secretariat services to Select Committees of Parliament.

The Office of the Clerk of Committees is responsible for facilitating the operation of the Special Select Committees and Joint Select Committees.

Some of the duties performed by this Office are:

- Advising Committee members on the relevant procedures and practice of Committees  
- Administrative support  
- Management of the Committees' business  
- Research

A Procedural Clerk who acts as Secretary to the Committees heads the Office of the Clerk of Committees. The Officer may also function as Table Clerk in the House of Representatives or the Senate.

**Head of Department:** Mr. Julien Ogilvie, Procedural Clerk

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**Office of the Public Accounts Committees**

**Mission**

To provide professional advice to Members of the Public Accounts Committee, the Public Accounts (Enterprises) Committee, the Public Administration and Appropriations Committee and the Standing Finance Committee and to function as the Secretariat for these committees.

The Office of the Public Accounts Committees is responsible for administering the affairs of the abovementioned Committees and providing services in the following areas:

- Advising Committee members on the relevant procedures and practice of the Committees  
- Administrative support  
- Management of the Committees' business
• Research

A Procedural Clerk who acts as Secretary to the Committees heads the Office of the Public Accounts Committees. The Officer may also function as Table Clerk in the House of Representatives or the Senate.

**Head of Department:** Ms. Keiba Jacob, Procedural Clerk

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**Office of The Leader of The Opposition**

**Mission**

To provide the Leader of the Opposition with professional research assistance and advanced secretarial support in the execution of his official duties.

The post of Leader of the Opposition is a Parliamentary Office created by the Constitution of the Republic of Trinidad and Tobago. Thus, it must be provided with essential support services and resources vital to its existence. The Office of the Parliament facilitates this process. All staff members are political appointments.

**Legal Department**

**Mission**

The Legal Department provides legal services to Parliamentarians, Parliamentary Committees and to all departments of the Office of the Parliament in furtherance of the organization's strategic objectives.

**Head of Department:** Ms. Chantal La Roche, Legal Officer II

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**Inter-parliamentary Relations Coordinating Unit**

**Mission**

This Unit is responsible for coordinating all interactions between the Parliament of Trinidad and Tobago, with other Parliaments and International Organizations, including visits by dignitaries to the Parliament of Trinidad and Tobago, as well as the attendance by Trinidad and Tobago Parliamentarians to conferences, workshops and official visits abroad.

**Head of Department:** Mrs. Lynette Joseph-Guevara, Inter-Parliamentary Relations Coordinator

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**Hansard**

**Mission**
To provide Members and the Parliament with an accurate, high-quality, cost-effective, timely and excellent report of the parliamentary proceedings of both Houses of Parliament and Committees.

The Editor of the Official Report directs the operations of Hansard. This officer is responsible for the production of verbatim reports of both Houses of Parliament and Committees and also the editorial aspects of these reports.

The Hansard is the Official Report of debates in both Houses of Parliament. Personnel, referred to as CAT Reporters, utilising computer-aided technology in transcription produce verbatim transcripts. This is a process whereby Reporters use computer software installed on the computers to translate the verbatim notes taken in the Chamber into English.

Reporters are also utilized at Commissions of Enquiries.

The publication of the Official Report lies with an external body, the Government Printer, as provided for by the laws of Trinidad and Tobago.

**Head of Department:** Mrs. Lila Rodriguez-Roberts - Editor of the Official Report

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**Corporate Communications Department**

The Corporate Communication Department (CCD) plays a critical role in connecting people and providing services. Apart from the primary objective of CCD which is to provide high quality professional services to Members of Parliament, members of staff are required to establish and maintain effective channels of communication with every stakeholder group: from employees, to policy makers, community members and special interest groups (e.g. the media).

The dynamic role and scope of CCD includes conducting tours, development of public outreach programs, television productions, and the preparation of publications and educational material. The Parliament’s Television and Radio Services, which also fall under this Unit televises Chamber and Committee proceedings on the Parliament Channel 11 and on FM 105.5. Proceedings can also be viewed via the Parliament’s webpage at www.ttparliament.org

**Head of Department:** Ms. Colleen Holder - Director, Corporate Communications and Production

**Unit Head:** Ms. Candice Dubarry - Production Coordinator

**Unit Head:** Mr. Jason Elcock - Manager, Corporate Communications

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**The Parliament Library**

**Mission**

To continuously provide knowledgeable, timely, non-partisan and high-quality information resource services to all Members of Parliament, their research staff, all officers of the Parliament and their staff.
The Librarian is responsible for:

- Ensuring that books, journals and other printed materials are available to Members of Parliament in support of their legislative functions;
- Responding efficiently to requests from Members, officers of both Houses and other authorized users, for documents that are considered necessary for the performance of Parliamentary duties;
- Maintaining a definitive collection of sessional papers and other documents related to the business of proceedings of the Senate and House of Representatives and their Committees.

The Library maintains specialized databases of general material related to parliamentary procedure, Parliamentary Questions and Motions, Hansard Debates, Periodicals and Newspaper Articles.

The Library also offers services in the following areas to members of Parliament, staff and the general public, in some instances:

- Information
- Reference and Research
- Loans
- Bibliographical
- Technical
- Library Services
- Publications

**Head of Department:** Mr. Curtis Ramoutar, Librarian III

**Internal Audit**

**Mission**

To provide independent, objective assurance and consulting services designed to add value and improve the Parliament's operations. It helps the Parliament accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management control and governance processes.

The Internal Audit ensures that Parliament's network of risk management, control and governance processes as designed and represented by management are adequate and functioning in a manner to enable:

- Compliance with laws, regulations, contracts, policies, plans and procedures
- The reliability and integrity of information
- The safeguarding of assets
- The economical and efficient use of resources
- The accomplishment of established objectives and goals for operations or programmes.
An Auditor I heads the Division.

**Information Systems**

**Mission**
To ensure that all systems are up to date and deliver effective functionality
The Information Systems Unit is managed by the Information Systems Manager. The unit determines the platforms and technology necessary to facilitate the Parliament's Information Systems strategy. It is responsible for the administration, management and maintenance of the Information Systems infrastructure and related technologies of the Parliament Department, The Office of the Leader of the Opposition and the forty-one (41) Constituency Offices.

The Information Systems Unit also maintains the audio system for the Parliamentary Chamber and Committee rooms, and in more recent times the IT based systems used for the broadcasting of Parliamentary proceedings.

**Head of Department:** Mr. Garreth Ferguson - Director, ICT

**Facilities Management Unit**
The Facilities Management Unit is responsible for multiple disciplines at the Parliament to ensure the safe operation and maintenance of the Built Environment. Work includes integrating people, place, process and technology. The Facilities Management Unit is also responsible for:

- Health, Safety and Environment
- Engineering and Technical Services
- Emergency Preparedness
- Development Projects
- Security Systems
- Car Parks, etc.

**Head of Department:** Mr. Samuel Mottley - Facilities Manager

**Constituency Operations Management Unit (COMU)**

**Vision:**
To be a support system that strives consistently to satisfy stakeholder needs in the governance structure for representation at the constituency level, with professionalism and service excellence.
Mission:
To support all Members of Parliament in the discharge of their representational function with efficiency and effectiveness, by providing adequate physical infrastructure and complementary operational systems.

COMU is also responsible for:

- Assisting in the day to day activities and issues through an electronic ticketing system, which includes a monitoring and evaluation component;
- Assisting in the legal and operational issues that impact adherence to the Constituency Operations Manual;
- Managing the administrative details of the employment, maintenance and exit of staff of the Constituency Offices through HR best practices; and
- Managing the physical aspects of the buildings housing the Constituency Offices and their assets. It includes Inventory Management as well as identifying and securing buildings suitable for Constituency Offices.

Head of Department: Mr. Neil Jaggassar – Manager

**Administrative Services**

Mission
To provide and maintain efficient and functional administrative support systems and services for the Parliament.

The procurement of all supplies, furniture and equipment essential to the proper functioning of the Parliament and its offices is the domain of the Administrative Services Division.

Head of Department: Mrs. Sheriza Ghany-Mohammed - Administrative Officer IV

**Records Management**

Mission
To provide and maintain a modern records management and record retrieval system for the Parliamentary Services Bureau.

The Records Management Division updates and maintains the Records Management System and retrieves information on request

**Pension and Leave Unit**

The Pension and Leave Unit is a small but critically important unit within the Human Resources Department charged with the responsibility of ensuring that
- Members of Parliament,
- Employees and their dependents; and
- Constituency Staff

receive their retirement benefits accurately and promptly.

**Head of Department:** Mr. David Ali (Pension and Leave Supervisor)

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**Financial Services**

**Mission**

To offer effective financial and accounting services to the Parliament and Parliamentary Institutions and to ensure that the financial functions are conducted in compliance with the Exchequer and Audit Act and Financial Regulations and Instructions.

The Financial Services Department is charged with the responsibility of assisting the Accounting Officer (Clerk of the House) with the financial management of the Parliament. It also prepares the annual estimates for submission to the Ministry of Finance, prepares salaries and allowances for all Members of Parliament who do not hold ministerial portfolios, employees of the Office of the Parliament, constituency staff and other employees of parliamentary institutions. The Division also ensures that goods and services contracted by the Office of the Parliament are paid for promptly.

**Head of Department:** Ms. Lana Samuel - Ag. Accounting Executive I

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**Human Resource Management**

The Human Resource Management Unit carries out the processes of recruitment and selection, performance appraisal and training and development for the staff of the Office of the Parliament. It is also charged with functions relating to staff compensation/benefits and industrial relations matters.
Key Statement from 2019 Standing Finance Committee

During the Standing Finance Committee debate of 2019, the following statement was made in relation to the emphasis of the Parliament for fiscal year 2020:

“Madam Chairman. The Office of the Parliament provides administrative and apolitical support to the Parliament of the Republic of Trinidad and Tobago. It is part of the three branches of the country, being the Executive, the Judiciary and the Parliament… The legislative arm.

I am advised it has its origins in the department of the Colonial Secretary’s Office, which was in existence up to Independence in 1962. The duties involve the provision of timely specialist advice and procedure on parliamentary law, and the Secretariat services to the House of Representatives and the Senate. It is also responsible for the management of administrative functions essential to parliamentary operations. Within the Office of the Parliament, institutions such as the Office of the Leader of the Opposition and the Ombudsman.”

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Public Sector Investment Programme 2020

Administration

Public Buildings

To effectively execute the business of Government, strong infrastructure that includes buildings, information and communication technology, law and the regulatory environment have been given priority attention. Construction and refurbishment works were undertaken in fiscal 2020, aimed at providing suitable accommodation and safe and healthy OSH Act compliant work environments at several Ministries and Departments. The sum of $67.3 million was allocated to undertake the following activities which included:

- Members of Parliament sub-offices – refurbishment works to constituency offices for Members of Parliament to facilitate servicing their constituents at their offices and sub-offices. These include refurbishment work done at Mayaro, Arouca Maloney, Laventille East/Morvant, St. Augustine, Naparima, Fyzabad

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The Office of the Parliament’s total allocation as a percentage of the National Budget for the period 2014 to 2021.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Allocation(^{10})</th>
<th>National Budget(^{11})</th>
<th>Percentage of National Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$152,985,431.00</td>
<td>$65,020,886,424.00</td>
<td>0.24%</td>
</tr>
<tr>
<td>2015</td>
<td>$153,010,362.00</td>
<td>$61,966,922,675.00</td>
<td>0.25%</td>
</tr>
<tr>
<td>2016</td>
<td>$136,502,615.00</td>
<td>$56,573,913,053.00</td>
<td>0.24%</td>
</tr>
<tr>
<td>2017</td>
<td>$127,215,401.00</td>
<td>$54,883,153,410.00</td>
<td>0.23%</td>
</tr>
<tr>
<td>2018</td>
<td>$127,552,044.00</td>
<td>$54,211,726,813.00</td>
<td>0.24%</td>
</tr>
<tr>
<td>2019</td>
<td>$125,242,207.00</td>
<td>$54,581,467,181.00</td>
<td>0.23%</td>
</tr>
<tr>
<td>2020</td>
<td>$150,646,660.00</td>
<td>$57,252,443,354.00</td>
<td>0.26%</td>
</tr>
<tr>
<td>2021</td>
<td>$151,696,660.00</td>
<td>$56,788,359,151.00</td>
<td>0.27%</td>
</tr>
</tbody>
</table>

- Total allocation for the Office of the Parliament as a percentage of the National Budget increased by approximately \(0.01\)% from fiscal 2020. This is the largest percentage allocation of the National Budget the Office of the Parliament has received over the past eight (8) years.

\(^{9}\) For the Fiscal Years 2014-2018, actual figures were used to calculate the Department’s total allocation. However, estimates were used to determine the Department’s total allocation for the Fiscal Years 2019 and 2020.

\(^{10}\) Total Allocation for the Parliament = Recurrent Expenditure + Consolidated Fund

\(^{11}\) The National Budget = Total Recurrent Expenditure + Total Development Programme
Where the Office of the Parliament spends its money

2021 Estimates of Expenditure

The budget allocation of $151,696,660.00 for the Office of the Parliament is comprised of:

- The Draft Estimates of Recurrent Expenditure in the sum of $136,196,660.00; and
- The Draft Estimates of Development Programme - Consolidated Fund in the sum of $15,500,000.00.

The Estimates of Recurrent Expenditure include:

- 01 Personnel Expenditure - $24,997,300.00;
- 02 Goods and Services - $104,143,360.00;
- 03 Minor Equipment Purchases $1,300,000.00; and
- 04 Current Transfers and Subsidies $5,756,000.00.

The Office of the Parliament’s:

- Recurrent Expenditure as a percentage of the total Recurrent Expenditure budget is 0.25%; and
- Development Programme - Consolidated Fund allocation as a percentage of the total allocation is 0.69%.
- Summary of Recurrent Expenditure for the period 2014-2021

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### Summary of Expenditure for the period 2014-2021

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Personnel Expenditure</td>
<td>$25,945,866.00</td>
<td>$26,725,715.00</td>
<td>$26,169,546.00</td>
<td>$26,275,044.00</td>
<td>$24,425,096.00</td>
<td>$24,495,659.00</td>
<td>$24,997,300.00</td>
<td>$24,997,300.00</td>
</tr>
<tr>
<td>02 Goods and Services</td>
<td>$91,843,290.00</td>
<td>$98,443,004.00</td>
<td>$99,095,372.00</td>
<td>$94,025,713.00</td>
<td>$95,736,367.00</td>
<td>$92,865,124.00</td>
<td>$104,143,360.00</td>
<td>$104,143,360.00</td>
</tr>
<tr>
<td>03 Minor Equipment Purchases</td>
<td>$5,539,802.00</td>
<td>$7,822,126.00</td>
<td>$3,418,931.00</td>
<td>$317,343.00</td>
<td>$247,774.00</td>
<td>$172,619.00</td>
<td>$1,300,000.00</td>
<td>$1,300,000.00</td>
</tr>
<tr>
<td>04 Current Transfers and Subsidies</td>
<td>$679,712.00</td>
<td>$508,937.00</td>
<td>$490,913.00</td>
<td>$455,643.00</td>
<td>$501,364.00</td>
<td>$474,198.00</td>
<td>$5,756,000.00</td>
<td>$5,756,000.00</td>
</tr>
</tbody>
</table>
2014 Actual - $124,008,670.00

- 01 Personnel Expenditure: $55,539,802.00, 4%
- 02 Goods and Services: $679,712.00, 1%
- 03 Minor Equipment Purchases: $25,945,866.00, 21%
- 04 Current Transfers and Subsidies: $91,843,290.00, 74%

2015 Actual - $133,499,782.00

- 01 Personnel Expenditure: $7,822,126.00, 6%
- 02 Goods and Services: $98,443,004.00, 74%
- 03 Minor Equipment Purchases: $26,725,715.00, 20%
- 04 Current Transfers and Subsidies: $508,937.00, 0%

2016 Actual - $129,174,762.00

- 01 Personnel Expenditure: $3,418,931.00, 3%
- 02 Goods and Services: $490,913.00, 0%
- 03 Minor Equipment Purchases: $26,169,546.00, 20%
- 04 Current Transfers and Subsidies: $99,095,372.00, 77%

2017 Actual - $121,073,743.00

- 01 Personnel Expenditure: $317,343.00, 0%
- 02 Goods and Services: $455,643.00, 0%
- 03 Minor Equipment Purchases: $26,275,044.00, 22%
- 04 Current Transfers and Subsidies: $94,025,713.00, 78%
Analysis of Summary of Expenditure

Recurrent Expenditure refers to the payments for expenses which are incurred during the day-to-day operations of the Office of the Parliament for Personnel Expenditure, Goods and Services, Minor Equipment Purchases and Current Transfers and Subsidies.

- **Recurrent Expenditure** for Fiscal Year 2020 was $136,196,660.00 (revised). The same allocation was given for Fiscal Year 2021.

- The largest portion of the Office of the Parliament’s allocation has consistently gone to Sub-Head 02 – **Goods and Services** which has fluctuated slightly over the period 2014 to 2021, with the lowest allocation in fiscal 2014 compared with the highest estimated allocations in fiscals 2020 and 2021. The allocation of $104,143,360.00 represents a 77% of the Parliament’s total recurrent allocation.

- The 2021 estimates of **Personnel Expenditure** represent 18% of the Parliament’s total recurrent allocation.

- Over the period 2014-2016, **Current Transfers and Subsidies** consistently received the smallest allocation. Over the period 2017-2019, this changed with Minor Equipment Purchases receiving the smallest allocation. However, for Fiscal Years 2020 and 2021 $5,756,000.00 was allocated amounting to 4% of the total recurrent allocation. This was the highest over the eight year period.

- **Minor Equipment Purchases** after peaking in fiscal year 2015, has been on a downward trend, with the lowest allocation in fiscal year 2019 before significantly increasing to $1,300,000.00 in fiscals 2020 and 2021 amounting to 1% of the total allocation.
Analysis of Expenditure Unique to Office of the Parliament

Unique Expenditure refers to expenditure items incurred by the Office of the Parliament that may not feature in other Ministries or Departments.

Unique Expenditure Items 2014-2021

<table>
<thead>
<tr>
<th>Year</th>
<th>64: Operations of Constituency Offices</th>
<th>97: Expenses of the Office of Leader of the Opposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Actual</td>
<td>$25,242,930</td>
<td>$3,534,724</td>
</tr>
<tr>
<td>2015 Actual</td>
<td>$34,007,581</td>
<td>$3,440,574</td>
</tr>
<tr>
<td>2016 Actual</td>
<td>$36,886,921</td>
<td>$3,389,428</td>
</tr>
<tr>
<td>2017 Actual</td>
<td>$34,522,270</td>
<td>$3,409,263</td>
</tr>
<tr>
<td>2018 Actual</td>
<td>$33,767,228</td>
<td>$3,298,126</td>
</tr>
<tr>
<td>2019 Actual</td>
<td>$30,092,535</td>
<td>$3,118,000</td>
</tr>
<tr>
<td>2020 Revised Estimates</td>
<td>$34,500,000</td>
<td>$3,100,000</td>
</tr>
<tr>
<td>2021 Estimates</td>
<td>$34,500,000</td>
<td>$3,100,000</td>
</tr>
</tbody>
</table>

Staff and Pay

The estimated allocation to staff expenditure for the fiscal year 2021 is $68,807,664.00 which is the same as the revised estimate from fiscal 2020. The following charts provides a breakdown of all expenditure related to staff from 2019-2021.

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## Summary of Staff and Pay Allocations 2019-2021

<table>
<thead>
<tr>
<th></th>
<th>Personnel Expenditure</th>
<th>Travelling and Subsistence</th>
<th>Uniforms</th>
<th>Contract Employment</th>
<th>Training</th>
<th>Short-Term Employment</th>
<th>Employees Assistance Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019 Actual</strong></td>
<td>$24,495,659.00</td>
<td>$4,421,648.00</td>
<td>$102,698.00</td>
<td>$32,932,316.00</td>
<td>$191,088.00</td>
<td>$2,507,162.00</td>
<td>$87,750.00</td>
</tr>
<tr>
<td><strong>2020 Revised Estimates</strong></td>
<td>$24,997,300.00</td>
<td>$4,400,000.00</td>
<td>$120,000.00</td>
<td>$36,037,864.00</td>
<td>$350,000.00</td>
<td>$2,800,000.00</td>
<td>$102,500.00</td>
</tr>
<tr>
<td><strong>2021 Estimates</strong></td>
<td>$24,997,300.00</td>
<td>$4,400,000.00</td>
<td>$120,000.00</td>
<td>$36,037,864.00</td>
<td>$350,000.00</td>
<td>$2,800,000.00</td>
<td>$102,500.00</td>
</tr>
</tbody>
</table>
Summary of Development Programme Expenditure for the period 2018-2021

Development Programme is capital expenditure aimed at improving and enhancing development in different areas of Trinidad and Tobago which includes human resources and economic and social development.

The Public Sector Investment Programme (PSIP), which represents the capital expenditure component of the National Budget, is the instrument used by Government to effect its vision and policies. It is a budgeting and strategic planning tool made up of projects and programmes, designed to realise the goals set out in the Government’s overarching policy.

The PSIP budget document provides a detailed description of the programmes and projects and includes a review of the implementation of projects and programmes in the previous financial year and highlights the major projects and programmes to be implemented in the upcoming financial year.

- The Public Sector Investment Programme is intended to achieve:
  - the country’s social and economic development goals; and
  - enhance the quality of life of all citizens.

The allocation to the Office of the Parliament for development programmes and projects for fiscal year 2021 = $15,500,000. This represents funds disbursed directly from the Consolidated Fund. It also represents 10.22% of the total allocation to the Parliament.

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Televising and Broadcasting of Parliamentary Proceedings

Upgrade of Networking Systems at the offices of the Parliament

Institutional Strengthening of the Parliament

Digitalizing and Archiving of Laws of Trinidad and Tobago

Refurbishment and Re-tooling of Constituency Offices of the Members of the House of Representatives

Restoration of the Red House – Technical Team

Office of the Parliament's Development Programme Summary - 2018-2021

2018 Actual
- Televising and Broadcasting of Parliamentary Proceedings: $1,081,235.00
- Upgrade of Networking Systems at the offices of the Parliament: $1,068,805.00
- Institutional Strengthening of the Parliament: $942,337.00
- Digitalizing and Archiving of Laws of Trinidad and Tobago: $199,537.00
- Refurbishment and Re-tooling of Constituency Offices of the Members of the House of Representatives: $1,960,835.00
- Restoration of the Red House – Technical Team: $1,388,694.00

2019 Actual
- Televising and Broadcasting of Parliamentary Proceedings: $2,059,930.00
- Upgrade of Networking Systems at the offices of the Parliament: $999,725.00
- Institutional Strengthening of the Parliament: $456,215.00
- Digitalizing and Archiving of Laws of Trinidad and Tobago: $356,885.00
- Refurbishment and Re-tooling of Constituency Offices of the Members of the House of Representatives: $1,121,801.00
- Restoration of the Red House – Technical Team: $2,240,051.00

2020 Revised Estimates
- Televising and Broadcasting of Parliamentary Proceedings: $5,208,500.00
- Upgrade of Networking Systems at the offices of the Parliament: $1,000,000.00
- Institutional Strengthening of the Parliament: $500,000.00
- Digitalizing and Archiving of Laws of Trinidad and Tobago: $291,500.00
- Refurbishment and Re-tooling of Constituency Offices of the Members of the House of Representatives: $3,000,000.00
- Restoration of the Red House – Technical Team: $7,000,000.00

2021 Estimates
- Televising and Broadcasting of Parliamentary Proceedings: $5,000,000.00
- Upgrade of Networking Systems at the offices of the Parliament: $2,000,000.00
- Institutional Strengthening of the Parliament: $1,500,000.00
- Digitalizing and Archiving of Laws of Trinidad and Tobago: $500,000.00
- Refurbishment and Re-tooling of Constituency Offices of the Members of the House of Representatives: $3,000,000.00
- Restoration of the Red House – Technical Team: $3,500,000.00
## Development Programme Expenditure Explanations

<table>
<thead>
<tr>
<th>SUB-ITEM PROJECT GROUP</th>
<th>PROJECT DESCRIPTION</th>
<th>2021</th>
<th>EXPLANATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>06- General Public Services Administrative Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| A005 | Televising and Broadcasting of Parliamentary Proceedings | $5,000,000 | • Upgrade of Transmission Systems to Air Parliament Channel: Tower D, Tobago, Cumberland Hill, Gran Couva, Brigand as approved by Cabinet Number 961 of June 14, 2018.  
• Renovation of building and tower at Cumberland Hill. |
| A009 | Upgrade of Networking Systems | $2,000,000 | • Upgrade of Parliament Website (Software Development).  
• Continued facilitation of interconnectivity between operational systems at Cabildo Chambers and Red House.  
• Upgrading and replacing of critical components. |
| A011 | Institutional Strengthening of the Parliament | $1,500,000 | • Establishment of a Parliamentary Academy.  
• Continued provision of services via Experts to Standing Joint Select Committees, such as, National Security, Energy Affairs and Human Rights, Equality and Diversity, and any other JSCs which may be formed thereafter. |
<p>| A012 | Digitalizing and Arching of Laws of Trinidad and Tobago | $500,000 | • Payment salaries for two Digital Assistants assigned to scan and clean Hansards, Bills |</p>
<table>
<thead>
<tr>
<th>06- General Public Services</th>
<th>F- Public Buildings</th>
<th>and other Legislative materials at the Library of the Office of the Parliament of T &amp; T.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F001</td>
<td>Refurbishment and Retooling of Constituency Offices</td>
<td>$3,000,000 • Roof repairs, Painting, Renovation works, Construction work, Relocation.</td>
</tr>
<tr>
<td>F013</td>
<td>Restoration of the Red House - Technical Team</td>
<td>$3,500,000 • Payment of consultancy fees. • Maintenance of Storage containers on the Red House Site and at the Chaguaramas Military base. • Renovation of works at Red House and Cabildo Chambers.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$15,500,000</td>
</tr>
</tbody>
</table>
General Useful Information

- Parliament of India, INDIA: http://parliamentofindia.nic.in/
- Parliament, UK: https://www.parliament.uk/
- Parliament of Jamaica, JA: https://www.japarliament.gov.jm/
- Parliament of Barbados, BDOS: https://www.barbadosparliament.com/