



Government of the Republic of Trinidad and Tobago
Ministry of Community Development,
Culture and the Arts
Office of the Permanent Secretary



CDCA:GA: 1/1/6 Vol I

July 4, 2017

Clerk of the House
Office of the Parliament
Republic of Trinidad and Tobago
Level G-8, Tower D
The Port of Spain International Waterfront Centre
1A Wrightson Road
Port of Spain

Dear Madam,

**The Third Report of the Public Administration and Appropriations
Committee, Second Session, Eleventh Parliament, on an Examination of
the System of Inventory Control within the Public Service**

Reference is made to correspondence **Parl: 5/7/22** dated May 26, 2017 on the captioned subject.

The following is a response to the recommendations stated in the captioned report, that:

**The Ministry may wish to consult the Office of the Parliament on their
QR Code Label Printing System and provide a status update to the
Committee on the progress made in this regard by July 01, 2017.**

The Ministry consulted with the IT Director at the Office of the Parliament on the Inventory Solution used by the Parliament of Trinidad and Tobago. The IT Director advised that the Parliament deployed a customized solution which was a mixture of different software applications, namely, Vimbiz by Vimsoft (Asset Management) and Zebra Designer Pro (QR Code solution) tweaked and personalized to meet their specific needs. Asset management data from Vimbiz is exported to SQL and then linked to Zebra Designer Pro for the printing of barcode\QR Codes which is then used to tag the assets. The cost of implementing this system was very high.

The Ministry of Community Development, Culture and the Arts currently maintains a manual count of assets. The Ministry continues to use the Brother P-Touch machine for tagging assets. The Ministry aims to correct this within the next six months and move to an electronic\software solution for managing assets. The Ministry intends to use the categorization\classification of assets currently implemented by Parliament as a guide for the asset categorization standardization exercise. A review of existing software solutions is important because the Ministry of Community Development, Culture and the Arts is an amalgamation of three Ministries which classified\categorized assets differently and therefore must identify a solution that meets our varied needs.

In the interim however, the Ministry of Community Development, Culture and the Arts has established an Internal Committee to oversee the tagging of all assets in the Ministry.

Yours faithfully

Angela S. Edwards

Permanent Secretary (Ag)

Ministry of Community Development, Culture and the Arts