



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

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EEI: 1/5/16

27 June 2017

Ms. Jacqui Sampson- Meiguel
Clerk of the House
Levels G- 8, Tower D
The Port-of-Spain International Waterfront Centre
1A Wrightson Road
Port-of-Spain

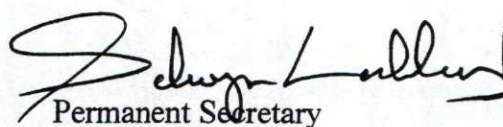
Dear Ms. Sampson- Meiguel,

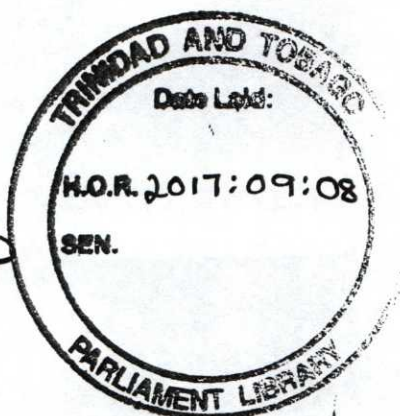
**Re: The Third Report of the Public Administration and Appropriations Committee,
Second Session, Eleventh Parliament, on an Examination of the System of Inventory
Control within the Public Service**

I refer to your letter dated 26 May 2017 on the above captioned subject.

I wish to submit the Ministry's written response to recommendations attached in the letter for the consideration of the Committee.

Yours sincerely,


Permanent Secretary



Response to the recommendations of 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

I. Proper Maintenance of the Inventory Register:

- The persons in this department were not sufficiently skilled to update the Inventory Registry. Given the scope, demands and increasing expectations surrounding inventory issues, additional staff was also required to further support the maintenance of the register. However, the Ministry indicated that PMCD was reviewing its restructuring plan which would assist in sourcing the requisite staff.

II. Tagging of the Ministry's Inventory:

- Not all items in the Ministry were tagged. There were instances where the tags fell off due to the quality of the tags.

Recommendations:

- *The Ministry shall provide a Status Report to the Committee on the progress made with respect to the restructuring plan by July 31, 2017.*

Response:

Draft Note for Cabinet EEI:1/6/33 dated September 23, 2016 Re: Restructuring and Institutional Strengthening of the Ministry of Energy and Energy Industries, was submitted for the consideration of the Permanent Secretary, Ministry of Public Administration (Public Management Consulting Division), by memorandum dated October 18, 2016.

Subsequent to this submission, several discussions were held with representatives of the PMCD and the MEEI, to provide clarifications and additional information as required. It is anticipated, that these comments would be forthcoming s from the PMCD in the not too distant future. On receipt of PMCD's comments, the approval of the Cabinet will be sought.

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

Response:

The Ministry has switched to using the Brother P-touch labelling system that was already successfully in use by the Information Technology Unit of the Ministry. The tagging and retagging of all the Ministry's assets is being carried out using this system. To date, there are no issues with the quality of the tags. The Ministry will also review the system being used by the Office of the Parliament to determine its suitability and any added value such a system could provide to our existing arrangements.

