



**MINISTRY OF LABOUR AND SMALL
ENTERPRISE DEVELOPMENT**

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MLSED:13/1/18 Vol. I Sub III

July 7, 2017

Ms. Jacqui Sampson-Meiguel
Clerk of the House
Office of the Parliament
Level 3, 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**

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

Please find attached the Ministry of Labour and Small Enterprise Development's (MLSED) paper responding to the recommendations/comments contained in 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.

Further information, should it be required, may be obtained from Ms. Aarti Bedassie-Maharaj, Director (Ag.), Research and Planning at 625-8478 ext. 1103, email: bedassie-maharaja@gov.tt.

The delay in submission is deeply regretted.

Yours faithfully

S. A. [Signature]
**Permanent Secretary
Ministry of Labour and Small
Enterprise Development**

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Issues, Observations and Recommendations
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

PAAC Report (Pages 28-29) - Head 30 – Ministry of Labour and Small Enterprise Development

I. Proper Maintenance of the Inventory Register

- *The persons in this department were not sufficiently skilled to update the Inventory Registry.*

II. Tagging of the Ministry's Inventory:

- *Not all items in the Ministry were tagged. There were instances where the physical labels were removed from the equipment or it was not properly affixed to the assets.*

Recommendations:

- *The Ministry should approach the Public Service Academy to source the required training for staff involved in Inventory Control.*

MLSED Response

The Ministry of Labour and Small Enterprise Development (MLSED) communicated with the Ministry of Public Administration and Communications (MPAC), Public Service Academy (PSA), on training opportunities for staff involved in Inventory Control. The MLSED was informed that the PSA would be conducting a four (4) day Workshop entitled 'Inventory Management' for officers who manage the inventory functions in their Ministries/Department from July 17-19, 2017. The Ministry is currently awaiting the Circular Memorandum on this upcoming training and suitable officers from the relevant Divisions/Units will be nominated to attend.

- *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.*

MLSED Response

The MLSED held initial discussions with the Information Systems Division of the Office of the Parliament on its QR Code Label Printing System. The information gathered would assist the MLSED in identifying a suitable solution with respect to the tagging of its Inventory.

