



MINISTRY OF WORKS AND TRANSPORT

Office of the Permanent Secretary
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Ref: WT/CPU: 7/22/122

July 12, 2017

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

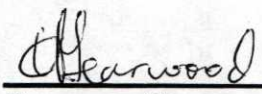
Dear Ms. Sampson-Meiguel,

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

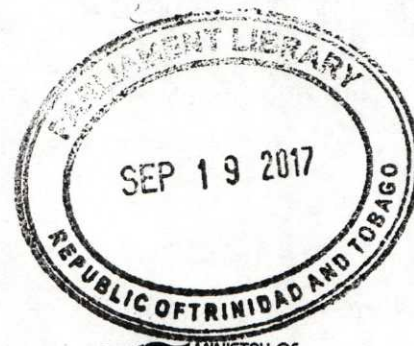
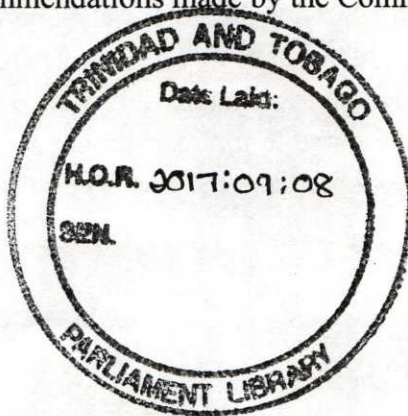
Your correspondence reference Parl.:5/7/22 dated May 26, 2017 on the above subject matter refers.

In this regard, please find attached a status update from the Ministry of Works and Transport (MOWT) in respect of the recommendations made by the Committee on page 33 of the report.

Yours sincerely,


Permanent Secretary (ny)
Attach.

PERMANENT SECRETARY



Responses to the Recommendations of the Public Administration and Appropriations Committee (PAAC), Second Session, Eleventh Parliament, on an Examination of the System of Inventory Control within the Public Service

Head 43: Ministry of Works and Transport

ISSUE #1: Proper Maintenance of the Inventory System Register:

➤ At the District level, persons 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 at the District Offices.

The recommendation of the PAAC was:

➤ *The Ministry should liaise with the Service Commissions Department and the Ministry of Public Administration and Communications to determine the most effective method to fill the vacancies throughout the Divisions and also to source the requisite training for staff. The Ministry should provide a status update to the Committee on the progress made in this regard by July 31, 2017.*

Status Update:

➤ A decision was taken by the Ministry of Works and Transport to strengthen the technical, operational and support staff of its Facilities Management Unit. The Facilities Management Unit is responsible for the maintenance of the buildings, environment and recreational infrastructure under the Works and Transport (MOWT). It is also the intention of the MOWT to assign the responsibility of proper maintenance of the Inventory System Register to the Facilities Management Unit.

As such, Cabinet's approval is being sought for the Retention/ Creation of fourteen (14) contract positions in the Facilities Management Unit, MOWT was submitted to the PMCD on April 26, 2017 for consideration prior to its submission to Cabinet. There is continual dialogue between the Facilities Management Unit, Human Resources Division of the MOWT and PMCD in an effort to complete the said Note and move to the recruitment stage. The process is on-going and the Ministry anticipates having a response from the PMCD by the end of August 2017.

ISSUE #2: Tagging of the Ministry's Inventory

➡ All inventory at the Ministry's Head Office were tagged but tagging at the District level left much to be desired. The Ministry planned to begin tagging at the one hundred and six (106) District Offices in 2017.

The recommendation of the PAAC was:

➡ *The Ministry shall provide a Status Report to the Committee on the progress made in tagging all inventory at the (106) District Offices by June 30, 2017.*

Status Update:

➡ A comprehensive exercise to tag the Ministry's assets at its Head Office building was completed and the data entered into The Maintenance Authority (TMA) web database. This involved the mobilization of four (4) staff to capture the data, format the fields in the data base and subsequently enter and maintain the relevant data.

To complete the tagging of the entire inventory at the one hundred and five (105) District offices, a project team will have to visit all locations to physically tag all assets and record the pertinent data. Staff will also be required to complete the data entry functions to support the exercise.

The Facilities Management Unit (FMU) has seen a reduction in staff from twenty five (25) employees at the time of the Head Office project to seven (7) contracted staff in 2017. This has significantly impacted the ability of the Unit to mobilize and complete the expanded project.

Steps would be taken by the Ministry to ensure that the Facilities Management Unit is staffed with the required human resource personnel to continue the execution of the project to the District Offices and compile a comprehensive asset inventory in a formatted database for use by the Ministry, subject to Cabinet's approval for the Retention/ Creation of fourteen (14) contract positions in the Facilities Management Unit, Ministry of Works and Transport.

