



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

Our Ref: 3/8/2 Vol IV

January 18, 2019

Mrs. Jacqui Sampson-Meiguel
Clerk of the House
Parliament of the Republic of Trinidad and Tobago
Levels G – 9
The Port of Spain International Waterfront Centre
1A Wrightson Road
Port of Spain

Dear Madam,

**The Eleventh Report of the Public Administration and Appropriations Committee
on an Examination of the administration and expenditure of
the Ministry of Public Administration and Communications**

Enclosed is our written response to the recommendations made in the captioned report further to your request dated November 20, 2018.

An e-copy is simultaneously submitted to coth@ttparliament.org for your attention and records.

Respectfully,

Joan Mendez (Mrs.)
Permanent Secretary

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Responses to the Public Administration and Appropriations Committee

Eleventh Report of the PAAC

Inquiry: Examination of the administration and expenditure of the Ministry of Public Administration and Communications

Written Submission

January 2019

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Responses to PAAC's Questions

	Recommendations	Page	Ministry of Public Administration's Responses
1	<u>Staffing issues</u> - The SCD should provide a status update on the progress made for the transfer of staff to the newly formed Ministry of Public Administration and the Ministry of Communications. - The SCD should develop standard procedures for approvals and authorisations of staff in instances in which Ministries are merged or realigned. A document outlining these procedures should be submitted to Parliament by January 31, 2018.	10	The SCD's response refers.
2.	<u>Cultural Challenges</u> - The Public Service Academy (PSA) must develop a training programme exclusive to staff of merged Ministries to reinforce uniformity in ethics, values and compliance with public service policies and regulations. - A status update on the development of training programmes for merged Ministries should be submitted to Parliament by January 31, 2019. - The PSA should develop continuous training to familiarise public servants in all Ministries and Departments with the "Civil Service	11	- Research is currently in progress to determine the training objectives and learning outcomes which will inform content areas for a workshop exclusive to merged Ministries. Additionally, it is envisaged that training needs analysis will be conducted by March 2019 with the Ministries affected with the 2018 realignments with a view to identifying the key issues that confront them as a consequence of realignment. - There are currently three workshops (Introduction to Ethics and Values, Ethical Issues in the Public Service and Ethics, Accountability and Good Governance) in which participants are familiarised with the guidelines therein of the Civil Service Regulations Chapter IX

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	Regulations Chapter XI Code of Conduct". An annual report should be submitted to Parliament at the end of every calendar year including information on the number of persons trained, the rank of the persons trained and remarks or identifiable improvements made.		Code of Conduct. These courses are being reviewed to place greater emphasis on the Code of Conduct. A report will be submitted to Parliament on the number and rank of officers who have participated in such a workshop as well as the observable impact of the intervention. This report will be submitted at the end of every calendar year beginning at the end of 2019.
3.	<u>Asset Management</u> - The Ministry of Public Administration should take immediate measures to ensure the asset management system be developed and implemented and report on the measures designed and the status of the project by January 31, 2019. - The Ministry of Public Administration should approach the SCD to fill existing vacancies. In the interim, the Ministry should consider using short term employment arrangements to ensure continued progress with the Asset Management System. - The Ministry should submit a report to Parliament on the status of the initiatives being taken to fill the staff shortage by January 31, 2019.	12-13	- The MPA provided a detailed status report of this project to the committee on November 1, 2018 as per request from PAAC on October 26, 2018. Further updates on this project are provided as follows: <u>Asset Management System (MPA) – The System</u> was successfully developed, implemented and fully functional at head office on September 8, 2018. <u>Asset Management System (Government Printery)</u> This project is expected to be completed by March 2019. <u>Asset Management System (NATT)</u> The system was successfully developed, implemented and completed on August 23, 2018. - MPA is in the process of advertising and filling a number of contract positions under ICT which will provide the requisite IT support. This support is currently provided by short term personnel from the Ministry of Labour (MOL).

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4.	<u>Tagging of Inventory</u> - The Ministry should submit a report to the Parliament on the status of the establishment and staffing of the Inventory Management Unit by January 31, 2019. - The Ministry should provide a status update on progress made in converting to an electronic tagging system by January 31, 2019.	13	- The Inventory Management function is incorporated into the Corporate Services Division. The MPA has employed two (2) short term employees from MOL to assist the Administrative Officer II in the tagging exercise. Additionally, staff from the Corporate Services Division shall be utilized, as required, to support inventory management. - Tagging, which is the final phase for completing the Asset Management project commenced October 30, 2018 and is estimated to finish at the end of March 2019.
5.	<u>Training Programmes</u> - The PSA should develop and submit by January 10, 2019 a training schedule for public servants for fiscal 2019 identifying specific programmes with objectives, target groups, intended delivery dates and post-training evaluation plans. - The Public Service Academy must provide a status update to the Parliament on the roll out of its online training initiative by January 31, 2019. - The Public Service Academy should develop a standard training programme with an implementation schedule on public service values, attitudes and code of conduct with specific emphasis on "Civil	15	- The PSA's training schedule for fiscal 2019 as well as the status of the online training initiative was provided to the committee on November 14, 2018 as per request from PAAC on November 02, 2018. - The PSA has since reviewed the workshop "Introduction to Ethics and Values" placing greater emphasis on the Civil on the Service Regulations XI Code of Conduct. This redesigned workshop was conducted on October 9 & 10 2018 for clerical officers. Similar Workshops such as "Ethical Issues in the Public Service" for middle management officers and "Ethics Accountability and Good Governance" for seniors will be similarly reviewed. The latter is scheduled to be conducted in February 2019.

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	Service Regulations Chapter XI Code of Conduct". The PSA should routinely monitor and evaluate the delivery of the orientation programmes by the various Ministries and Departments to consistency of training.		The PSA has systems in place to monitor and provide advice for the roll out of Orientation Programmes in Ministries and Departments.
6.	<u>Contract Employment</u> The Ministry should submit a report to Parliament on the progress made to update the permanent establishment for each Ministry and Department to include the key support areas as identified by January 31, 2019.	15	This initiative is under review due to the stringent economic climate and scarce financial resources in respect of funding for additional permanent offices in the entire public service. As such, a report is not available. It is to be noted that Cabinet has directed the Public Management Consulting Division (PMCD) to undertake a review of the technical and functional support units of all Ministries and Departments and this exercise is ongoing.
7.	<u>Recruitment of Tertiary level Graduates</u> The Ministry should develop a tertiary level recruitment programme designed to attract suitably qualified young persons to the public service as a career based on the periodic analysis of the needs of the Ministry. A report of the progress made on the programme design and implementation should be submitted to Parliament by January 31, 2019.	16	The Ministry utilizes existing Government programmes i.e. the Summer Graduate Internship and On-the-Job Training Programmes to acquire resources in alignment with the work of the ministry.

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8.	<u>ICT Strategic Plan and ICT Security Policy</u> - A progress report on the ICT Security Policy should be submitted to the Parliament by January 31, 2019. - The Ministry should provide a status report on the filling of vacancies to support its monitoring and evaluation of IT Units across the public service by January 31, 2019. - The Ministry should provide a status report on the Cabinet's approval of the standardisation of ICT positions by of January 31, 2019.	16-18	- The issue being addressed was highlighted in the 2016 Auditor General's Report (p. 75). It was stated that: <i>'IT Security policies and procedures were either in draft or non-existent. The Ministry of Public Administration Network Security and Access Control Policy and Procedural Guidelines draft version 1.0 dated April 21, 2006 was adopted by some of the entities as their IT Security Policy. However, this policy was never customized to address the needs of the respective entities.'</i> The Draft Information Security Policy Manual (ISPM) version 1.1 dated January 29 2009 contains Information Security policies, standards and guidelines that are aligned to ISO/IEC 27001 and ISO/IEC 27002 standards – this document was tailored to suit the environment and organizational cultures of GoRTT. This draft document is to be revised, updated and submitted for approval in 2019. According to a Brief on the ISPM: As of February 2014 policies within the following domains of the Information Security Policy Manual (ISPM) have been drafted: 1. Information Security Policy Administration 2. Asset Management 3. Risk Assessment 4. Physical and Environmental Security 5. Communications and Operations Management 6. Access Control 7. Information Systems Acquisition, Development and Maintenance

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			8. Information Security Incident Management The following domains are to be completed and integrated into the IS Policy Manual: 1. Security Policy - Management Direction 2. Human Resources Security 3. Information Systems Acquisition, Development and Maintenance 4. Compliance The standardisation of ICT positions is under review due to the stringent economic climate as mentioned at number 6 above.