



**TEACHING SERVICE COMMISSION
CHAIRMAN'S OFFICE**

CIPRIANI PLAZA,
59-61 CIPRIANI BOULEVARD
PORT OF SPAIN
TEL: (868) 623-2991 / 6 FAX: 627-7394
E-MAIL – fazalalits@mail.com



P: 113/22 Vol.13

February, 2020

Candice Skerrette
Secretary to the Committee
Parliament of the Republic of Trinidad & Tobago
G-7 Tower D, Port of Spain International Waterfront Centre
1A Wrightson Road, Port of Spain, Trinidad

Dear Madam

**Fourteenth Report of the Joint Select Committee on Human Rights, Diversity and
Equality on Sexual Harassment in the Education Sector**

Your letter Parl:14/3/55 Vol IV dated 12th November, 2019 refers.

The following are the responses to your questions as requested:-

**4.13. The Committee recommends that the TSC conduct training session to
address deficiencies in the Investigator's report (See Appendix XI) DURING
FISCAL 2020**

Arrangements will be made with the Ministry of Education to have training sessions for Investigating Officers, School Supervisors and staff of the Ministry of Education in conjunction with the Legal and other staff of the Service Commissions Department during the 2020-21 Academic Year.

4.14. The Committee recommends that the TSC set appropriate timelines for each stage of the investigation process in Appendix V.

The timeline with respect to the investigation process are prescribed in Regulation 90 of the Public Service Commission's Regulations, Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago, as adopted by the Teaching Service Commission which states:-

- (1) Where a report or allegation of indiscipline or misconduct is received other than a report or allegation of indiscipline or misconduct to which regulation 85 applies, the Permanent Secretary or Head of Department shall report the matter to the Director for the information of the Commission and concurrently warn the officer in writing of the allegation of indiscipline or misconduct and shall forthwith refer the matter to an investigating officer appointed by him.
- (2) The investigating officer shall be appointed from the Ministry to which the officer is assigned and shall hold an office in a grade higher than that of the officer against whom the allegation has been made.
- (3) The investigating officer shall, within three days of his appointment, give the officer a written notice specifying the time, not exceeding seven days from the date of the receipt of such notice, within which he may, in writing, give an explanation concerning the report or allegation to the investigating officer.
- (4) The investigating officer shall require those persons who have direct knowledge of the alleged indiscipline or misconduct to make written statements within seven days for the information of the Commission.
- (5) The investigating officer shall, with all possible dispatch but not later than thirty days from the date of his appointment, forward to the Commission, for the information of the Commission, the original statements and all relevant documents, together with his own report on the particular act.
- (5A) Where the Commission considers that the circumstances before it warrant an extension of time, the period referred to in subregulation (5) may be extended by a period not extending thirty days.
- (6) The Commission, after considering the report of the investigating officer and any explanation given under subregulation (3), shall decide whether the officer should be charged with an offence, and if the Commission decides that the officer should be so charged, the Commission shall, as soon as possible, cause the officer to be

informed in writing of the charge together with such particulars as will leave the officer under no misapprehension as to the precise nature of the allegations on which the charge is based.

- (7) Where, in the explanations given under subregulation (3), the officer makes an admission of guilt, the Commission may determine the penalty to be awarded without further inquiry.
- (8) Where the Commission, under section 127 of the Constitution, has delegated to an officer its duty of deciding under subregulation (6) whether an officer shall be charged and of charging such officer with an offence, the reference in subregulation (4), (5), (6) and (7) to the Commission shall be construed as a reference to that officer.

Sincerely,



.....
Dr Fazal Ali
Chairman, Teaching Service Commission