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PD(R) 77/1/2 Sub. V


November 28 , 1996.

His Excellency,
The President of the Republic
of Trinidad and Tobago,
President's House,
ST. ANN'S.

Your Excellency,

In accordance with Section 141(2) of the Constitution of the Republic of Trinidad and Tobago, I have much pleasure in submitting to your Excellency, the Forty-First Report of the Salaries Review Commission appointed under Section 140(1) of the said Constitution, for your consideration and subsequent transmission to the Honourable Prime Minister.

Yours faithfully, •


LEONARD WILLIAMS
Chairman, Salaries
Review Commission.

FORTY-FIRST REPORT

OF

THE SALARIES REVIEW COMMISSION

OF

**THE REPUBLIC OF
TRINIDAD AND TOBAGO**

November 28, 1996

FORTY-FIRST REPORT OF THE
SALARIES REVIEW COMMISSION

Review of the salary and other terms and
conditions of service of the Special Adviser
to the Minister Extraordinaire

The President of the Republic of Trinidad and Tobago has conveyed his approval for a review by the Salaries Review Commission of the salary and other terms and conditions of service of the office of Special Adviser to the Minister Extraordinaire. This office was placed within the purview of the Commission when it was added to the Second Schedule to the Constitution (Prescribed Matters) Act, Chapter 1:02 by Legal Notice No. 31 dated February 13, 1996.

2. In November, 1995, a new Ministry headed by the Minister Extraordinaire and of Tobago Affairs was created. In order to assess the scope of duties of the Special Adviser to that Minister, the Commission examined the role and functions which have been ascribed to the Ministry. First of all, we noted that the unique twin portfolio of the Minister himself requires that he undertake special assignments at top diplomatic level at the request of the Prime Minister, interface with International Agencies and promote the establishment of an International Criminal Court. Secondly, his responsibility for Tobago Affairs involves the resolution of issues related to constitutional arrangements between the elected body in Tobago and that in Trinidad.

3. In view of the role of the Minister Extraordinaire and of Tobago Affairs, the Commission noted that for the most part, the work of the technical and professional staff of the Ministry involves conceptualizing and preparing initiatives and proposals to encourage international agencies and Non-Governmental Organisations to provide financial and technical assistance which would propel Government's thrust towards the eradication of poverty and the facilitation of positive social change in the country. In addition, the personnel of the Ministry are required to provide support services to the Minister in his capacity as President of the body known as Parliamentarians for Global Action which is pursuing the establishment and conduct of an International Criminal Court.

4. In this setting, it is envisaged that the Special Adviser would be performing highly responsible professional work in the area of Social and Economic Research and Project Management. He would be required to advise the Minister on the direction which the work of the Ministry should take and the appropriate projects and research activities in which it should be engaged. In this regard, the office holder would also need to consult and collaborate closely with Private Sector Organizations and Non-Governmental Organisations. The Commission has been informed that one of the first projects which will be undertaken by the Ministry and which is expected to engage the attention of the Special Adviser is the Poverty Eradication Programme funded by the United Nations Development Programme.

Recommendations

5. In our deliberations on an appropriate remuneration package for this office, we took note of the fact that while the incumbent would be required to exercise initiative and independent judgement in his advisory role, his autonomy will be limited in that he will have a subordinate relationship with the Permanent Secretary of the Ministry. The Job Description submitted by the Ministry indicates inter alia that the Special Adviser would be required to perform assignments "prescribed by the Minister directly or through his Permanent Secretary" and further, that the office holder's work "is subject to review by the Permanent Secretary under the instructions of the Minister". In light of this we formed the view that the Special Adviser would be required to perform a supportive managerial and advisory role which is similar to that which was envisaged for the proposed new office of Deputy Permanent Secretary in 1995. Our conclusions in respect of the latter are contained in the Thirty-Seventh Report of the Salaries Review Commission.

6. Accordingly, we recommend the following remuneration package for the office of Special Adviser to the Minister Extraordinaire:-

<u>Salary</u>	-	\$10,000 per month.
<u>Housing</u>	-	A Housing Allowance of \$1,000 per month.
<u>Transport</u>	-	(i) A maximum loan of \$100,000 at a rate of interest of 6% per annum to facilitate the purchase of a locally assembled or imported motor vehicle with maximum total exemptions as follows:-

a) Motor Vehicle Tax - the amount payable on a vehicle with a cubic capacity of 1999;

b) Value Added Tax - the amount payable on a vehicle costing \$100,000.

(ii) A loan to cover the cost of Motor Vehicle Insurance Premium.

(iii) A Commuted Travelling Allowance of \$1,200 per month.

Subsistence Allowance

- A rate of \$40.00 per day when travelling beyond a radius of ten (10) miles (16 kilometres) from official headquarters and when in Tobago, \$50.00 per day.

Entertainment Allowance

- Actual expenses incurred for entertainment by the office holder to be met from an official Entertainment Vote under the control of the Ministry of Finance.

Vacation Leave

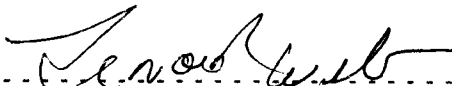
- Thirty (30) calendar days per annum.

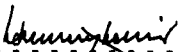
Medical Benefits

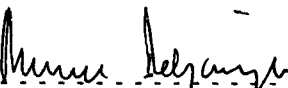
- Entitlement without charge to pathological examination and physiological treatment and all incidental services at any hospital or other State institution or with approval, to be paid the cost of such treatment at any other institution in Trinidad and Tobago.


Pension - Entitlement to pension benefits in accordance with the provisions of the Pensions Act, Chapter 23:52.


Dated this ..^{28th}... day of November, 1996.


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Leonard Williams
(Chairman)


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Edward Collier


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Rowell Debysingh


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Keith Ortiz


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Joyce Marshall