

FIFTY-SIXTH REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

April 28, 1999.

FIFTY-SIXTH REPORT OF THE SALARIES REVIEW COMMISSION

Review of the Terms and Conditions of Service of the offices of Executive Director and Deputy Executive Director, National Library and Information System

By letter dated February 3, 1999, the President of the Republic of Trinidad and Tobago conveyed his approval for a review of the salaries and other terms and conditions of service of the offices of Executive Director and Deputy Executive Director, National Library and Information System (NALIS). These offices were placed within the purview of the Salaries Review Commission by virtue of Legal Notice No. 7 dated 13th January, 1999.

2. In considering this matter, we noted that by Act No. 18 of 1998, a body corporate named the National Library and Information System Authority was established as a central agency to provide for the development and coordination of all library and information services in Trinidad and Tobago. In the past, library services were provided by the Central Library of Trinidad and Tobago, the Public Library, the Carnegie Free Library, school libraries and special libraries. The new structure will integrate all these elements of the library services into a national library system and will merge the staff establishments of the various organisations.

3. We observe that among its many functions under the Act, NALIS will be required to provide a national library and information service, easily accessible to members of the public, in order to facilitate the cultural, economic, educational, political and social development of the people of Trinidad and Tobago. It will also be responsible for maintaining and developing a comprehensive collection of material and information with particular emphasis on material produced within and about Trinidad and Tobago and the Caribbean region. Within the global context of acceleration in the development and use of information and communication technologies, NALIS will act as facilitator in the transition of Trinidad and Tobago to an information society.

4. We are informed that NALIS, which will be affiliated to regional and international library and information bodies, will provide a link for cooperation between libraries in the public and private sectors and of tertiary institutions, such as the University of the West Indies, and the National Archives. NALIS is also expected to serve in an advisory capacity to the Minister to whom the responsibility for libraries is assigned, on all matters pertaining to a national library and information service and to provide consultancy and management services to the public and private sectors on matters relating to the establishment and conduct of a library.

5. Additionally, NALIS will have the responsibility for creating the national bibliographic records, for preserving, promoting and exploiting our national heritage information and will act as a national depository and resource for material published by the Government .

6. NALIS will operate under a Board comprising eight members appointed by the President of the Republic. The Executive Director is to serve as an ex officio member. The principal duty of the Board is to ensure the proper and efficient performance of the functions of NALIS. In this context, the Board is responsible for the formulation of guidelines and procedures for the acquisition of material and information. The Executive Director and Deputy Executive Director will be accountable to the Board of NALIS for the implementation and management of its policies and guidelines in respect of the new national library system.

EXECUTIVE DIRECTOR , NALIS

7. We note that the affairs of NALIS are to be managed by the Executive Director who shall be appointed by the President of the Republic. As head of NALIS, this office holder is expected to provide effective leadership and strategic management of the organization within the context of policies determined by the Board of Management. The office holder will be required also to oversee the Human Resource Management functions which NALIS will be required to perform such as the selection and recruitment of staff, their training and development, the determination of terms and conditions of employment and industrial relations matters.

8. Additionally, the Executive Director will represent Trinidad and Tobago and the Caribbean on two Standing Committees of international library bodies and will be actively involved in the planning of projects which will be beneficial to the national and regional communities.

9. The Executive Director, we observe, will be the accounting officer of the organization with responsibility for all its financial management including the raising of funds for NALIS through loans and grants.

10. The main duties and responsibilities of the Executive Director will be as follows:-

- planning, organizing, directing and administering the programmes and activities involved in the development and operation of NALIS;
- formulating policy recommendations and implementing policy after approval by the Board;

- assisting with the development and maintenance of standards and guidelines for the operation of library and information systems in all sectors;
- assisting in liaising with the libraries of the University of the West Indies and the private sector;
- assisting with managing the NALIS Fund and approving operating expenditure;
- representing the Authority on Boards and Committees;
- acting as Executive Director in accordance with Section 17(3) of the Act.

16. The Commission has been advised that like the Executive Director, the Deputy Executive Director would be required to have at least five years experience at the managerial/executive level in library and information services and to possess the same professional/academic qualifications, such as, the A.L.A. (Associate of the Library Association) or a degree in Library and Information Science.

Pension/Gratuity

17. In considering the matter of the pension benefits which should be applicable to these two offices, we took account of the fact that the NALIS Act contains provision for a pension scheme to be established for its employees.

18. We have been advised that these arrangements normally take some time to be put in place and in the interim, steps are being taken to have the NALIS establishment including the offices of Executive Director and Deputy Executive Director scheduled under the Pensions Extension Act, Chap. 23:53 which would provide the same benefits as those provided under the Pensions Act, Chap. 23:52, for civil servants.

19. The Commission also recognizes the possibility of an office holder joining NALIS from outside the public service and serving for fixed terms of five years or less. In such case, where the office holder would not qualify for terminal benefits under the Pensions Extension Act, we recommend the provision of a gratuity of 20% of gross salary earned over the term of office.

Recommendations

20. In arriving at appropriate remuneration packages for the offices of Executive Director and Deputy Executive Director, NALIS, we took into

consideration the fact that these office holders, who comprise the top management of NALIS, will be required to play a key role in directing and guiding the transformation of the existing library and information system into a modern "information" based organization. We took cognisance as well of the fact that these office holders will be responsible for managing considerable human, physical and financial resources. They would also be required to manage the NALIS Fund including the sourcing of grants, covenants, donations and other receipts from national and international bodies.

21. Having regard to the duties and responsibilities of the Executive Director and Deputy Executive Director, NALIS, we are of the view that these offices should be aligned with the general group of Top Managers in the Public Service.

22. In the light of the foregoing, we recommend the following remuneration packages for the offices of Executive Director and Deputy Executive Director, National Library and Information System (NALIS):-

Executive Director

- | | | |
|-----------------------------|---|--|
| <u>Salary</u> | - | \$10, 500 per month. |
| <u>Transport Facilities</u> | - | <p>(i) A maximum loan of \$100,000 currently at a rate of interest of 6% per annum repayable over a period of 6 years to facilitate the purchase of either:-</p> <p>(a) a locally assembled or imported motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999 cc and exemption from Value Added Tax limited to the amount payable on a vehicle costing \$100,000; or</p> <p>(b) a locally assembled vehicle using foreign parts or a completely built-up foreign used vehicle with exemption to a maximum of \$15,992 from Special Registration</p> |

Fee or Special Motor Vehicles Tax (whichever is applicable) and a maximum exemption of \$15,000 from Value Added Tax.

- (ii) A loan to cover the cost of Motor Vehicle Insurance premium.
- (iii) A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) A Commuted Travelling Allowance of \$1,200 per month.

- Service Allowance - \$1,500 per month.
- Subsistence Allowance - \$40 per day when travelling on official duty beyond a radius of 16 kilometres from official headquarters and when in Tobago, \$50 per day.
- Housing - An allowance of \$2,500 per month.
- Entertainment - Actual expenses incurred for entertainment to be met from an official Entertainment Vote under the National Library and Information System Authority.
- Vacation Leave - Thirty (30) calendar days per annum.
- Telephone - Telephone rental and other expenses related to official business to be met by the Authority.
- 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/Gratuity

- (i) **Pending the establishment of a pension scheme for employees of NALIS**

The office holder is to be eligible for pension benefits under the Pensions Extension Act, Chap. 23:53.

- (ii) **For an office holder who joins NALIS from outside the public service and serves for fixed terms of five years or less**

Where the office holder would not qualify for terminal benefits under the Pensions Extension Act, provision of a gratuity of 20% of gross salary earned over the term of office.

Deputy Executive Director

Salary

- \$10,000 per month.

Transport Facilities

- (i) A maximum loan of \$100,000 currently at a rate of interest of 6% per annum repayable over a period of 6 years to facilitate the purchase of either:-
 - (a) a locally assembled or imported motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999 cc and exemption from Value Added Tax limited to the amount payable on a vehicle costing \$100,000; or
 - (b) a locally assembled vehicle using foreign parts or a completely built-up foreign used vehicle with exemption

to a maximum of \$15,992 from Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) and a maximum exemption of \$15,000 from Value Added Tax.

- (ii) A loan to cover the cost of Motor Vehicle Insurance premium.
- (iii) A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) A Commuted Travelling Allowance of \$1,200 per month.

Subsistence Allowance

- \$40 per day when travelling on official duty beyond a radius of 16 kilometres from official headquarters and when in Tobago, \$50 per day.

Housing

- An allowance of \$1,900 per month.

Vacation Leave

- Thirty (30) calendar days per annum.

Telephone

- Telephone rental and other expenses related to official business to be met by the Authority.

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/Gratuity

- (i) **Pending the establishment of a pension scheme for employees of NALIS**

The office holder is to be eligible for pension benefits under the Pensions Extension Act, Chap. 23:53.

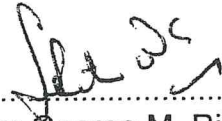
- (ii) **For an office holder who joins NALIS from outside the public service and serves for fixed terms of five years or less**

Where the office holder would not qualify for terminal benefits under the Pensions Extension Act, provision of a gratuity of 20% of gross salary earned over the term of office.

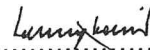
23. We recommend that the effective date of implementation of the remuneration arrangements for the offices of Executive Director and Deputy Executive Director should be the effective date of appointment of the two office holders as set out in their instruments of appointment.

24. We also recommend that should there be acceptance of the recommendation contained in the Fifty-second Report of the Salaries Review Commission to the effect that the Top Managers in the Public Service grouping should be subdivided into Groups A, B and C, the office of Executive Director, NALIS should be placed in Group B and the office of Deputy Executive Director placed in Group C. In that case, save for the pension arrangements, the revised remuneration package of the Executive Director would be the same as that of a Permanent Secretary while that of the Deputy Executive Director would be aligned to the office of Deputy Chief Personnel Officer. The pension/gratuity arrangements should continue to be as recommended in paragraph 22 above.

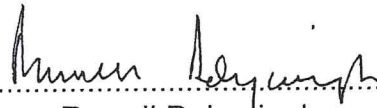
Dated this.....*28th*.....day of April, 1999.



.....
Professor George M. Richards



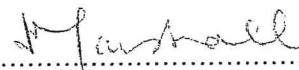
.....
Edward Collier



.....
Rowell Debysingh



.....
Keith Ortiz



.....
Joyce Marshall