

EIGHTY-THIRD REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

July 30, 2007

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Determination of salary and other conditions of service of the office of Defence Adviser

By letter dated August 17, 2006, His Excellency, the President of the Republic of Trinidad and Tobago conveyed his approval for the Salaries Review Commission (SRC) to determine the salary and other conditions of service of the office of Defence Adviser. This office was placed within the purview of the SRC by virtue of Legal Notice No.161 dated August 7, 2006.

2. We were advised that as a result of elections held for the position, Trinidad and Tobago gained the support of the majority of delegates to occupy the office of Director General, Inter-American Defense Board (IADB). Consequently, as part of the country's obligation to fill the position and in order to facilitate the assignment of an officer of the Trinidad and Tobago Defence Force (TTDF), the office of Defence Adviser was created and placed on the establishment of the TTDF. The holder of the office of Defence Adviser assumed duty in the position of Director General, IADB at the IADB's office in Washington, D.C. on August 21, 2006.

3. In our consideration of this matter, we held discussions with the Permanent Secretary, Ministry of National Security in order to obtain information on the role and function of the office of Defence Adviser: there being no job description for the position. Also, we sought clarification on the nature of the arrangement between the Government of Trinidad and Tobago and the IADB in respect of the funding of the position of Director General, IADB, to which post the Defence Adviser is assigned.

4. Because the office of Defence Adviser was created for the purpose of facilitating the assignment of an officer to the position of Director General, IADB, in this Report we have recommended salary and other conditions of service specifically for the position of Defence Adviser, on assignment as Director General, IADB.

Role and Function of the IADB

5. We note that the IADB, an entity of the Organisation of American States (OAS), is an international organization concerned with all aspects of security within the Western hemisphere, that is, North, Central and South America and the Caribbean. Its mandate is to prepare and make recommendations for the collective self defence of the continent against aggression and to carry out, in addition to the advisory functions within its competence, any similar functions assigned to it by the Advisory Defence Committee of the OAS.

6. The IADB comprises the following organs:-

- (a) the Council of Delegates (the Council), which is composed of the national delegations of the IADB Member States. It was established to develop and adopt the policies, activities, and directives of the IADB;

- (b) the Secretariat, which is headed by the Director General and is composed of the Sub-Secretariat for Advisory Services and the Sub-Secretariat for Administrative and Conference Services. The Secretariat provides the advisory, administrative financial and logistics support to the IADB; and
- (c) the Inter-American Defence College (IADC). The function of the IADC is to develop and provide opportunities to military officers and civilian officials from OAS Member States and Observers for advanced academic courses related to military and defence issues, the Inter-American System, and related disciplines.

Role and Function of the office of Defence Adviser on assignment as Director General, (IADB)

7. We have been advised that the holder of the office of Defence Adviser, in the capacity of Director General, IADB, is supervised by the Council of the IADB and in the conduct of the functions of Director General:-

- heads the Secretariat which comprises the General Directorate, the Sub-Secretariat for Advisory Services and the Sub-Secretariat for Administrative and Conference Services;
- is the authorised representative of the Board, as well as its administrative head; and
- has the authority to direct and administer the Secretariat to carry out its functions, obligations and responsibilities.

Additionally, under the Council's oversight, the Director General:

- determines the number of Secretariat staff members; regulates their powers, rights and duties; fixes their remuneration; and appoints and removes them, in accordance with the annual programme-budget and other resolutions of the Council;
- participates in the meetings of the Council;
- provides the Council with reports on the IADB's activities, its financial situation, and its relations with other organizations, and any other information requested by the Council;
- brings information on matters related to the IADB's purpose to the Council's attention;
- signs and executes co-operative agreements with other organizations in accordance with directives established by the Council, and informs the Council of those agreements;

- administers and ensures compliance with the IADB's rules, regulations, and other Council directives;
- organises the Secretariat to maximize efficiency, in keeping with the Council's directives;
- contracts goods and services for the Secretariat within the limitations of the programme-budget and other Council directives;
- supervises and takes responsibility for the technical advisory and consultancy services provided by the Secretariat;
- promulgates administrative issuances for the purpose of carrying out the functions established in the IADB Regulations; and
- carries out all other mandates assigned by the Council.

Role and function of the Secretariat of the IADB

8. The Secretariat of the IADB is responsible for the following functions:-

- (i) implementation of the resolutions, directives, and other decisions of the Council;
- (ii) preparation of the annual programme-budget of the IADB and its submission to the Council for approval;
- (iii) provision, on a permanent basis, of secretariat services for the Council, committees, sub-committees, working groups, and other subsidiary organs, and for the Chairman and Vice-Chairman;
- (iv) provision of technical advice to the Council, committees, sub-committees, working groups, and other subsidiary organs, and to the Chairman and Vice-Chairman;
- (v) serving as the custodian of the documents and archives of the IADB;
- (vi) preparation of Reports for the Chairman to present to the OAS Assembly, the OAS Meeting of Consultation, the OAS Permanent Council, and other OAS organs, as requested or required under agreements with them and subject to the approval of the Council;
- (vii) development of co-operative relations with global and other international and regional organisations on matters related to military and defence issues, in accordance with directives established by the Council;
- (viii) administration of the financial resources of the IADB and accountability to the Council for same;

- (ix) maintenance of co-operative relations with the OAS General Secretariat;
- (x) performance of other functions as are specified in the IADB Regulations or as the Council may assign; and
- (xi) provision of administrative support to the IADC.

9. The IADB Regulations stipulate that a person in the position of Director General should be a high-ranking officer or a civilian official of an IADB member having knowledge of matters related to military and defence issues. In that regard, we are informed that, given the training and experience required for the position of Director General, Cabinet agreed that the position of Defence Adviser, while on assignment, should be of the rank of Brigadier. It was further agreed that the office-holder, during the period of the assignment as Director General, IADB, would continue to receive salaries and allowances in his (then) substantive position, that of Chief of Defence Staff, and that he would receive Foreign Service Allowances and other entitlements afforded to Foreign Service officials of similar status. As a consequence, the incumbent Defence Adviser continues to be paid Salary and Duty Allowance applicable to the position of Chief of Defence Staff, the position he formerly held.

Recommendations

10. In formulating our recommendations on the terms and conditions of service which ought to apply to the office of Defence Adviser, we note that the incumbent Defence Adviser, on assignment as Director General, IADB, is not accorded diplomatic status since an individual assigned directly to the IADB is considered a member of an international organisation and is not eligible to hold diplomatic accreditation. However, we hold the view that in light of the fact that the incumbent serves in Washington D.C., allowances similar to those provided to officers who serve outside of Trinidad and Tobago should be applicable to the office-holder. Specifically, we recommend the provision of the following allowances/ facilities:-

- (i) Foreign Service Allowance
- (ii) Outfit Allowance
- (iii) Warm Clothing Allowance
- (iv) Education Allowance
- (v) Entertainment Allowance
- (vi) Compassionate Travel Allowance
- (vii) Overseas Travel Facilities
- (viii) Leave Passages

11. We took cognisance of the range of duties and responsibilities of the office of Director General, IADB. We bore in mind that the office provides critical support to the Council of the Board of the IADB and that the office-holder is expected to function as the authorised representative and the administrative head of the IADB. As such, he is required to manage, plan and direct the work of the Secretariat to fulfil the IADB's mandate. Account was also taken of the office-holder's role in ensuring compliance with the IADB's rules, regulations and other Council directives and his responsibility for the technical advisory and consultancy services provided by the Secretariat. Also we considered the knowledge the office-holder is required to possess with regard to military matters and defence issues. At the same time, we bore in mind that the position of Defence Adviser is an office in the TTDF and consequently, we sought to ensure that the relationship of salary and standard allowances established with other positions within that organisation were appropriate.

12. We also took into account the fact that the Defence Adviser, although assigned as Director General, IADB and posted to Washington, D.C., continues to be accountable to the Prime Minister and the Minister of National Security in Trinidad and Tobago.

13. Therefore, we recommend that the office of Defence Adviser be provided with the remuneration arrangements as set out hereunder, whilst the office-holder is performing the functions of Director General, IADB:-

Salary

\$25,000 per month.

Duty Allowance

\$2,650 per month

Housing

Fully furnished accommodation, with maintenance costs to be met administratively by the Defence Force.

Transport Facilities

A car maintained by the State and provision of a chauffeur.

Foreign Service Allowance

USD4,984 per month.

Outfit Allowance

	<u>TTD</u>
Self	6,200
Spouse	6,200
Child between 12 and 20	3,100
Child under 12	1,240

Warm Clothing Allowance

(a) Initial Allowance

	<u>USD</u>
Self	750
Spouse	750
Child between 12 and 20	565
Child under 12	230

(b) Renewal Allowance

(i) Self Spouse Child between 12 and 20	}	fifty percent (50%) of the initial rate annually
(ii) Child under 12		the full amount annually

Uniform Allowance

Provision of uniforms, free of charge.

Education Allowance

An Education Allowance to the office-holder in respect of each child educated at primary or secondary level as follows:-

- (i) \$220 per month per child to a maximum of three (3) children. (For a child under the age of 20 who is attending school in Trinidad and Tobago and is separated from his/her parents.)
- (ii) The actual cost of tuition and other compulsory fees to such limit as approved by the Minister of Finance where an office-holder's child resides with him but free education of the standard provided in Trinidad and Tobago is not available in the host country.
- (iii) Tuition fees for pre-school children not younger than three (3) years.

Entertainment

An allowance of USD180 per month. Additionally, entertainment expenses incurred when the office-holder hosts an official event at his residence to be met by the State.

Compassionate Travel Allowance

Refund of airfare of office-holder, spouse, if any, and dependent children, if any, where the death of a member of the immediate family necessitates travel to Trinidad and Tobago.

Overseas Travel Facilities

Where the office-holder's children are attending primary and secondary schools in Trinidad and Tobago, entitlement to the cost of economy return air passages for children (to a maximum of three) to the country of his/her posting, once per year.

Leave Passages

Entitlement to first class (or equivalent class) return passages to Trinidad and Tobago, subject to a maximum of three (3) adult passages each year.

Vacation Leave

Thirty (30) calendar days per annum.

Telephone Facilities

The cost of telephone rental and other charges related to official business to be met by the State.

Medical Benefits

Where an approved Medical Insurance Plan is operative at the IADB, the office-holder to be provided with coverage under such plan for himself and members of his family, if allowed, with the State bearing the full cost of contributions to the Plan. Where the IADB does not provide such a Plan, the State to meet the cost of a Medical Insurance Plan for the office-holder and members of his family.

Pension/Gratuity

Entitlement to superannuation benefits in accordance with the provisions of the Defence (Pensions, Terminal and Other Grants) Regulations, 1968.

14. We reiterate our recommendation that these terms apply only where the person in the position of Defence Adviser is carrying out the functions of Director General, IADB. In the event that the office is used subsequently for another

purpose, the terms and conditions of the office of Defence Adviser would have to be reviewed.

Effective Date


15. We recommend that these remuneration arrangements, with the exception of the Entertainment Allowance, take effect from **August 21, 2006**, the date on which the office-holder assumed duty as Defence Adviser. In the case of the Entertainment Allowance, the rate recommended should take effect from the date on which instructions are conveyed to the Ministry of National Security for implementation, at which time the existing rate should cease to apply.

Dated this day of July, 2007.


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Edward Collier
(Chairman)


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Ashton Brereton


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Varun Maharaj


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Haseena Ali