

**EIGHTY-SIXTH REPORT**

**OF THE**

**SALARIES REVIEW COMMISSION**

**OF THE**

**REPUBLIC OF TRINIDAD AND TOBAGO**

February 26 , 2008

## **EIGHTY-SIXTH REPORT OF THE SALARIES REVIEW COMMISSION**

### **Determination of the Salary and other Conditions of Service of the office of Director, Defence Transformation and Integration Secretariat**

By letter dated September 11, 2006, 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 Director, Defence Transformation and Integration Secretariat (DEFTIS). This office was created with effect from August 14, 2006 and placed within the purview of the SRC by virtue of Legal Notice No. 175 dated August 29, 2006.

2. The Commission has now been provided with all the information necessary to undertake the review of the remuneration arrangements for the office of Director, DEFTIS.

3. In our deliberations on this matter, we held discussions with the Permanent Secretary, Ministry of National Security who provided clarification on the status of DEFTIS in the context of the organisational structure of the Ministry of National Security.

4. We are advised that within the vision of the Government of Trinidad and Tobago to achieve developed country status by the year 2020, the Ministry of National Security has identified the need for transformation of the country's existing defence structure. Further, in light of emerging complex military issues, it has become imperative that the Defence Force undertake a strategic shift from its traditional role of "Defending the Nation" to the more intricate role of "Securing the Nation". In this regard, the Ministry has as its focus three critical processes as follows:-

- the transformation of traditional defence institutions, that is, the Defence Council and the Trinidad and Tobago Defence Force (TTDF);
- the integration of non-traditional defence institutions such as the Fire Service, the Office of Disaster Preparedness and Management and the Cadet Force into a broader concept of total/civil defence; and
- the establishment of institutional capacity within the Ministry for the ongoing management of a broadened and integrated national defence sector.

We are informed that the Ministry is seeking to acquire equipment for the Trinidad and Tobago Coast Guard, transform the Coast Guard Air Wing into the Air Guard and develop the Land Forces Unit of the TTDF (Regiment).



5. We note that under the Defence Act, Chap 14:01, the Minister of National Security has administrative oversight for defence issues in the civil society. In this regard, we are informed that traditionally, the Minister is advised on technical matters pertaining to security by the Permanent Secretary, Ministry of National Security through a section in the General Administration Division of the Ministry.

6. We are advised further that with the thrust to transform the existing defence structure, it has become necessary to make new arrangements consistent with the focus on overall national defence. Accordingly, the decision was taken to establish DEFTIS, staffed with a cadre of military personnel, as an independent unit of the Ministry of National Security with its head, the Director, reporting to the Minister of National Security.

7. The responsibilities of the Secretariat include the provision of advice and technical support to achieve the short term and long term goals of the TTDF. Further, DEFTIS is required to coordinate, oversee and monitor the aforementioned transformation process.

#### **Role and Function of the Director, Defence Transformation and Integration Secretariat**

8. The office of Director, DEFTIS has been established as an office in the military rank of Brigadier/Commodore. The office-holder is required to provide advice to the Minister of National Security as well as advice and technical support to the Permanent Secretary as it relates to defence matters. Specifically, the office-holder is responsible for the following broad areas:-

- national security continuous threat assessment; and
- fashioning the defence mechanism to meet the changing environment in terms of human resources, new technology and the related legal and institutional framework.

9. We are advised that the Director, DEFTIS operates at the national, ministerial and institutional levels with the following responsibilities:-

#### **National Level**

- Transformation of traditional defence institutions to develop greater linkages with non-traditional defence institutions and law enforcement institutions; and
- creation of an environment for the delivery of greater value to the national community through a broader and more integrated civil defence sector (including public safety, disaster preparedness and management and good citizenship).

### **Ministerial Level**

- Management of a broadened and integrated national defence sector;
- management of increased civil-military relations;
- provision of institutional support for the activities of the Defence Council;
- identification and development of the resources (physical and human) required for the transformation and modernization of the national defence sector; and
- coordination of support provided by the Defence Force for the activities of the law enforcement sector (Police Service).

### **Institutional Level**

- Development and implementation of integrated institutional policy frameworks;
- identification and development of the resources (physical and human) required for the transformation and modernization of the national defence institutions;
- modernization of the infrastructure and equipment of national defence institutions; and
- integration of activities of traditional and non-traditional defence institutions.

### **Educational Qualifications and Training**

10. The Director, DEFTIS is required to have training as evidenced by the possession of a recognised degree at the Undergraduate and/or Masters level in any of the following:-

- Management
- Administration
- Military Arts and Science and Maritime Affairs
- Law

or any equivalent combination of experience and training. Additionally, he/she must have at least six (6) years experience at a senior managerial level in the military.

### **Recommendations**

11. In determining the terms and conditions of service to be applicable to the office, we noted that Cabinet, in 2006, had agreed to the creation of the position



of Director, DEFTIS "in the military rank of Brigadier/Commodore". In this regard, while the rank of Brigadier/Commodore is the highest rank in the TTDF, terms and conditions of service no longer exist for that rank. Consequently, the incumbent currently receives the terms and conditions related to his former position of Captain in the Trinidad and Tobago Coast Guard, including accommodation.

12. We recognise the role of the Director, DEFTIS as being critical to the transformation and modernization of the traditional defence institutions and ultimately, the strengthening of the defence capability of the country. We took note that the office holder is required to function with a high degree of independence, reporting directly to the Minister of National Security. We also took into consideration the remuneration provided to other offices in the Protective Services.

13. In light of the foregoing, we recommend that the position of Director, DEFTIS be remunerated as follows:-

#### **Salary**

\$25,000 per month.

#### **Transport Facilities**

- (i) An official car fully maintained by the State and provision of an official driver.
- (ii) A maximum loan of \$175,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
  - (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$30,000; or
  - (b) a used motor vehicle with exemption from Special Motor Vehicles Tax limited to the maximum amount payable in respect of Motor Vehicle Tax on a vehicle at (a) above and exemption from Value Added Tax to a maximum of \$30,000.
- (iii) A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.
- (iv) A maximum loan of \$20,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (v) A Transportation Allowance of \$2,750 per month.

- (vi) A Special Depreciation Allowance for installation of a telecommunication unit in the office holder's motor vehicle at the rate of 2.2% of the showroom price of the vehicle; such showroom price to be subject to the maximum sum that may be advanced towards the purchase of the appropriate motor vehicle.

### **Subsistence Allowance**

- (i) \$100 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters, and where it is necessary to purchase a meal(s).
- (ii) When on duty in Tobago, the office holder to be eligible for hotel accommodation and meals, as necessary. In the absence of the provision of any meal(s), to be paid \$100 per day.
- (iii) For travel abroad on official business, US\$70 per day, once not in receipt of other allowances for overseas travel, such as those payable under Minister of Finance Circular No. 2 dated April 7, 2006.

### **Housing Allowance**

\$5,750 per month. (Where the incumbent continues to be provided with housing accommodation, the Housing Allowance shall not apply.)

### **Entertainment**

Actual expenses incurred for official entertainment to be met from an official Entertainment Vote under the control of the Ministry of National Security.

### **Vacation Leave**

Thirty (30) calendar days per annum.

### **Telephone Facilities**

An allowance of \$500 per month.

### **Duty Allowance**

\$2,650 per month.

### **Uniform**

Provision of uniforms, free of charge.



### **Medical Benefits**

Entitlement to medical attention/treatment, dental and optical treatment and prescribed drugs for self at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Science Complex. Where such attention/treatment is not available at such health care facility, the office holder is required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have the costs met at any other hospital, institution or nursing home in Trinidad and Tobago.  
(‘Prescribed drugs’ exclude drugs which are obtainable without a prescription.)

### **Pension/Gratuity**

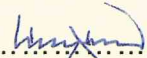
Entitlement to a gratuity equivalent to 20% of gross salary earned over the period of employment. (To apply to an office holder who does not hold a substantive office in the Public Service or the Defence Force.)

### **Effective Date**

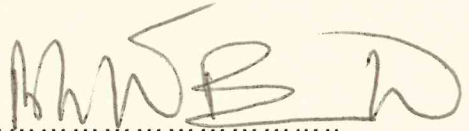
14. We recommend that the effective date of implementation of the above terms and conditions of service, with the exception of the Motor Vehicle Loan Facilities, should be August 29, 2006. The Motor Vehicle Loan Facilities should take effect from a current date.

15. We have been advised that although the office of Director, DEFTIS was created with effect from August 14, 2006 and the incumbent assumed duty on that date, the position was placed under our purview with effect from August 29, 2006. Given the date on which the incumbent actually assumed duty, consideration may be given to amending the relevant Legal Notice to bring the position under the purview of the Commission with effect from August 14, 2006. Should such amendment be effected, we recommend an effective date of August 14, 2006 for all terms and conditions of service, other than the Motor Vehicle Loan Facilities.

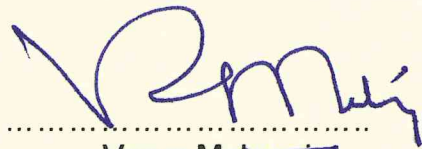
Dated this 26<sup>th</sup> day of February, 2008.



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Edward Collier  
(Chairman)



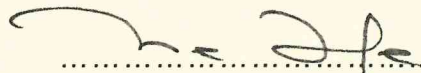
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Ashton Brereton



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Varun Maharaj



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Haseena Ali



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Marjorie Thorpe