

**NATIONAL ACTION PLAN
OPEN GOVERNMENT PARTNERSHIP**



September 2014 to June 2016

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1. Introduction

GoRTT's commitment to Open Government

The People's Partnership on assuming office in May 2010 pledged its commitment to "good governance through effective representation, participation, transparency and accountability". Its 2010 Manifesto which was formally accepted as the governing principles and policies of the Government stated that, *"Our Government will create a continuing awareness among our People that they have a right to participate in the governance of our country. We will incorporate mechanisms which will permit the voice of the people to be heard and to be taken into account in the policies which we adopt as the Government"*. (p.15, People's Partnership Manifesto, 2010).

Strategic intent

Thus in keeping with this philosophy the GoRTT is fully committed to the principles of Open Government. In developing this country's first national Action Plan for Open Government the emphasis has been on Public Service Improvement particularly since public sector reform has been an on-going challenge for various administrations and it is ranked as one of the top issues impacting the lives of citizens. As a result a number of action steps have been developed within this Action Plan to facilitate better delivery of services to citizens of Trinidad and Tobago. This includes building human resource capacity, opening access to information so that the private sector can develop 'apps' to better serve the public needs as well as implement a Virtual Call Centre which will provide easy access to information on public services to the wider public.

Open Government is a demand of citizens and an aspiration that has been an important drive for the Government of the Republic of Trinidad and Tobago in recent years. In an increasingly interconnected world and in light of higher public expectations, governments across the globe have to be able to demonstrate the effectiveness and efficiency to deliver better policies and services that have a positive impact on the lives of the people. In this context, there is the need to take advantage of the new technologies and greater

social capacities available in order to increase collective performance towards the country's development goals.

The National Framework for Sustainable Development 2010 included seven interconnected pillars. These include:

Pillar 1: People-centred development
A commitment to making human development a central thrust through the education system and through the creation of other infrastructure to support lifelong learning, skills building, institutional strengthening and the building of a competitive economy.
Pillar 2: Poverty eradication and social justice
Social Justice demands that abject poverty be reduced and ultimately eradicated.
Pillar 3: National and personal security
Focusing on human security and the establishment of a regime of peace, security and prosperity on a sustainable basis for our nation.
Pillar 4: Information and communication technologies (ICTs)
ICTs and the systems that they can create are fundamental to the development of a modern, progressive society.
Pillar 5: A more diversified, knowledge intensive economy
Creating a society in which creativity and creation are encouraged and rewarded.
Pillar 6: Good governance
Enhancing democracy, strengthening existing institutions and strengthening the execution and delivery capacity of Government.
Pillar 7: Foreign policy
Working to secure space and opportunity in the world for our country and our region.

In particular, Pillar 6 connects directly with the principles of Open Government, as it aims to promote a public sector that is more effective and open to citizen participation. In accordance with this, the Government has committed to improve efficiency, productivity and customer service within agencies.

Important challenges remain that needs to be addressed with a long term perspective. One example is country competitiveness: Trinidad and Tobago ranked 89 out of 144 countries in the Global Competitive Index 2014/2015. Among the factors contributing to this standing, is inefficient Government spending and the inadequacy of public services that affects business performance. Trinidad and Tobago also has been ranking in the mid-range in the **Ease of Doing Business** measurements (2013/2014), losing positions in aspects such as the time it takes to start a business, dealing with permits, and paying taxes. Steps have been taken to alleviate these issues and there have been marginal improvements. Government has set as a target to improve its Global Competitiveness ranking by 10 points by the year 2015.

This panoramic view of the main challenges that Trinidad and Tobago faces makes the incorporation of the Open Government principles an important reform strategy. Partnering with the People is a necessity in order to develop a more efficient, accountable, and open public sector that is capable to contribute decisively to achieve the country's development goals in a global context and in face of increasing expectations from the citizens. This Action Plan presents the commitments that, derived from this approach, the Government will work to achieve in the following two years.

2. Open Government

Efforts to date

There is a need to ensure that the public service has the skills and capabilities to meet the expectation of society. In this direction, the Government has pushed forward the Gold to Diamond (G2D) strategy that represents the journey towards the Renewal and Modernisation of the Trinidad and Tobago Public Service. This journey represents a ten year vision that aims to transform the Civil Service into a flexible, modern entity, reflective of best practices and capable of supporting Government's development plans. Efforts will be made to introduce modern practices such as pay banding in order to attract and retain the best persons in the Civil Service, thus redounding to quality service to citizens of Trinidad and Tobago. Of particular importance for promoting citizen-centred services, the Ministry of Public Administration developed the programme *Trinidad and Tobago Diamond Standard* that stems from the citizens' identified needs and expectations at every stage of the service design and delivery process. The programme will provide national certification to services within Ministries, Agencies or Departments of the public sector that exemplify excellence in the delivery of services to their customers. A Public Service that holds the Diamond Standard will have a customer focused culture; understand and engage its customers and staff; be easy to do business with; deliver the promised service and puts things right when they go wrong; give clear information and be open and accountable; be committed to delivering value for money; continuous improvement and innovation and be open to new approaches and technology; and work in partnership with others to deliver results for citizens.

For several years there have been concerns around public procurement relating to the lack of guidance, oversight and control, of transparency and accountability, and existence of unfair practices. After extensive consultation, the Parliament of Trinidad and Tobago is at the present time, discussing a Bill that seeks to provide for public procurement and the disposal of public property in accordance with the principles of good governance, namely

accountability, integrity, transparency, and value for money through the establishment of the Office of Procurement Regulation.

Strengthening democratic governance has also been a key concern of the Government. In this respect, the need for a more close dialogue with civil society has been acknowledged. During 2011 the Government committed to facilitate the establishment of a Civil Society Board by civil society to coordinate the opinions and views of the Civil Society Organizations (CSOs) throughout Trinidad and Tobago on key issues of policy, governance, social services delivery and matters of national interest, to effectively communicate those opinions/views to the Government to be considered in the decision making process. After an extensive series of consultations/ or meetings, a database was built with the information received from all CSOs. At the consultations, all participants were invited to review and present feedback on the Draft Terms of Reference and the provisional Guidelines for the Civil Society Board. These documents included proposals for a method to select CSOs sector representatives to the Board.

The Government has also recognized the importance of taking advantage of the potential for public innovation through the intensive use of new technologies, media and open data can provide. The National ICT Plan 2014 – 2018, approved by Cabinet on November 28, 2013, included the provision that the Ministry of Science and Technology will develop policies to make non-sensitive Government information available to the public in a standardized electronic format. These policies and procedures will be crafted to ensure that online information is easily accessible, used, and understood. Three projects have been adopted within the goals proposed in the ICT Development Plan: the development of an e-Government Strategy; the development of an Open Data Strategy/Policy; and the development of a Data Classification Strategy/Policy.

The Government of Trinidad and Tobago has made significant strides towards incorporating the Open Government principles into the operation of the public sector. Since 2010 there has been a series of consultations with different sectors of society in a number of policy areas. A remarkable example was the National Energy Policy Consultations that covered issues such as the resource extraction, pricing policy, local content, alternative energy, energy security, regulation and the quarrying industry. These

consultations brought together energy experts, manufacturers, civil society, academia, and the youth. Other consultations undertaken were the National Consultation on Constitutional Reform, the National Consultation on Local Government Reform and the National Consultation on Post 2015 Development Agenda.

In relation to transparency, the Freedom of Information Act of 1999 gives a person or organization the right to access information held by public authorities and the right to amend personal information that is incorrect, incomplete, misleading or not relevant to the purpose for which the document is held. Moreover, the Government has adopted a proactive approach to transparency in crucial aspects such as in the extractive industries sector. Trinidad and Tobago became a candidate country of the Extractive Industries Transparency Initiative (EITI) in March 2011. This is a joint effort between Government, civil society and the country's major oil and gas companies that are represented in a 19 member multi-stakeholder Steering Committee. A Memorandum of Understanding was signed on June 7, 2013, committing to make information about the revenues earned from the oil and gas sector more transparent and available to the public, by way of an independent, internationally recognised, transparency process. The first country report was published in September 2013. The reporting mechanism is in the process of expanding its scope to include other extraction activities and to improve the quality of the information reported.

This Action Plan draws from these efforts in order to assure that the commitments included are framed in a long term perspective. In many cases, this document reflects the results of previous consultation efforts and is consistent with actions that are already in development. At the same time, the objectives included here are intended to provide a further drive towards achieving a more transparent, accountable and open for participation public sector in Trinidad and Tobago, to strengthen its capacity to deliver and meet public expectations.

3. NAP Development Process

The Trinidad and Tobago Action Plan has been developed through a process that relied on three main sources:

1. Ongoing Open Government reforms: the Government of Trinidad and Tobago has been engaged in introducing different reforms to create a more transparent, accountable and open to participation public sector. An example of this is the Diamond Standard certification program that aims to recognise those agencies that have achieved quality citizen-centred services. This Action Plan considered the advances already achieved in this direction and has included commitments that push them forward. This is the case of some of the commitments related to public service improvement.
2. Consultations for drafting the NAP commitments: during the week from June 30 to July 4, 2014, three consultation workshops were conducted in order to identify priority issues to be addressed and draft commitment proposals to be considered for inclusion in this Action Plan. Three themes were covered in these sessions: Public Service Improvement (attended by representatives from the Diamond Standard pilot projects), Open Data (with the attendance of representatives from the private, public and NGO sectors) and Procurement (with representatives from different ministries). Prior to the workshops, an electronic questionnaire was sent to all participants and the input was used for the consultations/or meetings. The workshops were facilitated by a team of external consultants and the results were the source of most of the

commitments included in this Action Plan relating to Public Service Improvement and Open Data.

3. Previous consultation results: as presented before, there have been important consultation processes in the recent years in different policy areas, particularly in the Energy sector. In the latter case, there is an important mechanism for public participation that is the Trinidad and Tobago EITI Steering Committee, comprised of representatives of Ministries and State Agencies including state-owned extractive companies, private extractive industries companies and Civil Society, with a Chair that has a civil society background. In this case, the Action Plan has included actions that are aligned to the efforts of the Steering Committee as they are clearly related to the principles of Open Government. Another instance where previous consultation efforts have been taken into account relates to democratic governance. As explained before, in recent months the Office of the Prime Minister, initiated , and subsequently the Ministry of National Diversity and Social Integration, have been conducting a series of consultations/ or meetings with civil society organizations in order to create a mechanism to include their voice in the policy making process. During July 2014 a series of regional meetings have been conducted in the North-East, North-West, Central, South-East, South-West, Tobago East and Tobago West regions. In this case, a commitment to create a Civil Society Board relates to this process.

4. Commitments

The commitments of this Action Plan are divided in four thematic areas:

Public Service Improvement: the commitments in this case focus on the creation of capacity within the public sector to be able to deliver high quality public services, in an efficient way, and involving the users and key stakeholder throughout the whole service delivery cycle; and

Access to information: this includes actions to make public information not only available upon request, but actively disclosed (respecting the privacy of individuals) in usable formats (Open Data) in order to foster innovation and new opportunities for social and economic development;

Governance: refers to the mechanism that allows a more open relationship between Government and society at large, with emphasis in strengthening public participation in the definition, implementation and evaluation of public policies and

National Resources Governance: refers to fostering a strong governance regime that guarantees openness and accountability of the management of revenues from natural resources in Trinidad and Tobago.

4.1 Public Service Improvement

1.1 To certify public agencies' service quality				
Lead agency		Ministry of Public Administration		
Other involved actors	Government	75 Public Services Agencies		
	Civil society / Private sector	Independent advisory panel with representatives from civil society		
Status quo or problem/issue to be addressed		Lack of trust and confidence in Government leadership and in the public service.		
Main Objective		To ensure that 40 percent of Public Service Agencies have attained the Trinidad and Tobago Diamond Standard Certification (TTDS) namely Health, Education, Transportation, National Security, Works and Infrastructure and Trade service agencies.		
OGP challenge addressed by the commitment		Improvement of public services		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X		
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
		1. 75 Service Agencies signed up for the TTDS	New	Cycles from September 2014 to June 2016
2. Services charters are made public		New	November 2014	March 2015
3. Improvement plans adopted		New	December 2016	May 2015
4. Certification audits conducted		New	January 2015	June 2016

4.1 Public Service Improvement

1.1 To certify public agencies' service quality

The criteria for the Diamond Standard Certification Programme are:

- Have a customer focused culture
- Understand and engage its customers and staff
- Be easy to do business with
- Deliver the promised service and puts things right when they go wrong
- Give clear information and be open and accountable
- Be committed to delivering value for money
- Continuous improvement and innovation, and be open to new approaches and technology
- Work in partnership with others to deliver results for citizens

The target agencies are the following:

Ministry / Agency	Service (Model agency for other local agencies)
Education, Ministry of	St. James Government Secondary
Education, Ministry of	Woodbrook Government Secondary
Education, Ministry of	Belmont Boy's R.C Secondary School
Industrial Court	
NALIS	
Legal Affairs, Ministry of	Companies Registry Division
Legal Affairs, Ministry of	Births and Death Registration Division
Transport, Ministry of	Transport Division
Transport, Ministry of	Public Transport Service Corporation (PSTC)
Finance and the Economy, Ministry of	Customs and Excise Division
Finance and the Economy, Ministry of	National Insurance Board of Trinidad and Tobago
Local Government , Ministry of	National Commission for Self Help Limited
Health, Ministry of	
iGovtt	National ICT Company Limited
Police Service of Trinidad and Tobago	Traffic and Highway Patrol Branch

4.1 Public Service Improvement

1.2 To develop Human Resources Management capacity in the public service			
Lead agency		Strategic Human Resources Management Council	
Other involved actors	Government	HR Units within ministries	
	Civil society / Private sector	1. Productivity Council 2. Human Resource Association of Trinidad and Tobago (HRMATT)	
Status quo or problem/issue to be addressed		Given the outdated HR structures and practices, there is a need to develop Human Resource Management capacity to meet present public sector requirements to improve service delivery.	
Main Objective		To develop a strategic planning document, a Change Management Plan, and an ICT Plan in 4 public agencies and to develop a Competency Framework policy and system.	
OGP challenge addressed by the commitment		Improvement of public services Strengthening of public integrity	
It is relevant to the advancement of		Transparency	Accountability
		X	
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date: End date:
1. Bidding process to engage consultancy firms		New	September 2014 November 2014
2. Design phase (strategic planning and processes redesign) concluded in 4 ministries		New	September 2014 June 2015
3. Transition Plan implemented		New	June 2015 June 2016
4. Competency Policy Framework and System documents are delivered by consultant		New	September 2014 February 2015
5. Competency Policy Framework and System piloted in 2 agencies		New	February 2015 March 2016

4.1 Public Service Improvement

1.3 To conduct a Pilot project for the development and introduction of a “Easier Life for Citizens” Index				
Lead agency		Ministry of Public Administration		
Other involved actors	Government	Ministry of Planning & Sustainable Development		
	Civil society / Private sector	Civil Society Board		
Status quo or problem/issue to be addressed		Lack of a rigorous measurement tool to assess the quality of public services delivered to citizens.		
Main Objective		To develop a rigorous tool to assess the quality of public services delivered to citizens that can be measured, tracked and compared across Latin American and Caribbean countries.		
OGP challenge addressed by the commitment		Improvement of public services		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X	X	X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
1. Sharing of the Trinidad and Tobago Diamond Standard Criteria with the Inter-American Development Bank		New	September 2014	September 2014
2. Join the IDB Advisory Group for the design of the Citizens Services Index (CSI)		New	October 2014	February 2015
3. Validation and adoption of methodology		New	March 2015	April 2015
4. Compilation of data and piloting of methodology in Trinidad and Tobago		New	June 2015	Dec 2015
5. Dissemination activities with results of the pilot project		New	Feb 2016	June 2016

4.1 Public Service Improvement

1.4 To develop interactive media on Government business processes and programs to better access Government services			
Lead agency		Ministry of Public Administration	
Other involved actors	Government	1. Pilot agencies under the Diamond Standard 2. Government Information Services Limited 3. Ministry of Communication 4. Ministry of Science and Technology	
	Civil society / Private sector	1. Entrepreneurs and volunteers 2. Trinidad and Tobago Coalition of Service Industries (film agencies)	
Status quo or problem/issue to be addressed		The public lacks sufficient and timely information regarding the requirements to access public services, and about their rights and obligations.	
Main Objective		To develop interactive media on Government business processes and programs in order to better inform the public of the services available, requirements and process to access them. A total of 50 Public Services Agencies will participate in this exercise particularly those that citizens do business with on a regular basis such as Passport services, Licensing services, Registration of births and deaths, to name just a few.	
OGP challenge addressed by the commitment		Improvement of public services	
It is relevant to the advancement of		Transparency	Accountability
		X	
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	End date:
			Start date:
1. Draft a Call for Expression of Interest		New	September 2014
2. Receive Expressions of Interest		New	September 2014
3. Award projects		New	November 2014
4. Develop interactive media		New	January 2015
5. Make interactive media publicly available		New	May 2015

4.1 Public Service Improvement

1.5 To establish a Contact Centre to address the needs of national scholars (local and international) of Trinidad and Tobago				
Lead agency		Ministry of Public Administration		
Other involved actors	Government	iGovTT / Government Human Resource Services Company (GHR)		
	Civil society / Private sector	1. User / Citizens Panels		
Status quo or problem/issue to be addressed		Poor communication of services to national scholars.		
Main Objective		Provide a virtual call centre for delivery of services to national scholars and their associates.		
OGP challenge addressed by the commitment		Improvement of public services		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X		X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
1. Development of Virtual Call Centre Policies and Processes		New	August 2014	December 2014
2. Proposal developed		New	September 2014	September 2014
3. Terms of Reference for the establishment of a Virtual Call Centre delivered		New	September 2014	November 2014
3. Project Steering Committee established		New	September 2014	September 2014
4. Procurement of ICT Solution/ Vendor Selection		New	November 2014	December 2014
5. Recruitment of Staff (CSAs, Admin, Supervisory/Manager)		New	November 2014	January 2015
7. Solution Implementation		New	December 2014	January 2015
6. Call Centre Outfitting		New	November 2014	January 2015
7. SATD Website Launch		New	October 2014	October 2014

8. Training (Design and Execute)	New	December 2015	February 2015
8. Execute Communications Plan	New	February 2015	March 2015
9. Call Centre Go Live	New	April 2015	April 2015

4.2 Access to information

2.1 To adopt a policy on data standards and classification frameworks				
Lead agency		Ministry of Science and Technology		
Other involved actors	Government	1. Ministry of Public Administration 2. iGovTT		
	Civil society / Private sector	1. eBitt 2. IT enterprises 3. E-business round table		
Status quo or problem/issue to be addressed		The data publicly available online has problems in regard to its usability because it is incomplete; is not presented in a timely manner; is not delivered in open formats; uses different standards (e.g. standards to identify dates); is not presented in user friendly formats; and do not follow clear classification criteria.		
Main Objective		To adopt, as a matter of Government policy, data standards and classification frameworks, through a multi-stakeholder consultative process.		
OGP challenge addressed by the commitment		Improvement of public services		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X		X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
1. Conduct a bidding process to engage consultancy		New	September 2014	November 2014
2. Draft of standards and classification frameworks delivered		New	November 2014	February 2015
3. Conduct a consultative process to improve frameworks drafts		New	February 2015	April 2015
4. Adopt the data standards and classification frameworks		New	April 2015	July 2015
5. Assessment of implementation of Frameworks: an audit of Diamond Standard certified agencies use of Frameworks is published		New	April 2016	June 2016

4.2 Access to information

2.2 To increase the number of publicly accessible Government datasets in open formats				
Lead agency		Ministry of Science and Technology		
Other involved actors	Government	1. Ministry of Public Administration 2. iGovTT		
	Civil society / Private sector	1. e-Bitt 2. IT enterprises 3. E-business round table		
Status quo or problem/issue to be addressed		Government data sets that are of value to the public and that already exist are not publicly available in open formats.		
Main Objective		To conduct an Open Data Readiness Assessment with a view to releasing at least six data sets in a machine readable format.		
OGP challenge addressed by the commitment		Improvement of public services		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X		X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
1. Develop Terms of Reference		New	September 2014	September 2014
2. Conduct bidding process		New	September 2014	November 2014
3. Readiness Assessment is delivered; a minimum of six data sets to be released are identified		New	November 2014	May 2015
4. A minimum of six data sets are released in an open data format		New	May 2015	Dec 2015
5. Host a hackaton		New	January 2016	January 2016
6. Development of apps (10) for the following sectors – Transportation, Works & Infrastructure, Social Services, Immigration services, Birth / Deaths		New	January 2016	March 2016

4.2 Access to information

2.3 To conduct a diagnostic review of public information needs			
Lead agency		Ministry of Science and Technology	
Other involved actors	Government	1. Ministry of Public Administration 2. iGovTT	
	Civil society / Private sector	1. e-Bitt 2. IT enterprises 3. E-business round table	
Status quo or problem/issue to be addressed		Public administration requires an understanding of the needs of the public regarding information in order to identify the existing data sets that could make a difference and the data that need to be generated or systematised.	
Main Objective		To conduct a public consultation in order to identify critical data, needs, problems and gaps and deliver a report.	
OGP challenge addressed by the commitment		Improvement of public services	
It is relevant to the advancement of	Transparency	Accountability	Public participation
	X		X
Verifiable and measurable milestones to fulfil the commitment	New or ongoing commitment	Start date:	End date:
	1. Draft Terms of Reference	New	September 2014
2. Conduct bidding process	New	September 2014	November 2014
3. Conduct public consultation	New	December 2014	February 2015
4. Deliver report	New	February 2015	March 2015

4.2 Access to information

2.4 To create an easily accessible open Government portal , with a platform/repository for open data, as well as an interface to allow for feedback from the public			
Lead agency		Ministry of Science and Technology	
Other involved actors	Government	1. Inter-ministerial Steering Committee on ICT 2. iGovTT	
	Civil society / Private sector	1. Chambers of Commerce 2. Entrepreneurs 3. Higher education institutions; 4. Trinidad and Tobago Coalition of Service Industries	
Status quo or problem/issue to be addressed		Public information is dispersed in different sites, making it difficult to access by the public, due to a lack of a central repository.	
Main Objective		To create an easily accessible open Government portal, with a platform/repository for open data, as well as an interface aimed at allowing for feedback from the public.	
OGP challenge addressed by the commitment		Improvement of public services	
It is relevant to the advancement of		Transparency	Accountability
		X	X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:
			End date:
1. Design portal and platform/repository		New	September 2014
2. Pilot portal and platform (beta version)		New	November 2014
3. Launch portal		New	March 2015
			November 2014
			March 2015
			December 2015

4.3 Governance

3.1 To create a Civil Society Board				
Lead agency		Ministry of Diversity and Social Integration		
Other involved actors	Government	1. Ministry of Planning and Sustainable Development (Economic Development Board) 2. Ministry of Public Administration;		
	Civil society / Private sector	Civil Society organizations		
Status quo or problem/issue to be addressed		Civil Society shows weak organizational capacity but, at the same time, there is an increasing demand from the public to be included in the policy development process. There is a lack of mechanisms that involve Civil Society organizations, on a regular and meaningful way, in order to receive feedback during the public policy development process.		
Main Objective		To establish a mechanism that allows adequate representation of Civil Society organisations in order to provide feedback to public policy decision making on a regular basis.		
OGP challenge addressed by the commitment		<ul style="list-style-type: none"> Improvement of public services Strengthening of public integrity 		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X	X	X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
		1. Consult Civil Society organizations about the process to select their representatives	New	September 2014
2. Civil Society sector representatives are elected		New	September 2014	September 2014
3. First meetings of the Civil Society Board are held		New	September 2014	September 2014
4. Sign off on meeting schedule and work programme for financial year		New	September 2014	October 2014

4.4 National Resources Governance

4.1 To audit the Accounts of the Ministry of Energy and Energy Affairs to International Standards			
Lead agency		Auditor General	
Other involved actors	Government	1. Ministry of Energy and Energy Affairs 2. Ministry of Finance and the Economy (Board of Inland Revenue)	
	Civil society / Private sector	1. Multi-stakeholder Group (MSG) – TTEITI 2. TTEITI Secretariat	
Status quo or problem/issue to be addressed		Currently, the auditing standards used by the Auditor General do not meet international best practices.	
Main Objective		To ensure by 2015 that the accounts of the Ministry of Energy and Energy Affairs are audited to international standards.	
OGP challenge addressed by the commitment		<ul style="list-style-type: none"> Strengthening of corporate responsibility and accountability Improvement of integrity in public management 	
It is relevant to the advancement of	Transparency	Accountability	Public participation
	X	X	
Verifiable and measurable milestones to fulfil the commitment	New or ongoing commitment	Start date:	End date:
	1. Training of Audit Staff at Auditor General to audit this standard	New	October 2014
2. Initiate auditing of revenues of the MEEA and the Board of Inland Revenue for the 2014 fiscal period	New	March 2015	September 2015

4.4 National Resources Governance

4.2 To make publicly available the cadastre of licenses and contracts for the exploration and production of oil and gas in Trinidad and Tobago				
Lead agency		Ministry of Energy and Energy Affairs		
Other involved actors	Government			
	Civil society / Private sector	1. Multi-stakeholder Group (MSG) – TTEITI 2. TTEITI Secretariat		
Status quo or problem/issue to be addressed		Currently, information on organizations having licences and contracts to explore natural resources in Trinidad and Tobago is not publicly available.		
Main Objective		To make publicly available, via the website of the Ministry of Energy and Energy Affairs, the cadastre of licences and contracts for exploration and production of oil and gas resources in Trinidad and Tobago.		
OGP challenge addressed by the commitment		<ul style="list-style-type: none"> Strengthening of corporate responsibility and accountability Improvement of integrity in public management 		
It is relevant to the advancement of		Transparency	Accountability	Public participation
		X	X	
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:	End date:
		1. Publication of the cadastre on the Ministry's website	New	September 2014

4.4 National Resources Governance

4.3 To include the mineral sector (starting with National Quarries Company Ltd) in the TTEITI Reporting Mechanism			
Lead agency		TTEITI Secretariat	
Other involved actors	Government	1. Ministry of Energy and Energy Affairs (Minerals Division) 2. National Quarries Company Ltd	
	Civil society / Private sector	Multi-stakeholder Group – TTEITI (MSG)	
Status quo or problem/issue to be addressed		Currently, there is a lack of information and the need for more transparency in the extraction of mineral resources in Trinidad and Tobago.	
Main Objective		To include the National Quarries Company Ltd into the TTEITI reporting process by 2015 to cover fiscal period 2013/2014.	
OGP challenge addressed by the commitment		Improvement of integrity in public management	
It is relevant to the advancement of		Transparency	Accountability
		X	X
Verifiable and measurable milestones to fulfil the commitment		New or ongoing commitment	Start date:
			End date
1. Complete a mini scoping study on the minerals sector in Trinidad and Tobago		New	September 2014
2. Host an awareness raising and capacity building workshop about the EITI for stakeholders in the minerals (quarrying) sector		New	September 2014
3. Establish an MOU with National Quarries Company Ltd to participate in the EITI reporting process		New	October 2014
4. Include revenues of the National Quarries Company Ltd in the TTEITI Report		New	March 2015
			September 2015

