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Under section 3(2) of the Statutory Authorities Act (Ch. 24:01), the Port Authority has been declared a statutory authority subject to the provisions of that Act (see Ch. 24:01 — Subsidiary Legislation). So long as this declaration remains in force, the provisions of this Act relating to staff must be read and construed accordingly.
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MANAGEMENT DEVELOPMENT CENTRE ACT

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CHAPTER 85:51

MANAGEMENT DEVELOPMENT CENTRE ACT

An Act to provide for the establishment and administration of the Management Development Centre and for matters connected therewith.

[7TH MARCH 1973]

PRELIMINARY

1. This Act may be cited as the Management Development Centre Act.

2. In this Act—
   “Agreement” means the agreement concluded on 6th May 1963, by the Government and the United Nations Development Programme and referred to in the Preamble to the Plan of Operation;
   “Board” means the Board of Directors appointed under section 4;
   “the Centre” means the Management Development Centre established under section 3;
   “Chairman” means a member appointed as such under section 4(2);
   “Executing Agency” means the International Labour Organisation acting as participating and executing agency for the United Nations Development Programme;
   “member” means a duly appointed member of the Board;
   “Minister” means the Minister to whom responsibility for Industry and Commerce is assigned;
   “Plan of Operation” means the Plan of Operation signed between the Government and the United Nations Development Programme and the International Labour Organisation on 17th April 1972;
   “Secretary” means the Secretary of the Centre;
   “Special Fund” means the United Nations Development Programme Special Fund referred to in the Plan of Operation;
“Vice-Chairman” means a member appointed as such under section 4(2).

PART I

ESTABLISHMENT, MANAGEMENT, POWERS AND FUNCTIONS OF THE CENTRE

3. There is hereby established a body corporate known as the Management Development Centre.

4. (1) The affairs of the Centre shall be managed by a Board of Directors consisting of the following members appointed by the President:

(a) an officer attached to the Ministry of Industry and Commerce nominated by the Minister;

(b) an officer attached to the Ministry of Planning and Development nominated by the Minister of Planning and Development;

(c) two members, being persons nominated by the organisation or other body of persons as in the opinion of the Minister are most representative of employers;

(d) two members, being persons nominated by the organisation or other body of persons as in the opinion of the Minister are most representative of workers;

(e) a member representative of the Caribbean Industrial Research Institute nominated by the Minister after consultation with the Director of that Institute;

(f) a member representative of the University of the West Indies at St. Augustine nominated by the Minister after consultation with the Pro-Vice-Chancellor;

(g) the Director of the Centre who shall however have no voting rights.

(2) A Chairman and a Vice-Chairman shall be appointed by the President from among the members of the Board.
(3) The appointment of a member shall, subject to subsection (4), be for such period, as may be specified in the instrument of appointment.

(4) A member may at any time resign his office by notice in writing addressed to the Chairman, who shall forthwith cause it to be forwarded to the Minister.

(5) The President may at any time revoke the appointment of any member if he thinks it expedient to do so.

(6) The appointment of any person as a member and the termination of office of any such member whether by death, resignation, revocation, effluxion of time or otherwise, shall be notified in the Gazette.

(7) Nothing in subsections (3), (4) and (5) shall apply to the Director of the Centre.

5. (1) The Centre shall have a seal, which shall be kept in the custody of the Director of the Centre or the Secretary as the Board may determine, and may be affixed to instruments pursuant to Standing Orders made under section 6(9) or to a resolution of the Board and in the presence of the Chairman or the Vice-Chairman, and of the Director of the Centre and the Secretary.

(2) The seal of the Centre shall be attested by the signature of the Chairman, or the Vice-Chairman, and the Secretary.

(3) All documents, other than those required by law to be under seal, made by, and all decisions of the Centre may be signified under the hand of the Chairman, or the Vice-Chairman, or the Secretary.

(4) Service upon the Centre of any notice, order or other document shall be effected by delivering the same or by sending it by registered post addressed to the Secretary at the office of the Centre.

6. (1) The Board shall meet at such times as may be necessary or expedient for the transaction of business, and at such places and times and on such days as the Board may determine.
(2) The Chairman may at any time call a special meeting of the Board, and shall within seven days of the receipt of a requisition in writing addressed to him by three or more members representing at least three of the classes mentioned in section 4(1), summon a special meeting of the Board to consider the matters contained in the requisition.

(3) The Chairman, or in his absence, the Vice-Chairman, shall preside at meetings of the Board and where both the Chairman and the Vice-Chairman are for any reason unable to preside over a meeting, the members present may appoint a member to preside over that meeting.

(4) The Chairman, or in his absence, the Vice-Chairman, or where both the Chairman and the Vice-Chairman are absent, the member appointed to preside over the meeting in pursuance of subsection (3), and three other members shall form a quorum.

(5) The decisions of the Board shall be by a majority of votes of members present, and in addition to an original vote, in any case in which the voting is equal, the Chairman or the Vice-Chairman or the member appointed to preside over the meeting, as the case may require, shall have a casting vote.

(6) Minutes in proper form of each meeting shall be kept by the Secretary and shall be confirmed by the Chairman or the Vice-Chairman or the member appointed to preside over the meeting, as the case may require, at a subsequent meeting. Certified copies of the minutes when so confirmed shall, within twenty-one days thereof, be forwarded to the Minister.

(7) The Centre may co-opt any one or more persons to attend any particular meeting of the Board for the purpose of assisting or advising the Board, but no such co-opted person shall have any right to vote.

(8) During the period of the United Nations support to the Centre, that is to say, until 31st December 1973, the Project Manager may attend the meetings of the Board in an advisory capacity, but shall have no voting rights.

(9) Subject to this section, the Board may by Standing Orders regulate its own proceedings and procedures.
7. (1) The Centre may appoint committees to examine and report to it on any matter whatsoever arising out of or connected with any of its powers and duties under this Act.

(2) A committee appointed by the Centre shall consist of at least one member together with such other persons, whether members or not, whose assistance or advice the Centre may desire.

(3) Where persons, not being members, are appointed to a committee under this section, the Board may by resolution declare the remuneration and allowances payable to such persons.

(4) The Board may by resolution reject the report of any such committee or adopt it either wholly or with such modifications, additions or adaptations as the Board may think fit.

8. Subject to this Act and to the prior approval of the Minister, the Centre may delegate to a member or a committee, power and authority to carry out on its behalf such duties and functions and to exercise such powers as the Board may determine, but any such delegation shall be revocable at will and shall not preclude the Board from acting from time to time as occasion requires.

9. The functions of the Centre are—

(a) to provide training in all aspects of management in private and public enterprises;

(b) to provide advisory and consultancy services for private and public enterprises and to develop within the Centre a strong management consultancy capacity;

(c) to undertake research on the practical application of modern management techniques under local conditions and provide up-to-date documentation on modern management practice;

(d) to develop within management at all levels and in all sectors of the economy, a better understanding of what productivity represents; the essential role that management must play in achieving productivity; and to directly assist management in improving the productivity of their specific enterprises; and

(e) generally to carry out the provisions of this Act.
10. The Centre shall have power for the purpose of the discharge of its functions under section 9—

(a) to establish an appropriate scale of fees in respect of training courses and consultancy work undertaken for public and private enterprises, and to reduce or waive the fees in any particular case, as may be considered appropriate;

(b) to carry on all activities the carrying on of which appears to be necessary, advantageous or convenient for the proper discharge of its functions;

(c) to carry on any such activities in association with other bodies or persons including Government authorities or as managing agents for such persons, bodies, and authorities;

(d) to do anything and to enter into any transaction (whether or not involving expenditure, borrowing, granting of loans or investment of money in accordance with the provisions of this Act in that behalf, the acquisition of any property or rights, or the disposal of any property or rights) which in the opinion of the Centre is calculated to facilitate the proper discharge of its functions or is incidental or conducive thereto.

11. (1) A member of the Board who is a member of a company or other body or is a partner or is in the employment of a person or a company or other body or is married to or who is or whose husband or wife is a relative of a person who is interested in a contract or proposed contract with the Centre that is the subject of consideration by the Board at any meeting, shall disclose the fact and shall not take part in the consideration of, or vote on any questions relating to the contract or proposed contract.

(2) Any member who fails to comply with the provisions of subsection (1) is liable on summary conviction to a fine of one thousand dollars unless he proves that he did not know that the contract or proposed contract with the Centre was the subject of consideration at the meeting.
12. There shall be paid to each member other than the Director of the Centre in respect of his office, such remuneration as the President may from time to time determine and to the holders of the offices of Chairman and of Vice-Chairman such remuneration in addition to any remuneration that he may receive in respect of his office as a member may be so determined.

13. In the exercise of the powers and duties conferred and imposed on the Centre by this Act, the Board shall comply with any special or general directions which may from time to time be given to it by the Minister.

PART II
*STAFF

14. (1) The Centre may, subject to the approval of the President, appoint on such terms and conditions as it thinks fit a Director of the Centre, who shall be the chief executive officer of the Centre, a Deputy Director of the Centre, a Secretary, and such other officers and employees as may be necessary and proper for the due and efficient performance by the Centre of its duties under this Act.

(2) The Director of the Centre is responsible for carrying out the decisions of the Board, and in the performance of his duties he is subject to the control of the Board.

(3) The Director of the Centre shall report directly to the Chairman.

(4) In the event of the absence or inability of the Director of the Centre from whatever cause arising, the Deputy Director of the Centre, has and may exercise all the powers and functions of the Director of the Centre.

15. Every member of the staff of the Centre shall, before entering upon his duties under this Act, take and subscribe the oath or affirmation of office and of secrecy set out in the First Schedule before a Justice of the Peace.

*See Note on page 2.
16. The Centre shall within a period of two years of its establishment, by rules confirmed by the Minister, provide for the establishment and maintenance of a Pension Scheme no less favourable than that established by the Industrial Development Corporation under the Industrial Development Corporation Act for the benefit of the officers and employees of the Centre and officers transferred to it on secondment.

17. Without prejudice to the generality of section 16, the Pension Scheme may enable the Centre to—

(a) grant gratuities, pensions or superannuation allowances, to, or to the widows, families or dependants of, its employees;

(b) establish contributory and superannuation schemes, and establish and contribute to superannuation funds for the benefit of its employees;

(c) enter into and carry into effect agreements with any insurance company or other association or company for securing to any such employee, widow, family or dependant such gratuities, pensions or allowances as are by this section authorised to be granted;

(d) give donations or subscriptions to charitable institutions, sick funds, benevolent funds and other objects calculated to benefit its employees.

18. (1) An officer in the public service may, with the approval of the Minister, be transferred to the service of the Centre, and upon the transfer shall become a member of the Pension Scheme referred to in section 16, and, if the officer’s transfer becomes effective before the establishment of that Scheme, he shall become a member within one year of its establishment; and an officer in the service of the Centre may be transferred to the public service.

(2) A transfer described in subsection (1) shall be on such terms as may be acceptable to the President, the Centre and the officer concerned and the pension or superannuation rights accruing to the officer at the time of his transfer shall be preserved.
(3) Subject to subsection (4) the Minister, with the approval of the appropriate Service Commission and the Centre, may make appropriate arrangements for the transfer on secondment of any officer in the public service to the service of the Centre or from the service of the Centre to the public service.

(4) Where a transfer on secondment contemplated by subsection (3) is effected, the President or the Centre, as the case may require, shall make such arrangements as may be necessary to preserve the rights of the officer so transferred to any pension, gratuity or other allowance for which he would have been eligible had he remained in the public service or in the service of the Centre, as the case may be.

(5) A period of transfer on secondment shall not in any case exceed three years.

19. (1) Officers engaged in preforming functions in connection with the business of the Centre, immediately before the coming into operation of this Act shall—

(a) in the case of public officers on secondment to the service of the Corporation, be given the option of reverting to such office in the public service as the appropriate Service Commission may consider appropriate or of accepting appointments in the service of the Centre; and

(b) in the case of officers in the service of the Corporation, be given the option of continuing in the service of the Corporation or of accepting appointments in the service of the Centre.

(2) The option under this section shall be exercisable within two years of the coming into operation of this Act.

(3) An officer who fails to exercise the option shall—

(a) in the case of a public officer on secondment to the service of the Corporation, be deemed to have elected to revert to the public service; and

(b) in the case of an officer in the service of the Corporation be deemed to have elected to continue in the service of the Corporation.
(4) An officer who elects to accept an appointment in the service of the Centre shall—

(a) be regarded as transferred to the service of the Centre;

(b) have preserved to him the superannuation rights accruing at the time of his transfer to the Centre; and

(c) within a year of the establishment of the Pension Scheme under section 16, become a member of that Scheme,

but all such rights shall be forfeited on dismissal by the Centre, in such circumstances as they would have been forfeited on dismissal from the public service or from the service of the Corporation, as the case may be.

(5) A transfer under subsection (4) shall be on such terms as may be acceptable to the President, the Centre and the officer concerned and the pension or other superannuation rights accruing to the officer at the time of his transfer shall be preserved, in the manner provided by regulations made by the President in that behalf.

(6) In the case of an officer who has accepted an appointment in the service of the Centre and who retires from or dies in that service before the establishment of the Pension Scheme under section 16, any superannuation rights accruing at the time of his retirement or death may be paid to such person or his personal representative in accordance with Regulations made by the Minister.

(7) In this section “the Corporation” means the Industrial Development Corporation established under the Industrial Development Corporation Act.

20. All officers charged with the receipt, accounting for and disbursement of moneys, or with the custody or delivery of stores, or other property belonging to the Centre are individually responsible for the due and efficient discharge of their respective duties, and for the exercise of proper supervision of the accounts kept or controlled by them and of all the property entrusted to their care, and for the due observance of all rules and regulations and of all orders and instructions prescribed for their guidance.
PART III
FINANCIAL PROVISIONS

21. The funds of the Centre shall consist of—
   
   (a) such moneys as may from time to time be voted by Parliament for the purposes of this Act;
   
   (b) moneys paid to the Centre by way of fees for training or consultancy activities, and from sale of publications;
   
   (c) all sums from time to time received by or falling due to the Centre in respect of repayment of any loan made by the Centre and the interest payable in respect of any such loan;
   
   (d) sums earned or arising from any property, investments, mortgages or debentures acquired by or vested in the Centre;
   
   (e) sums borrowed by the Centre for the purpose of meeting any of its obligations or discharging any of its functions; and
   
   (f) all other sums or property that may in any manner become payable to or vested in the Centre in respect of any matter incidental to its powers and duties.

22. The Centre may, in such manner as is considered appropriate but subject to the approval of the President, borrow sums required for meeting any of its obligations or discharging any of its functions.

23. (1) The Centre may, from time to time, borrow by way of advances from the Government such sums as may be necessary for carrying out its functions under the Act but the Minister shall cause notice of any such advance to be given to the House of Representatives.

   (2) For the purpose of making approved advances to the Centre under this section, the Minister may authorise advances out of the proceeds of any loan raised for the purpose or out of the reserve funds, revenues or surplus balances of Trinidad and Tobago.
(3) Pending the raising of any such loan, the Minister by warrant under his hand may authorise the Comptroller of Accounts to make advances out of the Consolidated Fund to the Centre in such sums and on such terms and conditions as the Minister may think fit for the purposes authorised by this Act.

(4) The repayment of any such advances and the payment of interest thereon shall be made by the Centre in like manner and on like conditions as other borrowings by the Centre, subject to any special terms and conditions which may be imposed by the Minister.

(5) In this section and in sections 24 and 25 “the Minister” means the Minister to whom responsibility for Finance is assigned.

24. (1) The revenue of the Centre for any financial year shall be applied in defraying the following charges:

(a) the remuneration, fees and allowances of the members or of any committee of the Centre;

(b) the salaries, fees, remuneration, and gratuities (including payments for the maintenance of the Pension Scheme authorised by this Act) of the officers and employees and technical and other advisers of the Centre;

(c) working operations and establishment expenses and expenditure on, or provision for, the maintenance of the property of the Centre, and the insurance of the same and the discharge of the functions of the Centre properly chargeable to revenue account;

(d) interest on any debenture and debenture stock or other security issued, and on any loan raised by the Centre;

(e) sums required to be transferred to a sinking fund or otherwise set aside for the purpose of making provision for the redemption of debentures or debenture stock or other security or the payment of other borrowed money;
(f) such sums as it may be deemed appropriate to set aside in respect of depreciation on any property of the Centre having regard to the amount set aside out of the revenue under paragraph (e);

(g) any other expenditure authorised by the Board and properly chargeable to revenue account.

(2) The balance of the revenue of the Centre shall be applied to the creation of reserve funds to finance future development and to such other purposes as the Minister may approve.

25. Funds of the Centre not immediately required to be expended in the meeting of any obligations or the discharge of any functions of the Centre may be invested from time to time in securities approved by the Minister for investment by the Centre.

26. (1) All decisions, orders, rules and regulations relating to the financial operations of the Centre and authorised by this Act shall be made by resolutions of the Board at a meeting thereof and shall be recorded in the minutes of the Centre.

(2) The Centre shall keep proper accounts and other records, in respect of its operations, and the Board shall cause to be prepared a statement in respect of each financial year.

(3) Notwithstanding section 31 of the Exchequer and Audit Act the accounts of the Centre shall be audited by the Auditor General.

(4) The Board shall, before the commencement of each financial year, submit to the Minister for his approval a copy of the budget of the Centre relating to capital expenditure and the financing thereof, and a copy of its income and expenditure budget, in relation to such year. The Minister shall cause copies of the budgets to be laid on the Table of each House.

(5) After the end of each financial year of the Centre, the Board shall, as soon as the accounts of the Centre have been audited, cause a copy of the statement of accounts to be transmitted to the Minister together with a copy of any report made by the auditors on that statement or on the accounts of the Centre. The Minister shall cause a copy of every statement and report to be laid on the Table of each House.
27. (1) All moneys of the Centre accruing from its operations under this Act shall be paid into the bank appointed by resolution of the Board, and such moneys shall, as far as practicable be paid into the bank from day to day, except such sums as the accounts officer of the Centre may be authorised by rules made under section 28 to retain in his hands to meet petty disbursements for immediate payments.

(2) All payments out of the funds of the Centre except petty disbursements not exceeding such sums to be fixed by rules made under section 28 shall be made by the accounts officer or on his behalf by any other officer appointed by the Board, in accordance with the rules.

(3) Cheques against any banking account required to be kept or withdrawals from any savings bank account shall be signed by the accounts officer or on his behalf by an officer appointed by the Board and countersigned by the Chairman, or any member of the Centre appointed by resolution of the Board, for the purpose; and a copy of any such resolution shall be certified by the Chairman and forwarded to the bank.

28. The Centre may by resolution of the Board, make rules in respect of the following matters:

(a) the manner in which, and the officers by whom, payments are to be approved;

(b) the bank or banks into which the moneys of the Centre are to be paid, the title of any account with any such bank, and the transfer of one fund from one account to another;

(c) the appointment of a member or an officer of the Centre to countersign cheques on behalf of the Chairman or in the absence of the Chairman;

(d) the sum to be retained by the accounts officer to meet petty disbursements and immediate payment and the maximum sum that may be so disbursed for any one payment;

(e) the method to be adopted in making payments out of the funds of the Centre; and

(f) generally as to all matters necessary for the proper keeping and control of the accounts and books and the control of the finances of the Centre.
29. (1) The Director of the Centre shall as soon as practicable after the end of each financial year of the Centre, make and transmit to the Minister a report dealing generally with the activities of the Centre during the preceding financial year and containing such information relating to the operations and policy of the Centre as the Minister may from time to time direct.

(2) The Minister shall cause a copy of every such report to be laid on the Table of each House.

PART IV

GENERAL AND MISCELLANEOUS

30. The Centre may, with the approval of the Minister make Regulations for the purpose of carrying this Act into effect, and prescribing anything required by this Act to be prescribed or permitted to be prescribed.

31. (1) Notwithstanding any rule of law to the contrary, the President may by Order exempt the Centre in whole or in part from the payment of any tax imposed by or under any written law.

(2) In this section “tax” includes assessments, fees, charges, imposition and such other levies as form part or are intended to form part of the general public funds.

32. During the period of the United Nations support to the Centre—

(a) the facilities, privileges and immunities specified in the Agreement shall be accorded to the personnel of the United Nations Development Programme and of the Executing Agency and of any other United Nations organisation associated with the project mentioned in the Plan of Operation;

(b) the facilities, privileges and immunities set out in the Second Schedule shall be accorded to the Executing Agency’s contractors and their personnel, except citizens and residents of Trinidad and Tobago (within the meaning of the Immigration Act).
FIRST SCHEDULE

OATH OF OFFICE AND OF SECRECY

I, (A.B.) solemnly and sincerely swear that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the service of the Management Development Centre and that I will not without due authority in that behalf, in any manner whatsoever publish or communicate any facts or information being facts or expressions of opinion based on such facts that come to my knowledge by reason of such employment.

So help me God:

Signature ................................

Sworn before me at ....................., this ..................... day of ....................................... , 20 ......

......................................................

Justice of the Peace

AFFIRMATION OF OFFICE AND OF SECRECY

I, (A.B.) solemnly and sincerely affirm and declare that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the service of the Management Development Centre and that I will not without due authority in that behalf, in any manner whatsoever publish or communicate any facts or information being facts or expressions of opinion based on such facts that come to my knowledge by reason of such employment.

Signature .................................

Affirmed before me at ....................., this ..................... day of ....................................... , 20 ......

......................................................

Justice of the Peace
SECOND SCHEDULE

PRIVILEGES AND IMMUNITIES

1. The Executing Agency’s contractors and their personnel, except citizens and residents of Trinidad and Tobago (within the meaning of the Immigration Act) employed locally shall have the right to the following:
   
   (a) immunity from legal process in respect of all acts performed by them in their official capacity in the execution of the project;
   
   (b) immunity from national service obligations;
   
   (c) immunity together with their spouses and relatives dependent on them from immigration restrictions;
   
   (d) the privilege of bringing into the country reasonable amounts of foreign currency for the purposes of the project or for personal use of such personnel, and of withdrawing any such amounts brought into the country or, in accordance with the relevant foreign exchange regulations, such amount as may be earned therein by such personnel in the execution of the project; and
   
   (e) the same repatriation facilities for themselves and their spouses and relatives dependent on them in the event of international crises as diplomatic envoys.

2. All personnel of the Executing Agency’s contractors shall enjoy inviolability for all papers and documents relating to the project.

3. The Government shall either exempt from, or bear the cost of, any taxes, duties, fees or levies which it may impose on any foreign firm or organisation which may be retained by the Executing Agency and on the foreign personnel of any such firm or organisation in respect of—

   (a) the salaries or wages earned by such personnel in the execution of the project;

   (b) any equipment, material and supplies brought into the country for the purposes of the project or which, after having been brought into the country, may be subsequently withdrawn therefrom;

   (c) any substantial quantities of equipment, materials and supplies obtained locally for the execution of the project such as petrol and spare parts for the operation and maintenance of equipment mentioned under paragraph (b), with the provisions that the types and approximate quantities to be exempted and relevant procedures to be followed, shall be agreed upon with the Government and, as appropriate, recorded in Appendix I of the Plan of Operation; and
(d) as in the case of concessions currently granted to the United Nations experts, any property brought including one privately owned automobile per employee, by the firm or organisation or its personnel for their personal use or consumption or which, after having been brought into the country may subsequently be withdrawn therefrom upon departure of such personnel.

4. The privileges and immunities to which such firm or organisation and its personnel may be entitled, referred to in paragraphs 3.28, 3.29 and 3.30 of the Plan of Operation agreed to by the Government and the United Nations Development Programme may be waived by the Executing Agency, where, in its opinion or in the opinion of the Special Fund, the immunity would impede the course of justice and can be waived without prejudice to the successful completion of the project or to the interest of the Special Fund or the Executing Agency.

5. The Executing Agency shall provide the Government with the list of personnel to whom the privileges and immunities enumerated above shall apply.
SUBSIDIARY LEGISLATION

MANAGEMENT DEVELOPMENT CENTRE (EXEMPTION FROM TAXES) ORDER

made under section 31

1. This Order may be cited as the Management Development Centre (Exemption from Taxes) Order.

2. The Management Development Centre is exempt in whole from the payment of—

   (a) purchase tax on the classes of goods specified in the First Schedule; and
   
   (b) import duties of Customs on the classes of goods specified in the Second Schedule,

now or hereafter imposed by or under any written law.

FIRST SCHEDULE

Motor Vehicles,
Furniture and equipment.

SECOND SCHEDULE

All goods imported for the use of the Management Development Centre.