

**NOVEMBER 2006**  
*Making a Difference.....*



## SKILLS DATABASE PROPOSAL

SUBSECTION OF THE DIASPORA REPORT OF THE  
TRINIDAD AND TOBAGO PROFESSIONALS NETWORK  
IN THE UNITED KINGDOM (TTPNUK)

Under the patronage of the High Commissioner for the  
Republic of Trinidad and Tobago , London

**UNITED KINGDOM**

[info@ttpnuk.com](mailto:info@ttpnuk.com)

[www.ttpnuk.com](http://www.ttpnuk.com)

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## Skills database – proposal Introduction

This Proposal has been received on 24 January 2007 by the High Commissioner for the Republic of Trinidad and Tobago, London Mrs Glenda Morean Phillip on behalf of the following organisations :

- The Government of the Republic of Trinidad and Tobago
- The Tobago House of Assembly
- The Trinidad and Tobago Chamber of Commerce

**This document supports as reference the following documents:**

**Diaspora Report - ttpnuk Report - v1.0ttpnuk.doc**

**ttpnuk Report - Appendix - v1.0ttpnuk.doc**

The purpose of this Proposal is to secure agreement from the government of Trinidad and Tobago; in addition to stakeholders from the private sector for the implementation of a Skills Database of Trinidad and Tobago nationals in the UK, and their descendants Skills Database.

Such a database would enable members of the public and private sector services to identify the areas of expertises available here in the UK at a significantly competitive rate when compared with traditional approach that is on average 30% of the employee's first year's salary.

TTPNUK - The Trinidad and Tobago Professionals Network in the UK was initiated as a result of a brief audience Mr. Nigel Guy and Mr. Ancil Barclay had with Mr. Patrick Manning Honorable Prime Minister during his visit to London in November 2005. This led to the launch of TTPNUK in May 2006 under the Patronage of the Trinidad and Tobago High Commission in London. TTPNUK is dedicated to developing and maintaining value added partnerships that will result in the creation intellectual and economic wealth in the Trinidadian and Tobagonian Diaspora.

Our members are cognisant of the government's nine (9) key objectives, specifically sustainable-growth, more and better jobs, a better quality of life for its citizens, greater equity and a competitive economy. TTPNUK will assist in the "Optimisation of the Trinidad and Tobago national's workforce through the provision of services to job seekers and employers by harnessing State of the art technology ensuring the timely, efficient and cost effective

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delivery of services." Simply put, we will match job seekers with job opportunities in Trinidad & Tobago.



# BACKGROUND

In June 2006 Mr Nigel Guy and Mr Ancil Barclay conducted 8 days fact finding mission in Trinidad and Tobago and held discussions with the following stakeholders:

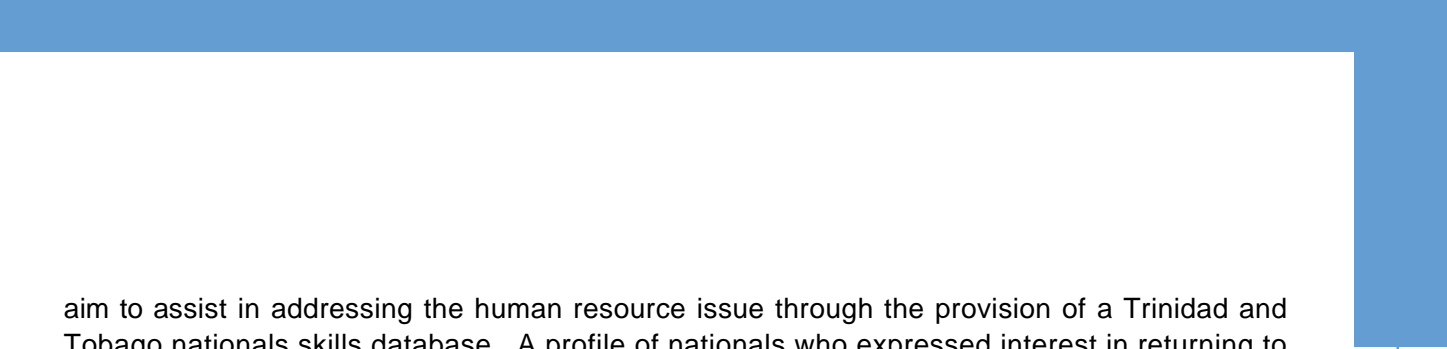
## Public Sector

The Honourable Prime Minister of Trinidad and Tobago  
The Chief Secretary Tobago House of Assembly  
The Honourable Minister of Foreign Affairs  
The Honourable Minister of Health  
The Minister of National Security  
The Ministry of Planning and Development (Deputy permanent Secretary)  
The Ministry of Public Administration & Information (Permanent Secretary)  
The Ministry of Education  
The Ministry of Trade and Industry  
Trinidad and Tobago Chamber of Commerce (CEO)  
The UNDP  
The President of Eteck  
The President of the TDC

## Private Sector

The Managing Director of HCL  
The President of BHPbilliton  
BWIA Vice President of Marketing  
The Governor of Rotary International  
Angostura directors  
The CEO of TSTT  
Digicel  
Laqtel  
UdecoTT

The stakeholders' listed above all expressed interest in exploring the possibilities of attracting Trinidad and Tobago UK based nationals to fill current and future vacant positions in Trinidad and Tobago. TTPNUK - Trinidad and Tobago Professional Network in the United Kingdom



aim to assist in addressing the human resource issue through the provision of a Trinidad and Tobago nationals skills database. A profile of nationals who expressed interest in returning to Trinidad and Tobago to take up employment on a permanent, contract or consultancy basis will be stored on this database.



## Rationale for a Skills Database

The benefits of providing a UK based Trinidad and Tobago nationals Skills Database include:

- The centralised profiling of Trinidad and Tobago UK based nationals and their areas of expertise.
- A portal that would enable nationals to contribute in the development of international standards for our product and consumer experience.
- A portal that would enable nationals to contribute in the development the infrastructure to support the country's goals and objectives.
- A portal that can be used to promote public awareness programmes on development and opportunities in Trinidad and Tobago
- Assisting in reversing the impact of the brain drain encountered over recent years
- To reduce the costs of recruiting Trinidad and Tobago nationals and their descendants here in the UK.
- Providing a platform for direct advertising of opportunities to qualified/experienced professionals.
- The ability to extract suitably qualified personnel to contribute towards the newly formed Mentoring initiative.
- Future expansion of the database to include qualified members of the Caribbean Single Market Economy.

The risks associated with not providing a centralised Trinidad and Tobago UK national's skilled database are high. At present many of the key positions in Trinidad and Tobago are held by non



Trinidad and Tobago nationals. Most of our nationals residing in the UK do not have up to date information on opportunities available in Trinidad and Tobago, hence their inability to contribute to the continued economic development of Trinidad and Tobago. The TTPNUK will provide all stakeholders with a direct portal which will enable them to upload their human resource requirements to a suitably qualified audience.

It should also be noted that the administration of the database will be done on the Trinidad and Tobago High commission's server in London and will adhere to all secure levels of authority and access protocols in accordance with the United Kingdom data protection act. Currently TTPNUK has over 100 members who expressed an interest in exploring employment opportunities in Trinidad and Tobago; the demographics are as follows:

**MEDICAL PROFESSIONALS**

- Specialist and General Nurses
- Nurse Practitioners
- Midwives
- Public Health Specialist
- Specialist Doctors

**LEGAL PROFESSIONALS**

- Lawyers
- Forensics
- Counter Fraud Specialist

**ICT PROFESSIONALS**

- Infrastructure Specialist
- Project Managers
- Business Analysts
- Support Analyst
- Technical Support
- Testing
- Web Designer
- Networking & Security Specialist
- System Engineer



### **EDUCATION PROFESSIONALS**

National curriculum Development Consultants  
Teachers  
Special Needs Teachers  
Lecturers  
Education Consultants

### **BUSINESS / FINANCE PROFESSIONALS**

Enterprise Development  
Management Accounting  
Tax and Business Advisory  
Actuarial  
Management and Consultancy  
Business Process Management  
Banking  
Private Banking Specialist  
Finance Specialist

### **MEDIA AND MARKETING PROFESSIONALS**


Public Relations  
Internationals Relations  
eMarketing  
Journalist (Writer/ Editor)  
Sales and Marketing  
Marketing and Branding  
Communications Specialist

### **BUILDING & MANUFACTURING PROFESSIONALS**

Surveyors  
Health & Safety Management  
Manufacturing Manager  
Occupational Health & Safety Manager

### **COMMUNITY DEVELOPMENT, ARTS AND CULTURE**

Community Development Advisor



Designer  
Choreographer  
Events Coordinators  
Project Coordinators  
Calligrapher



**SPORTS & YOUTH**

Sport Centre Managers  
Youth Workers  
Coaches  
Project Managers  
Special needs Advisors / Coordinators



# ROI

The national's skills database will significantly reduce the advertising and recruitment cost which currently stands at approximately 35% of the annual salary paid to the employee.



# OPTION APPRAISAL

The following section outlines the potential options for review by the stakeholders. It should be noted that **Option Two** is the preferred option.

## OPTION ONE - DO NOTHING

### Pro

- None

### Con

- Continued failure to utilize the skills and expertise of the UK based foreign nationals.
- Continued inability to maximise the use of Information Technology to ensure real time dissemination of information.
- Significant continued expenses in blanket media advertising.

## OPTION TWO - IMPLEMENT THE UK NATIONALS SKILLS DATABASE

### Pro

- The centralised profiling of Trinidad and Tobago UK based nationals and their areas of expertise.
- The enhancing the ability to develop value added partnership. with the High commission and UK based nationals
- Assisting in reversing the impact of the brain drain encountered over recent years
- To reduce the costs of recruiting Trinidad and Tobago nationals and their descendants here in the UK.
- Providing a platform for direct advertising of opportunities to qualified/experienced professionals.
- The ability to extract suitably qualified personnel to contribute towards the newly formed Mentoring initiative.



- Future expansion of the database to include qualified members of the Caribbean Single Market Economy.

**Con**

- Identified costs of £47.000 to implement.



# FINANCIAL IMPLICATIONS

A financial analysis of the costs of implementing and managing the Trinidad and Tobago Nationals Skills database system has been undertaken and the details are outlined in Appendix A. From this it can be seen that the total costs of implementing Option Two are £47.500.

Our financial requirements are as follows:

| Stakeholder         | Amount         |
|---------------------|----------------|
| Government          | £20.000        |
| Private Sector      | £15.000        |
| UK Grants           | £ 7.500        |
| TTPNUK Fund Raising | £ 5.000        |
|                     |                |
|                     |                |
|                     |                |
|                     |                |
|                     |                |
|                     |                |
| <b>TOTAL</b>        | <b>£47.500</b> |



## PROPOSED NEXT STEPS

### Key Performance Indicators & Service Level Agreement

Upon approval of the preferred option we will need to devise suitable KPI and SLA for employer and the administrator's of the database.

### RECOMMENDATIONS

It is recommended that both the private and public sector bodies form a strategic alliance that will enable them to address the following issues related to our nationals that wants to return to Trinidad and Tobago:

#### Housing

This is the primary requirement for our nationals and their descendants; during our fact finding mission conducted in June 2006 we held discussions with Clico, HCL and officials from the public sector. It has been recommend that a percentage of new builds in the private and public sector is set aside for persons travelling to Trinidad and Tobago on an agreed voluntary, contract or consultancy basis.

#### Benefits Packages

Private medical care is a standard benefit given to most private and some public sector employees here in the UK. Although it is acknowledge that private medical is part of the benefits package for private sector employee in Trinidad and Tobago we recommend that the public sector form a strategic partnership with stakeholder such as Clico to provide value added package for their employees.

#### Prototype

It is recommended that upon the benefits realisation of the UK Nationals Skills Database it should be used as a prototype model for implementation at all the Trinidad and Tobago Embassies throughout the globe.



## DOCUMENT APPROVAL

| Name                | Title            | Approval | Date     |
|---------------------|------------------|----------|----------|
| TTPNUK Board        | Board Members    | Yes      | Nov 2006 |
| TTPNUK Exec Members | All Exec Members | Yes      | Nov 2006 |
|                     |                  |          |          |
|                     |                  |          |          |
|                     |                  |          |          |
|                     |                  |          |          |
|                     |                  |          |          |



# PROJECT APPROVAL

| Name | Title | Approval | Date |
|------|-------|----------|------|
|      |       |          |      |



## APPENDIX A:

### Costs of Implementing a UK Nationals Skills Database

|                               | Description   | Total Costs    |
|-------------------------------|---|----------------|
| <b>Database Administrator</b> | Database/ TTPNUK Administrator 20 Hrs per week  | £20,000        |
| <b>Advertising</b>            | National Advertising Campaign promoting Trinidad and Tobago and TTPNUK in one of the major broad sheet newspapers (To be conducted in conjunction with MTI) | £12,000        |
| <b>Hardware</b>               | Personal Computer   | £1,000         |
| <b>Software</b>               | Web enable development using VPN real time messaging system   | £2,500         |
| <b>Telephone</b>              | Telephone liaison with Trinidad and Tobago Stakeholders and local members   | £1,200         |
| <b>Accommodation</b>          | Rental of office space  | £7,800         |
| <b>Miscellaneous</b>          | <i>Travel, consumables and other promotional events</i>   | £3,000         |
|                               |   |                |
|                               |   |                |
|                               |   |                |
| <b>TOTAL</b>                  |   | <b>£47,000</b> |

