



ENVIRONMENTAL MANAGEMENT AUTHORITY
TERMS OF REFERENCE
INDUSTRIAL RELATIONS TRAINING FOR
HUMAN RESOURCES AND LEGAL SERVICES STAFF

SECTION ONE – INTRODUCTION

1.0 BACKGROUND

The Environmental Management Authority (EMA) is a statutory body, established by the Government of Trinidad and Tobago to address the nation’s growing environmental concerns. It was established with the enactment of the Environmental Management Act of 1995, later repealed and re-enacted as the Environmental Management Act No. 3 of 2000. Following the revision of the Laws of Trinidad and Tobago in 2006, this Act is now cited as the Environmental Management Act Chapter 35:05. The legislation is aimed at ensuring the protection, conservation and enhancement of the environment of Trinidad and Tobago. Since its establishment in 1995, the EMA has been working assiduously towards a cleaner, healthier and more sustainable environment for all of Trinidad and Tobago.

2.0 INTRODUCTION

In order to augment the efficiency and productivity of the Legal and Human Resource Departments and to ensure seamless alignment with the Authority’s Strategic Plan it is essential to implement functional training programmes that address critical issues which arise and interconnect the Departments by necessity.

3.0 OBJECTIVE

The object of the training initiative is to enhance the Authority’s human capital. More specifically investing in focused training of the Legal Department and Human Resource Department will allow the professional development of the employees within these Departments. The Authority will ultimately benefit as skilled employees are more productive and engender greater results within

their own units and cross-functionally. Moreover, training is essential to allow the organization to achieve greater consistency in process adherence, which in turn will translate into simplifying the ability to project outcomes and meet organizational goals and targets.

Specifically, training in Alternative Dispute Resolution (“ADR”) and Industrial Relations for staff of the Legal and Human Resource Departments would ensure that any disciplinary action taken by the Authority is founded on a solid legal footing.

The following objectives are expected to be accomplished through the provision of the Industrial Relations Service:

1. An overview of the Labor Laws and Industrial Relations Act Chapter 88:01;
2. A general overview and understanding of the disciplinary areas that directly inform employment relations;
3. Knowledge of the laws of Natural Justice;
4. Discipline and grievance process;
5. Process in commencing an investigation;
6. Use of language in addressing industrial relations matters;
7. Roles of the Registration & Recognition Control Board (RRCB);
8. Administration of a Certified Collective Agreement;
9. Classification of offenses and process to be adopted;
10. Managing relationships with RMU.

4.0 LEARNINGS /OUTPUTS DERIVED FROM TRAINING

- Developing or fine tuning appropriate methods to deal with internal disciplinary matters;
- Through ADR and/or mediation, enhance the ability to de-escalate inter/intra departmental conflict using skills acquired in training;
- To enhance and facilitate the professional development of the Legal/Human Resources Units which promotes productivity and reduces attrition rates;

- To develop and ensure appropriate standards of excellence in the practice of Human Resource Management within the organization;
- Cross Training which will allow both Departments to understand the necessity of implementing and adhering to policies which are in accordance with domestic, international Industrial Relations standards and Labour Laws; and
- Learning the procedure to legitimately vary and/or amend Human Resource Policy documents utilizing a multi-lateral and consultative approach.

SECTION TWO – PROJECT DELIVERY DETAILS

1.0 SCOPE OF WORK

To achieve the project objectives, a selective consultant will be hired to administer training to the Human Resources and Legal Services teams on the following:

SECTION A

1. A step by step approach to dealing with internal disciplinary matters up to the dismissal stage;
2. Design templates for letters of investigations;
3. Training on the proper conduct of investigations and the preparation of investigative reports;
4. Review of the Authority's disciplinary policies and recommendations for improvements;
5. Understanding the preparation of disciplinary letters;
6. To effectively address the day to day employee relations matters;
7. Representations at workplace disciplinary hearings;
8. Legal framework governing collective agreement;
9. Synthesize the relationship between HR and Legal to address IR matters.

2.0 QUALIFICATIONS

The requisite qualification of the selected trainer(s) will depend largely on the programmes ultimately embarked upon. Notwithstanding this, the general expectations is that the trainer(s) will be a certified expert(s) in Human Resource Competencies, Industrial Relations and ADR/Mediation who hold sufficient experience in these disciplines.

3.0 GENERAL INFORMATION

Proposals must be submitted by Wednesday January 31st, 2018, addressed to:

**Mark Aggerholm
General Manager Administration and Support Services
Environmental Management Authority
8 Elizabeth Street
St. Clair
PORT OF SPAIN
TRINIDAD & TOBAGO**

Further information and queries on the Terms of Reference can be sought from:

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