



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Wednesday
Place: North/South Trinidad
Time: 7:30am to 4:30pm
Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|-------------------|---|
| 7:30am – 7:55am | <i>Registration/Breakfast</i> |
| 7:55am – 8:00am | <i>Safety Briefing</i> |
| 8:00am – 8:10am | <i>Welcome Remarks and Workshop Overview</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:10am – 10:00am | <i>Highlights of the Regulations (including the Act)</i> Lindy-Ann Mitchell, Legal Advisor |
| 10:00am – 11:30am | <i>Overview of Handbooks and Guidelines</i> Pastora Brown, Team Lead – Procurement Policy Development and Ian Samaroo, Policy Officer |
| 11:30am – 12:30pm | LUNCH |
| 12:30pm – 3:10pm | <i>Procurement Planning and Procurement Cycle</i> Pastora Brown, Team Lead – Procurement Policy Development |
| 3:10pm – 4:10pm | <i>Risk Management</i> Sharda Nanan, Team Lead – Audit & Investigation and Samantha Marchan, Procurement & Policy Officer |
| 4:10pm – 4:30pm | <i>Session Recap and Closing Remarks</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Thursday
Place: North/South Trinidad
Time: 7:30am to 4:30pm
Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|---------------------|--|
| 7:30am – 8:00am | <i>Registration/Breakfast</i> |
| 8:00am – 8:15am | <i>Recap and Overview of Day 1</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:15am – 10:15am | <i>Pre-Qualification and Pre-Selection</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development and Melissa Ramkumarsingh, Procurement & Policy Officer |
| 10:15am – 12:00noon | <i>The Bid Evaluation Process</i> Renato Ramlochan, Policy Officer and Pastora Brown, Team Lead – Procurement Policy Development |
| 12:00noon – 1:00pm | LUNCH |
| 1:00pm – 2:00pm | <i>Standstill Period</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 2:00pm – 4:15pm | <i>The Bid Evaluation Process Test Case</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development, all other Team Leads and Chairman/ Procurement Regulator |
| 4:15pm – 4:30pm | <i>Session Recap and Closing Remarks</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Friday (AM Session)
Place: North/South Trinidad
Time: 7:30am to 12:00noon
Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|---------------------|--|
| 7:30am – 8:00am | <i>Registration/Breakfast</i> |
| 8:00am – 8:15am | <i>Recap and Overview of Day 2</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:15am – 9:15am | <i>Contract Management</i> Ian Samaroo, Policy Officer and Pastora Brown, Team Lead – Procurement Policy Development |
| 9:15am – 10:15am | <i>Handbook – Retention and Disposal of Public Property</i> Joy Joseph-Lara, Team Lead – Property Disposal |
| 10:15am – 11:40am | <i>General Guidelines – Retention and Disposal of Public Property</i> Joy Joseph-Lara, Team Lead – Property Disposal and Laura Heeralal, Disposal Assistant |
| 11:40am – 11:55am | <i>Workshop Recap and Closeout</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 11:55am – 12:00noon | <i>Vote of Thanks</i> Tamara Roy, Corporate Communications Manager |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Friday (PM session for Chairmen, Accounting Officers or Equivalent)

Place: North/South Trinidad

Time: 12:45pm to 5:00pm

Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|------------------|---|
| 12:45pm – 1:15pm | <i>Registration</i> |
| 1:15pm – 1:20pm | <i>Safety Briefing</i> |
| 1:20pm – 1:30pm | <i>Welcome Remarks</i> Moonilal Lalchan, Chairman/ Procurement Regulator |
| 1:30pm – 3:00pm | <i>Role and Responsibility of CEOs, Chairpersons & Accounting Officers and the Procurement & Disposal Advisory Committee (PDAC)</i> Moonilal Lalchan, Chairman/ Procurement Regulator |
| 3:00pm – 3:30pm | <i>Workshop Summary and Highlights</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 3:30pm – 4:00pm | <i>Workshop Summary and Highlights</i> Pastora Brown, Team Lead – Procurement Policy Development |
| 4:00pm – 4:30pm | <i>Workshop Summary and Highlights</i> Joy Joseph-Lara, Team Lead – Property Disposal |
| 4:30pm – 5:00pm | <i>Vote of Thanks/Closing Remarks</i> Chairman/ Procurement Regulator or Board Member |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Wednesday 2nd October 2019

Place: Tobago

Time: 8:00am to 5:00pm

Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|---------------------|---|
| 8:00am – 8:25am | <i>Registration/Breakfast</i> |
| 8:25am – 8:30am | <i>Safety Briefing</i> |
| 8:30am – 8:40am | <i>Welcome Remarks and Workshop Overview</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:40am – 10:30am | <i>Highlights of the Regulations (including the Act)</i> Lindy-Ann Mitchell, Legal Advisor |
| 10:30am – 12:00noon | <i>Overview of Handbooks and Guidelines</i> Pastora Brown, Team Lead – Procurement Policy Development and Ian Samaroo, Policy Officer |
| 12:00noon – 1:00pm | LUNCH |
| 1:00pm – 3:40pm | <i>Procurement Planning and Procurement Cycle</i> Pastora Brown, Team Lead – Procurement Policy Development |
| 3:40pm – 4:40pm | <i>Risk Management</i> Sharda Nanan, Team Lead – Audit & Investigation and Samantha Marchan, Procurement & Policy Officer |
| 4:40pm – 5:00pm | <i>Session Recap and Closing Remarks</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Thursday 3rd October 2019
Place: Tobago
Time: 8:00am to 5:00pm
Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|-------------------|---|
| 8:00am – 8:30am | <i>Registration/Breakfast</i> |
| 8:30am – 8:45am | <i>Recap and Overview of Day 1</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:45am – 10:45am | <i>Pre-Qualification and Pre-Selection</i> Melissa Ramkumarsingh, Procurement & Policy Officer and Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 10:45am – 12:30pm | <i>The Bid Evaluation Process</i> Renato Ramlochan, Policy Officer and Pastora Brown, Team Lead – Procurement Policy Development |
| 12:30pm – 1:30pm | LUNCH |
| 1:30pm – 2:30pm | <i>Standstill Period</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 2:30pm – 4:45pm | <i>The Bid Evaluation Process Test Case</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development, all other Team Leads and Moonilal Lalchan, Chairman/ Procurement Regulator |
| 4:45pm – 5:00pm | <i>Session Recap and Closing Remarks</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |



CAPACITY BUILDING WORKSHOP, 2019 (TOBAGO)

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Friday 4th October 2019 (AM Session)

Place: Tobago

Time: 8:00am to 12:30pm

Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|-------------------|---|
| 8:00am – 8:30am | <i>Registration/Breakfast</i> |
| 8:30am – 8:45am | <i>Recap and Overview of Day 2</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 8:45am – 9:45am | <i>Contract Management</i> Ian Samaroo, Policy Officer and Pastora Brown, Team Lead – Procurement Policy Development |
| 9:45am – 10:45am | <i>Handbook – Retention and Disposal of Public Property</i> Joy Joseph-Lara, Team Lead – Property Disposal |
| 10:45am – 12:10pm | <i>General Guidelines – Retention and Disposal of Public Property</i> Joy Joseph-Lara, Team Lead – Property Disposal and Laura Heeralal, Disposal Assistant |
| 12:10pm – 12:25pm | <i>Workshop Recap and Closeout</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 12:25pm – 12:30pm | <i>Vote of Thanks</i> Tamara Roy, Corporate Communications Manager |



CAPACITY BUILDING WORKSHOP, 2019

“Procurement, Retention and Disposal of Public Property”

A G E N D A

Date: Friday 4th October 2019 (PM session for Chairmen, Accounting Officers or Equivalent)

Place: Tobago

Time: 1:15pm to 5:30pm

Moderator: Ms. Tamara Roy, Corporate Communications Manager, OPR

| | |
|-----------------|---|
| 1:15pm – 1:45pm | <i>Registration</i> |
| 1:45pm – 1:50pm | <i>Safety Briefing</i> |
| 1:50pm – 2:00pm | <i>Welcome Remarks</i> Moonilal Lalchan, Chairman/ Procurement Regulator |
| 2:00pm – 3:30pm | <i>Role and Responsibility of CEOs, Chairpersons & Accounting Officers and the Procurement & Disposal Advisory Committee (PDAC)</i> Moonilal Lalchan, Chairman/ Procurement Regulator |
| 3:30pm – 4:00pm | <i>Workshop Summary and Highlights</i> Maurissa De La Rosa, Team Lead – Procurement Capacity Development |
| 4:00pm – 4:30pm | <i>Workshop Summary and Highlights</i> Pastora Brown, Team Lead – Procurement Policy Development |
| 4:30pm – 5:00pm | <i>Workshop Summary and Highlights</i> Joy Joseph-Lara, Team Lead – Property Disposal |
| 5:00pm – 5:30pm | <i>Vote of Thanks/Closing Remarks</i> Chairman/ Procurement Regulator or Board Member |