



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

PA: 15/6/3

CIRCULAR MEMORANDUM

From: Deputy Permanent Secretary
Ministry of Public Administration

To: Permanent Secretaries; Heads of Departments; Chief Administrator;
Tobago House of Assembly; Heads of Statutory Authorities subject to the
Statutory Authorities Act Chapter 24:01

Dated: June 2, 2023

Subject: **EVENT UPDATES AND GUIDELINES FOR UNITED NATIONS PUBLIC
SERVICE WEEK 2023**

Further to my Circular Memorandum dated May 12th, 2023 on the Observance of United Nations Public Service Day 2023, please be advised that Ministerial representatives have been in attendance and actively contributing to the planning process at the weekly Public Service Committee meetings.

Following ongoing discussions, please see below the revised schedule of events to be shared with your staff:

1. Wednesday 21st June, 2023 - Public Service Day Expo & Career Fair (MDA booths), 9.00am – 5.00pm, Port of Spain Ballroom, The Trinidad Hyatt Regency Hotel, Port of Spain, Trinidad.

Ministries/Departments will showcase their offerings/projects/programmes and career opportunities at booths.

Target: the general public; special invitations will be sent to schools/universities

2. Thursday 22nd June, 2023 – Interactive Sensitisation Session for selected public officers, 10.00am – 11.30am, Venue TBD

Target: 25 public officers (further details to be communicated)

3. Friday 23rd June, 2023 – FEATURE EVENT – Symposium and Awards Ceremony, 9.30am – 11.30am, Trinidad Hyatt Regency Hotel, Port-of-Spain

Theme: PIVOT: From Paper to Pixels: Modernising the Trinidad and Tobago Public Service



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This Symposium will include a panel discussion highlighting the digitalization of public services. The Awards Ceremony aims to recognize 20-25 peer-selected public officers, using criteria that will be shared with Ministries.

Breakfast will be served at this event.

Target: 200 attendees in-person and a digital audience.

4. Saturday 17th June, 2023 - Inter-Ministerial Staff Iron Chef Curry Duck Cook-Out,
(This event is postponed due to the Committee's inability to secure a venue for the 17 and or 24 June, 2023).

In addition to the above, the following guidelines for the events are attached as **Appendices**.

- Appendix I - Guidelines for the Expo
- Appendix II - Guidelines for the Award Nomination
- Appendix III - Nomination form
- Appendix IV - Guidelines for nominators

Points to Note:

- ALL events will be streamed via live feed or capsule reports on various media platforms
- Social Media campaigns will be developed featuring stories from public officers highlighting their career experiences, as well as members of the public highlighting their positive service experience stories.

Please send the required information to publicserviceday2023@gov.tt or call the Corporate Communications Department at 623-4724 if you have any questions or comments.

Thanking you in advance for your enthusiastic cooperation in making Public Service Week 2023 a great success!



/s/ Deputy Permanent Secretary



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