



# Annual Report 2022

## Institutional Repositioning for Greater Impact



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# Appendices

**Appendix A**

Meetings of the Commission in 2022

**Appendix B**

Attendance of Members at Commission Meetings in 2022

**Appendix C**

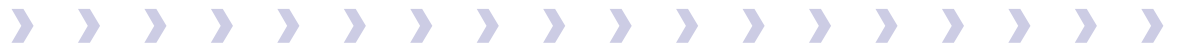
Meetings of Committees of the Commission in 2022

**Appendix D**

Members of the Committees of the Commission in 2022

**Appendix E**

Audited Financial Statements of the Commission for the year ended December 31, 2022







## **The Chairman and Members of the Regional Judicial and Legal Services Commission**

*Front Row Sitting (L-R):*

*Mrs. Jacqueline Samuels Brown KC, Hon. Mme. Justice Hilary Phillips JA CD KC,  
Mrs. Susan Branker Greene MSc (Deputy Chairperson), Ms. E. Ann Henry KC,  
Mrs. Tana'ania Small Davis KC*

*Back Row Standing (L-R):*

*Mr. Brian Glasgow FCCA MSc, Mr. Thaddeus M. Antoine Esq,  
Hon. Mr. Justice Adrian Saunders (Chairman), Hon. Mr. Justice Bryan Sykes OJ CD,  
Mr. Alvin Fitzpatrick, SC, Mr. Michael Somersall DSM CCH*





# Definition of Terms

In this Report the following terms which are frequently used have the meanings assigned to them below:



**“the Agreement”**  
means the Agreement  
Establishing the  
Caribbean Court of Justice



**“CARICOM”** means the  
Caribbean Community  
and Common Market



**“OECS”** means the Organisation  
of Eastern Caribbean States



**“the Commission”**  
or **“the RJLSC”**  
means the Regional  
Judicial and Legal  
Services Commission



**“CCAT”** means the Caribbean  
Community Administrative Tribunal  
established by Statute approved  
by the Conference of Heads of  
Government of the CARICOM  
Community on February 27, 2019



**“the Treaty”** means the  
Revised Treaty of Chaguaramas



**“the Trust Fund”** means the  
Caribbean Court of Justice Trust  
Fund established by the Revised  
Agreement dated January 12, 2004



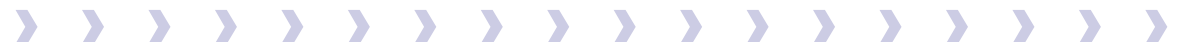
**“the Court”** or **“the CCJ”**  
means  
the Caribbean Court of Justice



**“Statute”** means the Statute  
of the Caribbean Community  
Administrative Tribunal



**“the Trustees”** means the  
Board of Trustees of the Trust Fund



## Vision

To be a modern and effective administrative system exemplifying the best practices in support of the Caribbean Court of Justice discharging a fair and efficient system of justice.

## Mission

### The RJLSC will:

- appoint as judges of the Caribbean Court of Justice persons of high moral character, intellectual and analytical ability, sound judgment, integrity and understanding of people and society;
- ensure that the financial and human resources management of the Court and Commission is efficient, equitable and progressive; and
- cultivate an environment conducive to the development of professionalism, excellent work ethics, managerial competence and job satisfaction.





## Introduction

Article V.10 of the Agreement requires the Commission to submit annually to the Heads of Government “an Annual Report of its work and operations during the previous year”.

The Commission continued to be served by ten (10) Commissioners and its Chairman during the period under review. These Commissioners worked tirelessly in their personal capacities and continued support of the Court towards the achievement of its strategic goals.

Since the 2009 Annual Report, the Commission has featured a series on the Contracting Parties to the Agreement. For this year’s Report, the Commission highlights the Island of Montserrat.

The RJLSC’s achievements for 2023 were myriad and geared towards continued improvement of the Court’s and Commission’s governance structure, together with its overall operational landscape. Therefore, the Commission focused heavily on policy development and developed policies that touch and concerned, inter alia, Recruitment and Selection, Delegation, Accounting Policies and Procedures and Conflict-of-Interest. These policies were developed while the Commission simultaneously focused on continued implementation of the

recommendations of the Caribbean Centre for Development Administration (CARICAD) with respect to the Court’s organisational structure.

In addition, the Commission during 2022 continued its relationship with the Caribbean Community Administrative Tribunal and the Judicial Reform and Institutional Strengthening project.

Overall, the Commission positioned itself and the Court towards strategic agility for 2022 and beyond and the efforts of the Commissioners and staff are to be applauded.





## Functions of the Commission

**The main functions of the Commission are set out in Article V.3(1) of the Agreement. This Article provides that:**

The Commission shall have responsibility for:

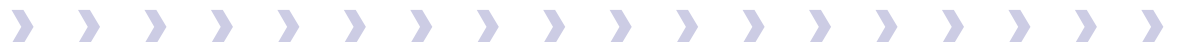
- a. making appointments to the office of Judge of the Court, other than that of President;
- b. making appointments of those officials and employees referred to in Article XXVII and for determining the salaries and allowances to be paid to such officials and employees;
- c. the determination of the terms and conditions of service of officials and employees; and
- d. the termination of appointments in accordance with the provisions of the Agreement.

**The Agreement also sets out other functions of the Commission. These functions include:**

- the exercise of disciplinary control over Judges of the Court, other than the President, and over officials and employees of the Court; Article V.3(2).
- the making of recommendations to the Heads as to the person to be appointed President and for the removal of the President from office; Article IV.6.
- the determination of the terms and conditions and other benefits of the President and other Judges of the Court with the approval of the Heads of Government; Article XXVIII as amended.
- the making of Regulations –
  - ▶ to govern the appointment, discipline, termination of appointment and other terms and conditions of service and employment for Judges, other than the President, and officials and employees of the Court,
  - ▶ to prescribe the procedure governing the conduct of such proceedings, and
  - ▶ generally, to give effect to the Agreement; Article XXXI.

**Under Article 172 of the Revised Treaty of Chaguaramas, the Commission has the responsibility for appointing the members of the CARICOM Competition Commission.**

**And by Article V of the Statute of the Caribbean Community Administrative Tribunal, the Commission also has responsibility for selecting the members of the Tribunal.**



# Composition of the Commission

The composition of the Commission as set out in Article V.1 of the Agreement is as follows:

- A** The President who shall be the Chairman of the Commission;
- B** Two persons nominated jointly by the Organisation of the Commonwealth Caribbean Bar Association (OCCBA) and the Organisation of Eastern Caribbean States (OECS) Bar Association;
- C** One Chairman of the Judicial Services Commission of a Contracting Party selected in rotation in the English alphabetical order for a period of three years;
- D** The Chairman of a Public Service Commission of a Contracting Party selected in rotation in the reverse English alphabetical order for a period of three years;
- E** Two persons from civil society nominated jointly by the Secretary-General of the Community and the Director General of the OECS for a period of three years following consultations with regional non-governmental organisations;
- F** Two distinguished jurists nominated jointly by the Dean of the Faculty of Law of the University of the West Indies, the Deans of the Faculties of Law of any of the Contracting Parties and the Chairman of the Council of Legal Education; and
- G** Two persons nominated jointly by the Bar or Law Associations of the Contracting Parties.



## Composition of the Commission (continued)

During the year 2022, there were four changes in the composition of the Commission, and one reappointment.

On October 28, 2022, the term of office of Commissioner Hon. Mr. Justice Dennis Morrison OJ CD KC ended as a Commissioner of the RJLSC. Commissioner Morrison served the Commission for six years prior to the expiration of his term. Pursuant to Article V.1(f) of the Agreement, Commissioner Morrison was succeeded on the Commission by Hon. Mme. Justice Hilary Phillips from Jamaica who was appointed to serve as a Member of the Commission for a period of three years effective October 29, 2022.

On November 16, 2022, the term of office of Commissioner Delano Bart KC ended as a Commissioner of the RJLSC. Commissioner Bart served the Commission for six years prior to the expiration of his term. Pursuant to Article V.1(b) of the Agreement, Commissioner Bart was succeeded on the Commission by Mr. Alvin Fitzpatrick SC from Trinidad and Tobago who was appointed to serve as a Member of the Commission for a period of three years effective November 17, 2022.

On November 18, 2022, the terms of office of Commissioners Hon. Byron St. Michael Hylton OJ KC and Elton Prescott SC also ended as Commissioners of the RJLSC. Commissioners Hylton and Prescott both served the Commission for six years prior to the expiration of their terms. They were both appointed pursuant to Article V.1(g) of the Agreement. Commissioner Hylton was replaced on the Commission by Mrs. Tana'ania Small Davis KC of Jamaica and Commissioner Prescott was replaced on the Commission by Mr. Thaddeus M. Antoine, Esq of St. Lucia. Both Commissioners Small Davis and Antoine were appointed to serve as Members of the Commission for a period of three years effective November 19, 2022.

In the course of 2022, the term of office of Commissioner E. Ann Henry KC expired on September 18, 2022, however, she was reappointed for a further term of three years pursuant to Article V.1(b) of the Agreement.

The individuals who served as members of the RJLSC in 2022, including the effective dates of their appointment and the basis for their appointment, are shown in Table 1 below.

**Table 1**

Date of Appointment	Name of Commissioner	Basis of Appointment	Relevant paragraph of Article V.1
July 4, 2018	Hon. Mr. Justice Adrian Saunders	President of the Court	(a)
September 19, 2019 [re-appointed September 19, 2022]	Ms. E. Ann Henry KC	Nominated by OCCBA and OECS Bar Associations	(b)
November 17, 2016 [re-appointed November 17, 2019]	Mr. Delano Bart KC		
November 17, 2022	Mr. Alvin Fitzpatrick SC		





**Composition of the Commission (continued)**

**Table 1 (continued)**



Date of Appointment	Name of Commissioner	Basis of Appointment	Relevant paragraph of Article V.1
September 11, 2021	Hon. Mr. Justice Bryan Sykes OJ CD	Chairman, Judicial Services Commission, Jamaica	(c)
January 9, 2020	Mr. Michael Somersall DSM	Chairman, Public Service Commission, Guyana	(d)
December 12, 2018 [re-appointed December 12, 2021]	Mrs. Susan Branker Greene MSc	Secretary-General of the Caribbean Community and the Director General of the Organization of Eastern Caribbean States	(e)
November 6, 2021	Mr. Brian Glasgow FCCA MSc		
October 29, 2016 [re-appointed October 29, 2019]	Hon. Mr. Justice Dennis Morrison OJ CD KC	Nominated jointly by the Dean of the Faculty of Law of the University of the West Indies, Deans of the Faculties of Law of the Contracting Parties and Chairman of the Council of Legal Education	(f)
October 29, 2022	Hon. Mme. Justice Hilary Phillips, JA CD KC		
February 12, 2020	Mrs. Jacqueline Samuels-Brown KC		
November 19, 2016 [re-appointed November 19, 2019]	Mr. Elton Prescott SC	Nominated by the Bar or Law Associations of the Contracting Parties	(g)
November 19, 2022	Mrs. Tana'ania Small Davis KC		
November 19, 2016 [re-appointed November 19, 2019]	Hon. Byron St. Michael Hylton OJ KC		
November 19, 2022	Mr. Thaddeus M. Antoine, Esq		



## Composition of the Commission (continued)

The membership of the Commission as reconstituted in 2022, the date of expiration of the term of office of each member and his/her nationality are shown in Table 2 below.

**Table 2**

<b>Name of Commissioner</b> 	<b>Nationality</b> 	<b>Date of Expiration of Term of Office</b> 
Hon. Mr. Justice Adrian Saunders	St. Vincent and the Grenadines	July 3, 2025
Ms. E. Ann Henry KC	Antigua and Barbuda	September 18, 2025
Mr. Alvin Fitzpatrick SC	Trinidad & Tobago	Nov 16, 2025
Hon. Mr. Justice Bryan Sykes OJ CD	Jamaica	September 10, 2024
Mr. Michael Somersall DSM	Guyana	January 8, 2023
Mrs. Susan Branker Greene MSc	Barbados	December 11, 2024
Mr. Brian Glasgow FCCA MSc	St. Vincent and the Grenadines	November 5, 2024
Hon. Mme. Justice Hilary Phillips, JA CD KC	Jamaica	October 28, 2025
Mrs. Jacqueline Samuels-Brown KC	Jamaica	February 11, 2023
Mrs. Tana'ania Small Davis KC	Jamaica	November 18, 2025
Mr. Thaddeus M. Antoine, Esq	St. Lucia	November 18, 2025

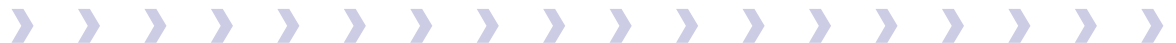


## About the Members of the Commission Appointed in 2022



**Hon. Mme. Justice Hilary Phillips, JA CD KC (Retired)** was admitted to practice in August 1974 and elevated to King’s Counsel in April 1998. She practiced as Counsel from 1974, last serving as the senior litigation partner at the firm of Grant, Stewart, Phillips and Co. On August 3, 2009, she was appointed as a Judge of the Court of Appeal of Jamaica. She retired from this position in May 2021. Mme. Justice Phillips currently serves as the Chairperson of the Judicial Service Commission of the TCI and the Policy Advisory Commission at the Jamaica National Group Limited. She has been an Associate Tutor at the Norman Manley Law School since January 1994, during which time she has taught on Civil Procedure and Practice I, Advocacy, and now Civil Procedure and Practice II.

**Mr. Alvin Fitzpatrick SC** was called to the Bar of England and Wales in 1977 and to the Bar of Trinidad and Tobago in 1978. He took silk in 1998. Mr Fitzpatrick has practiced extensively and has specialised in Commercial, Construction Law and Libel. For two decades he served the profession, first as a member of the Bar Council and following fusion, as a Senior Ordinary member of the Law Association. In 2010 he was elected Vice President of the Law Association and during his tenure he represented Trinidad and Tobago on the Council of Legal Education. He was appointed by the Chief Justice as a member of the Disciplinary Committee as well as the Rules Committee for several years.





## About the Members of the Commission Appointed in 2022 (continued)



**Mr. Thaddeus Marc Antoine, Esq.** was called to the Bar of England and Wales in 2000 with the Honourable Society of Lincoln's Inn and later that year to the Bar of the Eastern Caribbean Supreme Court - Saint Lucia. Mr. Antoine is the Managing Partner at TM Antoine Partners, a General and Specialist boutique law practice which focuses on Civil, Corporate and Commercial Law. He holds a Master of Laws (LLM) in Corporate and Commercial Law. He served, at appointment of the Honourable Chief Justice of the Eastern Caribbean Supreme Court, as a member of the Bar Disciplinary Committee. He is the immediate past President of the OECS Bar Association, where he also served as the 1st and 2nd Vice President and Treasurer. Mr. Antoine is a former Senator of the Parliament of Saint Lucia, and the current Chairman of the Saint Lucia Tourism Authority and serves on several private and public Board of Directors. He is also the President of the International Financial Services Association of Saint Lucia (IFSA) and the Deputy Chairman of STEP Saint Lucia.



**Ms. Tana'ania Small Davis KC** is a graduate of the University of the West Indies and the Norman Manley Law School. Ms. Small Davis qualified in 1992 and was admitted to practice in Jamaica, British Virgin Islands, St. Kitts and Nevis, Antigua and Anguilla. She was also appointed as one of Her Majesty's Counsel in 2021.

Ms. Small Davis is a Fellow of the Chartered Institute of Arbitration and a member of the Bar Associations of Jamaica, Antigua and Anguilla and the Commonwealth Lawyers Association.

She is also a member of the Council of the Jamaican Bar Association and chairs a Panel of the Disciplinary Committee of the General Legal Council. Additionally, she is a partner at Livingston, Alexander & Levy, Attorneys-at Law in Kingston Jamaica.



# Message from the Chairman

## Introduction

Commendations are due to the Commissioners and the staff of the Secretariat for the hard work done and huge strides made over a year that saw significant changes to the organisational structure and complement of both the Court and the RJLSC.

During this period, the tenure of four Commissioners, each of whom had served faithfully for two full terms, came to an end. We must therefore express sincerest gratitude to former Commissioners Mr. Delano Bart KC, Mr. Elton Prescott SC, Hon. Byron St Michael Hylton OJ KC and Hon. Mr Justice Dennis Morrison OJ CD KC for their tremendous contribution over the years.

Towards the end of the third quarter of the year, Mrs. Jacqueline Graham, who was the Commission's Secretary since 2014, demitted office to take up an appointment as a Judge of the High Court of the Eastern Caribbean Supreme Court. Justice Graham provided exceptional service to the RJLSC over those eight years, and we all wish her every success in her judicial career. After her departure, Mrs. Gizel Thomas-Roberts, appointed to act as CCJ Registrar and Chief Marshal, took on the role of RJLSC Secretary. She was ably supported by the Commission's Executive Officer, Mrs. Sherry-Ann Ramhit, and the other members of the Secretariat.

## 2022 Work Programme of the Commission

The RJLSC kept to a busy schedule in 2022 with Commissioners convening on 39 occasions in plenary and committee sessions. The duration of the meetings held extended over a total of 108.75 hours. With travel and other Covid-19 restrictions significantly relaxed, the Commission resumed in-person meetings. Even so, owing to the demonstrated efficiency and convenience of convening remotely, we utilized both virtual and hybrid modalities for several engagements.

## Re-Design of the Administrative Structure of the CCJ

A significant portion of the Commission's efforts focused on completing the implementation of the adopted recommendations presented by the Caribbean Centre for Development Administration (CARICAD) for the redesign of the Court's organisational structure. To enhance administrative efficiencies, the Court's operations were bifurcated along two core business functions - Registry and Communications, on the one hand, and Corporate Administration on the other. These newly created Divisions are led by the Registrar and Chief Marshal and the Senior Manager, Corporate Administration (SMCA), respectively. As well, the Court-



*Hon. Mr. Justice Adrian Saunders*  
Chairman of the RJLSC

## Message from the Chairman (continued)

related and day to day human resources (HR) function was separated from the Commission-oriented and strategic organisational development HR functions.

The implementation process required the Commission, among other things, to re-organise the staffing of some Court Departments and Units; settle Terms and Conditions for the newly created posts of the SMCA and Chief Human Resources Officer; revise Job Descriptions for most staff of the Court; and reclassify and redesignate a number of positions within the Court. To address the implications on the existing governance and regulatory framework, the Commission also reviewed and approved new (and revised some old) court policies and procedures.

Having been satisfied with the work of CARICAD, the Commission re-engaged that body to interrogate and make recommendations on a number of staff-related matters. It is hoped that this initiative will be completed in short order.

## Supporting the Caribbean Community Administrative Tribunal (CCAT) and the Outreach Activities of the CCJ

In keeping with the mandate given under the Statute Establishing CCAT for the appointment of a Registrar for the Tribunal, the RJLSC re-appointed Mr. Noel Innis to the post.

The RJLSC also continued its support for the Judicial Reform and Institutional Strengthening (JURIST) Project, which is being executed by the CCJ on behalf of the Government of Canada and the Heads of Judiciaries of the Caribbean Community (CARICOM). In this regard, the contract period for JURIST staff was extended to cater for the effective winding down of operations given that the Project will come to an end in the upcoming year.

A grant was made to the CCJ under the 11th European Development Fund for the improvement of justice delivery within the region. The Commission was charged with establishing a Management Unit for this project. This resulted in the recruitment of a Project Coordinator to head the Unit.

## Logo Competition

The Commission agreed that it was necessary to revise its logo. A logo design competition was accordingly held with entries from staff of institutions of the CARICOM. There were nine entries from among which a new logo was eventually chosen and approved.

## Other Critical Governance Activities

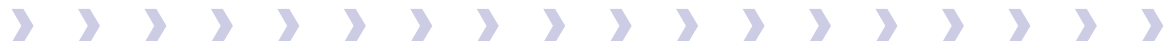
In an effort to secure greater transparency and to ensure that its decisions are communicated in a timely manner, the Commission approved a standardized methodology for providing relevant updates to staff of the Court and RJLSC Secretariat upon the conclusion of Commission meetings.

During the course of the year, and with the assistance of its strategic planning expert, Mr Sean Victor, the Commission embarked upon deliberate steps aimed at strengthening its strategic governance framework. In this regard, the Commission obtained tremendous guidance from the International Framework for Court Excellence.

## Looking Ahead

The work done in 2022 has significantly changed the operational landscape of both the Court and the RJLSC and laid a firm basis for rendering both institutions more agile, resilient and responsive to the needs of judges, staff, court users and other stakeholders. It is already evident that these changes are serving both institutions in good stead. We look forward to continuing this work for the benefit of the administration of justice in the Region.

Honourable Mr Justice Adrian Saunders  
Chairman





## Activities of the Commission

The RJLSC convened six (6) meetings in 2022. Four of its meetings were held virtually and two were held in-person.

In addition to the six meetings, the Committees of the Commission met on thirty-nine occasions. The Committee meetings were held virtually on Microsoft Teams on the day(s) preceding/following a Commission meeting. The dates on which meetings of the Commission were held are listed at **Appendix A**, and the Members who attended each meeting of the Commission are listed at **Appendix B**. The dates on which meetings of the Committees were held are listed at **Appendix C**, and the Members of Committees of the Commission are listed at **Appendix D**.

During the period under review, the following matters were raised and ventilated at the respective meetings:

- |                                                                                                                                                                                          |                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Settled Terms and Conditions for several positions for the Court.</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Amended the Confidentiality Agreement for Commissioners.</li> </ul>                                                                     |
| <ul style="list-style-type: none"> <li>Implemented the new organizational structure for the CCJ as recommended by CARICAD.</li> </ul>                                                    | <ul style="list-style-type: none"> <li>Revised the structure of the Court's IS Department to better serve the Court's current and future technological needs.</li> </ul>       |
| <ul style="list-style-type: none"> <li>Launched a competition for a logo design for the exclusive use of the Commission.</li> </ul>                                                      | <ul style="list-style-type: none"> <li>Approved a Succession Plan Framework for the development of a Succession Policy for the Court and the Commission.</li> </ul>            |
| <ul style="list-style-type: none"> <li>Approved a Protocol for the communication of decisions to staff.</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>Approved the implementation of a Meeting Management Software with Board Effect to enhance efficiency of Commission meetings.</li> </ul> |
| <ul style="list-style-type: none"> <li>Re-appointed a Registrar of the Caribbean Community Administrative Tribunal.</li> </ul>                                                           | <ul style="list-style-type: none"> <li>Reviewed and approved amendments to the Staff Regulations for the employees of the Court and the Commission.</li> </ul>                 |
| <ul style="list-style-type: none"> <li>Reviewed and approved a revised Accounting Policies and Procedures Manual (V2) for the Court and the Commission.</li> </ul>                       | <ul style="list-style-type: none"> <li>Established a Project Management Unit (PMU) for the management of the 11th EDF Support to the CCJ project.</li> </ul>                   |
| <ul style="list-style-type: none"> <li>Reviewed and approved a process to be adopted in the event of the death of a Pension Plan Member, Deferred Pensioner and/or Pensioner.</li> </ul> | <ul style="list-style-type: none"> <li>Commenced recruitment for a Registrar and Chief Marshal for the CCJ.</li> </ul>                                                         |
| <ul style="list-style-type: none"> <li>Reviewed and approved a Conflict-of-Interest Policy, Assignment of Tasks Protocol and a Delegation Policy for the Commission.</li> </ul>          | <ul style="list-style-type: none"> <li>Approved a course of action for the engagement of CARICAD in relation to staff-related issues.</li> </ul>                               |
| <ul style="list-style-type: none"> <li>Revised and amended the Recruitment and Selection Policy.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>Approved amendments to the Education Grant Guidelines for Judges and Senior Officers of the Court.</li> </ul>                           |



**Activities of the Commission (continued)**

In 2022, the Commission also deliberated on the following staffing activities for the Court:

**Permanent Employment/Appointment - CCJ**

Ms. Alana Tasher	Communication and Information Officer	February 15, 2022
Mr. Anil Ramsahai	Case Management Officer	April 1, 2022
Ms. Andrea Sohun-Cooper	Administrative Coordinator (Judicial)	April 15, 2022
Mr. Ayinde Burgess	Information Systems Manager	May 1, 2022
Mr. Mitra Sinanan	Chief Solutions Architect (Systems Administration)	September 30, 2022
Mr. Aaron Alexander	Court Support Officer	October 25, 2022

**Contract Employment**

Ms. Hilary Wyke	Judicial Counsel	February 1, 2022
Mr. Shivanand Ramnanan	Senior Manager, Corporate Administration	March 1, 2022
Ms. Lynn Williams	Graphic Design Artist	April 1, 2022
Ms. Chelsea Dookie	Judicial Counsel	May 16, 2022
Mr. John Coombs	Judicial Counsel	July 1, 2022
Mr. Leon Richardson	Chief Human Resources Officer	July 7, 2022
Col. (Ret) Darnley Wyke	Chief Security & Logistics Officer	July 25, 2022

**Temporary Reassignment**

Ms. Veronica Brooks	Customer Service Officer	May 1, 2022
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**End of Contract**

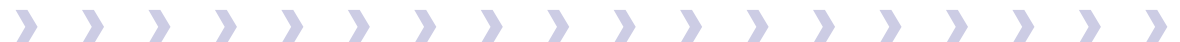
Mr. Kurt Da Silva	Judicial Counsel	March 31, 2022
Mr. Antonio Emmanuel	Judicial Counsel	May 31, 2022

**Resignations - CCJ**

Mrs. Choyce Walcott-Mathurin	Case Management Officer	February 1, 2022
Ms. Susan Medina	Administrative Officer (Judicial)	August 15, 2022
Mrs. Jacqueline Graham	Registrar and Chief Marshal	August 22, 2022

**Retirements - CCJ**

Mr. Michael Daniel	Judges Aide	November 30, 2022
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Activities of the Commission (continued)

## ◀ Human Resources and Selection Committee ▶

In 2022 the Human Resources and Selection Committee (HRSC) continued to conduct its statutory and special meetings virtually. This approach afforded the Committee to host as many meetings as were necessary to manage its business and commitment to the Commission.

The members comprised:

- Commissioner Elton Prescott, SC – Chairperson
- Commissioner Chief Justice Bryan Sykes – Member
- Commissioner Jacqueline Samuels-Brown, KC – Member

The term of office of the HRSC's Chairperson, as a Member of the Commission ended on November 18, 2022, and the Commission at its 132nd Meeting held on September 30, 2022, appointed Commissioner Jacqueline Samuels-Brown, KC, as the Chairperson of the HRSC with effect from November 19, 2022. The Commission at its 133rd Meeting held on December 09, 2022, also appointed Commissioners Hilary Phillips, JA CD KC and Susan Branker-Greene, MSc as members of the HRSC.

The HRSC held three statutory meetings virtually on June 29, September 29 and December 02, 2022, respectively. Additionally, the Committee convened six special meetings. The objectives of both the statutory and special meetings were to address matters of significant human resource management interests intended to promote effective workplace governance and to incorporate best practices for the sustenance of an enabling and positive work environment.

For the reporting period the focus of the HRSC was:

- a. Policy development and review
- b. Recruitment to give effect to the organisation redesign of the Caribbean Court of Justice
- c. Interaction with and review of matters raised by the Staff Interface Committee.

Specific matters that engaged the attention of the HRSC in 2022 included:

1. Continued development and review of a Grievance Policy and Procedures.
2. Finalisation of the Recruitment and Selection Policy and Procedure.
3. Review of the Study Leave Regulation to ensure greater accountability of the parties to the study leave application process.
4. Recruitment of the following positions to give effect to the organisation redesign of the Caribbean Court of Justice:

Information Systems Manager	Registrar & Chief Marshal
Chief Human Resources Officer	Chief Security & Logistics Officer
Chief Solutions Architect (Systems Administration)	Administrative Coordinator (Judicial)
Administrative Officer (Judicial)	Communication & Information Officer
Court Support Officer	Judicial Counsel (3)
Case Management Officer	Lead Security Officer
Graphic Design Artist	Project Coordinator (EDF Project)

5. Interaction with and review of several human resources matters raised by the Staff Interface Committee leading to the decision of the Commission to commence a consultancy to address same.
6. Application for Study Leave from an employee.
7. Renewal of contract with Sagicor for the provision of a Group Health Plan for 2023.
8. Renewal of contract with Families-In-Action for the provision of an Employee Assistance Programme for the period May 2022 to May 2023.



## Activities of the Commission (continued)

### 9. Continued implementation of the Employee Recognition and Appreciation Programme.

The HRSC acknowledges the dedication of Commissioner Prescott who was appointed as a member of the Committee in 2017 and as Chairperson in 2020. His drive, commitment and enthusiasm contributed to the success of the work of the Committee. In addition, during the reporting period Commissioner Prescott contributed to the deliberations of the Classification Committee of which he was also a member.

## ◀ Pension Administration Committee (PAC) ▶

### Composition of the Pension Administration Committee

At the beginning of 2022, the following members served on the Pension Administration Committee (PAC):

- Mr. Delano Bart KC, (nominated and appointed as Chairman by the Commission);
- Hon. Mr. Justice Dennis Morrison OJ CD KC and Mr. Michael Somersall DSM (nominated by the Commission);
- Hon. Mr. Justice Jacob Wit (nominated by the President of the Court);
- Mr. M. Musa Ibrahim (nominated by the CCJ Trust Fund);
- Mrs. Sherry-Ann Ramhit, Mrs. Sheryl Washington-Vialva and Mr. Anson Figaro (nominated and elected by the Pension Plan members).

During the year, the following changes were recorded:

- Mrs. Sheryl Washington-Vialva's term as a member-representative expired on 12 March 2022;
- Ms. Patrice Valentine was elected as a member-representative to replace Mrs. Sheryl Washington-Vialva at the elections of 12 May 2022; and her membership to the PAC was approved by the Commission effective 9 December 2022;
- Mr. Brian Glasgow was appointed as a member on 17 November 2022;
- Mr Delano Bart's term expired on 16 November 2022, and following approval of the Commission, was replaced by Mr. Brian Glasgow as Chairman effective 17 November 2022;

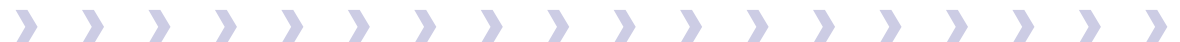
- The Hon. Mr. Justice Dennis Morrison's term expired on 28 October 2022, and following approval of the Commission, was replaced by Mr. Thaddeus M. Antoine as a Member effective 9 December 2022;

Mrs. Annette Clarke-James (Human Resources Officer - Compensation & Benefits - CCJ) functions as Secretary to the PAC.

### Recommendations of the PAC approved by the Commission

During 2022, the PAC recommended, and the Commission approved the following:

- a) The process to be followed in the event of the demise of a Pension Plan member, pensioner or deferred pensioner as outlined in the Fact Sheet - Death Benefit Claim Guide and the Application for Death Benefits Form. These documents have already been utilised by one beneficiary, as a result of the death of a pensioner.
- b) Two (2) methods to be utilised to complete the Life Certificate of a pensioner in verifying proof of life, as follows:
  - (i) The continuation of the existing process for completing the Life Certificate.
  - (ii) The use of a software application to facilitate a video call with the Human Resource Manager (HRM) or a designated officer in the organisation, if the pensioner cannot fully utilise the existing process. The pensioner would communicate with the relevant personnel to set a mutually agreed time to facilitate the process.



## Activities of the Commission (continued)

### Other actions of the PAC

During the year, the PAC approved the following:

- a) A protocol for the destruction of PAC Meetings' recordings.
- b) A Standard Operating Procedure to guide the processes from the enrolment of a Pension Plan member until exiting of the plan.
- c) The 2021 Annual Report.
- d) Circulation of the Pension Plan unit price to plan members.

### Proposed Amendments to Rules

The PAC considered Rules 4 and 9.2 of the Non-Judicial Staff Pension Rules with reference to 'Transfer-In' and 'Transfer-Out', arising from a query raised by a Pension Plan member. In December 2022, the PAC submitted a detailed Note on these rules to the Commission for consideration. The Commission approved, inter alia, that steps be taken by the PAC to amend Rules 4 and 9.2 accordingly. The amendments to these Rules will be addressed in 2023.

### Number of Meetings

Due to the unavailability of members, and technology issues, only two (2) out of four (4) scheduled meetings were held. Despite this challenge, the PAC reviewed and responded to queries and/or requests submitted by Pension Plan members throughout the year.

### Plan Administrator's website

Pension Plan members were able to successfully access their pension statements and other pension information online via the Pension Plan Administrator's website.

### Number of Pension Plan members

During the year active Pension Plan members were reduced by four (4) due to resignations and compulsory retirement.

As of December 31, 2022, there were 71 active members in the Pension Plan, including fifteen (15) pensioners. Of these, eight (8) elected for early retirement, and there were five (5) deferred pensioners.

### Pending Activities at end of year

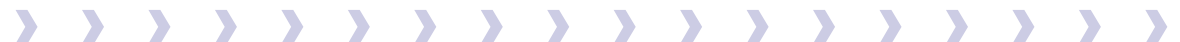
- Development of a Standard Operating Procedure to guide the alternative method of verifying proof of life of a pensioner via video call.
- Approval of a new letterhead.
- Review of the Application for Death Benefit Form.
- Holding of two (2) PAC elections to elect member representatives.

## ◀ Constituent Instruments Review and Regulations Committee ▶

In keeping with the mandate of its revised Charter, the Constituent Instruments Review Committee (CIRRC) in 2022, continued the intensive review of the Court and the RJLSC policies, procedure and regulations.

The following are some of the policies, regulations guidelines, protocols and agreements that were approved:

- Conflict of Interest Policy
- Assignment of Tasks Protocol
- Education Grant Guidelines
- Delegation Policy
- Recruitment and Selection Policy
- Confidentiality Agreement for Commissioners



## Activities of the Commission (continued)

Of significance during the period under review is the fact that the Committee spent a considerable amount of time amending the Education Grant Guidelines to allow for greater clarity of its usage by Judges and Senior Officers. In addition, the year ended with promised consultative sessions for staff on the amendments to the staff regulations.

In 2022, the members of the Constituent Instruments Review and Regulations Committee (CIRRC) comprised:

- Ms. E. Ann Henry, KC- Chairperson
- Hon. Mr. Byron St Michael, OJ, KC (Deputy Chairperson, RJLSC)
- Mr. Elton Prescott, SC
- Mr. Delano Bart, KC

The Committee was supported by:

- Mrs. Jacqueline Graham, Secretary to the Commission and Registrar & Chief Marshal, CCJ
- Ms. Susan Campbell- Nicholas, Human Resources Manager, RJLSC
- Mrs. Gisel Thomas-Roberts, Secretary (Ag.) to the Commission and Registrar & Chief Marshal, (Ag.) CCJ

## ◀ Financial Oversight Committee ▶

During 2022 the FOC convened four virtual meetings in March, June, September, and November. The Committee continued to be chaired by Commissioner Mrs. Susan Branker Greene MSc; with the members being Commissioner, Mr. Michael Hylton, OJ KC, Commissioner Mr. Michael Somersall, DSM CCH, Commissioner Mr. Brian Glasgow FCCA, MSc. and the Hon. Mr. Justice Andrew Burgess. The Committee was supported by Mrs. Gisel Thomas-Roberts Acting Secretary to the Commission, following the resignation of Mrs. Jacqueline Graham from the Court on August 31, 2022, along with Ms. Andrea Callender, Finance and Administration Manager. Mr. Shivanand Ramnanan, Senior Manager, Corporate Administration was invited to join as an observer.

During the period under review, the Committee continued to focus on accounting and auditing matters including budgetary control, internal and external audit, and financial reporting. Below is a summary of the key activities undertaken by the FOC for the year 2022.

### Function and Responsibilities- Audit Charter

At the March 2022 meeting, the Committee amended the FOC charter to reflect that viring of funds from budgetary allocations of the Court and Commission

in any biennium must be reviewed by the FOC before submission to the Commission. The measure sought to ensure that a comprehensive examination and analysis are conducted of Court and Commission fund allocation by the FOC before submission of a recommendation to the Commission.

### External Financial Statements Audit

The FOC welcomed the External Auditor's issuance of an unqualified opinion on the 2021 Financial Statements and looks forward to collaboration and advice on best practices as this was the first year engaging the services of this audit firm, Moore Business Solutions Trinidad and Tobago Limited.

### Financial Reporting

During 2022, the Committee received regular briefings on the Financial Statements. The Committee took note of the overall financial position of the Court and Commission for the current and projected period. Budgeted vs actual expenditure was compared to ensure spending was within budget lines. At the close of 2022, the Committee acknowledged that there were no variances or areas of financial concern.



## Activities of the Commission (continued)

### 2023-2024 Biennium Budget

The FOC supported the initiatives of the Court to ensure a 1.24% increase in the Court's 2023- 2024 biennium budget with the total Budget for the CCJ & the RJLSC for the 2023/2024 biennium estimated at USD14,696,174 compared to USD14,515,702 for 2021/2022 biennium. Having reviewed the budget and compared the current budget numbers with the previous biennium, the FOC recommended that the draft budget be presented to the Trust Fund for consideration in accordance with the Protocol and thereafter to the Commission.

### Accounting Policy and Procedures

During 2022, the FOC recommended to the Commission the acceptance of the Accounting Policies and Procedures Manual Version (2) which was updated to reflect the revised organisation structure, reporting lines and authority limits.

### Business Continuity

In its September meeting, PwC presented a briefing on the Court and Commission's business continuity management policy and procedures. PwC advised that the Plan aimed to facilitate the recovery of critical business processes as quickly as possible in the event of a major unique business interruption or disaster and guide the sequence of actions to be taken. The Business Continuity Plan (BCP) covers Core Recovery Plans, Business Unit/ Department Recovery Plans, and Disaster Recovery/Information and Communication Technology. The Committee discussed the importance of a business continuity policy and procedure that would be comprehensive, covering all functions.

### Internal Audit and Risk Management

The FOC noted that internal audit and evaluation recommendations continue to serve as an important part of continuous improvement and learning to

increase efficiency and provide useful guidance to management on risk mitigation. In this regard, for 2022 the post-implementation audit for IT Logical & Physical Security and Cyber-Security was completed. The FOC continued to monitor the implementation of audit recommendations and at the close of 2022 acknowledged further progress on the outstanding recommendations under the three broad areas: the RJLSC Strategic Plan, Development of Policies and Procedures and Permissions.

Additionally, in 2022, the FOC recommended to the Commission, the signing of a Memorandum of Understanding between the Court and CARICOM Secretariat (CARISEC) whereby CARISEC will provide technical audit assistance, guidance, and training to the Court's internal audit nominee. This was accepted by the Commission in December 2022. Furthermore, the Commission agreed to the FOC's recommendation that given the number of identified high risk areas that require specific audit competencies the services of an independent internal audit firm should be engaged. However, this should be done on the condition that knowledge input from the independent internal audit services is assimilated into the organization by having the internal audit nominee participate in, and or contribute to, the work of the contracted internal audit service. This will enable the nominee to be provided with additional hands-on training and mentorship needed to enhance his skills, knowledge, and experience in the Internal Audit function.

### Outgoing Commissioner's Appreciation

The FOC wishes to express sincere appreciation to former Commissioner Michael Hylton OJ, KC for his invaluable contributions over the last three (3) years. His insightfulness has aided the Committee to develop and mature for which we are eternally grateful.





Activities of the Commission (continued)

◀ 'Judges' Compensation and Pension Committee ▶

The Judges' Compensation and Pension Committee (JCPC) formed by the Commission under the Agreement Establishing the Caribbean Court of Justice did not formally meet in 2022.

There were, however, changes in the composition of the Committee. The terms of office of the Committee's Chairperson (Commissioner Dennis Morrison), and its member (Commissioner Michael Hylton) expired. They were replaced on the Committee by Commissioners Hilary Phillips JA CD KC as Chairperson and Mr. Alvin Fitzpatrick SC, as a member.



## CARICOM Competition Commission

Under Article 172 of the Revised Treaty of Chaguaramas, the RJLSC is responsible for the appointment of members of the CARICOM Competition Commission (CCC).

There were no changes to the composition of the members of the CCC in 2022. The current members of the CCC are Mr. Justice Christopher Blackman (Ret'd) (Chairman), Mr. DeCoursey Eversley, Mr. Nestor Alfred, Dr. Andrew Downes, Mrs. Emalene Marcus-Burnett, Mr. Anthony La Ronde and Mr. Timothy Jonas.

Table 3 shows the membership of the CCC in 2022, the date of expiration of the term of office of each member and their nationality.

Name of Commissioner	Nationality	Date of Appointment	Date of Expiration of Term of Office
Mr. Justice Christopher Blackman (Ret'd) - Chairman	Barbados	July 12, 2018	July 11, 2023
Mr. DeCoursey Eversley	Barbados	October 16, 2015 [re-appointed - October 16, 2020]	October 15, 2025
Mr. Nestor Alfred	Saint Lucia	October 16, 2015 [re-appointed - October 16, 2020]	October 15, 2025
Dr. Andrew Downes	Barbados	August 1, 2016 [Re-appointed - August 1, 2021]	July 31, 2026
Mrs. Emalene Marcus-Burnett	Barbados Trinidad & Tobago	August 1, 2016 [Re-appointed - August 1, 2021]	July 31, 2026
Mr. Anthony La Ronde	Anguilla	July 12, 2018	July 11, 2023
Mr. Timothy Jonas	Guyana	July 12, 2018	July 11, 2023

Table 3





## CARIBBEAN COMMUNITY ADMINISTRATIVE TRIBUNAL

Under Clause 3 of the Statute of the Caribbean Community Administrative Tribunal (CCAT or Tribunal), the RJLSC is responsible for selecting the members of the Tribunal. The Tribunal is an impartial and independent judicial body that provides staff members of the CARICOM Secretariat and Institutions subject to the CCAT's jurisdiction, with a forum for the adjudication of any employment disputes. The Tribunal comprises five judges who are appointed by the Commission.

In 2022, there was a change in the composition of the Tribunal. Ms. Lisa Shoman SC, President resigned as a member of the Tribunal, effective October 28, 2022. By the end of 2022 the Commission had commenced recruitment activities to fill the vacancy on the Tribunal.

During the reporting year, the Commission also reappointed Mr. Noel Inness as Registrar of the Tribunal for a further period of one year, effective February 1, 2022.

Table 4 shows the membership of the CCAT in 2022, the date of expiration of the term of office of each member and their nationality.

Name of Member	Nationality	Date of Appointment	Date of Expiration of Term of Office
Mr. Patterson Cheltenham KC	Barbados	February 17, 2020	February 16, 2024
Ms. Lisa Shoman SC [Resigned effective October 28, 2022]	Belize	February 17, 2020	February 16, 2024
Dr. Emile Ferdinand KC	St. Kitts & Nevis	February 17, 2020	February 16, 2024
Ms. Dancia Penn OBE KC	British Virgin Islands	February 17, 2020	February 16, 2024
Mr. Westmin James	Trinidad & Tobago	February 17, 2020	February 16, 2024

Table 4



## Appreciation of Commissioners who Demitted Office in 2022

The Commission expresses its sincerest gratitude to the following four Commissioners who demitted office in 2022:



**Mr. Justice Dennis Morrison OJ CD KC** served on the Commission from October 29, 2016, for two terms until the end of his tenure on October 28, 2022. During his tenure Mr. Justice Morrison served on several Committees including as a member of the Pension Administration Committee and Chairperson of the Judges Compensation and Pension Committee. Mr. Justice Morrison's stewardship and diligence throughout his tenure have been characterised by innovative ideas and strategic thinking.

### Bio data of Mr. Dennis Morrison OJ CD KC

Appointed to the Court of Appeal of Jamaica direct from private practice in 2008, Mr. Justice Morrison was appointed President of the court in January 2016. He also served as a judge of the Court of Appeal of Belize (2004-2015); acted as a judge of the Eastern Caribbean Court of Appeal (January 2015); and has been a judge of the Court of Appeal of the Cayman Islands (since May 2015). Mr. Justice Morrison was educated at the University of the West Indies (Mona and Cave Hill), the Norman Manley Law School and Oxford University (Jamaica Rhodes Scholar, 1975). Prior to 2008, Mr. Justice Morrison practised law with the firm of Dunn, Cox & Orrett (now DunnCox) for over 25 years and was appointed Queen's Counsel in 1994. In 2001, he served as a member of a Commonwealth Expert Group on the reform of the law of evidence and participated in the preparation of a model Evidence Bill for the Commonwealth. He is a frequent lecturer at local, regional and international conferences and seminars and has also written and published numerous academic articles on a variety of legal subjects.



**Mr. Delano Bart KC** served on the Commission from November 17, 2016, for two terms until the end of his tenure on November 16, 2022. Mr. Bart served as a member and Chairperson of the Pension Administration Committee, as well as a member of the Constituent Instruments Review and Regulations Committee. During his tenure he significantly contributed to the achievements of both the Court and the Commission.

### Bio data of Mr. Delano Bart KC

Delano Bart, KC is a lawyer and a former Diplomat. He is admitted to the Bars of England and Wales, St. Kitts and Nevis and has rights of Audience before the Courts of the Organization of East Caribbean States in the Member States. He served in the Federal Parliament and Cabinet of St. Kitts and Nevis from 1995 to 2006. His professional experience includes the practice of Law in England and Wales from 1977 to 1995. He served as the Permanent Representative and Ambassador of St. Kitts and Nevis to the United Nations in New York.

**Appreciation of Commissioners Who Demitted Office in 2022 (continued)**



**Hon. Michael Hylton OJ KC** served on the Commission from November 19, 2016, for two terms until the end of his tenure on November 18, 2022. Mr. Hylton served in-part as the Deputy Chairman of the Commission, as well as a member of the Financial Oversight Committee and Constituent Instruments Review and Regulations Committee. Mr. Hylton's insights and contributions to the work of the Commission and the Committees he served on were invaluable.

**Bio data of Michael Hylton OJ KC**

Mr. Michael Hylton, OJ KC was admitted to practice in 1976. After 24 years as an advocate at the private bar, Mr. Hylton was appointed Solicitor General of Jamaica in January 2001. He returned to private practice in 2007 and has been admitted to practice in Trinidad and Tobago and (by special admission) in the Bahamas and the Turks and Caicos. Mr. Hylton has also served the legal profession in various other capacities including two terms as Chairman of the General Legal Council, a member of the Rules Committee of the Supreme Court and chairman of the sub-committee primarily responsible for drafting Jamaica's Civil Procedure Rules.



**Mr. Elton Prescott SC** served on the Commission from November 19, 2016, for two terms until the end of his tenure on November 18, 2022. During his tenure Mr. Prescott served as Chairperson of the Human Resources and Selection Committee and Chairperson and Member of the Constituent Instruments Review and Regulations Committee. Mr. Prescott's dedication and tenacity contributed to the strengthening of the governance framework of the Caribbean Court of Justice, and the achievements of the Commission.

**Bio data of Mr. Elton Prescott SC**

Mr. Elton Prescott, SC was admitted to practice at the Bar in Trinidad and Tobago in 1974 and has had a varied practice firstly in the Ministry of Legal Affairs and, from 1978, at the criminal and civil bar and in the Industrial Court; the major areas of his practice are in civil and labour law. He chaired the Commission of Enquiry into the Death Penalty, 1989/90 and has served on several prominent institutions including as Director of the Central Bank of Trinidad and Tobago (1990-6), the Copyright Organisation of Trinidad and Tobago and as Treasurer and member of the Disciplinary Committee of the Law Association of Trinidad and Tobago.





## Staff of the Commission

During the period under review the staff of the Regional Judicial and Legal Services Commission's Secretariat comprised the following employees: Ms. Susan Campbell-Nicholas (Human Resources Manager), Mrs. Sherry-Ann Ramhit (Executive Officer) and Ms. Simone Jackson (Senior Administrative Officer). Pursuant to Article V.11 of the Agreement, the Registrar and Chief Marshal of the CCJ shall perform the functions of Secretary and Chief Administrative Officer of the Commission. Following the resignation of the Court's Registrar and Chief Marshal, Mrs. Jacqueline Graham effective August 31, 2022, the Acting Registrar and Chief Marshal, Mrs. Gizel Thomas-Roberts served in the position of Secretary and Chief Administrative Officer of the Commission for the remainder of 2022.

The Commission expresses its appreciation to the staff of the RLJSC Secretariat for their dedication to and support of the Commission's work. The Commission's staff was supported by the CCJ's Registry, Finance and Administration Department, Communication & Information Department, Information Technology Unit, Security & Logistics Department and Human Resources Department in the execution of its duties.

### Staff of the RJLSC



Mrs. Gizel Thomas-Roberts  
*Secretary (Acting)*



Ms. Susan Campbell-Nicholas  
*Human Resources Manager*



Mrs. Sherry-Ann Ramhit  
*Executive Officer*



Ms. Simone Jackson  
*Senior Administrative Officer*

### Appreciation of former Secretary to the Commission



**Hon. Mme. Justice Jacqueline Graham**

Mrs. Jacqueline Graham served as Registrar and Chief Marshal of the Court and as Secretary to the Commission from July 1, 2014, to 31 August 2022. During her tenure, she contributed in no small measure to the work of the Commission. The Commission expresses its sincere thanks and appreciation to Mrs. Graham for her tremendous service and dedication.



## RJLSC Logo

In 2022 the RJLSC launched a Logo Competition opened to the staff of the CARICOM Secretariat, Regional and Associated Institutions of CARICOM and Members of Bar Associations of CARICOM Member States, for the design of a logo for the exclusive use by the Commission. The Commission, in 2021, formed a Logo Committee comprising Commissioner E. Ann Henry KC, Mrs. Jacqueline Graham (Secretary to the Commission) and Mrs. Sherry-Ann Ramhit (Executive Officer of the Commission) to oversee the implementation of the RJLSC Logo Competition.

The competition ran from February 21, 2022, to April 11, 2022, and by the close of the competition, the Logo Committee had received nine designs. From the nine entrants four were chosen by an Evaluation Committee as finalists, and from the four finalists, Ms. Kadisha Williams, Attorney-at-Law from Trinidad and Tobago was adjudged to be the winner of the competition.

Presented below is the winning logo design for the Commission. The artist's explanation of the design is also provided:



### Explanation of Logo Design

*The logo displayed depicts the modern judicial administrative system. The logo is designed to show symmetry which represents equity and fairness in the judicial system.*

*There is also the concept of an open book showing the ease of accessibility and transparency of the system.*

*The raised gavel in the middle displays the strength and solidarity of the Regional Judicial and Legal Services Commission.*

*All of these characteristics are encompassed in an abstract dome representing the Courts holding it all together.*

A prize giving event for the winner, Ms. Kadisha Williams, was held on Monday, August 8, 2022, at the RJLSC office, where Ms. Williams was awarded a cash prize of US\$500 (TTD equivalent) and a book titled "The Caribbean Court of Justice – The First Ten Years."

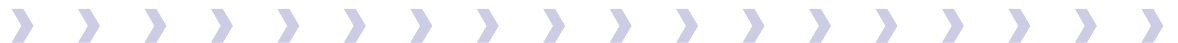
By the end of 2022, the RJLSC had begun branding its office and stationery.



**RJLSC Logo (continued)**

**Photos taken at the RJLSC Logo prize giving event.**

1. The Chairman of the RJLSC presents the prize book to Ms. Kadisha Williams.
2. RJLSC Chairman and RJLSC Staff with the winner Ms. Kadisha Williams.
3. Commissioner E. Ann Henry joins the prize giving event virtually.

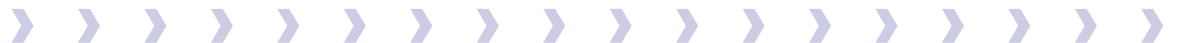




## In Memoriam

### *The Hon. Mr. Justice Duke E.E. Pollard*

The Hon. Mr. Justice Duke E.E. Pollard passed away on September 13, 2022. He was a member of the CCJ Bench from 2005-2010, where his expertise in international law was greatly admired and appreciated. Among his many specialities, he was versed in international economic law, the Law of the Sea, international institutional law, the Law of Treaties, and integration law. Several Commissioners attended the virtual Special Tribute to the late Justice Pollard held on October 11, 2022, in recognition of his rich legacy and contribution to the Court and the Region.





# Projected and Actual Expenditure of the Court and the Commission

## 2021-2022 Biennial Budget.

The Commission's and Court's operations are funded by quarterly allocations from the CCJ Trust Fund. Each quarter the consolidated accounts (and its notes) are produced to match budgeted expenditure against actuals along with the aggregated reports on the implementation of the budget. The actual expenses for 2022 resulted in savings of 7% from the budgeted expenditure which was identified for specific projects. Appropriate financial developmental strategies were established on its internal mechanisms and revised governance structure. This supplied the Court and the Commission with means for prudent productive financial operations.

## Pension Payments.

In 2022, the Court continued to make pension payments to the first two retired Presidents and four retired Judges. In 2022, the Court and Commission also continued to make pension payments to fifteen (15) retired employees.

## Appointment of new Auditors.

In 2021, the Commission approved the engagement of Moore Business Solutions T&T Limited to conduct the annual audit of the financial statements of the Commission for a three-year period from 2021 to 2023. The audited financial statements of the Commission for the 12-month period ending December 31, 2022, are attached as **Appendix E**.

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## Interaction with the Board of Trustees and the CCJ Trust Fund

Throughout the course of 2022, the Court and the Commission continued to enjoy amicable relations with the Trust Fund. The parties also continued to observe the provisions of the revised Protocol for the Interfacing and Interaction between the Commission, the Court and the Trust Fund which had been executed on December 3, 2018.

## CCJ Bill Tabled in St. Lucia.

St Lucia has begun the process of replacing the London-based Privy Council as its final court. Prime Minister, Hon. Philip J Pierre, on October 11, 2022, laid the Constitution Amendment Bill for first reading in the House of Assembly. The Bill is awaiting its second reading, which is due by the second week of January 2023, in compliance with the minimum 90-day interval between the first and second readings ordered by the Constitution. A number of amendments to the Saint Lucia Constitution will be required for accession to the CCJ's Appellate Jurisdiction. In particular, the provisions of the Supreme Court Order which requires the votes of not less than three-quarters of all the members of the House. The process of joining the Trinidad and Tobago-based CCJ is being managed by the CCJ Accession Committee, chaired by Retired CCJ President, Sir Dennis Byron, who is also a former Chief Justice of the OECS Supreme Court.

## Strategic Plan for the RJLSC.

The Commission on February 19, 2022, held its first annual meeting to discuss strategic issues related to the Court and the Commission. In 2022, the Commission completed self-assessment questionnaires which will form the basis for developing the Commission's Strategic Plan. Further discussions will be held in the new year to advance the strategic plan for the Commission.

## Meeting Management Software.

The Commission approved the engagement of Board Effect to provide a meeting management software for the Commission, to assist the Commission in its planning, organising and running of meetings. The implementation of the software, however, was postponed to 2023.

## International Consortium for Court Excellence.

On January 24, 2022, the Caribbean Court of Justice Court was notified of its admittance as a Member of the International Consortium for Court Excellence (ICCE). The ICCE is an international network of courts and organisations with expertise in court and judicial administration. The members, from Europe, Asia, Australia, and the United States, developed an International Framework for Court Excellence (IFCE) as a quality management system designed to help courts improve their performance. The Framework represents an all-encompassing approach to achieving court excellence, rather than a limited focus on particular aspects of court governance and management for operations.

## 11th EDF Support for the Caribbean Court of Justice.

By way of a Contribution Agreement the sum of EUR 1,260,000 was allocated by the European Union (EU) for the benefit of the Caribbean Court of Justice and the Council of Legal Education (CLE). The specific

# Matters of Note

outputs of the fund are to upgrade the ICT technology in the CCJ courtroom, carry out a regionwide public awareness campaign market research as well as region-wide public awareness campaign of the roles and functions of the CCJ; upgrade the ICT technology in the CCAT courtroom; provide suitable office space and accommodation to facilitate the operations of the CCAT; development of a library collection for CCAT users; and finally, to revise the academic curriculum of the CLE.

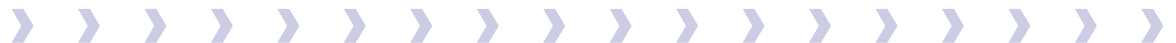
During the reporting period, the Commission established a Project Management Unit (PMU) in the CCJ to manage the 11th EDF Support and to coordinate with the CARICOM Secretariat for procurement activities intended to benefit the CCJ and the CLE. The Commission also recruited a Project Coordinator to head the Unit.

## 17th Anniversary of the Court.

On April 16, 2022, the Court celebrated the 17th anniversary of its inauguration. The Court held a virtual Reward and Appreciation ceremony commemorating its long service employees.

## Workplace Guidelines.

In March 2022 the Government of Trinidad and Tobago announced the relaxation of several measures to curb the spread of the coronavirus. In this regard, the Court and the Commission also relaxed measures implemented to protect its staff against the virus. As at the end of 2022, a hybrid work arrangement and



## Matters of Note (continued)

flexi-hours are still in place, and mask wearing is no longer mandatory, but optional, and may be done at the user's discretion.

### Judicial Reform and Institutional Strengthening (JURIST) Project.

With an emphasis towards continued transition and sustainability, in 2022 the Judicial Reform and Institutional Strengthening (JURIST) Project – which is funded under an arrangement with the Government of Canada - supported Regional Jurisdictions in their progress in the period under review.

Some of the major achievements and highlights include:

- Development of a Sustainability Plan for CCJ to ease transition beyond the JURIST Project.
- Completion of Gender Equality Protocols for Magistrates and Judges for Barbados.
- Completion of a knowledge exchange on Sexual Offence Courts that brought the focus back to the implementation of the Model Guidelines for Sexual Offence Cases in Antigua and Barbuda (ECSC Jurisdiction) and Guyana. Key deliverables included allowing

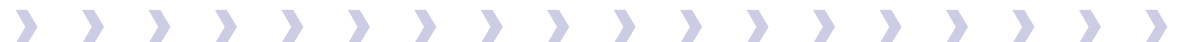
the jurisdictions to share lessons learnt and best practices, develop knowledge products that capture strategy and best practices, and create an environment to update the Model Guidelines with findings.

- Completion of a Baseline Study Report for Indigenous and Tribal Peoples (ITPs) with specific focus on the experience of ITPs when they interact with the Courts and attempt to access justice.
- Completion of a Case Flow Management Statistical Report that included analysis, and recommendations to support the Barbados Judiciary in using empirical evidence to engage in Strategic Planning, Budgeting and identify solution-oriented interventions that address delays that lead to the creation of backlogs.
- Completion of two judicial education programs facilitated by the Caribbean Association of Judicial Officers (CAJO) focused on:
  - Preparing Decisions for Timely Delivery for Regional Magistrates and Parish Court Judges; and

- Setting and Sustaining Performance Standards for regional Magistrates and Parish Judges.

- Completion of a Being Media Ready Training in collaboration with CAJO to enhance judicial and justice sector stakeholders' theoretical know-how and hands-on experience to engage with the media for interviews and media conference.
- Completion of a Judicial Settlement and Case Management Training for Judicial Officers of the Eastern Caribbean Jurisdiction.
- Completion of a Training event for members of Bar Associations across the Caribbean Region on the adjudication of sexual offences cases with a focus on working with vulnerable witnesses.

As the relaxation of global Pandemic restrictions increased, the JURIST team was also able to engage in more hybrid activities or in some cases full in-person implementation while maintaining a collaborative team approach with focus on achieving objectives.







## Spotlight on Montserrat

**Montserrat** is a British Overseas Territory in the Caribbean. Known as the “Emerald Isle” of the Caribbean, magnificent Montserrat survives as a sobering spectacle of nature’s awe-inspiring power. The north side of the island puckers with lush peaks, and to the south lies an eerie lunar scape of deserted settlements and blackened valleys scarred by a series of devastating volcanic eruptions that began in 1995. The pear-shaped island is located about 27 miles southwest of Antigua and about 30 miles northwest of Guadeloupe.

Sighted and named by Christopher Columbus in 1493, Montserrat is a rich admixture of African, North American, and European influences. It was first colonised by Anglo-Irish settlers in 1632, displacing the existing Arawak Indian settlements. The official language is English, but most Montserratians also speak a Creole language like that spoken in Jamaica. In 1956 Montserrat, along with Antigua, St Kitts & Nevis, and Anguilla, were combined as one colony known as the Leeward Islands and in 1958 the islands were incorporated into the Federation of the West Indies. In 1967 Montserrat elected to remain a British colony rather than become one of the West Indies Associated States. It is the only non-fully sovereign full member of the Caribbean Community and the Organisation of Eastern Caribbean States.

Until 1997, Plymouth, on the southwestern coast, was the capital and only port of entry, when volcanic eruptions destroyed much of the town and the island’s most-spectacular vegetation. In 2015, it was announced that work would begin on a new town and port at Little Bay on the northwest coast of the island. The centre of government and businesses were moved to Brades making it the de facto capital. After several delays, including Hurricanes Irma and Maria in 2017 and the COVID-19 pandemic beginning in early 2020, in June 2022, ground was broken on the Little Bay Port Development Project, a multi-million Dollar project funded by the UK and the Caribbean Development Bank.

*Photos:*  
Map of Montserrat. Source - <https://gisgeography.com/>  
Little Bay Beach, Montserrat. Source - [https://en.wikipedia.org/wiki/Little\\_Bay,\\_Montserrat](https://en.wikipedia.org/wiki/Little_Bay,_Montserrat)





## Spotlight on Montserrat (continued)

On Montserrat's picturesque northern side, new settlements are flourishing. Ecotourists and nature lovers travel by ferry from Antigua to hike the verdant rainforest trails, spot some of the island's many species of birds, dive and snorkel the thriving coral reefs, and sunbathe on the silver-sand beaches.

An exclusion zone, encompassing the southern part of the island to as far north as parts of the Belham Valley, was imposed because of the size of the existing volcanic dome and the resulting potential for pyroclastic activity. Visitors are generally not permitted entry into the exclusion zone, but a view of the destruction of Plymouth can be seen from the top of Garibaldi Hill in Isles Bay. The volcano has been relatively quiet since early 2010.

The island's rugged volcanic landscape is molded by three mountainous areas namely, the Silver Hills, the Centre Hills, and the Soufrière Hills, which are in turn cut by narrow valleys and gorges known locally as ghauts (pronounced "guts"). In July 1995 a series of eruptions began in which volcanic domes in the Soufrière Hills alternately grew and collapsed. In late December of 1997, nearly 2.7 square miles of forests, agricultural land, and villages were flattened by debris and pyroclastic flow after a volcanic explosion.

Montserrat has a narrow coastal plain. Its few beaches have mainly gray or brown sand because of their volcanic origins. The single white-sand beach is at Rendezvous Bay in the north. Coral reefs line parts of the northern shore. Approximately one-fifth of the island is



Buried city of Plymouth



Eruption and lava flow from the Soufrière Hills volcano in 2018



Rendezvous Bay

forested. Though Montserrat's most-lush vegetation, in the southern highlands, was destroyed in the eruptions, the Centre Hills remained largely unaffected.

As Montserrat reinvents itself and seeks to lure more visitors, hiking has become a key tourist attraction. Hiking is also one of the most popular recreational activities and common holiday getaway for the island's 5,000+ residents. There are numerous foot paths that crisscross the island, many of which have been in use for centuries by persons seeking access to distant villages and agricultural land.

**The Blackwood Allen Trail** is one of the more difficult hikes, offering great views and a close-up look at some of the island's unique vegetation. The hike leads past the Blackwood Allen stream to a viewing area that overlooks the ocean and villages in the north.

**The Oriole Walkway** is one of the island's most popular trails. This hike offers a glimpse of life in the rainforest and an opportunity to see Montserrat's national bird, the oriole.

**The Cot** is a hiking trail offering both beautiful views and a glimpse of the island's history. The path runs through an old banana plantation and near the ruins of a cottage that belonged to a prominent family on the island.

A strenuous trail leads from **Little Bay** to **Rendezvous Bay**, the only white-sand beach on the island, while the

**Spotlight on Montserrat (continued)**

**Silver Hills Trail** takes hikers past the extinct **Silver Hill Volcano**. The trail is known for the scenic views that extend across the island and coastline, and it's also a good area for bird watching.

A group of hikers stumbled upon a collection of centuries-old petroglyphs from the age of the Arawak Indians, the earliest known inhabitants of Montserrat. Petroglyph discoveries are rare in the Caribbean. The discovery was the first of its kind in Montserrat.

The many Irish refugees that settled in the early 17th century have heavily influenced Montserrat's culture. This remains evident today with Irish names for many people and places throughout Montserrat, yet one of the most significant manifestations of this cultural connection is the beautifully mysterious masquerade dance.

Masquerade in and of itself is not unique to Montserrat, however, the way in which the dance is performed in Montserrat is distinctive to this island.

A fusion of African and European cultural influences, the dancers dress in bright and colourful garments adorned with assorted accessories including mirrors, whips, ribbons and the most crucial aspect of the attire, the mask itself. The mask is a tall headdress resembling a face with a 'hat' like a bishop's mitre, like the one worn by Saint Patrick in some depictions.

There is no better time to see this display than the week of Saint Patrick's Day, when the people of Montserrat



*Centuries-old petroglyphs*



*National Dish - Goat Water*

celebrate not only the life of St. Patrick but also commemorate an historic slave revolt that took place on the St. Patrick's Day of 1768. The St. Patrick's Week Celebration is a highlight in Montserrat. It's the only place outside of Ireland to declare St. Patrick's Day an official holiday.

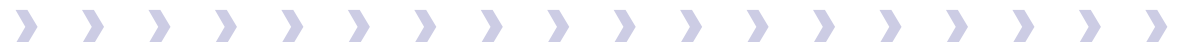
**National Dish**

Goat water is the national dish of Montserrat, a delicious stew authentically made from the meat of the male ram goat. It bears semblance to the Irish stew and can be served with a variety of foods, such as bread, and rice.

Despite its small size, Montserrat has a wide variety of bird habitats, which increases the range of species found on the island. The Centre Hills are of significant global importance and is one of the best places to go birdwatching in the Eastern Caribbean, made up by a range of hummingbirds, bridled quail-doves and other species. Binoculars and a camera are definite must-haves!

**National Bird**

Montserrat Oriole (*Icterus oberi*) (Female and male)  
This is Montserrat's national bird which is critically endangered. Adult males are a black and yellow combination. Females and young males are olive green. Orioles are slim, long-tailed with a noticeable silvery-white tinge to the lower back. Found in the Centre Hills mostly in mesic forest and at high altitude in elfin forest, they build their nest under the leaf of the Heliconia, the island's National Flower.





## Spotlight on Montserrat (continued)

### National Flower

The National flower of Montserrat is The Red Heliconia (Botanical name *Heliconia Rostrata*). This plant is used as an ornamental plant in hot regions with a humid climate and is typically pollinated by bats and hummingbirds. It is especially common in northern Brazil and the Guianas but also found in Hispaniola, Jamaica, the Lesser Antilles, Puerto Rico, Trinidad, Venezuela, and Colombia. Other names by which the plant is commonly known include balisier and macawflower. This upward facing flower of the genus *Heliconia*, which acts as a cup, is a natural source of rainwater for birds and insects.

### National Flag

Montserrat is one of the British Overseas Territories in the Caribbean. Thus, most of its symbols, including the flag, have been influenced by the UK. The island's current flag was officially adopted in 1962. The flag consists of a blue field with the flag of the UK (Union Flag) in the upper hoist-side quadrant and the Montserratian coat of arms centered in the outer half of the flag. The blue colour in the flag represents awareness, trustworthiness, determination, and righteousness.

### National Emblem - Coat of Arms

The coat of arms dates back to 1909. It is a blue and brown shield, featuring a woman (Erin) in green dress. Erin is the female personification of



Montserrat Oriole (*Icterus oberi*) (Female and male)



The National flower of Montserrat, The Red Heliconia



National Flag

Ireland. She is depicted as standing beside a yellow harp and embracing a large dark cross with her right arm. Erin and the harp are symbols of Ireland, reflecting the territory's Irish ancestry. The Irish began settling on the island in 1632. The cross is symbolic of Christianity. The coat of arms of Montserrat features on the island's flag and the Governor's Union Flag.



### National Anthem

- **Anthem Title:** Motherland! (National Song)
- **Music composer:** J. A. George Irish
- **Lyricist:** Howard A. Fergus
- **Date of Adoption:** 2014

Being a British Overseas Territory, the national anthem of Montserrat is "God Save the Queen or King," depending on who the reigning monarch is. The anthem is specifically played in the presence of the queen or king. Besides the national anthem, Montserrat has a national song known as "Motherland!" The national song was officially adopted as the regions Territorial Song in 2014. The song's lyrics were written by Howard A. Fergus and set to music by J. A. George Irish.

#### References:

- <https://www.visitmontserrat.com/explore-montserrat/>
- <https://www.britannica.com/place/Montserrat-island-West-Indies>
- <https://birdfinding.info/montserrat-oriole/>
- <https://westindiacommittee.org/discovering-caribbean-montserrats-masquerade-dance/>
- <https://www.planetware.com/tourist-attractions/montserrat-mst.htm>



# SNAPSHOTS in 2022

## In-person meetings in 2022



*Commission's first in-person meeting since COVID 19 held in July 2022*



*In-person Commission meeting held in December 2022*



*Commissioners attend a social gathering, L-R: Commissioners Michael Somersall, Delano Bart, E. Ann Henry, Jacqueline Samuels Brown, Adrian Saunders (Chairman), Michael Hylton and Elton Prescott*





## Appendix A

### Meetings of the Regional Judicial and Legal Services Commission held in 2022

No.	Meeting No.	Dates of Meetings of Commission
1	128	February 2, 2022
2	129	February 19, 2022
3	130	March 11, 2022
4	131	July 1, 2022, and July 2, 2022
5	132	September 30, 2022
6	133	December 9, 2022

Key:

- ✓ Attended meeting
- x Term of Office Expired
- X Absent from meeting
- Not yet appointed a member of the RJLSC

## Appendix B

### Attendance of Members at Commission Meetings held in 2022

Name of Commissioner	Feb 2	Feb 19	Mar 11	Jul 1	Jul 2	Sep 30	Dec 9
Hon. Mr. Justice Adrian Saunders (Chairman)	✓	✓	✓	✓	✓	✓	✓
Ms. E. Ann Henry KC	✓	✓	✓	✓	✓	✓	✓
Mr. Delano Bart KC	✓	✓	✓	✓	✓	✓	x
Mr. Michael Somersall DSM CCH	✓	✓	✓	✓	✓	✓	✓
Mrs. Susan Branker Greene MSc	X	X	✓	✓	✓	✓	✓
Hon. Mr. Justice Dennis Morrison OJ CD KC	✓	✓	✓	✓	✓	X	x
Mrs. Jacqueline Samuels-Brown, KC	✓	✓	✓	✓	✓	✓	✓
Hon. Mr. Byron St. Michael Hylton OJ KC (Deputy Chairman)	✓	✓	✓	✓	✓	✓	x
Mr. Elton Prescott SC	✓	✓	✓	✓	✓	✓	x
Hon. Mr. Justice Bryan Sykes OJ CD	X	✓	✓	✓	✓	✓	✓
Mr. Brian Glasgow FCCA MSc	✓	✓	✓	✓	✓	✓	✓
Mr. Thaddeus M. Antoine, Esq	--	--	--	--	--	--	✓
Mrs. Tana'ania Small Davis KC	--	--	--	--	--	--	✓
Hon. Mme. Justice Hilary Phillips, JA CD KC	--	--	--	--	--	--	✓
Mr. Alvin Fitzpatrick SC	--	--	--	--	--	--	✓
<b>Total No. of Members who attended</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>11</b>



# Appendix C

## Meetings of Committees held in 2022

No.	Date of Meetings	Commission's Representative(s)	Purpose of Meeting
1	January 17, 2022	Ms. E. Ann Henry KC	RJLSC Logo Competition Committee
2	January 26, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mrs. Susan Branker Greene MSc Mr. Elton Prescott SC	RJLSC Implementation Committee
3	January 27, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC	Human Resources and Selection Committee
4	February 3, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC	Human Resources and Selection Committee
5	February 4, 2022	Ms. E. Ann Henry KC	RJLSC Logo Competition Committee
6	23 February 2022	Ms. E. Ann Henry KC (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Elton Prescott SC Mr. Delano Bart KC	Constituent Instruments Review and Regulations Committee
7	March 3, 2022	Mrs. Susan Branker Greene MSc (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc	Financial Oversight Committee
8	March 7, 2022	Mr. Elton Prescott SC	Interviews for the position Chief Human Resources Officer
9	March 8, 2022	Mr. Elton Prescott SC	Interviews for the position Chief Human Resources Officer
10	March 8, 2022	Mr. Delano Bart KC (Chairperson) Hon. Mr. Justice Dennis Morrison OJ CD KC Mr. Michael Somersall DSM CCH	Pension Administration Committee
11	March 9, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mrs. Susan Branker Greene MSc Mr. Elton Prescott SC	RJLSC Implementation Committee



## Appendix C - Meetings of Committees held in 2022 (continued)

No.	Date of Meetings	Commission's Representative(s)	Purpose of Meeting
12	April 5, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mrs. Susan Branker Greene MSc Mr. Elton Prescott SC	RJLSC Implementation Committee
13	April 5, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC Hon. Mr. Justice Bryan Sykes OJ CD	Human Resources and Selection Committee
14	April 19, 2022	Mr. Elton Prescott SC Hon. Mr. Justice Bryan Sykes OJ CD	Interviews for the position Information Systems Manager
15	April 20, 2022	Mr. Elton Prescott SC Hon. Mr. Justice Bryan Sykes OJ CD	Interviews for the position Information Systems Manager
16	May 23, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mrs. Susan Branker Greene MSc Mr. Elton Prescott SC	RJLSC Implementation Committee
17	May 26, 2022	Mr. Elton Prescott SC	Working/Special Meeting with Chair, HRSC - Draft Grievance Policy
18	June 13, 2022	Mr. Elton Prescott SC	Working/Special Meeting with Chair, HRSC - Draft Grievance Policy and HRSC Matters
19	June 21, 2022	Mr. Elton Prescott SC	Review of Draft Grievance Policy
20	June 21, 2022	Hon. Mr. Justice Adrian Saunders Mr. Elton Prescott SC Hon. Mr. Justice Bryan Sykes OJ CD Mrs. Jacqueline Samuels-Brown KC	Interviews for the position Chief Security and Logistics Officer
21	June 22, 2022	Mrs. Susan Branker Greene MSc (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc	Financial Oversight Committee

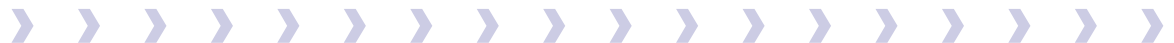
## Appendix C - Meetings of Committees held in 2022 (continued)

No.	Date of Meetings	Commission's Representative(s)	Purpose of Meeting
22	June 22, 2022	Ms. E. Ann Henry KC (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Elton Prescott SC Mr. Delano Bart KC	Constituent Instruments Review and Regulations Committee
23	June 28, 2022	Mr. Elton Prescott SC Hon. Mr. Justice Bryan Sykes OJ CD Mrs. Jacqueline Samuels-Brown KC	Interviews for the position Chief Security and Logistics Officer
24	June 29, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC	Human Resources and Selection Committee
25	August 17, 2022	Ms. E. Ann Henry KC (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Elton Prescott SC Mr. Delano Bart KC	Constituent Instruments Review and Regulations Committee
26	August 18, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mr. Elton Prescott SC	RJLSC Implementation Committee
27	August 29, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC Hon. Mr. Justice Bryan Sykes OJ CD	Human Resources and Selection Committee
28	September 6, 2022	Ms. E. Ann Henry KC (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Elton Prescott SC Mr. Delano Bart KC	Constituent Instruments Review and Regulations Committee
29	September 21, 2022	Mrs. Susan Branker Greene MSc (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc	Financial Oversight Committee
30	September 26, 2022	Hon. Mr. Justice Adrian Saunders (Chairperson) Mr. Elton Prescott SC	RJLSC Implementation Committee



**Appendix C - Meetings of Committees held in 2022 (continued)**

No.	Date of Meetings	Commission's Representative(s)	Purpose of Meeting
31	September 29, 2022	Mr. Elton Prescott SC (Chairperson) Mrs. Jacqueline Samuels-Brown KC Hon. Mr. Justice Bryan Sykes OJ CD	Human Resources and Selection Committee
32	November 3, 2022	Mr. Delano Bart KC (Chairperson) Mr. Michael Somersall DSM CCH	Pension Administration Committee
33	November 9, 2022	Mr. Elton Prescott SC Mrs. Jacqueline Samuels-Brown KC	Interviews for Project Coordinator, EDF (SCCJ) Project
34	November 14, 2022	Ms. E. Ann Henry KC (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Elton Prescott SC Mr. Delano Bart KC	Constituent Instruments Review and Regulations Committee
35	November 16, 2022	Mrs. Susan Branker Greene MSc (Chairperson) Hon. Mr. Byron St. Michael Hylton OJ KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc	Financial Oversight Committee
36	December 2, 2022	Mrs. Jacqueline Samuels-Brown KC (Chairperson) Hon. Mr. Justice Bryan Sykes OJ CD	Human Resources and Selection Committee
37	December 8, 2022	Hon. Mr. Justice Adrian Saunders (Chairman) Mrs. Susan Branker Greene MSc Ms. E. Ann Henry KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc Hon. Mr. Justice Bryan Sykes OJ CD Mrs. Jacqueline Samuels-Brown, KC Mr. Alvin Fitzpatrick SC Hon. Mme. Justice Hilary Phillips, JA CD KC Mrs. Tana'ania Small Davis KC Mr. Thaddeus M. Antoine, Esq	Interviews for Registrar and Chief Marshal



**Appendix C - Meetings of Committees held in 2022 (continued)**

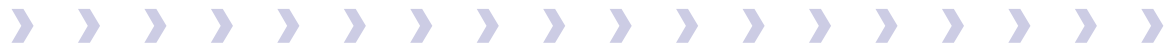
No.	Date of Meetings	Commission's Representative(s)	Purpose of Meeting
38	December 10, 2022	Hon. Mr. Justice Adrian Saunders (Chairman) Mrs. Susan Branker Greene MSc Ms. E. Ann Henry KC Mr. Michael Somersall DSM CCH Mr. Brian Glasgow FCCA MSc Hon. Mr. Justice Bryan Sykes OJ CD Mrs. Jacqueline Samuels-Brown, KC Mr. Alvin Fitzpatrick SC Hon. Mme. Justice Hilary Phillips, JA CD KC Mrs. Tana'ania Small Davis KC Mr. Thaddeus M. Antoine, Esq	Interviews for Registrar and Chief Marshal
39	December 14, 2022	Mrs. Susan Branker Greene MSc Hon. Mr. Justice Bryan Sykes OJ CD Mr. Brian Glasgow FCCA MSc	Interviews for Registrar and Chief Marshal



# Appendix D

## Members of Committees in 2022

Name of Committee	Members
Constituent Instruments Review and Regulations Committee	<ul style="list-style-type: none"> <li>Ms. E. Ann Henry KC (Chairperson)</li> <li>Hon. Mr. Byron St. Michael Hylton OJ KC</li> <li>Mr. Elton Prescott SC</li> <li>Mr. Delano Bart KC</li> </ul>
Human Resources and Selection Committee	<ul style="list-style-type: none"> <li>Mr. Elton Prescott SC (Chairperson)</li> <li>Mrs. Jacqueline Samuels-Brown KC (Chairperson as at November 19, 2022)</li> <li>Hon. Mr. Justice Bryan Sykes OJ CD</li> </ul>
Judges' Compensation and Pension Committee	<ul style="list-style-type: none"> <li>Hon. Mr. Justice Dennis Morrison OJ CD KC (Chairperson)</li> <li>Hon. Mr. Byron St. Michael Hylton OJ KC</li> </ul>
Pension Administration Committee	<ul style="list-style-type: none"> <li>Mr. Delano Bart KC (Chairperson)</li> <li>Mr. Brian Glasgow FCCA MSc (Chairperson as at November 17, 2022)</li> <li>Hon. Mr. Justice Dennis Morrison OJ CD KC</li> <li>Mr. Michael Somersall DSM CCH</li> </ul>
Financial Oversight Committee	<ul style="list-style-type: none"> <li>Mrs. Susan Branker Greene MSc (Chairperson)</li> <li>Hon. Mr. Byron St. Michael Hylton OJ KC</li> <li>Mr. Michael Somersall DSM CCH</li> <li>Mr. Brian Glasgow FCCA MSc</li> </ul>
Job Evaluation and Classification Sub-Committee	<ul style="list-style-type: none"> <li>Mr. Elton Prescott SC</li> <li>Mrs. Susan Branker Greene MSc</li> </ul>
RJLSC Implementation Committee	<ul style="list-style-type: none"> <li>Hon. Mr. Justice Adrian Saunders (Chairperson)</li> <li>Mrs. Susan Branker Greene MSc</li> <li>Mr. Elton Prescott SC</li> </ul>



# Appendix E

**Audited Financial Statements  
for the Year  
January 1 to December 31, 2022**





## The Regional Judicial and Legal Services Commission Financial Statements 31 December 2022

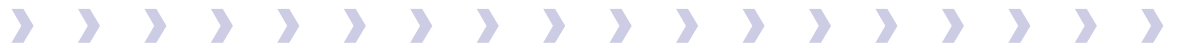
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#### (Stated in United States Dollars):

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## Statement of Management's Responsibilities

Management is responsible for the following:

- Preparing and fairly presenting the accompanying financial statements of The Regional Judicial and Legal Services Commission which comprise the statement of financial position as at 31 December 2022, the statements of comprehensive income, changes in accumulated surplus and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information;
- Ensuring that the Commission keeps proper accounting records;
- Selecting appropriate accounting policies and applying them in a consistent manner;
- Implementing, monitoring and evaluating the system of internal control that assures security of the Commission's assets, detection/prevention of fraud, and the achievement of the Commission's operational efficiencies;
- Ensuring that the system of internal control operated effectively during the reporting period;
- Producing reliable financial reporting that complies with laws and regulations; and
- Using reasonable and prudent judgement in the determination of estimates.

In preparing these audited financial statements, management utilised the International Financial Reporting Standards (IFRS), as issued by the International Accounting Standards Board and adopted by the Institute of Chartered Accountants of Trinidad and Tobago. Where IFRS presented alternative accounting treatments, management chose those considered most appropriate in the circumstances.

Nothing has come to the attention of management to indicate that the Commission will not remain a going concern for the next twelve months from the reporting date; or up to the date the accompanying financial statements have been authorised for issue, if later.

Management affirms that it has carried out its responsibilities as outlined above.

/s/ A. Saunders

Signed

Title: Chairman

Date: 30 June 2023

/s/ S. Branker Greene

Signed

Title: Commissioner

Date: 30 June 2023





## Independent Auditors' Report (Continued)

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken based on these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We, also:

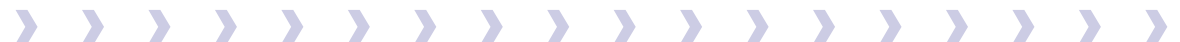
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We are responsible for the direction, supervision, and performance of the audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

San Juan  
30 June 2023

/s/ A. Pierre  
Chartered Accountants





## Statement of Financial Position as at 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

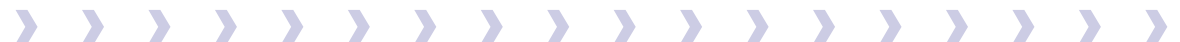
	Note	2022	2021
Assets		TT\$	TT\$
<b>Non-current assets</b>			
Property and equipment	3	329,224	330,703
Retirement benefits due from Trust Fund	4	<u>2,174,250</u>	<u>2,421,780</u>
<b>Total non-current assets</b>		<b><u>2,503,474</u></b>	<b><u>2,752,483</u></b>
<b>Current assets</b>			
Other receivables	5	40,601	38,662
Cash and cash equivalents		<u>1,340,695</u>	<u>2,810,764</u>
<b>Total current assets</b>		<b><u>1,381,296</u></b>	<b><u>2,849,426</u></b>
<b>Total assets</b>		<b><u>3,884,770</u></b>	<b><u>5,601,909</u></b>
<b>Accumulated surplus and liabilities</b>			
Accumulated surplus		<u>1,004,527</u>	<u>2,196,754</u>
<b>Total accumulated surplus</b>		<b><u>1,004,527</u></b>	<b><u>2,196,754</u></b>
<b>Non-current liability</b>			
Retirement benefit liability	6	<u>2,174,250</u>	<u>2,421,780</u>
<b>Total non-current liability</b>		<b><u>2,174,250</u></b>	<b><u>2,421,780</u></b>
<b>Current liabilities</b>			
Due to related party	7	681,599	924,568
Other payables and accruals	8	<u>24,394</u>	<u>58,807</u>
<b>Total current liabilities</b>		<b><u>705,993</u></b>	<b><u>983,375</u></b>
<b>Total accumulated surplus and liabilities</b>		<b><u>3,884,770</u></b>	<b><u>5,601,909</u></b>

The notes on pages 56 to 72 and Supplementary Financial Information on pages 74 to 77 form an integral part of these financial statements.

The financial statements were approved for issue by the Commissioners on 30 June 2023, on behalf of The Regional Judicial and Legal Services Commission.

Chairman: /s/ A. Saunders

Commissioner: /s/ S. Branker Greene





## Statement of Changes in Accumulated Surplus for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

	Accumulated Surplus
	TT\$
<b>Year ended 31 December 2022</b>	
Balance as at, 1 January 2022	2,196,754
Total comprehensive deficit for the year	<u>(1,192,227)</u>
<b>Balance as at, 31 December 2022</b>	<b><u>1,004,527</u></b>
<b>Year ended 31 December 2021</b>	
Balance as at, 1 January 2021	2,233,076
Total comprehensive deficit for the year	<u>_(36,322)</u>
<b>Balance as at, 31 December 2021</b>	<b><u>2,196,754</u></b>

The notes on pages 56 to 72 and Supplementary Financial Information on pages 74 to 77 form an integral part of these financial statements.

**Statement of Cash Flows for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

	2022 TT\$	2021 TT\$
<b>Cash flows from operating activities</b>		
Total comprehensive deficit for the year	(1,192,227)	(36,322)
Adjustments to reconcile total comprehensive deficit for the year to net cash provided by operating activities:		
Interest income	297	(1,209)
Depreciation	<u>72,179</u>	<u>60,780</u>
	<b>(1,119,751)</b>	<b>23,249</b>
<b>Changes in:</b>		
Retirement benefits due from Trust Fund	247,530	53,520
Other receivables	(1,939)	19,165
Retirement benefit liability	(247,530)	(53,520)
Due to related party	(242,969)	(46,051)
Accounts payables and accruals	<u>(34,413)</u>	<u>(1,053,669)</u>
<b>Net cash used in operating activities</b>	<b>(1,399,072)</b>	<b>(1,057,306)</b>
<b>Cash flows from investing activities</b>		
Interest received	(297)	1,209
Acquisition of fixed assets	<u>(70,700)</u>	<u>(240,912)</u>
<b>Net cash used in investing activities</b>	<b>(70,997)</b>	<b>(239,703)</b>
<b>Decrease in cash and cash equivalents for the year</b>	<b>(1,470,069)</b>	<b>(1,297,009)</b>
Cash and cash equivalents as at, 01 January	<u>2,810,764</u>	<u>4,107,773</u>
<b>Cash and cash equivalents as at, 31 December</b>	<b><u>1,340,695</u></b>	<b><u>2,810,764</u></b>

The notes on pages 56 to 72 and Supplementary Financial Information on pages 74 to 77 form an integral part of these financial statements.





## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 1. Establishment and principal activity

The Caribbean Court of Justice (the "Court") and the Regional Judicial and Legal Services Commission (the "Commission") were established on February 14, 2001, by the Agreement Establishing the Caribbean Court of Justice (the "Agreement"). The Agreement was signed on that date by the following Caribbean Community (CARICOM) states; Antigua & Barbuda, Barbados, Belize, Grenada, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, Suriname and Trinidad & Tobago. Two further states, Dominica and St. Vincent & The Grenadines, signed the Agreement on February 15, 2003, bringing the total number of signatories to 12.

The Court was inaugurated on April 16, 2005, in Port of Spain, Trinidad and Tobago.

The first Commission came into force on August 21, 2003 and works to ensure that the Court meets and fully satisfies the expectations and needs of the people it serves. The functions of the Commission include:

- Appointments to the office of Judge of the Court, other than that of President;
- Appointments of officials and employees of the Court;
- Determination of the terms and conditions of service of officials and employees;
- The termination of appointments in accordance with the provisions of the Agreement.
- Exercise of disciplinary control over judges other than the President, and over officials and employees of the Court; and
- Appointment of members of the Community Competition Commission.
- Appointment of members of the Caribbean Community Administrative Tribunal

The Court is the highest judicial tribunal, designed to be more than a Court of last resort for member states of the Caribbean Community. For, in addition to replacing the Judicial Committee of the Privy Council, the Court is vested with original jurisdiction in respect of the interpretation and application of the Revised Treaty of Chaguaramas Establishing the Caribbean Community including the CARICOM Single Market and Economy. The Court is designed to exercise both an appellate and original jurisdiction.

The Commission is financed by the Caribbean Court of Justice Trust Fund (the "Trust Fund"). The Trust Fund was established by the CARICOM states signing the Agreement, who together invested US\$100 million into the Trust Fund, which generates income to finance the expenditures of the Commission.



## Notes to the Financial Statements for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies

#### (a) Basis of preparation

The financial statements are prepared in accordance with International Financial Reporting Standards ("IFRS"), under the historical cost convention and are expressed in Trinidad & Tobago dollars, which is the Commission's functional and presentation currency.

#### (b) Changes in accounting policy and disclosures

(i) New and amended standards adopted by the Commission

There were no new standards, amendments and interpretations which are effective from 1 January 2022, and have been adopted by the Commission.

(ii) New standards, amendments and interpretations issued but not effective and not early adopted

There are no new standards, interpretations and amendments, which have not been applied in these financial statements which will or may have an effect on the Commission's future financial statements.

Other standards, amendments and interpretations to existing standards in issue but not yet effective are not considered to be relevant to the Commission and have not been disclosed.

(iii) Standards and amendments to published standards early adopted by the Commission

The Commission did not early adopt any new, revised or amended standards.

#### (c) Use of estimates

The preparation of these financial statements in conformity with IFRS requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. Actual results could differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected. Information about critical judgments in applying accounting policies that have the most significant effect on the amounts recognized in the financial statements is included in the following notes:

Note (e)	Property and equipment	Note (k)	Financial liabilities
Note (h)	Other receivables	Note (n)	Provisions
Note (j)	Financial assets		



## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies (continued)

#### (d) Foreign currency transactions

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the date of the transactions. Gains and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies are recognized in the statement of comprehensive income. Year-end balances are translated at year-end exchange rates.

#### (e) Property and equipment

Items of property and equipment are measured at cost, net of accumulated depreciation and accumulated impairment losses.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the assets to a working condition for their intended use, the costs of dismantling and removing the items and restoring the site on which they are located, and capitalized borrowing costs. Purchased software that is integral to the functionality of the related equipment is capitalized as part of the equipment.

When parts of an item of property and equipment have different useful lives, they are accounted for as separate items of property and equipment.

The gain or loss on disposal of property and equipment is determined by comparing the proceeds from disposal with the carrying amount of the property and equipment and is recognized net within other income/other expenses in the statement of comprehensive income. When revalued assets are sold, any related amount included in the revaluation reserve is transferred to the accumulated fund.

The cost of replacing a component of an item of property and equipment is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied within the component will flow to the Commission, and its cost can be measured reliably. The carrying amount of the replaced component is derecognized. The costs of the day-to-day servicing of property and equipment are recognized in the statement of comprehensive income as incurred.

Depreciation is based on the cost of an asset less its residual value. Significant components of individual assets are assessed and if a component has a useful life that is different from the remainder of that asset, that component is depreciated separately. Depreciation is recognized in the statement of comprehensive income on a straight-line basis over the estimated useful lives of each component of an item of property and equipment.

Depreciation is charged using the straight-line method at the rate of 25% which is designed to write off the cost of the assets over their estimated useful lives.

Depreciation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.



## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies (continued)

#### (f) Impairment of non-financial assets

The carrying amounts of the Commission's assets are reviewed at each reporting date to determine whether there is any indication of impairment. If such an indication exists, the asset's recoverable amount is estimated.

The recoverable amount of other assets is the greater of their net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortization if no impairment loss had been recognized.

#### (g) Employee benefits

##### Defined benefit plan

The Trust Fund had previously proposed that since the retirement arrangements of the Court and the Commission are already funded from within the Trust Fund with a legislature from the Heads of Government to ensure that the resources are always adequate; the retirement benefits due to non-judicial staff should be paid from the Trust Fund as they fall due. These proposals were accepted by the Court and the Commission. Refer to Notes 5 and 8.

##### Non-judicial staff pension plan

The Commission provides its staff with a pension plan. Under this plan, the employees of the Commission make contributions which are deducted from their salaries and are matched with employer contributions from the Commission.

Balances accumulated under this plan are calculated by an independent third-party administrator, in accordance with an agreed formula between the Commission and their employees. The administrator advises the Commission of the accumulated amounts at the end of each financial year.

When a staff member reaches retirement, the Commission's actuary will determine the pension entitlement for that employee based on their accumulated balance using appropriate actuarial assumptions. The Trust Fund will, at the request of the Commission, provide to the Commission the funds necessary to pay the pension for each employee on this basis.





## Notes to the Financial Statements for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies (continued)

#### (g) Employee benefits (continued)

##### Defined benefit plan (continued)

However, since there is no separate external fund where the contributions are placed (other than the Trust Fund), under IAS 19 these arrangements with respect to its employees are treated as a defined benefit obligation of the Commission.

#### (h) Other receivables

Other receivables are stated net of any specific provision established to recognize anticipated losses for bad and doubtful debts. Bad debts are written off during the year in which they are identified.

#### (i) Cash and cash equivalents

For the purposes of the statement of cash flows, cash and cash equivalents comprise cash at bank and in hand, and cash deposited with money market income funds with original maturities of three months or less.

#### (j) Financial assets

The Commission classifies its financial assets at amortized cost. These assets arise principally from the Commission's normal operations (e.g. advances to staff and VAT recoverable) but also incorporate other types of financial assets where the objective is to hold these assets in order to collect contractual cash flows and the contractual cash flows are solely payments of principal and interest. They have been initially recognized at fair value plus transaction costs that are directly attributable to their acquisition or issue and are subsequently carried at amortized cost using the effective interest rate method, less provision for impairment.

Impairment provisions for other receivables are recognized based on the simplified approach within IFRS 9 using a provision matrix in the determination of the lifetime expected credit losses. During this process, the probability of the non-payment of the other receivables is assessed. This probability is then multiplied by the amount of the expected loss arising from default to determine the lifetime expected credit loss for the other receivables. For other receivables, which are reported net, such provisions are recorded in a separate provision account with the loss being recognized within administrative

## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies (continued)

#### (j) Financial assets (continued)

expenses in the statement of comprehensive income. On confirmation that the other receivable will not be collectable, the gross carrying value of the asset is written off against the associated provision.

Impairment provisions for receivables from related parties and loans to related parties are recognized based on a forward-looking expected credit loss model. The methodology used to determine the amount of the provision is based on whether there has been a significant increase in credit risk since initial recognition of the financial asset. For those where the credit risk has not increased significantly since initial recognition of the financial asset, twelve months expected credit losses along with gross interest income are recognized. For those for which credit risk has increased significantly, lifetime expected credit losses along with the gross interest income are recognized. For those that are determined to be credit impaired, lifetime expected credit losses along with interest income on a net basis are recognized.

The Commission's financial assets measured at amortized cost comprise other receivables, retirement benefits due from Trust Fund and cash and cash equivalents in the statement of financial position.

#### (k) Financial liabilities

The Commission classifies its financial liabilities as financial liabilities at amortised cost. This primarily consists of other payable and accruals, due to related party and retirement benefit liability.

Other payables and accruals and other short-term monetary liabilities are initially recognised at fair value and subsequently carried at amortised cost.

#### (l) Accumulated fund

The accumulated fund represents the excess funding received over expenditure.

#### (m) Other payables and accruals

Other payables and accruals are initially recognised at fair value and subsequently carried at amortised cost.

## Notes to the Financial Statements for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

### 2. Significant accounting policies (continued)

#### (n) Provisions

A provision is recognized if, as a result of a past event, the Commission has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability. The unwinding of the provision is recognized as finance cost.

#### (o) Revenue recognition

##### Funds from the Caribbean Court of Justice Trust Fund

Unconditional funding related to the ongoing operations of the Commission is recognized in the statement of comprehensive income as income in the period in which the funds become receivable from the Trust Fund.

##### Grants

Subventions that compensate the Commission for expenses incurred are recognized as income in the statement of comprehensive income on a systematic basis in the same periods in which the expenses are incurred.

Grants that compensate the Commission for the cost of an asset are recognized in the statement of comprehensive income as revenue on a systematic basis over the life of the asset.

All other revenue is recorded on an accruals basis.

#### (p) Administrative expenses

Expenses are recorded at cost on the transaction date and are recognised on the accrual basis in the statement of comprehensive income.

#### (q) Taxation

Pursuant to the terms of an agreement entered into on 4 July 2003, between the Court, the Commission and the Government of the Republic of Trinidad and Tobago, the Commission is exempt from all direct and indirect taxes, duties and levies imposed in Trinidad and Tobago.

**Notes to the Financial Statements for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

**3. Property and equipment**

	Library books TT\$	Furniture, fittings & computer equipment TT\$	Vehicles TT\$	Leasehold improvement TT\$	Total TT\$
<b>Year ended 31 Dec 2022</b>					
<b>Cost</b>					
As at, 1 January 2022	24,815	285,417	200,283	310,238	820,753
Additions	<u>-</u>	<u>28,864</u>	<u>-</u>	<u>41,836</u>	<u>70,700</u>
<b>As at, 31 December 2022</b>	<b><u>24,815</u></b>	<b><u>314,281</u></b>	<b><u>200,283</u></b>	<b><u>352,074</u></b>	<b><u>891,453</u></b>
<b>Accumulated depreciation</b>					
As at, 1 January 2022	24,815	233,928	200,283	31,024	490,050
Charge for the year	<u>-</u>	<u>36,972</u>	<u>-</u>	<u>35,207</u>	<u>72,179</u>
<b>As at, 31 December 2022</b>	<b><u>24,815</u></b>	<b><u>270,900</u></b>	<b><u>200,283</u></b>	<b><u>66,231</u></b>	<b><u>562,229</u></b>
<b>Net book value</b>					
<b>As at, 31 December 2022</b>	<b><u>-</u></b>	<b><u>43,381</u></b>	<b><u>-</u></b>	<b><u>285,843</u></b>	<b><u>329,224</u></b>
<b>As at, 31 December 2021</b>	<b><u>-</u></b>	<b><u>51,489</u></b>	<b><u>-</u></b>	<b><u>279,214</u></b>	<b><u>330,703</u></b>



**Notes to the Financial Statements for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

3. *Property and equipment (continued)*

	Library books TT\$	Furniture, fittings & computer TT\$	Vehicles TT\$	Leasehold improvement TT\$	Total TT\$
<b>Year ended 31 Dec 2021</b>					
<b>Cost</b>					
As at 01 January 2021	24,815	241,943	200,283	112,800	579,841
Additions	—	43,474	—	197,438	240,912
<b>As at 31 December 2021</b>	<b>24,815</b>	<b>285,417</b>	<b>200,283</b>	<b>310,238</b>	<b>820,753</b>
<b>Accumulated depreciation</b>					
As at 01 January 2021	24,815	204,172	200,283	-	429,270
Charge for the year	—	29,756	—	31,024	60,780
<b>As at 31 December 2021</b>	<b>24,815</b>	<b>233,928</b>	<b>200,823</b>	<b>31,024</b>	<b>490,050</b>
<b>Net book value</b>					
<b>As at 31 December 2021</b>	<b>—</b>	<b>51,489</b>	<b>—</b>	<b>279,214</b>	<b>330,703</b>
<b>As at 31 December 2020</b>	<b>—</b>	<b>37,771</b>	<b>—</b>	<b>112,800</b>	<b>150,571</b>

**Notes to the Financial Statements for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

	2022 TT\$	2021 TT\$
<b>4. Retirement benefits due from Trust Fund</b>		
This balance is determined by the total of the employee account balances of the staff of the Commission. Refer to Notes 2 (g) and 6.	2,174,250	2,421,780
<b>5. Other receivables</b>		
VAT recoverable	27,418	33,247
Employee receivable	-	3,030
Other receivables	13,183	2,385
	40,601	38,662
<b>6. Retirement benefit liability</b>		
The Commission and its employees contribute towards a pension plan which is managed by a Pension Administration Committee made up of representatives of the Commission, employees, the Trust Fund and the Court. The data and benefit administration services are provided by Bacon Woodrow and De Souza Limited. However, since there is no separate external fund where the contributions are placed (other than the Trust Fund), under IAS 19 these arrangements are treated as a defined benefit obligation of the Commission. Refer to Notes 2 (g) and 4.		
<b>Movement in present value of defined benefit obligation</b>		
Defined benefit obligation as at start of year	2,421,780	2,475,300
Current service cost	107,040	107,040
Interest cost	66,900	53,520
Employee's Salary Deductions	80,280	80,280
Past Service Cost – Transfer from RJLSC to CCJ	-	(408,090)
Re-measurements		
- Experience adjustment	(374,640)	160,560
- Actuarial (gains/losses from changes in demographic assumptions)	-	-
- Actuarial gains from changes in financial assumptions	(93,660)	(13,380)
Benefits paid by RJSLC	<u>(33,450)</u>	<u>(33,450)</u>
<b>Defined benefit obligations as at end of year</b>	<b><u>2,174,250</u></b>	<b><u>2,421,780</u></b>



**Notes to the Financial Statements for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

**6. Retirement benefit liability (continued)**

	<b>2022</b>	<b>2021</b>
	<b>TT\$</b>	<b>TT\$</b>
<b>Liability profile</b>		
The defined benefit obligations as at the year ends were allocated as follows:		
Active members	84%	82%
Pensioners	16%	18%
The weighted average duration of the defined obligation as at the year-end was 9.7 years (2021: 11.8 years).		
100% of the benefits accrued by active members were vested (2021: 91%).		
0% of the defined benefit obligation for active members was conditional on future salary increases (2021: 0%).		
<b>Movement in fair value of plan assets/asset allocation</b>		
The plan has no assets		
<b>Expense recognised in profit and loss</b>		
Current service cost	107,040	107,040
Net interest on net defined benefit liability	66,900	53,520
Past service cost -Transfer from RJSLC to CCJ	-	<u>(408,090)</u>
<b>Net pension costs</b>	<b><u>173,940</u></b>	<b><u>(247,530)</u></b>
Re-measurements recognized in other comprehensive income		
Experience losses	(468,300)	147,180
<b>Total amount recognized in other comprehensive income</b>	<b>(468,300)</b>	<b>147,180</b>
Opening defined benefit liability	2,421,780	2,475,300
Net pension cost	173,940	(247,530)

## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 6. Retirement benefit liability (continued) Liability profile (continued)

	2022 TT\$	2021 TT\$
Re-measurements recognized in other comprehensive income	(468,300)	147,180
Employees salary deductions	80,280	80,280
Benefits paid	<u>(33,450)</u>	<u>(33,450)</u>
<b>Closing defined benefit liability</b>	<b><u>2,174,250</u></b>	<b><u>2,421,780</u></b>

#### Summary of principal assumptions as at, 31 December

Discount rate	5.0% pa	2.7% pa
Salary increases	3.0% pa	1.0% pa

Assumptions regarding future mortality are based on published mortality tables. The life expectancies underlying the value of the defined benefit obligation as at, 31 December 2022, are as follows:

Life expectancy at age 65 for current pensioner in years:

- Male	17.6	17.5
- Female	21.5	21.4

#### Sensitivity Analysis

The calculation of the defined benefit obligation is sensitive to the assumptions used. The following table summarizes how the defined benefit obligation as at the year ends would have changed as a result of a change in the assumption used.

	1% pa higher	1% pa higher
<b>As at, 31 December 2022</b>		
Discount rate	(26,760)	33,450
Salary increases	-	-



## Notes to the Financial Statements for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

**6. Retirement benefit liability (continued)**  
**Sensitivity Analysis (continued)**

	2022 TT\$	2021 TT\$
<b>As at, 31 December 2021</b>		
Discount rate	(46,830)	53,520
Salary increases	-	-

An increase of 1 year in the assumed life expectancies shown above would decrease the defined benefit obligation at 31 December 2022, by \$6,690 (2021 \$13,380).

These sensitivities were calculated by re-calculating the defined benefit obligations using the revised assumptions.

### Funding

RJLSC provides benefits under the Plan on a pay as you go basis and thus pays benefits as and when they fall due. RJLSC expects benefits totalling \$33,450 in 2023.

**7. Related party transactions**

The following balances/transactions were held/carried out with related parties:

a) Due to related parties:		
- The Court	681,599	924,568
Amounts due from the Court are interest-free, with no fixed repayment terms.		
b) Income received from the Trust Fund via the Court	1,224,778	1,935,216
c) Expense charge to the Commission by the Court	52,454	41,138
The Commission works to ensure that the Court meets and fully satisfies the expectations and needs of the people it serves.		
d) Key management compensation		
Salaries and other short-term benefits	698,109	698,109

## Notes to the Financial Statements for the Year Ended 31 December 2022

(Expressed in Trinidad and Tobago Dollars)

### 8. Other payables and accruals

Accounts payable	10,144	4,647
Accruals	14,250	54,160
	<b><u>24,394</u></b>	<b><u>58,807</u></b>

### 9. Funding from the Trust Fund

Funding received from the Trust Fund	1,519,138	2,035,566
Pension income payable from Trust Fund	<u>(294,360)</u>	<u>(100,350)</u>
	<b><u>1,224,778</u></b>	<b><u>1,935,216</u></b>

### 10. Administrative expenses

Professional fees	194,798	171,882
Salaries and allowances	1,254,168	1,254,476
Commissioners and recruitment expenses	909,183	296,506
Pension cost	284,498	(139,225)
Other expenses	77,000	102,908
Insurance expense	59,896	54,099
Janitorial	-	22,436
Depreciation	72,179	60,780
Office supplies	17,541	4,655
Printing and publication	17,982	7,627
Bank charges	14,400	13,853
Entertainment	<u>3,745</u>	<u>991</u>
	<b><u>2,905,390</u></b>	<b><u>1,850,988</u></b>



## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 11. Financial risk management

#### Financial risk factors

The main financial risks arising from the Commission's operations are foreign exchange currency risk, credit risk and liquidity risk. Risk management is carried out by the Finance and Administration Manager under policies approved by the Commission.

#### Foreign exchange risk

The Commission is mainly exposed to foreign exchange risk arising from financial instruments denominated in United States dollars. Foreign exchange risk arises when future commercial transactions or recognized assets or liabilities are denominated in a currency that is not the Commission's functional currency.

The table below summarizes the Commission's asset, at the year ended, which is denominated in United States dollars.

	2022 TT\$	2021 TT\$
<b>Assets</b>		
Retirement benefits due from Trust Fund	2,174,250	2,421,780
Cash and cash equivalents	<u>1,124,227</u>	<u>2,668,957</u>
<b>Total assets</b>	<b><u>3,298,477</u></b>	<b><u>5,090,737</u></b>

The table below summarizes the sensitivity of the Commission's assets to changes in foreign exchange movements at the year-end. The analysis is based on the assumption that the relevant foreign exchange rate increased/decreased by 5% to the Trinidad and Tobago dollars (2021: 5%), with all other variables held constant. This represents management's best estimate of a reasonable possible shift in the foreign exchange rates, having regard to the historical volatility of those rates.

	Effect on accumulated fund	
<b>Foreign exchange risk</b>		
Increased by 5%	164,924	254,537
Decreased by 5%	(164,924)	(254,537)



## Notes to the Financial Statements for the Year Ended 31 December 2022 (Expressed in Trinidad and Tobago Dollars)

### 11. *Financial risk management (continued)* *Financial risk factors (continued)*

#### Credit risk

Credit risk is the risk that a borrower or counterparty fails to meet its contractual obligation. Credit risk of the Commission arises from cash and cash equivalents as well as credit exposures from staff loans receivable. The Commission is mainly exposed to credit risk from cash and cash equivalents.

The credit quality of staff, their financial position, past experience, and other factors are taken into consideration in assessing credit risk and are minimized through the use of contractual agreements.

Cash and deposits are held with reputable financial institutions.

The carrying value of financial assets on the statement of financial position represents their maximum exposure.

#### Liquidity risk

Liquidity risk arises from the Commission's management of working capital. It is the risk that the Commission will encounter difficulty in meeting its financial obligations as they fall due. Prudent risk management implies maintaining sufficient cash to fund its day-to-day operations.

The table below summarizes the maturity profile of the Commission's financial liabilities as at the year-end based on contractual undiscounted payments:

#### Less than three months

#### As at, 31 December 2022

#### Financial liabilities:

Due to related party	681,599
Accounts payables and accruals	<u>24,394</u>
<b>Total liabilities</b>	<b><u>705,993</u></b>

**Notes to the Financial Statements for the Year Ended 31 December 2022**  
(Expressed in Trinidad and Tobago Dollars)

**11. Financial risk management (continued)**  
*Financial risk factors (continued)*  
*Liquidity risk (continued)*

**As at, 31 December 2021**

Financial liabilities:

Due to related party

784,623

Accounts payables and accruals

54,160

**Total liabilities**

**838,783**

**12. Subsequent events**

Management evaluated all events that occurred from 1 January 2023, through 30 June 2023, the date the financial statements were available to be issued. During the period, the Commission did not have any subsequent events requiring recognition or disclosure in the financial statements.





**Supplementary Financial Information  
for the Year Ended 31 December 2022**  
*(Expressed In United States Dollars)*



## Independent Auditors' Report on the Supplementary Financial Information



### The Commissioners The Regional Judicial and Legal Services Commission

We have audited the financial statements of the Regional Judicial and Legal Services Commission for the year ended 31 December 2022 and have issued our report thereon dated 30 June 2023.

We conducted our audit in accordance with International Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

We conducted our audit for the purpose of expressing an opinion on the financial statements of The Regional Judicial and Legal Services Commission taken as a whole. The accompanying supplementary financial information, consisting of the statements of financial position, comprehensive income and changes in accumulated surplus, is presented for the purpose of additional analysis in United States Dollars and should not be considered necessary to the presentation of the basic financial statements. This information has been subjected to the audit procedures applied to the basic financial statements and, in our opinion, is fairly presented, in all material respects, when taken as a whole with the basic financial statements.

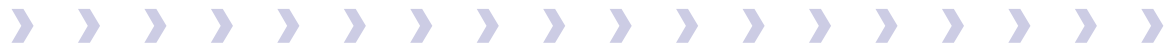
30 June 2023  
San Juan



**Statements of Financial Position as at 31 December 2022**  
(Expressed in United States Dollars)

	2022 US\$	2021 US\$
<b>Assets</b>		
<b>Non-current assets</b>		
Property and equipment	49,211	49,432
Retirement benefits due from Trust Fund	<u>325,000</u>	<u>362,000</u>
<b>Total non-current assets</b>	<b><u>374,211</u></b>	<b><u>411,432</u></b>
<b>Current assets</b>		
Other receivables	6,069	5,779
Cash and cash equivalents	<u>200,403</u>	<u>420,144</u>
<b>Total current assets</b>	<b><u>206,472</u></b>	<b><u>425,923</u></b>
<b>Total assets</b>	<b><u>580,683</u></b>	<b><u>837,355</u></b>
<b>Accumulated surplus and liabilities</b>		
Accumulated surplus	<u>150,154</u>	<u>328,364</u>
<b>Total accumulated surplus</b>	<b><u>150,154</u></b>	<b><u>328,364</u></b>
<b>Non-current liability</b>		
Retirement benefit liability	<u>325,000</u>	<u>362,000</u>
<b>Total non-current liability</b>	<b><u>325,000</u></b>	<b><u>362,000</u></b>
<b>Current liabilities</b>		
Due to related party	101,883	138,201
Accounts payables and accruals	<u>3,646</u>	<u>8,790</u>
<b>Total current liabilities</b>	<b><u>105,529</u></b>	<b><u>146,991</u></b>
<b>Total accumulated surplus and liabilities</b>	<b><u>580,683</u></b>	<b><u>837,355</u></b>

Translation rate used – 2022:  
US\$ 1.00 - TT\$6.69 (2021: US\$1.00 - TT\$6.69)



**Statements of Comprehensive Income for the year Ended 31 December 2022**  
(Expressed in United States Dollars)

	2022 US\$	2021 US\$
Funding from the Trust Fund	183,076	289,270
Other income	<u>3,002</u>	<u>3,981</u>
	<b>186,078</b>	<b>293,251</b>
Administrative expenses	<u>(434,288)</u>	<u>(276,680)</u>
<b>(Deficit)/surplus</b>	<b>(248,210)</b>	<b>16,571</b>
<b>Other comprehensive gain/loss:</b>		
Re-measurements of defined benefit pension plan	<u>70,000</u>	<u>(22,000)</u>
<b>Total comprehensive deficit for the year</b>	<b><u>(178,210)</u></b>	<b><u>(5,429)</u></b>

Translation rate used – 2022: US\$ 1.00 - TT\$6.69 (2021: US\$1.00 - TT\$6.69)

**Statements of Changes in Accumulated Surplus for the year Ended 31 December 2022**  
(Expressed in United States Dollars)

	Accumulated surplus US\$
<b>Year ended 31 December 2022</b>	
Balance as at, 01 January 2022	328,364
Total comprehensive deficit for the year	<u>(178,210)</u>
<b>Balance as at, 31 December 2022</b>	<b><u>150,154</u></b>
<b>Year ended 31 December 2021</b>	
Balance as at, 01 January 2021	333,793
Total comprehensive deficit for the year	<u>(5,429)</u>
<b>Balance as at, 31 December 2021</b>	<b><u>328,364</u></b>

Translation rate used – 2022: US\$ 1.00 - TT\$6.69 (2021: US\$1.00 - TT\$6.69)





## Annual Report 2022

134 Henry Street  
Port of Spain 101010  
Republic of Trinidad and Tobago, West Indies

Tel: 1-868-623-8376  
PBX: 1-868-612-5225 Ext: 2242  
Fax: 1-868-624-4004  
Email: [rjlsc@rjlsc.org](mailto:rjlsc@rjlsc.org)

Website: [www.ccj.org/about-the-ccj/rjlsc-2/](http://www.ccj.org/about-the-ccj/rjlsc-2/)