The Court Facilities, Assets & Office Management Unit’s primary function is to assist the Caribbean Court of Justice in fulfilling both its mission and vision, by maintaining proactively and striving continuously to improve the Court’s Facilities, Assets and Office Systems in an efficient, reliable, innovative and cost-effective manner.

The Unit, staffed by the Court Facilities Manager, Mr. Vaughn Halliday, and the Office Manager, Mr. Nigel Payne, welcomed the addition of the Secretary to the Facilities Manager, Ms. Carole Noble, who joined the Court in October 2006. The Court Facilities Manager is also responsible for the supervision of the Court Drivers and Messengers.

Collectively, the overarching vision of the Court Facilities, Assets and Office Management Unit is to provide for the Caribbean Community a safe, accessible and convenient facility that is supported by efficient and effective systems, and is maintained and managed in keeping with the Performance Standards of the Caribbean Court of Justice and in a manner worthy of emulation both regionally and internationally.

The goals of the Unit are:
- To assist the Court in achieving its vision by anticipating, and seeking proactive solutions to, the emerging challenges towards the Court’s Facilities, Assets and Office Systems.
- To maintain efficiently the physical environment and assets of the organization in a manner worthy of emulation by the courts of the region.
- To actively satisfy our external customers by ensuring the Court and its facilities are safe, accessible and convenient to use.
- To actively satisfy our internal customers by competently maintaining a comfortable, safe, efficient and functional work environment.
- To procure and manage contracted goods and services in the most effective and efficient manner possible.
- To implement and maintain adequate standards and procedures relating to Facilities, Assets and Office Systems that assist the both the Court and the Unit in achieving their goals and objectives.
- To constantly seek ways to improve our service and value to the Court.
ACTIVITIES DURING PERIOD OF REVIEW:
AUGUST 1st 2006 – JULY 31st 2007

During the period of review, the Facilities, Assets and Office Management Unit has paid particular attention to the Court Performance Standards which relate directly to its sphere of operations, principal of which is Standard 1.2 which relates to Access to Justice. To this end, since the Court’s relocation in May 2006, the unit has continued to focus significantly on adjustments to the building and facility improvements to make the Court safer, more accessible, and more convenient to use for both its internal and external customers. Some of these measures include:

- Installation of additional signage, both on the interior and exterior of the building
- The installation of fire fighting and fire suppression equipment
- Minor adjustments to allow more convenient disabled public access.
- Managing the completion of the physical infrastructure for Courtroom 2
- Managing the installation of Cable service
- The fabrication and installation of a removable fencing to protect the front of the premises
- Installation of a P.A. system in the Training & Conference Room
- Installation of a water filtration system for the water supply to the premises

Above: Contractors carrying out the fabrication and installation of a removable fencing to protect the front of the premises during Carnival.

Below: The installation of fire fighting and fire suppression equipment.

Below: The CCJ Celebrates the Republic of Trinidad and Tobago.
Several substantial non-routine repair works were also undertaken including major repairs to the car park lighting; re-grading of the car park drainage; and a thorough cleaning of the building’s entire air conditioning system including the ceiling plenums and ducting performed in conjunction with an environmental cleaning of the Court Library.

Another key focus area was policy and procedure development and implementation. This included the implementation of preventive maintenance inspections and schedules, and quality assurance procedures for custodial maintenance. Some cross-departmental projects such as the development of a correspondence management manual and the development of a comprehensive safety and emergency procedure manual are still in progress and will be completed in the near future.

Throughout all conducted activities the Court Facilities, Assets and Office Management Unit also remained cognizant of the Performance Standards, which relate to Independence and Accountability for public resources. Standard 4.2 in particular requires the Court to responsibly seek, use, and account for its resources. To this end the unit has consistently sought to ensure that all goods and services are procured in accordance with the Court Procurement Policy, and sought actively to reduce cost wherever possible, to preserve the perpetual funding of the Court.

TRAINING & DEVELOPMENT: “IMPROVEMENT FOR SUCCESS”

Standard 4.5 that relates to Response to Change has also been a strong influencing factor on the Unit’s activities. This standard requires that the Court seeks to anticipate new conditions and emergent events and adjusts its operations as necessary. To this end training, development, and the constant critical review of policies and procedures have been and will continue to be key factors in achieving this objective. For example, the training received by the Facilities Manager through the NCSC Emergency Management Conference is anticipated to play a significant role in the refinement of the Court’s Safety and Emergency Procedures and Policy.

Other training and development conducted during the period include:

- **Office Manager**
  - Certificate in Purchasing and Supplies
  - Certificate in Occupational Safety and Health

- **Facilities Secretary**
  - Certificate in Project Cost and Schedule Management

- **Court Drivers**
  - In-house Protocol Seminar by Court Protocol & Information Division

- **Staff Members**
  - Fire Safety Session
  - Operation of the Fire Suppression System

In keeping with standard 4.5 several future training sessions are also being planned in conjunction with the Court Security Unit including Safety & Emergency Training Sessions, routine emergency drills, and Occupational Safety and Health Act (OSHA) training among others. The Facilities and Security Units are also pursuing actively the formation of an Occupational Safety and Health Committee.
CROSS-DEPARTMENTAL PROJECTS: “WORKING TOGETHER”

Aside from ongoing policy development and training, there have been several other cross-departmental activities during the period of review. The Facilities Unit has worked very closely with the Security Unit in particular, and during the period March 2007 to June 2007 the Facilities Manager played a dual role as Acting Security Manager while the incumbent Manager, Ms. Sandra Sandiford-Carr was on maternity leave.

The Facilities, Assets and Office Management Unit was also pleased to have been actively involved in a number of internal functions such as the CCJ Christmas Luncheon and the Court’s Carnival “Panyard Crawl”. The latter of which also included as guests; participants from the Commonwealth Meeting of Judges and Magistrates. The Unit was equally pleased to have played a significant role in the success of a number of the Court’s public outreach initiatives such as:

- OCCBA/CCJ Conference - UWI, Cave Hill Barbados – Nov 2006
- CSME Conference – Queens Hall, St. Ann’s, Trinidad – Mar 2007
- Numerous Tours of the CCJ Facilities

In this spirit, the Court Facilities, Assets and Office Management Unit will actively seek to continue to play its role in assuring the people of the region that the Caribbean Court of Justice is there to serve their needs and interests through simple initiatives such as the mounting of commemorative Independence Banners on the exterior of the CCJ building, for all of the Court’s Member States during their week of Independence. Similarly the Unit will also continue to strive to preserve public trust through the provision excellent service.

FUTURE PLANS: “LOOKING AHEAD”

In keeping with the Court’s policy of being a learning organization, and to better enable the Unit to achieve its objectives, continuous training and development of the Unit’s staff will be key future focus areas. Other future plans of the Facilities, Assets and Office Management Unit include the implementation of a computerized maintenance management system (CMMS) as well as several renovation projects. Some of these include:

- Locker rooms for Security Personnel
- Additional Storage Space – Ground Floor & First Floor
- Registry Renovations
- Construction of an awning and Security receiving area at rear entrance

From left to right: The CCJ celebrates the Independence of Belize, the Republic of Suriname, the Independence of St. Kitts and Nevis, the Independence of Dominica, the Republic of Guyana and the Independence of Antigua and Barbuda