

**REPORT ON  
INVESTIGATION INTO STATUTORY BOARDS  
COI RECOMMENDATION B29**

**REVIEWER:** Sheila N. Brathwaite  
BSc., MBA, LLB(Hons)

**REVIEW DATES:** 30th June—31st December, 2022

**CONTENTS**

|                                |           |
|--------------------------------|-----------|
| Executive Summary .....        | 3 - 5     |
| Purpose of Investigation ..... | 6         |
| Methodology .....              | 7 - 8     |
| Challenges .....               | 9 - 10    |
| Findings .....                 | 11 - 13   |
| Recommendations .....          | 14 – 20   |
| Signature Page .....           | 21        |
| Appendix A .....               | 22 - 111  |
| Appendix B .....               | 112 - 114 |
| Appendix C .....               | 115 - 116 |

## Executive Summary

On 19<sup>th</sup> January 2021, former Governor of the Virgin Islands, His Excellency, Augustus J. U. Jaspert, appointed Sir Gary Hickinbottom as sole Commissioner to conduct a Commission of Inquiry (COI) into:

- a. *Whether there was corruption, abuse of office or other serious dishonesty in relation to statutory, elected or public officials in the (British) Virgin Islands which may have taken place in recent years;*
- b. *If there were such information, to consider the conditions which allowed such conduct to take place in recent years;*
- c. *If appropriate, to make independent recommendations with a view to improving the standards of governance and the operation of the agencies of law enforcement and justice in the Territory.*

Commissioner Hickinbottom and his team of lawyers and administrators, conducted many interviews over a few months beginning 22<sup>nd</sup> January, 2021. They interviewed the present Governor and immediate past Governor; Minister's of government, both current and the immediate past; Deputy Governor; Permanent Secretaries; heads of Department including in particular the Auditor General and Director of Internal Audit; other senior public servants including the Complaints Commissioner, current and immediate past; current Financial Secretary and the last two officers to hold the position; among other officers. Questions were centered on good governance issues, powers and duties of Ministers and officers under the Public Finance Management Act, 2004, among other areas.

Sir Hickinbottom's report submitted 4<sup>th</sup> April, 2022, highlighted serious 'governance' problems across consecutive Government Administrations. He made four primary recommendations and forty-five detailed recommendations aimed at rectifying systemic governance issues. The main recommendation, A1, was to impose a temporary partial suspension of The Virgin Islands Constitution Order, 2007.

It was further generally recommended that rectification of governance issues be accomplished through investigations which would yield recommendations for improvement in governance.

The subject of this specific investigation is Recommendation B29 which states: *"I recommend that consideration is given by the Governor (and any Independent Investigator he might appoint to consider this matter) as to whether it is necessary for any appointments to statutory boards made since 2019 to be revoked to enable appointments through a more open and transparent system to be made."*

In an effort to avoid a temporary partial suspension of the Constitution, the Premier and the newly formed Government of National Unity, developed a Framework for Implementation of the Recommendations of the COI Report and Other Reforms. For Recommendation B29, the Framework states, *"the Governor appoints an independent investigator to examine whether any appointments to statutory boards made since 2019 should be revoked. Recommendations are to be submitted to Cabinet."*

The commencement and completion dates officially given for this investigation were 30<sup>th</sup> June, 2022 and 31<sup>st</sup> December, 2022 respectively. The actual commencement date was 4<sup>th</sup> August, 2022. This was due mainly to the Investigator's travel in July and documents not being ready for collection on her return in mid-July.

As a matter of record, on initial examination of the documents received, the number of boards/committees listed in the COI Report was thirty-four (34), however, of that number, four (4) were not submitted for review. These were the Board of Trustees of the Climate Change Trust Fund, the Gambling (Gaming and Betting Control) Commission, the VI Trade Commission, and the Wickham's Cay Development Authority. On the other hand, eleven (11) boards not listed in the COI Report were submitted for investigation, bringing the number to forty-one (41). The additions were, the Maritime Advisory Board, the Scholarships Committee, the Higher Education Licensing Board, the Education Advisory Board, the Special Education Council, the Road Traffic Commission, the Parole Board, the Panel of Assessors–Youth Court VG, Financial Services Appeal Board, Scholarship Trust Fund Board, and, the Financial Investigation Authority.

During the course of this investigation, the Land Surveyors' Board, the Planning Authority Board, the HL Stoutt Community College Board of Governors, the BVI Ports Authority Board, the BVI Airports Authority Board and, the BVI Tourist Board, were re-constituted.

The Land Surveyors' Board, the BVI Airports Authority Board, the HLSCC Board and three (3) members of the Planning Authority Board, expired before 30<sup>th</sup> June 2022. The term of the BVI Ports Authority Board also expired prior to commencement of the investigation, except for that of the Chairman. The Tourist Board's term expired on 1<sup>st</sup> August 2022 while the term expired for the other three (3) members of the Planning Authority Board, expired on 22<sup>nd</sup> July 2022.

These expirations represent the term of five full boards, 40 appointees or 11.1% that expired prior to commencement of the investigation. There were also 23 or 6.4% of appointees from other boards, whose term expired prior to commencement of this investigation. During the investigation, the term of another 40 or 11.1% of appointees expired.

On pages 6 to 8 of the Report, the Purpose and Methodology of the Investigation are provided, while on pages 9 to 10, the Challenges experienced are noted.

The Findings on pages 11 to 13, address in part, Appendices A(1) – A(41). The appendices show for each board, the information used during the analysis phase covering, purpose of the board, legislative requirement or Cabinet criteria for membership, term of appointment, and qualifications of appointees. The question of being qualified to sit and the recommendation for each appointee, is also on those information sheets. Additionally, pie charts were used to show the comparative percentages for the data field for each board.

In general, the data revealed that apart from the fact that a handful of persons were appointed to several committees, 89% of the persons appointed were qualified to be on the respective boards/committees, while about 2% were not qualified, 6% were “minimally qualified” (explained in the Findings), and “no information” was received for 3% of the appointees. The summary of these statistics is found at Appendix B.

On pages 14 to 20, are the Recommendations including at Appendix C the appointments that should be revoked and the appointees who should not be reappointed to the boards on which they sat.

Guidelines that the Investigator thought would help to improve good governance for the Scholarships Committee, which has no legislation, and for eight other boards that do have legislation, are set out in the Recommendations.

In the Investigator's first quarterly report, some challenges were highlighted which she is happy to report had subsequently seen improvement, due to the best efforts of the staff at the Commission of Inquiry Implementation Unit (IU). Despite their efforts, however, there were still a few delayed responses from Ministries, compounded by the fact that the information sent to the IU was not always complete. For example, no Cabinet paper and hence no criteria, was received for the Virgin Islands National Bank Board, whose membership showed three representatives from the Social Security Board, see **Finding #6**.

In trying to understand some of the incomplete/missing information, the Investigator relied on her former knowledge of some of the ministries. As an example, a policy on scholarships was developed with the Human Resources and Labour Departments, addressing the manpower needs of the Territory which included the criteria for approval of a scholarship, the amount of fees paid to the relevant institution or awardee, a bonding agreement and more. The group also created a list of priority careers for scholarship distribution. This policy was not made available to the IU.

It is also of note that, while the Investigator personally knew for example, that members of the Appeals Tribunal (Planning) were qualified to sit on that board, she did place the ones for whom no information was received under the category of "no information received", to avoid introducing her own thoughts/knowledge to the process, see Appendices A(1) and B.

Finally, the Investigator wishes to extend her personal thanks to the IU under the leadership of Ms. Hadassah Ward, who along with her staff made every effort to provide information on a timely basis. Their assistance was highly appreciated.

Thanks is also extended to His Excellency for selecting her to take on this important role. As previously indicated to him, she is always willing to serve her country to the best of her ability and importantly to her, with integrity.

The report was submitted to the Governor on 29<sup>th</sup> December, 2022.

## **Purpose of Investigation**

In accordance with the Terms of Reference received on 19<sup>th</sup> August, 2022, the purpose of the investigation is: ***“To conduct a fair and impartial investigation into the appointments to statutory boards that have been made since 2019, in order to determine whether any such appointments should be revoked in order to enable appointments that are made through a more open and transparent system of appointments.”***

The purpose is broken down into activities, the Scope of Work:

- 1. Identify all the appointments to Statutory Boards that have been made since 2019.***
- 2. Identify/examine any legal, policy or other guidelines that were used or that should have been used to guide the appointments to Statutory Boards that were made since 2019.***
- 3. Determine whether the appointments to Statutory Boards since 2019 are in alignment with the guidelines identified above.***
- 4. Where guidelines are vague/lack detail, determine whether the persons appointed to statutory boards since 2019 have qualifications/expertise/experience that make them able to effectively carry out their appointments. If specific guidelines do not exist, recommendations should be made for what such guidelines should entail for each Statutory Board for which they are absent.***
- 5. Make an assessment of whether the appointments should be revoked to enable appointments through a more open and transparent appointment process.***
- 6. Submit a report that captures the purpose of the investigation, methodology, findings and recommendations.***

## Methodology

1. A Gantt Chart to give guidance to the Investigator on activity timelines, was developed at the beginning of the project.
2. The bundle/documents received from each Ministry was checked to ensure the Boards/Committees listed in the COI Report were submitted.
3. Each Board, including the additional ones not listed in the COI Report, was examined for relevant legislation, purpose of board, Cabinet decisions or policies, list of appointees, term of appointment and resumés of appointees.
4. A sheet with the information at #3 preceding, was prepared for each Board/Committee. The composition of each sheet of information was used for analysis and making recommendations, resulting in Appendices A(1) – A(41). The composition is as follows:

### A. Subheads showing:

- a. The purpose of the Board/Committee in accordance with the legislation
- b. Ideal qualifications of members (based on the Purpose)
- c. Cabinet criteria for appointing individuals
- d. Legislative recommendations for membership

### B. A Table with the following headings:

- a. Names of appointees
- b. Date of appointment and term
- c. Qualification and expertise/experience
- d. Qualified (as a question) (answered as yes, no or minimally)
- e. Recommendation for each appointee

### C. Notes were added where necessary. For example, to explain why individuals were ‘minimally qualified’.

- D. An effort was made to provide guidelines for some of the boards/committees where none existed, and where additional ones were necessary, they were added to those present. However, being cognizant of the other COI recommendation and ‘project’ to develop guidelines for membership, the Investigator limited her suggestions to administrative rather than legal points.

- E. Pie charts were added to show the percentage of appropriately qualified versus minimally qualified and not qualified appointees. Further, where no information was received and in some cases where appointments had expired, this data was included in the pie charts.

The charts showing 100% qualified were mainly for the boards whose appointees were filling roles in accordance with their daily government jobs.

5. Appendices B and C were then prepared. Appendix B shows the summary of the status of the board's appointee, that is, qualified or not. Appendix C indicates the appointments that should be revoked and the appointees who, being minimally qualified, should not be reappointed to those boards on which they sat.
6. The penultimate activity was to write the report. Two quarterly reports, in September and December, were also prepared and submitted to the Governor as requested by him.
7. Submission of the report was the final activity. This was done by email to the Governor and hand-delivered in 'hard copy' to his office on the date stated on the signature page.



## Challenges

1. Early in the investigative process, the time taken to receive documents was very slow and non-acceptable.
2. Resumés were not always available. In the particular instances of the Appeals Tribunal (Planning) Board and the BVI Tourist Board, the communication received by the Investigator was that *“at the time of the appointments, no resumé was necessary for appointment, hence none is available”*.  
In the case of the Appeals Tribunal, despite the Board’s extension in January 2022, no resumés were requested by the ministry from the appointees. The dilemma was that the Investigator was personally aware that the appointees were qualified to sit, however, personal knowledge was not a part of the process and so **Finding #4** represented the single member for whom information had been received. However, after submission of the 2<sup>nd</sup> quarterly report, more requests for missing resumés were made at the insistence of the Governor’s Office, and Finding #4 was changed to reflect the additional two resumés that were made available.
3. Roughly three weeks before the submission deadline, Ministries were given another chance to secure the twenty-three (23) resumés previously requested. A deadline of 20<sup>th</sup> December was suggested by the Investigator. By 21<sup>st</sup> December, only twelve (12) were received, due mostly to the efforts of the IU. Those not received include persons whose term had expired before and since commencement of the investigation.
4. In many instances additional research was needed to understand the documentation submitted. For example, the legislation provided for some boards was inadequate or not strictly followed. In others, no Cabinet decisions were submitted. **Finding #6** highlights an example.
5. There is no legislation for the Scholarships Committee, however, the policy which was developed years ago seemed to have gone missing as it could not be located for submission. The information sheet/appendix was therefore devoid of legislative requirements and Cabinet criteria for selection of the members. Prior knowledge was used in this case for the purpose of the Committee.
6. Due to receipt of additional resumés up to 21<sup>st</sup> December, calculations had to be redone, followed by amendments to the document, and coupled with the holiday activities, submission which was planned to be executed before the Christmas holiday, was delayed.

7. The process to finalise the Investigator's contract as noted in the Terms of Reference, took much longer than anticipated. Completion was thought to have been accomplished on 2<sup>nd</sup> December, 2022, but on 28<sup>th</sup> December, upon enquiring about a copy of the signed contract, the Investigator was told that signing has to be done over. The signing was done on 29<sup>th</sup> December. The report is being submitted without a signed copy of the contract in hand.

## Findings

1. The term of the full membership of five boards had expired prior to 30<sup>th</sup> June 2022. These are the Appeals Tribunal (Physical Planning) Board, Land Surveyors' Board, the BVI Airports Authority Board, HLSCC Board of Governors, and the BVI Ports Authority Board (except for the Chairman), totaling 40 or 11.1% of the appointees. In addition, the number of persons whose terms had expired before that same date from among other boards was 23 or 6.4%. Between July and November, the term of 40 or 11.1% appointees expired. The ex-officio members were not included in these figures.
2. The Scholarships Committee was the only committee without legislation. See **Recommendation #13**.
3. A number of guidelines are suggested for boards despite the fact that they have legislation, for example, there is a concentration of construction persons on the Planning Authority Board with no land developers or environmental health personnel.
4. As a result of the challenge with the resumés for the Appeals Tribunal (Planning) Board, the Pie Chart at Appendix A(1), shows that only 60% of the appointees were qualified, which is not the reality.
5. A number of appointees were labeled as 'minimally qualified' meaning that they had formal tertiary education in some instances, but their resumé did not indicate an exposure/background or involvement in the major subject areas covered by the particular board. Some appointees had a general business background but no formal education. These deficiencies could limit their meaningful contribution to discussions and decisions particularly for technical boards like the BVI Tourist Board, the National Parks Trust of the Virgin Islands, the BVI Airports Authority, and the Telecommunications Regulatory Commission.
6. The minimally qualified ideally should not be reappointed to the boards on which they sat.
7. Many of the boards/committees have large memberships of up to fifteen persons, which are not necessarily effective.
8. For the Virgin Islands National Bank Board, the Social Security Office has three representatives on the Bank's Board (Appendix A(18)). While no information was provided by the Ministry, the Investigator discovered through online research that, this unusual occurrence is in keeping with the change made when on 19<sup>th</sup>

December 2017, the then Premier announced that the Social Security Board was investing US\$15 million in the bank and the Social Security Board “*would bring significant resources and knowledge as the Bank’s Board will now be expanded to include representation by the BVI Social Security Board*”. While this statement did not indicate the number of representatives to be added to the Bank’s Board, three representatives were added.

9. The qualifications of appointees to some of the boards, like the Financial Investigation Agency, did not need to be reviewed, as their appointments were a result of their positions within the government.
  
10. A few committees had too many of the same professions on them, for example, the Parole Board, see Appendix A 20. This committee would benefit from having a lawyer and a senior prison officer on the board. In addition, it may be helpful to have an occupational therapist on the board to collaborate with the counsellors on developing ‘re-entry to society’ programs for the prisoners.
  
11. The Financial Secretary (FS) was arbitrarily added to the BVI Tourist Board as an appointee/member of the Board, however, the legislation does not support that decision. **Recommendation #5** addresses that appointment.
  
12. Care and attention is of paramount importance to the information placed in Cabinet papers as they become permanent records of decisions made by respective governments and in some instances, may have legal implications. The following examples highlight that importance:
  - a) Under the Taxi & Livery Commission, there were only four ex-officio members in the 1997 Regulations. Two more were added in the 2013 (Amended) Regulations, by revising regulation 3. The Cabinet paper appointing the membership, which included six (6) ex-officio members, used the 1997 Regulations instead of the 2013 Regulations. The 2013 (Amended) Regulations should have been quoted in the Cabinet paper and not the 1997 Regulations.
  
  - b) For the same Commission, the appointment of Arnold Smith and Kenrico Wheatley were stated in the Cabinet paper as under s3(1)(h) and s3(1)(j) respectively of the 1997 Regulations. There is no such numbering in the 1997 Regulations. A similar numbering, s2(1)(h) and s2(1)(j), is found in the 2013 (Amended) Regulations.

c) Under the Land Surveyors' Board, in the Cabinet listing of appointees, the terminology used was 'businessman' for two persons. The terminology in the Ordinance is 'building industry' for two persons. If the former terminology is continually used, then persons in any business field could be appointed and exclude the legislative requirement of persons from the building industry.

13. The Land Surveyors' Board indicates that there is need for an 'alternate' who sits in for a surveyor who may be unable to attend a meeting. It is not clear from the membership listing which of the private surveyors is the 'alternate'.
14. At Appendix B is set out the number of appointees who were qualified, not qualified, minimally qualified, and for whom no information was received for analysis. Generally, of the three hundred and sixty (360) appointments made during the period under review, 88.6% or 319 were qualified to sit on the boards or committees and 2.2% or 8 were outright not qualified. If the minimally qualified totaling 5.6% or 20 were combined with the not qualified group, then 7.8% or 28 would be considered not qualified. Additionally, no information was received for 3.6% or 13 appointees. The data for this summary was taken from the analysis charts at Appendices A(1) - A(41).
15. Two appointees were removed by the Attorney General from the Scholarship Trust Fund Board, see Appendix A(36).
16. Under the Education Advisory Board, Corrinne George-Massicot was qualified to be on that board, however, she became Speaker of the House of Assembly (HOA) in 2022 and should not hold such a position, in the event of a conflict of interest arising from a submission to the HOA concerning the Board.
17. In July 2019, the First Schedule sec. 1 (1) (c), of the BVI Ports Authority Act 1990, was amended to expand the number of ex-officio members, from three (3) to seven (7). No change was made to the private sector membership of "appointed members" who number six (6) as represented in the First Schedule of the 1990 Act, sec 1 (1) (b).

## Recommendations

1. Re-composition of boards should be done under strict guidelines, in relation to their legislation and the qualifications/background/expertise of the potential appointees.
2. Private sector individuals should not be appointed to more than one board each, unless absolutely necessary in terms of their expertise, and even so, they should be limited to a maximum of two boards.
3. If it is felt that the FS be a member of the Tourist Board is absolutely necessary, then in order to accommodate the position on the board, the Tourist Board Act, 1969 must be amended accordingly. Until the amendment is finalized, the appointment should be revoked for transparency purposes.
4. More care in the selection of persons to sit on boards is needed to avoid, in particular, duplication of professions and lack of other expertise on the same board, as seen in the Parole Board, see Appendix A(20).
5. An occupational therapist should be considered for appointment to the Parole Board for the purpose of collaborating with the counsellors to develop 're-entry to society' programs for the prisoners. Too many prisoners are discharged without having the benefit of a strategic structure for their lives on release. A lawyer should also form a part of the Parole Board team.
6. The membership size of some boards could defeat the purpose of meaningful discussions and timely decision making, because they may be too large. Also, the financial cost to maintain large committees could become a strain on the government's purse.  
A maximum of seven (7) to nine (9) persons is recommended to sit on any board to allow for proper and effective exchange of ideas.  
There will be instances where the high numbers are necessary, for example, to cover government security/finance as in the Joint Anti-Money Laundering and Terrorist Financing Committee, but even for that committee, persons with special expertise can be co-opted as needed.
7. Cabinet papers form permanent records of decisions made by the government and in some instances may have legal implications. More care and attention in recording the correct legislation, sections of legislation and legislative terminology in Cabinet papers is very important.

Two instances where corrections should be made are:

- a) In the Taxi & Livery Commission at **Finding #12 (a) & (b)**.
- b) In the Land Surveyors' Board at **Finding #12 (c)**.

8. The membership listing of the Land Surveyors' Board should indicate who is the 'alternate' surveyor.

9. Under the Telecommunications Regulatory Commission (TRC), the resumé of the Commissioner who is apparently representing 'outside the Virgin Islands' as required by the legislation and based on her address, does not show a telecommunication services background. The TRC is a technical as well as a regulatory body. Replacement of that appointee should be made with a qualified person, fit for purpose ('*a fit and proper person*'), according to the Act.

10. For the Social Security Board, the amendment to the Schedule of the Principal Act indicates that the Chief Medical Officer should be a Government representative on the Board. There is no indication that an appointment was made. This should be remedied.

11. The BVI Tourist Board would be well served with a lawyer and someone with small properties and villas experience. Those two classes of members are recommended for inclusion, if they are not on the re-constituted board.

12. The representative for the Immigration Board from Virgin Gorda should be rotated to allow other persons to represent that island for growth and expansion of representation. Consideration should therefore be given for the representation period to be limited to five years or an appointment for two terms only.

13. In general, representatives on boards from the Sister Islands should be limited to a five-year period to allow different points of view and growth of other persons.

- 14. i) There is no legislative requirement for membership of the Scholarships Committee, but representation of a variety of disciplines in the Territory is useful. Therefore, a definitive policy needs to be established with immediate effect for the issuance of scholarships.
- ii) The selection of scholarship recipients based on their areas of study, must be considered in tandem with a manpower needs strategy for improvement of the Territory's workforce.

- iii) The policy or legislation for the Committee must indicate the purpose of the committee, term of office and composition of the membership. These should be enshrined in the Education Act, 2004.
- iv) Specific education disciplines must always be represented on the Committee, for example, technology/computers/engineering, medical/nursing, technical/plumbing/electrical, and social work.
- v) Committee members should recuse themselves for the interview and decision making process on any application where family members are appearing before the Committee.
- vi) The Committee Chair should possess tertiary education and be selected by the subject Minister.

15. In line with 13 (vi) preceding, the current Chair should be replaced but remain as an ordinary member, when his term expires, as he falls under the category of ‘minimally qualified’.

16. The appointment of Corrinne George-Massicot to the Education Advisory Board should be revoked to avoid any potential conflict with her position as Speaker of the House of Assembly.

17. By expanding the ex-officio membership of the BVI Ports Authority, ‘more’ expertise was added to diversify the discussions. As a result, the need for six private sector members appears to be unnecessary. It is therefore recommended that:

(a) The First Schedule of the BVI Ports Authority Act 1990, sec. 1 (1) (b) should be amended downwards, in keeping with the proposed concept of board sizes not to exceed seven (7) or nine (9) members, including ex-officio members.

(b) Having both the Chairman and Managing Director of the BVI Airports Authority and the Chairman and Director of the BVI Tourist Board sit on the Ports board, appears to be an “overkill” of ideas/information from those entities. Consideration should be given to having just one member from each of these 2 boards, for fiscal purposes and effective board size.

18. The following suggested guidelines should be reviewed for possible amendment of the relevant legislation that exists. Hopefully the information helps to provide more transparency in the selection process.



A. The Planning Authority Board:

- i) Someone with a strong background in strategic planning and management should be on the Board.
- ii) The Chief Health Environmental Officer should be a part of the team either as a Board member or in cases where septic tanks are being constructed, involvement and advice should be sought.
- iii) Close attention should be paid to the list of areas stated in the legislation. A concentration of persons in the construction field defeats the wider purpose of the Authority in for instance the area of land development, commerce and the economy.

B. The Prospect Reef Resort Board:

- i) Someone with a strong background in hospitality services or a member of the BVI Tourist Board should be on the Board at the next period of appointments in June 2023.
- ii) Someone with strategic planning skills is needed at this facility as plans are made for the development of the facility.
- iii) The Managing Director should be a proven business or hospitality manager. This person must also possess “people” skills.

C. The Maritime Advisory Board:

- i) A Secretary should be appointed in accordance with the requirement under Schedule 4 of the Act.
- ii) For continuity, appointments of non-government personnel should be for at least 3 years.
- iii) The Chief Conservation and Fisheries Officer has apparently been replaced by the Permanent Secretary MNRL&I. This change should be reflected in the Act, if it is anticipated to continue.

D. The BVI Health Services Authority:

- i) Someone with strategic planning skills is recommended in the Act. That person can help with policy development of the Authority. One of the lawyers can be replaced by that person.
- ii) The lawyer on the hospital staff should be required to attend Board meetings, but without a vote.
- iii) An important member would be a communications/public relations person who can help to dissect the views and needs of the public.
- iv) The membership should not exceed the maximum legal requirement of nine at any time.
- v) Only one lawyer is needed from the private sector.

- vi) Only one person with a hospitality background is needed, preferably with restaurant skills and strong customer service skills.
- vii) The legislation calls for someone with a religious background. Consideration should be given.
- viii) The legislation also calls for someone with a nursing background. This person would be useful in assisting with the policy development for nursing staff, in particular. Ideally, the individual should be a retired nurse who had worked in the hospital and is familiar with the management of nurses.
- ix) Insurance is an important part of the risk management of a hospital. Consideration should be given to someone with risk management training or an insurance background.
- x) At least two medical doctors should be represented. Ideally, one in general medicine and one in public health as obtains on this Board.

E. The Parole Board:

- i) At least two probation officers should be on the Board to give guidance concerning the supervision of discharged prisoners.
- ii) Two counsellors, one being a Christian counsellor, are sufficient with probation officers for the needs of the Board.
- iii) A psychiatrist who understands treatment of persons with mental issues should always be on this Board.
- iv) Someone to act as an advocate for prisoners should be included on the Board.
- v) An occupational psychologist could also be useful for strategic planning of the lives of prisoners to be released.
- vi) A senior prison officer can bring knowledge of the prisoner being considered for parole.

F. The Land Surveyors' Board:

- i) Private land surveyors make up the majority of the Board which receives and adjudicates complaints from the public. It should therefore be stipulated in the legislation that recusal be mandatory by surveyors for whom a complaint is before the Board.
- ii) The Ministry should indicate who the "alternate" is on the Board for record purposes, as that person should only attend if a surveyor will be absent.
- iii) The building industry persons appointed should have strong management and customer service skills to ensure that their contribution is meaningful.

- iv) Some knowledge of the surveying needs of the public and surveying on a whole would be useful.

G. Under the National Parks Trust Board:

- i) The legislation speaks to representatives but does not indicate what expertise is necessary except for the scientific aspect. I recommend that along with the scientific, a background should also be very clearly stated as management/administration expertise or finance and commerce acumen, tourism expertise and public relations skills.
- ii) The Secretary to the board should ideally be a member of the Parks Trust staff to ensure the data/information is properly secured and follow up with board members can easily be accomplished. In addition, a small saving will accrue to the Trust in terms of non-payment of a stipend to a private sector appointee.
- iii) The legislation speaks to one representative from each island. Tortola has two representatives, so named. I recommend that there be one representative from Tortola and that person have a background in architecture or town planning, real estate management or construction. Further, the representative should be from the business community in consort with the legislation.

H. The Panel of Assessors-Youth Court(VG):

- i) The qualifications recommended by the legislation should be utilized when choosing assessors.
- ii) A school teacher is crucial to the work of a youth court, because they may have worked with the individuals being charged and even if they did not, they would be familiar with many of the issues facing the youth.
- iii) At least one psychologist should be on the listing.
- iv) A social worker is usually able to analyse the home environment of the youth and advise the Magistrate accordingly.
- v) Someone with a religious background or a trained counsellor would be able to counsel the youth in a professional and confidential manner.

19. The list in Appendix C should be addressed as indicated:

(a) Note that because the BVI Tourist Board, the BVI Airports Authority Board, the BVI Ports Authority Board, Physical Planning Authority, and the HLSCC Board of Governors were reconstituted during this investigation, no names only numbers are recorded for these boards in the appendix.

(b) The actual number of appointments which should be revoked is three (3) of the 'not qualified' category and one (1) who was actually qualified but has assumed a senior public service position. The appointees for revocation therefore are- the Financial Secretary, Ishmael Scatliffe, Dion Kendal, and Corrinne George-Massicot.

**NAME OF INVESTIGATOR:** SHEILA N. BRATHWAITE  
BSc, MBA, LLB(Hons)

**SIGNATURE:**



**DATE OF SUBMISSION:** 29<sup>th</sup> DECEMBER, 2022

## APPENDIX A (1)

### Physical Planning Appeals Tribunal

**Purpose of Board:** To ensure good governance including development and administration of procurement procedures and ensuring that projects are executed in a manner that provides the greatest benefit. Assure Agency independence.

**Ideal Qualifications of members:** Training and experience in physical planning, engineering, architecture, environmental, coastal and marine matters, project management knowledge/experience, law degree, strategic planning skills.

**Cabinet criteria:** Based on Schedule 4 of the Physical Planning Act, 2004.

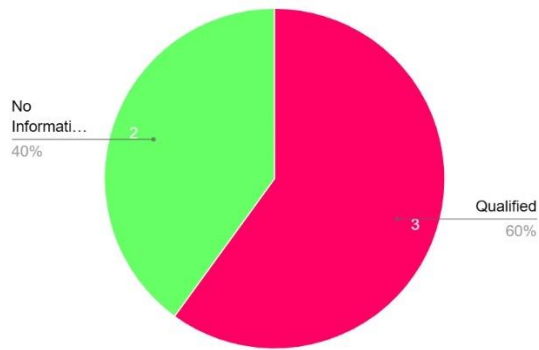
**Legislative requirement of Board membership:** 5 members. The Minister appoints the Chairman. Membership shall be for four years initially and can be renewed.

| Member                      | Appointment Date and Term                         | Member Qualifications                                    | Qualified         | Recommendation      |
|-----------------------------|---|--|-------------------|---------------------|
| Marvin Flax Jr. – Chairman  | 30/01/20, 1 year & 4 months, 21/01/2022, 4 months | Architecture degree, Managing Director/OBMI              | Yes. Term expired | Reappoint to Board  |
| Kamika Forbes – Member      | 30/01/20, 1 year & 4 months, 21/01/2022, 4 months | Trained lawyer   | Yes. Term expired | Reappoint as needed |
| Marva Titley-Smith - Member | 30/01/20, 1 year & 4 months, 21/01/2022, 4 months | Former Chief Planner, Private Trainer/Strategic Planning | Yes. Term expired | Reappoint to Board  |
| Bennet Smith - Member       | 30/01/20, 1 year & 4 months, 21/01/2022, 4 months | No information provided                                  | Term expired      |                     |
| Jerome Frett - Member       | 30/01/20, 1 year & 4 months, 21/01/2022, 4 months | No information provided                                  | Term expired      |                     |

Note:

1. The Minister should appoint a Secretary or other persons to assist the Tribunal.

Appointees Qualified - Appeals Tribunal (Planning)



## APPENDIX A(2)

### Building Authority

**Purpose of Authority:** To ensure that the requirements of Ca9 234, The Building Act, 1955 are adhered to by applicants desirous of constructing buildings. Also to grant approvals to erect a new building, reconstruct, add to, alter or remove a building whether in a prescribed area or on land adjoining a public road, in any part of the Territory. Under sec 9(1), the Authority may give special permission to build outside the guidelines for setbacks from the roadway.

**Ideal qualifications and experience of members:** Knowledge of or qualifications in architecture, construction, civil engineering, and or project management.

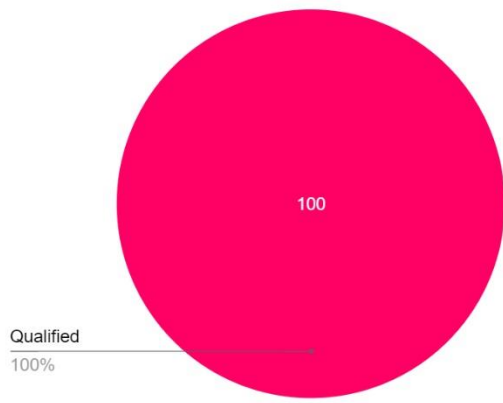
**Cabinet criteria:** Based on the legislative requirement.

**Legislative requirement of Authority membership:** Under sec 4(1) of the Building Act 1955, the membership of the Authority includes a Chairman with the Chief Planner as Vice Chairman, the three other members are appointed by the Governor. A quorum of three members can act even when there are vacancies.

| <b>Member</b>                                       | <b>Appointment date</b> | <b>Member Qualifications and Experience</b>    | <b>Qualified</b> | <b>Recommendation</b> |
|---|-------------------------|--|------------------|-----------------------|
| Dionn Stoutt -<br>Chairperson                       | 25/05/22 -              | Master of Architecture &<br>Project Management | Yes              | Remain on Board       |
| Antonio Quammie -<br>Member                         | 25/05/22 -              | Licensed Architect,<br>construction manager    | Yes              | Remain on Board       |
| Chief Planner/T&CPD –<br>Ex-Officio Member          |                         | N/A  |                  |                       |
| Administrative<br>Secretary in Ministry of<br>Works |                         | N/A  |                  |                       |



**Appointees Qualified - Building Authority**



## Appendix A(3)

### BVI Tourist Board

**Purpose of Board:** To promote, foster, and develop the tourist trade of the Virgin Islands and promote its efficiency. To promote, foster and encourage tourist investment within the Virgin Islands by appropriate means to enhance the Virgin Islands as a holiday, pleasure or health resort.

**Ideal Qualifications of members:** Management degree/skills, tourism degree/knowledge/experience, hospitality degree/knowledge, financial degree, maritime/yachting knowledge, law degree, strategic planning skills, customer and public relations skills.

**Cabinet criteria:** Based on the Tourist Board Act 1969 and the 1996 and 2009 Amendments.

**Legislative requirement of Board membership:** Seven to fifteen members. Two ex-officio members (Director & PS). The Minister appoints the Chairman. The term of office is a maximum of four years.

| Member                       | Appointment Date and Term | Member Qualifications   | Qualified   | Recommendation              |
|------------------------------|---------------------------|---|-------------|-----------------------------|
| Kenisha A Sprauve – Chair    | 01/08/2019, 3 years       | Communication, Business Administration and Education degrees, Rotarian, Owner/Manager of Festival troupes, PADI certified diver, sailor and swimmer | Yes         | Reappoint as needed         |
| Gloria Fahie – Member        | 01/08/2019, 3 years       | Business Administration degree, President/Cancer Society  | **Minimally |                             |
| Arleen Parsons – Member      | 01/08/2019, 3 years       | No information provided   |             |                             |
| Keshia Davis-Barnes – Member | 01/08/2019, 3 years       | Hospitality degree and Trainer, Director of Culinary and Hospitality Studies/HLSCC  | Yes         | Remain on Board             |
| Dereck E. Marshal – Member   | 01/08/2019, 3 years       | Former horse racing President, boat maintenance overseer, sailing boats   | *Minimally  | Should not be re-appointed. |
| Kelvin Christopher – Member  | 01/08/2019, 3 years       | No information provided   |             |                             |
| Leroy Moses Sr. – Member     | 01/08/2019, 3 years       | Quality Control/Stock-taking Supervisor/Truck Driver  | No          | Revoke appointment          |
| John Samuel – Member         | 01/08/2019, 3 years       | Chief Harbour Pilot, degree in Nautical Sciences, Marine Security and Port Management   | Yes         | Remain on Board             |

| <b>Member</b>                           | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>   | <b>Qualified</b> | <b>Recommendation</b>                      |
|---|----------------------------------|--|------------------|--|
| Julia Dawson-Marshall – Member          | 01/08/2019, 3 years              | Managing Director/Hotel, Accounting degree, member BVITB 11 years, customer service skills | Yes              | Remain on Board                            |
| Sasha Shimora Hodge – Member            | 01/08/2019, 3 years              | Association of Chartered Certified Accountants Advanced Diploma, Chemistry degree          | **Minimally      | Should not be Re-appointed                 |
| Bevis Sylvester – Member                | 01/08/2019, 3 years              | Business manager, accounting degree  | Yes              | Remain if still Chair of Airport Authority |
| Nathaniel Isaac – Member                | 01/08/2019, 3 years              | Horticulturalist, Pool maintenance   | No               | Revoke appointment                         |
| Director – ex-officio member            | 01/08/2019, 3 years              | In accordance with post  | N/A              | N/A  |
| Permanent Secretary – ex-officio member | 01/08/2019, 3 years              | In accordance with post  | N/A              | N/A  |
| Financial Secretary – ex-officio member | 01/08/2019, 3 years              | N/A  | ***No            | Revoke appointment to the Board            |

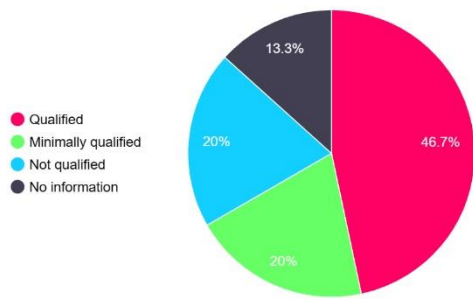
\*This appointee is considered minimally qualified because while continuing the practice of bringing horses to the BVI for race day, a tourism activity, his resume does not indicate actual work in the Tourism industry. In addition, he has no educational qualifications to support an administrative/managerial type contribution to Board discussions.

\*\* Both individuals have tertiary degrees but have no background in hospitality or other areas of the tourism industry. Reappointment should not be considered.

\*\*\* The addition of the Financial Secretary to the board does not conform with the legislation. Revocation is recommended until the legislation is amended to accommodate the appointment.

Note: It is always useful to have a person with a legal background and in this case, someone with small properties and villas experience on the Board.

Appointees Qualified - BVI Tourist Board



**APPENDIX A(4)****Maritime Advisory Board**

**Purpose of Board:** To advise the Minister on maritime matters, regulate shipping activities around the Territory.

**Ideal Qualifications of members:** Management degree/skills in maritime matters, knowledge/experience in commerce particularly maritime/yachting/fisheries, knowledge in registration of companies, law degree, customer and public relations skills.

**Cabinet criteria:** Based on the Merchant Shipping Act 2004.

**Legislative requirement of Board membership:** Eleven members. Six ex-officio members in accordance with Schedule 4 of the Act. The appointments are made by the Cabinet via an Instrument of Appointment.

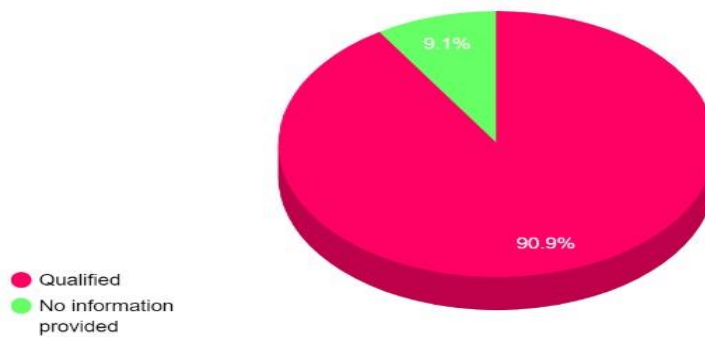
| <b>Member</b>                                     | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|---|----------------------------------|---|------------------|-----------------------|
| Permanent Secretary/PO – Chair                    | 04/10/2019, 3 years              | By virtue of position in Ministry   |                  |                       |
| Director of VISR – Member                         | 04/10/2019                       | In accordance with position at VISR   |                  |                       |
| Registrar of Shipping – Member                    | 04/10/2019                       | In accordance with position   |                  |                       |
| Comptroller of Customs – Member                   | 04/10/2019                       | By virtue of position at Department   |                  |                       |
| Managing Director/BVI Ports Authority – Member    | 04/10/2019                       | By virtue of position at Authority  |                  |                       |
| Permanent Secretary/MNRL&I – Member               | 04/10/2019                       | By virtue of position in Ministry   |                  |                       |
| Yohan Henry/BVI Bar Association – Member          | 04/10/2019, 1 year               | Practicing lawyer in shipping and maritime matters  | Yes              | Reappoint to Board    |
| Janet Oliver/BVICCHA – Member                     | 04/10/2019, 1 year               | Executive Director/Charter Yacht Society, former dive shop manager, former charter boats employee                           | Yes              | Reappoint to Board    |
| Denice Cline/BVI Asso./Registered Agents – Member | 04/10/2019, 1 year               | Law degree, Compliance Diploma, President of Association of Registered Agents, Compliance Manager/Estera Corporate Services | Yes              | Reappoint to Board    |
| Algernon Chalwell – Member                        | 04/10/2019, 2 years              | No information provided   |                  |                       |

| Member                   | Appointment Date and Term | Member Qualifications                                    | Qualified | Recommendation  |
|--------------------------|---------------------------|--|-----------|-----------------|
| Baboucar Sallah – Member | 14/01/2021,               | Master Marina, Maritime Consultant, Former Director VISR | Yes       | Remain on Board |

Guidelines:

1. A Secretary should be appointed in accordance with requirement under Schedule 4 of the Act.
2. For continuity, appointments of non-government personnel should be for at least 3 years.
3. The Chief Conservation and Fisheries Officer has apparently been replaced by the Permanent Secretary MNRL&I. This change should be reflected in the Act.

Appointees Qualified - Maritime Advisory Board



## APPENDIX A(5)

### Planning Authority Board

**Purpose of Board:** To institute, complete, maintain and keep under review a study of matters pertinent to planning the use and development of the land of the Territory. Prepare or cause to be prepared development plans. Regulate physical development by the means provided by the Physical Planning Act, 2004. Prepare reports for the Minister.

**Ideal Qualifications of members:** Training and experience in physical planning, architecture, management, disaster management, environmental and coastal ecosystems, law degree.

**Cabinet criteria:** Based on Schedule 1 of the Physical Planning Act, 2004.

**Legislative requirement of Board membership:** 10 members. A Chairman and Deputy Chairman appointed by the Minister, the Chief Planner, Director of Public Works Department, Director of Disaster Management, Chief Conservation and Fisheries Officer, six members, one nominated by the Leader of the Opposition, and have knowledge and experience in land development matters, environmental coastal and marine matters, agriculture, commerce and industry, economic and financial matters, Crown lands, housing, and infrastructure and utilities.

The Chairman is appointed for 3 years minimum, three of the non ex-officio members are appointed for two years and the other two non ex-officio members for three years.

| Member                            | Appointment Date and Term | Member Qualifications  | Qualified            | Recommendation                     |
|-----------------------------------|---------------------------|--|----------------------|------------------------------------|
| Charles Cooper – Chairman         | 21/01/2022, 6 months      | Architectural and Building Engineering Technology degree, graduate certificate in sustainable design, Manager/Consultant/Owner of CCADS Ltd. | Yes                  | Reappoint to Authority             |
| Lucien Thomas - Member            | 21/01/2022, 4 months      | Store Clerk, Account Officer, and Procurement Officer at PWD   | Yes                  | Mr. Thomas died earlier this year. |
| Edward Freeman - Member           | 21/01/2022, 6 months      | Owner/Manager of a construction company  | Yes                  | Reappoint to Authority             |
| Keith Malone - Member             | 21/01/2022, 6 months      | Marketing and Business Administration degree, Owner/Manager of KM Construction Ltd.  | Yes                  | Reappoint to Authority             |
| Clifton Thomas - Member           | 21/01/2022, 4 months      | Marine mechanic, fisherman, some construction  | *Minimally qualified | Reappoint as needed                |
| Elvis Harrigan - Member           | 21/01/2022, 4 months      | Accounting background, financial consulting  | Yes                  | Reappoint to Authority             |
| Chief Planner – Ex-officio Member |                           | In accordance with post  | Yes                  |                                    |

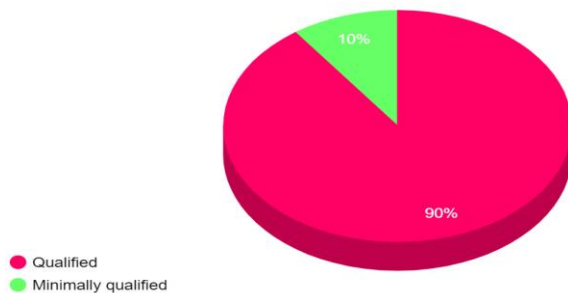
| Member   | Appointment Date and Term | Member Qualifications   | Qualified | Recommendation |
|--|---------------------------|-------------------------|-----------|----------------|
| Director Public Works – Ex-officio Member                  |                           | In accordance with post | Yes       |                |
| Director Disaster Management – Ex-Officio Member           |                           | In accordance with post | Yes       |                |
| Chief Conservation & Fisheries Officer – Ex-Officio Member |                           | In accordance with post | Yes       |                |

\*It is difficult to see what contribution Mr. Thomas could make seeing that the Chief Conservation and Fisheries Officer is on the Authority and there are other persons with construction companies.

### Guidelines:

1. Someone with a strong background in strategic planning and management should be on the Board.
2. The Chief Health Environmental Officer should be a part of the team either as a Board member or in cases where septic tanks are being constructed, involvement and advice should be sought.
3. Close attention to be paid to the list of areas stated in the legislation. A concentration of persons in the construction field defeats the wider purpose of the Authority in for instance the area of land development, commerce and the economy.

Appointees Qualified - Planning Authority Board





## APPENDIX A(6)

### Prospect Reef Resort Board

**Purpose of Board:** To determine policy and direct and control the affairs of the Company in accordance with the provisions of the Prospect Reef Resort Management Act, 2005 and the BVI Business Companies Act, 2004 and the Memorandum and Articles of Association and the Company.

**Ideal Qualifications of members:** Training and experience in management, hospitality, finance/accounting, environmental and marine matters, law degree, strategic planning skills.

**Cabinet criteria:** Based on Section 5 of the Prospect Reef Resort Management Act, 2005.

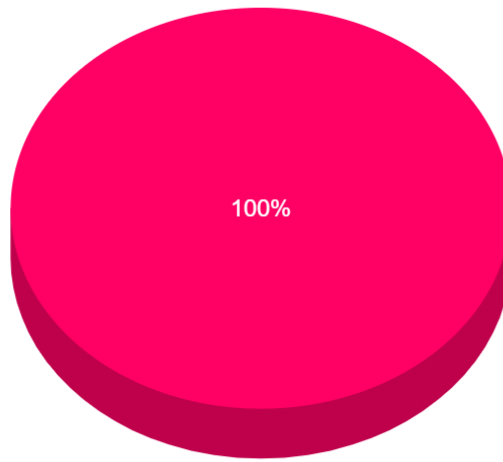
**Legislative requirement of Board membership:** A chairman, the Managing Director of the Company, and at least three non-executive directors, one of whom should be nominated by the Leader of the Opposition. The Articles of Association stipulate that the period of appointment is three years and re-appointment is possible.

| Member   | Appointment Date and Term | Member Qualifications   | Qualified | Recommendation  |
|--|---------------------------|---|-----------|-----------------|
| Kenisha Sprauve – Chairman                         | 01/06/2021, 2 years       | Communication, Business Administration and Education degrees, Child Care Business | Yes       | Remain on Board |
| Tamara Maduro – Director                           | 01/06/2021, 2 years       | Law degree, Associate Trust Officer   | Yes       | Remain on Board |
| Nathaniel Isaac – Managing Director                | 01/06/2021, 2 years       | In accordance with his post at the BVI Ports Authority                            | Yes       | Remain on Board |
| Trisha Evans - Director                            | 01/06/2021, 2 years       | Business Administration degree, Trust Compliance Office                           | Yes       | Remain on Board |
| Permanent Secretary/PO – Ex-officio                | 01/06/2021, 2 years       | In accordance with post   | Yes       | Remain on Board |
| Financial Secretary or Representative – Ex-officio | 01/06/2021, 2 years       | In accordance with post   | Yes       | Remain on Board |

#### **Guidelines:**

- iv) Someone with a strong background in hospitality services should be on the Board at the next period of appointments in June 2023.
- v) Someone with strategic planning skills is needed at this facility as plans are made for the development of the facility.
- vi) The Managing Director should be a proven business or hospitality manager. This person must also possess “people” skills.

**Appointees Qualified - Prospect Reef Resort Board**



● Qualified

**APPENDIX A(7)****Recovery and Development Agency Board**

**Purpose of Board:** To ensure good governance including development and administration of procurement procedures and ensuring that projects are executed in a manner that provides the greatest benefit. Assure Agency independence.

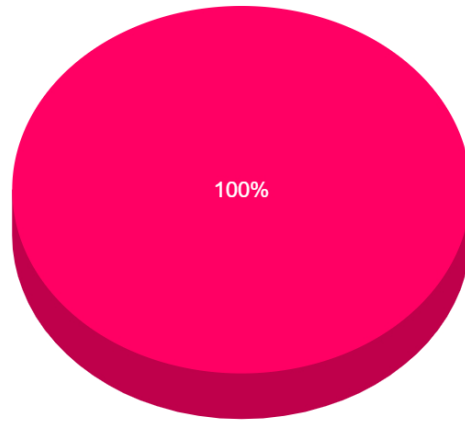
**Ideal Qualifications of members:** Management degree/skills, project management knowledge/experience, financial degree, law degree, strategic planning skills, customer and public relations skills.

**Cabinet criteria:** Based on the Virgin Islands Recovery and Development Agency Act, 2018.

**Legislative requirement of Board membership:** Maximum of nine and minimum of 7. Chairman appointed by Governor in consultation with Premier and Leader of Opposition; Deputy Chairman, appointed by Governor in consultation with Premier; one from Sister Islands; one selected by Governor; one selected by UK Government; one between the age of 18 and 35 selected by Leader of Opposition; one donor representative; one representing civil society; one representing the private sector.

| <b>Member</b>                                 | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|---|----------------------------------|---|------------------|-----------------------|
| Ronnie Skelton – Chairman                     | 01/05/2021, 3 years              | Electrical Engineering degree, supervisory and management courses   | Yes              | Remain on Board       |
| Jerry Samuel – Deputy Chairman                | 01/05/2021, 3 years              | Law degree, Business Economics degree, Partner in Trust Company   | Yes              | Remain on Board       |
| Shea Alexander – Sister Island Rep and Member | 01/05/2021, 3 years              | Applied Social Sciences degree, Owner of a branding/online catering business/Sekani   | Yes              | Remain on Board       |
| Marquese Maduro - Young Person and Member     | 01/05/2021, 3 years              | Civil and Environmental Engineering, Quantity Surveying/Foundation Course, CMI Management and Leadership                        | Yes              | Remain on Board       |
| Michael Fay – Civil Society Rep.              | 01/05/2021, 3 years              | Deputy Judge Court of Appeal, Arbitrator  | Yes              | Remain on Board       |
| John Cline – Private Sector Rep.              | 01/05/2021, 3 years              | Senior Pastor/Baptist Church, Businesses- Atlantis Solar, New Life Day Care and Learning Center, Infinite Solutions Systems Ltd | Yes              | Remain on Board       |

Appointees Qualified - Recovery and Development Agency Board



● Qualified

## APPENDIX A(8)

### Asset Seizure and Forfeiture Management Committee

**Purpose of Committee:** To advise the Minister on his functions under the Act. To ensure that assets under the Committee's control are managed in accordance with the functions of the Act. The committee is also responsible for the custody and management of forfeited property until it is disposed of.

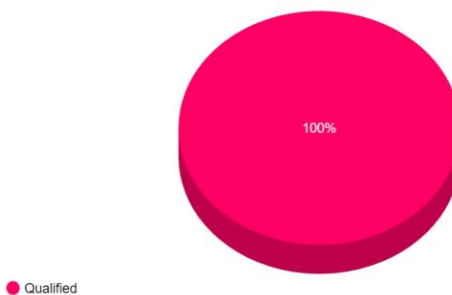
**Ideal Qualifications of members:** Law enforcement background and current operation is vital, and be employed in the service of the Government.

**Cabinet criteria:** Based on the Asset Seizure and Forfeiture Act, 2020.

**Legislative requirement of Committee membership:** Seven members. All members are ex-officio in accordance with Section 4(2) of the Act. Membership appears to be automatic on assuming the respective positions in their offices.

| Member                          | Appointment Date and Term | Member Qualifications               | Qualified | Recommendation |
|---------------------------------|---------------------------|-------------------------------------|-----------|----------------|
| Financial Secretary – Chair     |                           | By virtue of position in Ministry   |           |                |
| Permanent Secretary/PO – Member |                           | By virtue of position in Ministry   |           |                |
| Managing Director/FSC – Member  |                           | In accordance with position at FSC  |           |                |
| Comptroller of Customs – Member |                           | By virtue of position at Department |           |                |
| Commissioner of Police – Member |                           | By virtue of position at Department |           |                |
| Director/FIA – Member           |                           | By virtue of position at FIA        |           |                |
| Director/ITA – Member           |                           | By virtue of position at ITA        |           |                |

Appointees Qualified - Asset Seizure and Forfeiture Management Committee



**APPENDIX A(9)****BVI International Arbitration Centre Board**

**Purpose of Board:** To ensure good governance of the BVIIAC as the Centre seeks to resolve disputes by arbitration.

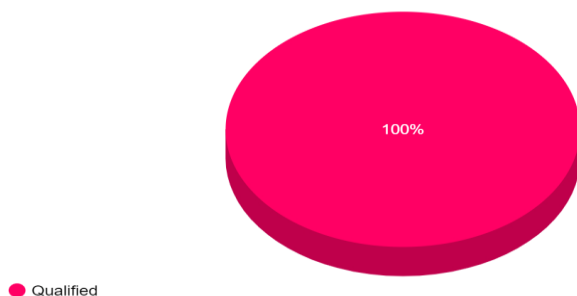
**Ideal Qualifications of members:** law degree, practicing arbitrator, operations management.

**Cabinet criteria:** Based on the Arbitration Act, 2013.

**Legislative requirement of Board membership:** 6 members. The Cabinet appoints the Board.

| Member                               | Appointment Date and Term | Member Qualifications   | Qualified | Recommendation  |
|--------------------------------------|---------------------------|---|-----------|-----------------|
| John Beechy – Chairman               | 07/09/2020, 3 years       | Global Arbitrator, Arbitration lecturer and panelist  | Yes       | Remain on Board |
| Cherno Jallow – Deputy Chair         | 07/09/2021, 3 years       | Lawyer, Arbitrator, Former Attorney General, Queens Counsel   | Yes       | Remain on Board |
| Murray Smith - Member                | 07/09/2020, 3 years       | Barrister, International Commercial Arbitrator, lecturer and writer of arbitration                    | Yes       | Remain on Board |
| Mark Forte - Member                  | 07/09/2020, 3 years       | Barrister specializing in cross-border litigation and cross-border insolvency, speaker at conferences | Yes       | Remain on Board |
| Felice Swapp - Member                | 07/09/2021, 3 years       | Mechanical Engineering degree, Management Studies degree, Global Chief Operating Officer              | Yes       | Remain on Board |
| Francois Laselle – Ex-Officio Member |                           | In accordance with his position at the IAC  |           |                 |

Appointees Qualified - BVIIACB



## APPENDIX A(10)

### Central Tenders Board

**Purpose of Board:** To receive and evaluate tenders for Government projects.

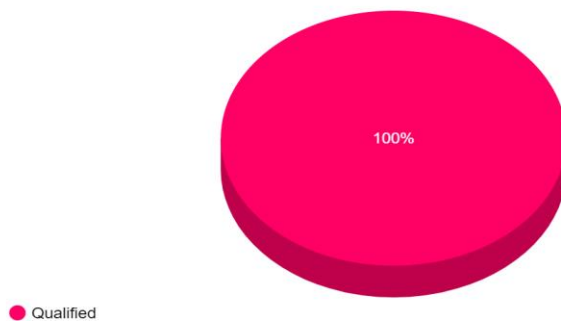
**Ideal Qualifications of members:** Law degree, financial services background/expertise, knowledge of project management, administration background.

**Cabinet criteria:** Based on the VI Public Finance Management Regulations, 2005.

**Legislative requirement of Board membership:** Six members. The membership is in accordance with section 174 (2)-(4) of the Regulations and are indefinite.

| Member                                 | Appointment Date and Term | Member Qualifications                              | Qualified | Recommendation |
|--|---------------------------|--|-----------|----------------|
| Financial Secretary or Deputy – Chair  | Indefinite                | In accordance with office held                     |           |                |
| Attorney General or designate – Member | Indefinite                | In accordance with office held                     |           |                |
| Director/PWD or designate – Member     | Indefinite                | In accordance with office held                     |           |                |
| PS/MCTU or designate – Member          | Indefinite                | In accordance with office held                     |           |                |
| Rotating PS or designate               | Indefinite                | In accordance with office held                     |           |                |
| Ishma Rhymer                           | Secretary/Indefinite      | In accordance with position as Procurement Officer |           |                |

Appointees Qualified - Central Tenders Board



**APPENDIX A(11)****Financial Services Appeal Board**

**Purpose of Board:** To receive and hear appeals on decisions made by the FSC. To receive complaints relative to the affairs of the Board and deal with the complaints as they see fit. To advise the Minister of written appeals and the decisions taken.

**Ideal Qualifications of members:** Law degree, financial services background/expertise.

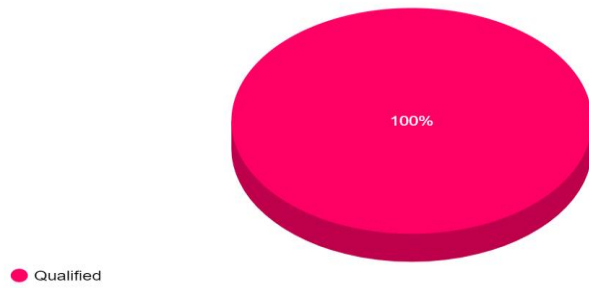
**Cabinet criteria:** Based on the Financial Services Appeals Board Act, 2016.

**Legislative requirement of Board membership:** Seven members. The Chairman and Deputy Chairman must be legal practitioners of 10 years minimum, five others as the Minister nominates. Appointment shall be by the Cabinet on the advice of the Minister. Term of appointment to allow one third maximum of memberships to expire every two years.

| <b>Member</b>                    | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>                                      | <b>Qualified</b> | <b>Recommendation</b>              |
|----------------------------------|----------------------------------|---|------------------|------------------------------------|
| – Chair                          |                                  |   |                  |                                    |
| Vanessa King – Deputy Chair      | 01/09/20, 3 years                | Law degree. Managing Partner of law firm                          | Yes              | Remain on Board                    |
| Diana Maduro-Romney – Member     | 01/09/20, 3 years                | Bachelor and Masters in Finance, Director of Administration/BVIAA | Yes              | Remain on Board                    |
| Alfida Cruz – Member             | 01/09/20, 2 years                | Law degree, Corporate and Banking and Finance Associate           | Yes              | Term expired. Reappoint as needed. |
| Brittney Smith – Member          | 01/09/20, 3 years                | Master of Law degree/Int'l Finance Law                            | Yes              | Remain on Board                    |
| James Julian Gordon – Member     | 01/09/20, 2 years                | Masters in Business Management & Finance                          | Yes              | Term expired. Reappoint as needed. |
| Fiona Forbes-Vanterpool – Member | 01/09/20, 3 years                | Masters in Corporate and Commercial Law                           | Yes              | Remain on Board                    |



Appointees Qualified - FSAB



**APPENDIX A(12)****Financial Services Complaints Tribunal**

**Purpose of Tribunal:** To receive and investigate reports from persons who are aggrieved by a license decision of a licensee with respect to any claim they have lodged or filed with the licensee or any matter with respect to transactions that affect or relate to a client or a customer of the licensee. Mediate between a complainant and a licensee to reach an amicable settlement. Advise a complainant of his or her options if a settlement is not reached. Ensure that a licensee carries out its business justly and fairly in relation to its clients or customers.

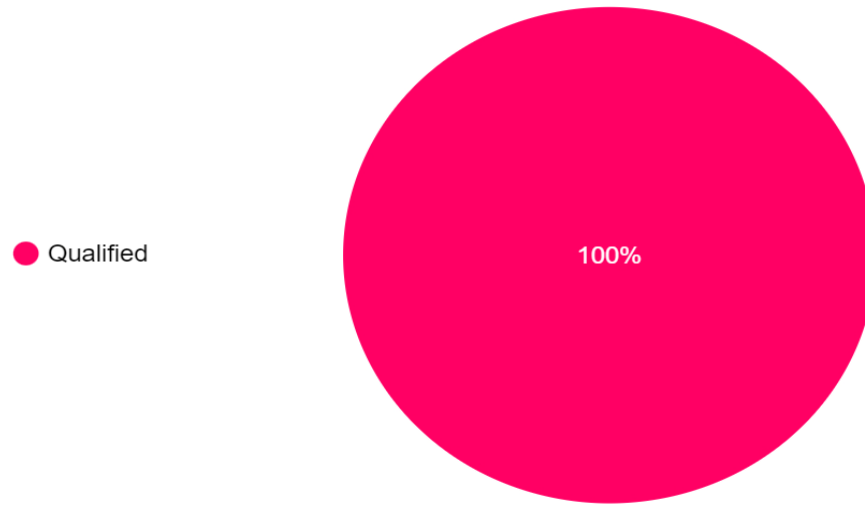
**Ideal qualifications and experience of members:** Law Degree, knowledge of and experience in financial services, have at least seven years post qualification experience in their respective fields of professional expertise.

**Cabinet criteria:** Based on the Legislative requirement.

**Legislative requirement of Tribunal membership:** Five members. The Chairman is appointed by the Minister after consultation with the Commission. The Tribunal may comprise a panel of three members. Governor also appoints one of the members as the Chairman.

| <b>Member</b>            | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>     | <b>Recommendation</b> |
|--------------------------|--|---|----------------------|-----------------------|
| Jack Husbands - Chairman | 01/04/2021, 2 years                        | Lawyer for 43 years, Chartered Arbitrator, Additional Magistrate  | Yes - Law            | Remain on Tribunal    |
| Eleanor Smith -Member    | 01/04/2021, 2 years                        | Former Boatyard Manager, Former member of FSC Board, Former member Insurance Tribunal                                 | Yes – FSC, Insurance | Remain on Tribunal    |
| Violet Gaul – Member     | 01/04/2021, 2 years                        | Master of Business Administration/HRM, Bachelor of Religious Studies, Business Manager, Insurance worker for 10 years | Yes - Insurance      | Remain on Tribunal    |
| Thelma Penn – Member     | 01/04/2021, 2 years                        | Former Banker for 44 years  | Yes - Banking        | Remain on Tribunal    |
| Vacant – Member          |  |   |                      |                       |

**Appointees Qualified - Financial Services Complaints Tribunal**



**APPENDIX A(13)****BVI Financial Services Commission Board**

**Purpose of Board:** To establish the policy of the Commission including any directions from Cabinet, monitor and oversee its implementations. Monitor and oversee the management of the Commission in accordance with section 6 (1) (c). identify, classify and appoint senior management staff. Targeted Promotion/public relations.

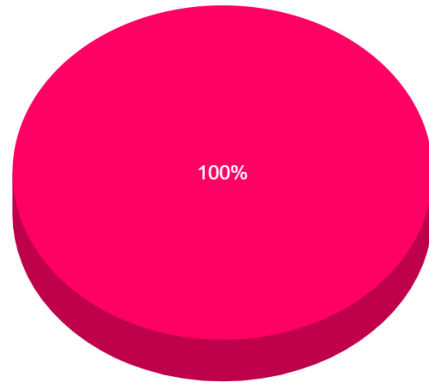
**Ideal Qualifications of members:** Knowledge/background in Financial Services – Law, Accounting, Insurance, Banking, Anti-Money Laundering, Corporate Administration, the Regulatory Code,

**Cabinet criteria:** Based on the Financial Services Act, Revised 2020.

**Legislative requirement of Board membership:** The Managing Director of the FSC and 6 to 8 members, 2 of which shall be from outside the Territory with financial services knowledge. After consultation with the Leader of the Opposition, the Chairman and Deputy Chairman shall be approved by Cabinet and the minister signs the appointments. Section 5 of the Financial Services Act, Revised 2020. Term of office not to exceed 3 years. as in section 8 of the Act.

| <b>Member</b>                     | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|-----------------------------------|----------------------------------|---|------------------|-----------------------|
| Robin Gaul – Chair                | 06/02/21, 2 years                | Fellow of the Chartered Association of Certified Accountants  | Yes              | Remain on Board       |
| Kharid Fraser – Deputy Chair      | 14/12/20, 3 years                | Masters in Business Management, former Accountant General for 17 years  | Yes              | Remain on Board       |
| William Gilmore – Member          | 14/12/20, 2 years                | Law degrees, Professor of Law at University level. Member from outside the Territory.                                       | Yes              | Reappoint to Board    |
| Melvin Stoutt - Member            | 14/12/20, 3 years                | Retired banker with 40 years experience   | Yes              | Remain on Board       |
| Johanna Boyd - Member             | 14/12/20, 2 years                | Former Human Resources Manager at a Trust company, owns rental property   | Yes              | Reappoint as needed   |
| Paul Carty - Member               | 14/12/20, 3 years                | Former banker of 27 years, licensed by FSC as Senior Bank Officer, currently project manager for two construction companies | Yes              | Remain on Board       |
| Ramnarine Mungroo - Member        | 14/12/20, 3 years                | Attorney and Chartered Insurance Practitioner. Member from outside the Territory.   | Yes              | Remain on Board       |
| Kenneth Baker – Ex-officio Member |                                  | In accordance with position of Managing Director of FSC   |                  |                       |

Appointees Qualified - BVIFSCB



● Qualified

## APPENDIX A(14)

### Internal Audit Advisory Committee

**Purpose of Committee:** To establish standards and procedures for effective internal audits. To provide an audit programme for implementation by the Department each year.

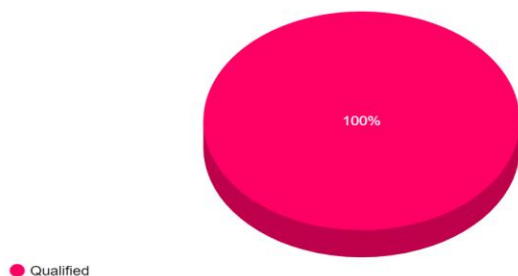
**Ideal Qualifications of members:** Auditing degree, knowledge/background in Finance,

**Cabinet criteria:** Based on the Internal Audit Act, 2011.

**Legislative requirement of Committee membership:** Five members. The membership is in accordance with section 8 of the Internal Audit Act, 2011. The non-ex-officio members are appointed for 3 years maximum but may be reappointed. The Cabinet makes the appointment.

| Member   | Appointment Date and Term | Member Qualifications  | Qualified | Recommendation      |
|--|---------------------------|--|-----------|---------------------|
| Italia Penn – Chair                                  | 01/06/21, 3 years         | Business Management degree, Certified Public Accountant, Certified Global Management Accountant            | Yes       | Remain on Committee |
| Jovita Scatliffe – Member                            | 01/06/21, 3 years         | In accordance with office held as senior public officer/Economics & Finance and Project Management degrees |           |                     |
| Terrence Gumbs – Member                              | 01/06/21, 3 years         | Economics and Finance degree, former Trust and Compliance Officer  | Yes       | Remain on Committee |
| Financial Secretary or designate – Ex-officio Member | Indefinite                | In accordance with office held   |           |                     |
| Internal Auditor or designate – Ex-officio Member    | Indefinite                | In accordance with office held   |           |                     |

Appointees Qualified - Internal Audit Advisory Committee



## APPENDIX A(15)

### International Tax Authority Board

**Purpose of Board:** To provide guidance on policy to the Authority and taking policy decisions in relation to the administration of the Authority.

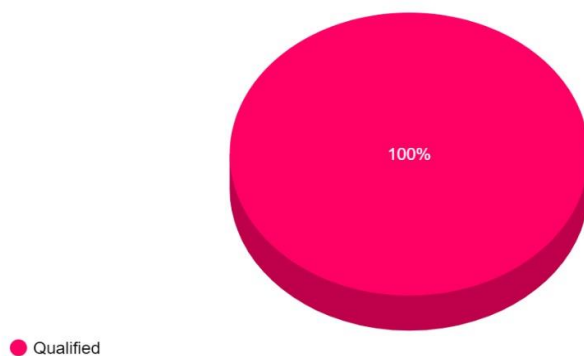
**Ideal Qualifications of members:** Law degree, financial services background/expertise.

**Cabinet criteria:** Based on the International Tax Authority Act, 2018.

**Legislative requirement of Board membership:** Five members. The membership is in accordance with section 3 (2) of the Act and are indefinite.

| Member                           | Appointment Date and Term | Member Qualifications  | Qualified | Recommendation |
|----------------------------------|---------------------------|--|-----------|----------------|
| Lisa Penn-Lettsome – Chair       | Indefinite                | In accordance with office held as Executive Director, International Business |           |                |
| Dawn Smith – Member              | Indefinite                | In accordance with office held as Attorney General                           |           |                |
| Kenneth Baker – Member           | Indefinite                | In accordance with office held as Managing Director FSC                      |           |                |
| Errol George – Member            | Indefinite                | In accordance with office held as Director FIA                               |           |                |
| Latoya James – Ex-officio Member | Indefinite                | In accordance with office held as Director ITA                               |           |                |

Appointees Qualified - ITAB



## APPENDIX A(16)

### Joint Anti Money Laundering and Terrorist Financing Committee (JALTFAC)

**Purpose of Committee:** The Joint Anti-money Laundering and Terrorist Financing Advisory Committee (JALTFAC) has a statutory remit through the Proceeds of Criminal Conduct Act, 1997 for advising the Financial Services Commission on initiatives for the prevention and detection of money laundering and terrorist financing activities and therefore play a critical advisory role in the NRA process.

**Ideal Qualifications of members:** Knowledge/background in Financial Services – Law, Accounting, Insurance, Banking, Anti-Money Laundering, Corporate Administration, the Regulatory Code,

**Cabinet criteria:** Based on the Proceeds of Criminal Conduct Act, 1997.

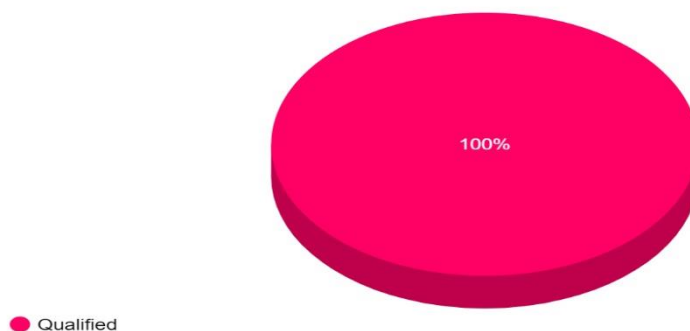
**Legislative requirement of Committee membership:** Members are drawn from the public and private sectors with knowledge and experience in anti-money laundering and countering the financing of terrorism issues. Private sector representatives of JALTFAC represent legal and banking professionals, registered agents, mutual funds practitioners, insurance and accounting professionals and compliance officers. Public sector representatives include the heads of the Royal Virgin Islands Police Force, HM Customs, Financial Investigation Agency, Ministry of Finance, Attorney General’s Chambers and the Financial Services Commission.

| Member                            | Appointment Date and Term | Member Qualifications  | Qualified | Recommendation                  |
|-----------------------------------|---------------------------|--|-----------|---------------------------------|
| Kenneth Baker – Chair             | 01/02/21, 3 years         | Managing Director/CEO/FSC, Former Banker                                 | Yes       | Remain on Board                 |
| Wade Smith - Member               | 01/02/21, 3 years         | In accordance with his position as Comptroller of Customs                | Yes       | Replace with acting Comptroller |
| Elvis Richards – Member           | 01/02/21, 3 years         | In accordance with his position in the Royal Virgin Islands Police Force | Yes       | Remain on Board                 |
| Jeremiah Frett – Member           | 01/02/21, 3 years         | In accordance with his position as Financial secretary                   | Yes       | Remain on Board                 |
| Errol George - Member             | 01/02/21, 3 years         | In accordance with his position as Director of FIA                       | Yes       | Remain on Board                 |
| Jennifer Potter - Member          | 01/02/21, 3 years         | In accordance with position as Deputy Managing Director/FSC              | Yes       | Terminated 31/08/22             |
| Cherno Jallow, QC – Member        | 01/02/21, 3 years         | Lawyer, Arbitrator, Former Attorney General, Queens Counsel              | Yes       | Remain on Board                 |
| Kishma Baronville – Member        | 01/02/21, 3 years         | Representative of Coralisle Group/Insurance                              | Yes       | Remain on Board                 |
| Staceyann Shaw-Goodridge - Member | 01/02/21, 3 years         | Representative of TMF Group/Global Compliance and Governance experts     | Yes       | Remain on Board                 |



| Member                              | Appointment Date and Term | Member Qualifications   | Qualified | Recommendation         |
|-------------------------------------|---------------------------|---|-----------|------------------------|
| Dawn Smith - Member                 | 01/02/21, 3 years         | In accordance with position as Attorney General                 | Yes       | Remain on Board        |
| Marlon Marquis - Member             | 01/02/21, 2 years         | Representative of Osiris/Banking and Fiduciary Services         | Yes       | Remain on Board        |
| Pascha Stoutt - Member              | 01/02/21, 3 years         | Former Postmaster General                                       | Yes       | Terminated<br>31/08/22 |
| Fiona Forbes-Vanterpool - Member    | 01/02/21. 3 years         | Representative Attorney General's Chambers                      | Yes       | Terminated<br>31/08/22 |
| Phillip Graham - Member             | 01/02/21, 2 years         | Representative of Harneys                                       | Yes       | Remain on Board        |
| Glenford Malone - Member            | 01/09/22, 3 years         | In accordance with his position as Deputy Managing Director/FSC | Yes       | Remain on Board        |
| Omonike Robinson-Pickering - Member | 01/09/22, 2 years         | Representative of Walkers                                       | Yes       | Remain on Board        |
| Annette Brathwaite - Member         | 01/02/21, 3 years         | Representative of National Bank of the Virgin Islands           | Yes       | Remain on Board        |
| Ryan Geluk - Member                 | 01/02/21, 2 years         | Representative of BDO/Accounting                                | Yes       | Remain on Board        |

Qualified Appointees - JALTFAC



**APPENDIX A(17)****National AML/CFT Coordinating Council**

**Purpose of Council:** To exercise oversight of JALTFAC.

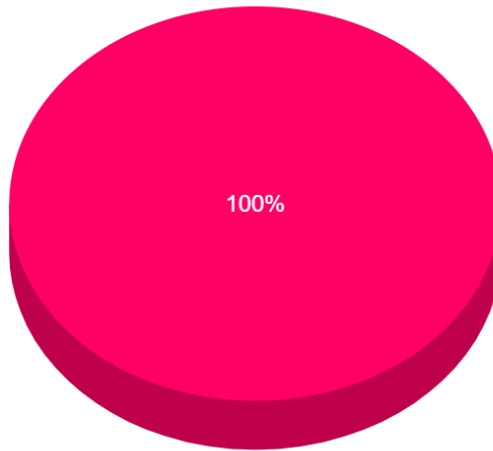
**Ideal qualifications and experience of members:** In accordance with qualifications required for members' positions in government.

**Cabinet criteria:** N/A

**Legislative requirement of Council membership:** Apparently N/A. No information found in the Proceeds of Criminal Conduct Act, 1997.

| <b>Member</b>                      | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>                | <b>Qualified</b> | <b>Recommendation</b> |
|------------------------------------|--|--|------------------|-----------------------|
| Natalio Wheatley - Chairman        |  | In accordance with position as Premier                     |                  |                       |
| John Rankin -Member                |  | In accordance with position as Governor                    |                  |                       |
| Dawn Smith – Member                |  | In accordance with position as Attorney General            |                  |                       |
| Jeremiah Frett – Member            |  | In accordance with position as Financial Secretary         |                  |                       |
| Kenneth Baker – Member             |  | In accordance with position as Chief Executive Officer/FSC |                  |                       |
| Cherno Jallow - Member             |  | In accordance with position as Chair of JALTFAC            |                  |                       |
| Glenford Malone - Member           |  | In accordance with position as Chair of IGC                |                  |                       |
| Latoya James - Member              |  | In accordance with position as Chair CCA                   |                  |                       |
| Tiffany Scatliffe-Espirit - Member |  | In accordance with position as Chair CLEA                  |                  |                       |

**Qualified Appointees - National AML/CFT Coordinating Council**



● Qualified

**Appendix A(18)****National Bank of the Virgin Islands Board**

**Purpose of Board:** To establish the policy of the Commission including any directions from Cabinet, monitor and oversee its implementations. Monitor and oversee the management of the Commission in accordance with section 6 (1) (c). identify, classify and appoint senior management staff. Targeted Promotion/public relations.

**Ideal Qualifications of members:** Knowledge/background in Financial Services – Law, Accounting, Insurance, Banking, Anti-Money Laundering, Corporate Administration, the Regulatory Code,

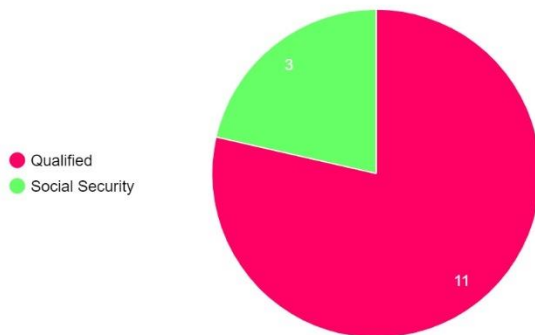
**Cabinet criteria:** Based on the Financial Services Act, Revised 2020.

**Legislative requirement of Board membership:** The Managing Director of the FSC and 6 to 8 members, 2 of which shall be from outside the Territory with financial services knowledge. After consultation with the Leader of the Opposition, the Chairman and Deputy Chairman shall be approved by Cabinet and the minister signs the appointments. Section 5 of the Financial Services Act, Revised 2020. Term of office not to exceed 3 years. as in section 8 of the Act.

| <b>Member</b>                               | <b>Appointment Date and Term</b>                       | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|---|--|---|------------------|-----------------------|
| Tamara Maduro – Chair                       | 01/02/22, 3 years                                      | Law degree, Associate Trust Officer   | Yes              | Remain on Board       |
| Benedicta Samuels-Richardson – Deputy Chair | 01/04/21, 3 years                                      | Attorney-at-law   | Yes              | Remain on Board       |
| Drexel Glasgow – Member                     | 01/06/19 & 01/06/20, 1 year each and 01/06/21, 2 years | Doctor in Philosophy/Civil Engineering, Diploma in Management   | Yes              | Remain on Board       |
| Ivan Carr - Member                          | 28/02/20 & 28/02/22, 2 years each                      | Economics & Management degree, over 30 years in commercial banking and central banking (regulatory & currency management)   | Yes              | Remain on Board       |
| Icis Malone - Member                        | 01/05/21, 2 years                                      | Former Banker of 45 years, Manager of private villas  | Yes              | Remain on Board       |
| Paul Carty - Member                         | 01/09/20, 3 years                                      | Former banker of 27 years, licensed by FSC as Senior Bank Officer, currently project manager for two construction companies | Yes              | Remain on Board       |

| Member                             | Appointment Date and Term | Member Qualifications  | Qualified | Recommendation |
|------------------------------------|---------------------------|--|-----------|----------------|
| Nona Vanterpool-Bonelli – Member   | 01/02/19, 1 year          | Former Information Management Systems Director/USVI, CEO/Local Commercial Business | Yes       | Term Expired   |
| Joy Penn – Ex-officio Member       | Indefinite                | In accordance with position of Chief Executive Officer of NBVI                     |           |                |
| Mervyn Hope - Member               | 06/07/21, 3 years         | SSB Appointee  |           |                |
| Jeanette Scatliffe-Boynes - Member | 01/01/21, Indefinite      | SSB Appointee  |           |                |
| Michelle Todman-Smith - Member     | 22/03/21, Indefinite      | SSB Appointee  |           |                |

Qualified Appointees - National Bank Board of the VI



**APPENDIX A(19)****BVI Health Services Authority Board**

**Purpose of Board:** To set the strategic direction for the administration of the Hospital and Community Clinics in the Territory.

**Ideal Qualifications of members:** Medical knowledge/experience/expertise, project management knowledge/experience, accounting degree, law degree, nursing degree, insurance background, strategic planning skills, social worker or hospitality skills, religious education/skills, customer and public relations skills.

**Cabinet criteria:** Based on the BVI Health Services Authority Act, 2004.

**Legislative requirement of Board membership:** Maximum of nine and minimum of seven members appointed by the Minister with the approval of Cabinet. Two nominees to be nominated by the Leader of the Opposition. The Chairman must have the approval of the Leader of the Opposition and the House of Assembly. The Deputy Chairman is recommended by the Minister and approved by Cabinet.

The Chief Executive Officer and Financial Comptroller (FC) attend as ex-officio members. The FC is unable to vote.

| <b>Member</b>                    | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|----------------------------------|----------------------------------|--|------------------|-----------------------|
| Moleto A. Smith – Chairman       | 15/07/2021, 3 years              | Social Ecology degree, Executive Director/STT East End Medical Center Foundation, Business and Management Consultant, Interim Commissioner/USVI Department of Human Services | Yes              | Remain on Board       |
| Karl Dawson – Deputy Chairman    | 13/08/2021, 3 years              | Ph.D. Higher Education Administration, B.Sc. Hotel Management, Educational Consultant, Former Head of Hospitality Studies/HLSCC  | Yes              | Remain on Board       |
| Cyrilyn A. Walters - Member      | 05/08/2021, 3 years              | Medical doctor, Public Health and Ambulatory Services experience, Board certification in Pediatrics and Internal Medicine  | Yes              | Remain on Board       |
| Andrea Walters - Member          | 15/07/2021, 3 years              | Law degree, Associate/Litigation Department of a Trust Company   | Yes              | See note              |
| Kishelle Blaize-Cameron - Member | 15/07/2021, 3 years              | Masters in Finance, Bachelors in Economics, Risk Management training, Diploma in Compliance  | Yes              | Remain on Board       |
| Lemuel Smith - Member            | 15/07/2021, 3 years              | Hospitality skills, Manager of small business  | Yes              | See note 2 below      |

| Member                       | Appointment Date and Term | Member Qualifications  | Qualified         | Recommendation  |
|------------------------------|---------------------------|--|-------------------|-----------------|
| Esther Wheatley - Member     | 15/07/2021, 3 years       | Fashion training, Café Owner/Manager, merchandizer                                   | Yes               | Remain on Board |
| Yvonne Renee Venzen - Member | 15/07/2021, 3 years       | Medical doctor, Internal Medicine Certification, Certified Medical Examiner          | Yes               | Remain on Board |
| Kisha Frett - Member         | 15/07/2021, 3 years       | Law degree, Associate legal trainer, Associate/Litigation and Insolvency departments | Yes               | See note        |
| Brittney S. Smith - Member   | 24/08/2020, 2 years       | Law degree, Adjunct Lecturer/HLSCC, Associate in corporate finance                   | Yes. Term expired | See note        |

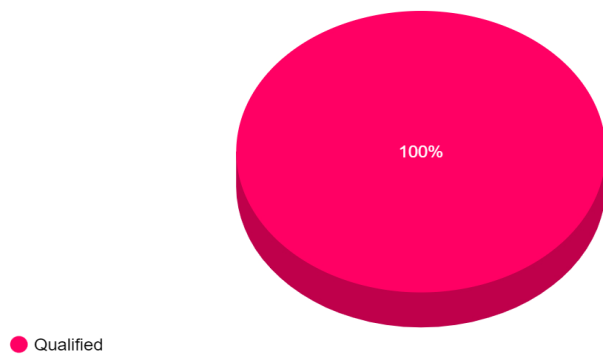
#### Notes:

1. There are three lawyers on this Board and none of them have a background or experience in medicine. Only one lawyer is needed on the Board because the Authority has a legally trained officer on staff.
2. There are two persons with a hospitality background. Only one is needed so that another discipline can be appointed to bring more variety to the Board.

#### Guidelines

1. Someone with strategic planning skills is recommended in the Act. That person can help with policy development of the Authority. One of the lawyers can be replaced by that person.
2. The lawyer on staff should be coopted to attend Board meetings as needed.
3. An important member would be a communications/public relations person who can help to dissect the views and needs of the public.
4. The membership should not exceed the maximum legal requirement of nine at any time.
5. Only one lawyer is needed.
6. Only one person with a hospitality background is needed, preferably with restaurant skills and strong customer service skills.
7. The legislation calls for someone with a religious background. Consideration should be given.
8. The legislation also calls for someone with a nursing background. This person would be useful in assisting with the policy development for nursing staff, in particular. Ideally, the individual should be a retired nurse who had worked in the hospital and is familiar with the management of nurses.
9. Insurance is an important part of the risk management of a hospital. Consideration should be given to someone with risk management training or an insurance background.
10. At least two medical doctors must be represented. Ideally, one in general medicine and one in public health as obtains on this Board.

Appointees Qualified - BVI Health Services Authority Board





## APPENDIX A(20)

### Parole Board

**Purpose of Board:** To advise the Governor and Minister of the release of a prisoner on licence before his sentence ends.

**Ideal Qualifications of members:** Legal training, Psychiatrist, Psychologist, supervision of discharged prisoner skills/probation knowledge, religious training, counselling skills, social worker training, advocacy skills.

**Cabinet criteria:** Based on the Parole Act, 2009.

**Legislative requirement of Board membership:** Maximum of seven and minimum of five members appointed by the Governor with the approval of Cabinet. Two nominees to be nominated by the Leader of the Opposition. The Chairman to be appointed by the Governor from among the group.

| Member                    | Appointment Date and Term | Member Qualifications  | Qualified             | Recommendation  |
|---------------------------|---------------------------|--|-----------------------|---|
| Ishmael Scatliffe         | 01/02/2021, 3 years       | Former Director of Facilities/HLSCC, Taxi Manager/Owner/Driver, Construction company Manager/Owner                         | No                    | Revoke appointment, replace with someone who knows causes of delinquency or a probation officer |
| Kya Huggins - Member      | 01/04/2021, 3 years       | Clinical/Intervention Social Work degree, Advanced Psychology courses, School Guidance Officer/Counsellor, Church Musician | Yes *                 | Remain on Board if no probation or someone with another discipline is sourced                   |
| Thomas Alexander - Member | 01/04/2021, 3 years       | Registered Psychologist, Part-time lecturer/HLSCC in Computers, Psychology and Counselling, church elder                   | Yes                   | Remain on Board   |
| Paul Ricketts - Member    | 01/04/2021, 3 years       | Diploma in Theology, Christian Counselling degree, Certified Behavioural Counsellor, Administrative Bishop                 | Yes                   | Remain on Board   |
| Shaunice Leonard - Member | 01/04/2021, 3 years       | Clinical Counselling Psychology degree, School Guidance Officer, Event Planner   | Yes *                 | Remain on Board if no probation or someone with another discipline is sourced                   |
| Rosemarie Flax - Member   | 01/02/2021, 3 years       | Diploma in Business and Secretarial Studies, former Managing Director/Trust Company, Local Preacher                        | Minimally qualified * | Revoke appointment, replace with a probation officer or advocate for victims of crime           |

| <b>Member</b>         | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|-----------------------|----------------------------------|---|------------------|-----------------------|
| Fiona Forbes - Member | 02/01/2021, 3 years              | Law degree, Arbitrator, Society of Trust & Estate Practitioners (STEP) Certified, Senior Associate in a Trust Company | Yes              | Remain on Board       |

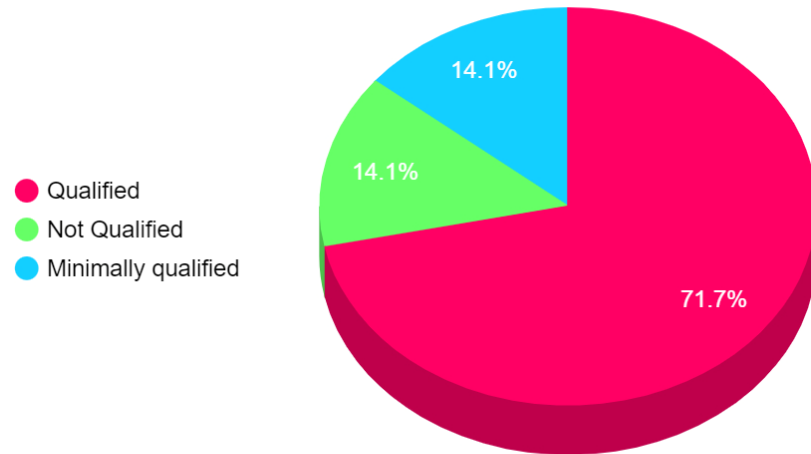
### Notes:

1. Mr. Scatliffe's qualifications do not necessarily align with the needs of the Board. Someone with a background in the knowledge of the causes of crime should replace him.
2. There are three persons with a religious background. Only one is needed on the Board, so that other disciplines can be represented.
3. Mrs. Flax is Minimally qualified because while she has been a manager and her other area of knowledge is as a local preacher, there is a Minister of religion/Bishop on the Board and space is needed for a probation officer or advocate for victims of crime, so that the views on the Board could be more diverse.
4. There are four persons with training in counselling. One in Christian counselling, two in school counselling and one counsels persons aged 6 to 60. Only two are recommended to be on the Board. My suggestion would be the Christian counsellor/Ricketts and Alexander who counsels the 6-60 ages which includes ex-prisoners.

### Guidelines

1. At least two probation officers should be on the Board to give guidance concerning the supervision of discharged prisoners. See note 3 above.
2. Two counsellors, one being a Christian counsellor, are sufficient with probation officers for the needs of the Board. See note 4 above.
3. A psychiatrist who understands treatment of persons with mental issues should always be on this Board.
4. Someone to act as an advocate for prisoners should be included on the Board.
5. An occupational psychologist could also be useful for strategic planning of the lives of prisoners to be released.

**Appointees Qualified - Parole Board**



**APPENDIX A(21)****Public Assistance Committee**

**Purpose of Committee:** To review and decide all applications received by the Chief Social Development Officer. Grant public assistance to eligible persons and where applicable, determine the amount of assistance. Prepare and submit an annual report to the Minister on their activities.

**Ideal qualifications and experience of members:** Knowledge, experience and expertise in medicine, law, accounting, nursing, social work, religious and academia representatives.

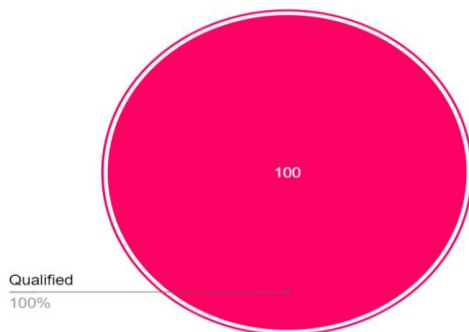
**Cabinet criteria:** based on legislation – a member of the Committee shall be appointed by an instrument signed and sealed by the Minister, with the approval of Cabinet.

**Legislative requirement of Committee membership:** Chief Social Development Officer and no more than persons approved by the Minister with the approval of the Cabinet. The Minister appoints the Chairman and Deputy Chairman and he may designate a Secretary. The quorum for meetings is five persons.

| <b>Member</b>                       | <b>Appointment date and Term</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|-------------------------------------|----------------------------------|--|------------------|-----------------------|
| Calvin Mills - Chairman             | 03/02/21, 3 years                | Bachelor of Religion,<br>Full time church pastor   | Yes              | Remain on Committee   |
| Keturah Crabbe –<br>Deputy Chairman | 03/02/21, 3 years                | Certificate in Personnel<br>Management and<br>Industrial Relations,<br>Certificate in Public<br>Administration | Yes              | Remain on Committee   |
| Trisha Evans - Member               | 22/03/21, 3 years                | Bachelor of Business<br>Administration,<br>Compliance Trust<br>Officer   | Yes              | Remain on Committee   |
| Wistaria Donovan -<br>Member        | 03/02/21, 3 years                | Executive Diploma in<br>Human Resources<br>Management, Senior<br>Administrative<br>Officer/BVIHSA              | Yes              | Remain on Committee   |

| <b>Member</b>  | <b>Appointment date and Term</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|--|----------------------------------|--|------------------|-----------------------|
| Gregory George - Member                              | 03/02/20, 2 years                | Bachelor of Ministerial Studies with Counselling, Commercial Pilot License, Pastor of church           | Yes              | Term expired          |
| Helen Frett - Member                                 | 03/02/20, 2 years                | Bachelor of Nursing, Nurse Manager for Employee and Occupational Health, Former Director BVI Red Cross | Yes              | Term expired          |
| Paul Thomas III - Member                             | 03/02/20, 2 years                | Associate degree/HLSCC, Accounts Supervisor/MNRL&I, Member of this committee for 18 years              | Yes              | Term expired          |
| Claudette Francis-Smith - Member                     | 01/10/2019, 3 years              | Lead Client Services Representative/BVIHSA   | Yes              | Term expired          |
| Chief Social Development Officer – Ex-Officio Member | N/A                              | In accordance with position as CSDO  |                  |                       |

**Appointees Qualified - Public Assistance Committee**



**APPENDIX A(22)****Immigration Board**

**Purpose of Board:** To advise Cabinet on matters relating to the making or amendment of any regulations or rules made under this Act and any other matter relating to this Act as the Cabinet may request. To advise the Minister on such matters relating to his duties under this Act as the Minister may request.

**Ideal qualifications and experience of members:** Law Degree, Interpersonal Relationship skills, Excellent Interview Skills, knowledge of and experience in conducting background checks, be able to understand and apply the Immigration and Passport Act.

**Cabinet criteria:** Based on the Legislative requirement.

**Legislative requirement of Board membership:** Eight members appointed by Governor on advice of Minister. The Governor also appoints one of the members as the Chairman.

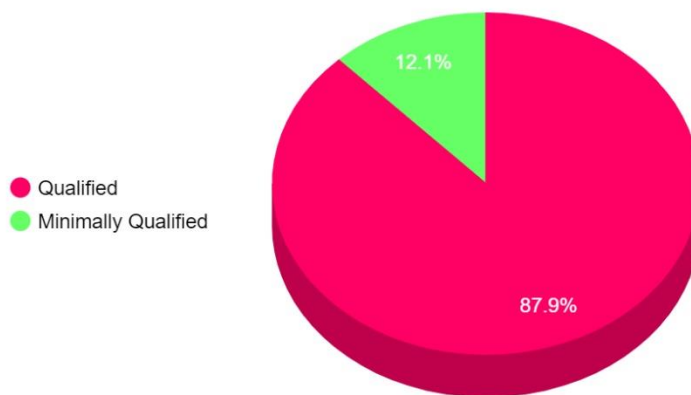
| <b>Member</b>              | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>      | <b>Recommendation</b>  |
|----------------------------|--|---|-----------------------|------------------------|
| Glen Harrigan - Chairman   | 01/05/2021, 2 years                        | Member of the Institute of Chartered Accountants, part owner of Accounting Firm, former Rotarian                    | Yes                   | Remain on Board        |
| Rosalia Gardner - Member   | 01/05/2021, 2 years                        | Former Human Resources Director, Property Consultant  | Yes *                 | Replace at end of term |
| Roxanne Sylvester – Member | 01/05/2021, 2 years                        | Associate degree in Accounting, Patient Business Associate/medical billing  | Minimally qualified** | Replace at end of term |
| Shane Baptiste – Member    | 01/05/2021, 2 years                        | Accounting degree, Deputy Director/Enforcement/FSC,   | Yes                   | Remain on Board        |
| Coy Levons – Member        | 01/05/2021, 2 years                        | Master of Science/Aviation, Associate degree in Legal Studies, Former Director of Operations/BVI Airports Authority | Yes                   | Remain on Board        |
| Rexella Hodge – Member     | 01/05/2021, 2 years                        | Managing Director/Trust Company, Certificates in Governance and Management/recruitment                              | Yes                   | Remain on Board        |

| Member  | Appointment date and term of office | Member Qualifications and Experience                     | Qualified | Recommendation  |
|---|-------------------------------------|--|-----------|-----------------|
| Kimberley Seagojo – Member                    | 01/05/2021, 2 years                 | Attorney-at-law/employment law, Investment Funds Adviser | Yes       | Remain on Board |
| Chief Immigration Officer – Ex-Officio Member | N/A                                 | In accordance with post held                             |           |                 |

\*Ms. Gardener is well versed in Human Resources Management as her resumé indicates, however, Ms Gardener has sat on the Board for a very long time, and while she would be able to contribute to the decision making process, room should be made for another representative from Virgin Gorda. She also sits on two other government boards, which excludes other persons from her sister island.

\*\* Ms Sylvester’s resumé does not present any of the ideal qualifications except perhaps the ability to understand and apply the Immigration and Passport Act. Someone with a mixture of the qualifications would prove to be more valuable to the Board.

Appointees Qualified - Immigration Board



## APPENDIX A(23)

### Land Surveyors' Board

**Purpose of Board:** Under the Land Surveyors' Ordinance, 1970 (Cap 215), the board oversees the examination of persons qualified to become Licensed land surveyors. The Board also receives and adjudicates complaints from the public against private land surveyors. Any necessary disciplinary action is taken against surveyors by the board.

**Ideal Qualifications of members:** Management degree/skills, land surveying knowledge/skills, customer service skills.

**Cabinet criteria:** Based on the Land Surveyors' (Amendment) Act, 2005.

**Legislative requirement of Board membership:** Two persons from the building industry, two private surveyors, the Chief Surveyor, a lawyer from the Attorney General's Chambers, and the Chief Registrar of Lands or designee. An alternate surveyor may be added to the board but only represents a surveyor who may be absent.

| Member                            | Appointment Date and term of office | Member Qualifications  | Qualified | Recommendation      |
|-----------------------------------|-------------------------------------|--|-----------|---------------------|
| Mark Downing – Chairman           | 26/03/2020 – 31/03/21               | HND Land Surveying Certificate, Director of private surveying service  | Yes *     | Reappoint as needed |
| Dion Stoutt – Member              | 26/03/2020 – 31/03/21               | Masters of Architecture & Project Management, Managing Director of Construction Company, quantity surveying experience | Yes *     | Reappoint to Board  |
| Dwayne Nibbs – Ex-officio Member  | N/A                                 | In accordance with position as Chief Surveyor  |           |                     |
| Burton Chalwell – Member          | 01/04/2018, 3 years                 | No information provided  |           |                     |
| Michael Adamson - Member          | 01/04/2018, 3 years                 | No information provided  |           |                     |
| Kelvin Dawson – Ex-officio Member | N/A                                 | In accordance with position as Registrar of Lands  |           |                     |
| Baba Aziz – Ex-officio Member     | N/A                                 | In accordance with position as Attorney General  |           |                     |
| Gregory Hodge - Member            | 01/04/2018, 3 years                 | No information provided  |           |                     |

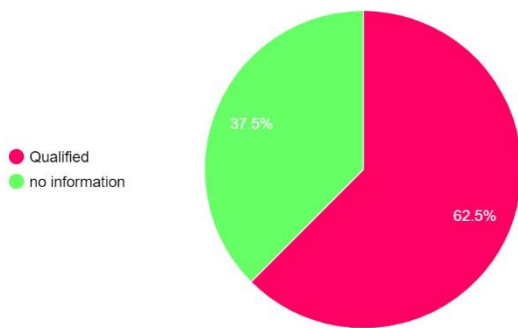
\*The only changes made to the committee after 2018 was the addition in 2020 of Mr. Downing and Mr. Stoutt to complete the term. Expiration has occurred of the term for all appointees.

Guidelines:



1. One concern that should be addressed is that private land surveyors make up the majority of the Board which receives and adjudicates complaints from the public. It should therefore be stipulated in the legislation that recusal be mandatory for surveyors on whom a complaint is before the Board.
2. The Ministry should indicate who the alternate is, for record purposes.
3. The building industry persons appointed should have strong management and customer service skills to ensure that their contribution is meaningful.
4. Some knowledge of the surveying needs of the public and surveying on a whole would be useful.

Qualified Appointees - Land Surveyors' Board



**APPENDIX A(24)****National Parks Trust Board**

**Purpose of Board:** Oversee and guide the affairs of the Trust including its financial activities.

**Ideal Qualifications of members:** Management degree/skills, biodiversity education/knowledge, biodiversity preservation/conservation activity, financial degree, maritime/boating/tourism knowledge, law degree, strategic planning skills.

**Cabinet criteria:** Based on the National Parks Trust Act 2006 and the Manual (indicated by Ministry).

**Legislative requirement of Board membership:**

Maximum of ten members – a) one representative each from Tortola, Virgin Gorda, Anegada and Jost Van Dyke

b) 3 representatives from the business community with interests in recreational or tourism activity in connection with the Territory's parks and protected areas, including but not limited to the marine, hotel, restaurant, taxi, travel, fishing, and dive industries.

c) 3 persons with knowledge or experience in one or more of the fields of biodiversity conservation; biology with special attention to indigenous plants and animals; coastal and marine ecology; cultural heritage; marine archeology; architecture; or historic preservation.

| <b>Member</b>   | <b>Appointment Date and term of office</b> | <b>Member Qualifications</b>  | <b>Qualified</b> | <b>Recommendation</b>         |
|---|--|---|------------------|-------------------------------|
| Rosalia Gardener – representing Virgin Gorda            | 29/11/2019, 3 years                        | Former Human Resources Director, Property Consultant                                    | Yes *            | Remain on Board               |
| Gregory Callwood – representing Jost Van Dyke           | 29/11/2019, 3 years                        | Tourism business, President of Action Cleanup committee and preservation society member | Yes              | Remain on Board               |
| Gregory Levons – representing Anegada                   | 29/11/2019, 3 years                        | No information provided   | ?                |                               |
| Jennifer Bertie – representing Tortola                  | 29/11/2019, 3 years,                       | Registered Nurse, supervisory skills  | Minimally*<br>*  | Replace at end of appointment |
| E. Alesia Ham-Secretary & representing Tortola          | 29/11/2019, 3 years                        | Human Resources Manager   | Minimally*<br>*  | Replace at end of appointment |
| Lianna Jarecki - representing biodiversity conservation | 29/11/2019, 3 years                        | Educator and Consultant of biodiversity conservation                                    | Yes              | Remain on Board               |
| Laurens Blok – representing biodiversity conservation   | 29/11/2019, 3 years                        | Educator in maritime studies, Chief Fisheries Officer and conservationist/MNR&L         | Yes              | Remain on Board               |

| Member  | Appointment Date and term of office | Member Qualifications                                | Qualified | Recommendation  |
|---|-------------------------------------|--|-----------|-----------------|
| Noni Georges – representing biodiversity conservation | 29/11/2019, 3 years                 | Lawyer, biodiversity training, water company manager | Yes       | Remain on Board |
| Joseph Smith-Abbott – Ex-Officio                      | 29/11/2019                          | In accordance with post in the Ministry              | Yes       | Remain on Board |

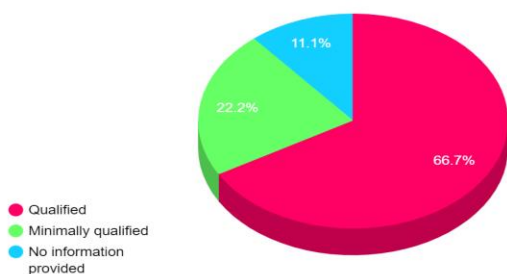
\*Ms Gardener while only a Human Resources Specialist, has been on the Board for a number of years and is very au fait with the environmental needs and terminology of the ecosystems of the BVI.

\*\*Minimally qualified means the individual has a tertiary degree and so can conduct analysis and make a contribution generally in terms of administration, however the optimum contribution concerning flora and fauna conservation, finance, strategic planning and so on will prove to be challenging. Additionally, these persons have no background/experience in the specific area under consideration which is paramount for this particular board which deals heavily with conservation of our environment.

General recommendations:

- iv) The legislation speaks to representatives but does not indicate what expertise is necessary except for the scientific aspect. I recommend that along with the scientific should also be very clearly stated management/administration expertise, finance and commerce acumen as well as public relations and customer service skills.
- v) The Secretary should ideally be a member of the Parks Trust staff to ensure the data/information is properly secured and follow up with board members can easily be done. In addition, a small saving will accrue to the Government in terms of stipend payment.
- vi) The legislation speaks to one representative from each island. Tortola has two representatives, so named. I recommend that the representative from Tortola be someone with a background in architecture, town planning, real estate management, or construction and representing the business community.

Appointees Qualified - National Parks Trust Board



**APPENDIX A(25)****Social Security Board**

**Purpose of Board:** Responsible for administering the Fund, and the provisions of the Schedule shall apply in respect of the constituting of the Board and its proceedings.

**Ideal qualifications and experience of members:** Finance or Accounting Degree or experience, law degree, business management experience, administration skills, medical doctor, employer/employee relations.

**Cabinet criteria:** based on legislation – areas of expertise required to be on the board.

**Legislative requirement of Board membership:**

Nine persons – a) the Director or in his absence the Deputy

b) three representing Government, one should be the Chief Medical Officer

c) two representing employers

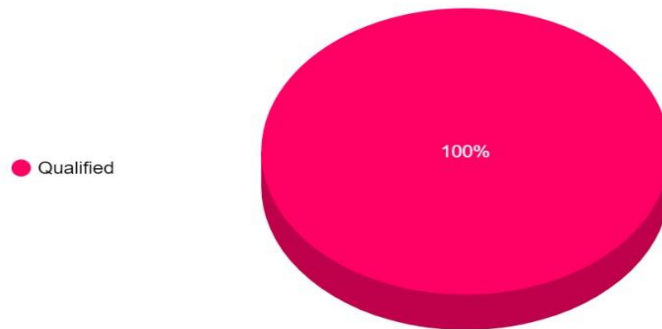
d) two representing employees

e) one private health practitioner

| <b>Member</b>  | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>                            | <b>Qualified</b> | <b>Recommendation</b>                          |
|--|--|--|------------------|--|
| Glenroy Forbes – Chairman & representing Employers         | 01/10/2021, 3 years                        | Economist, Lawyer, former Financial Secretary                          | Yes              | Remain on Board                                |
| Patsy Lake – Deputy Chair & representing Employers         | 18/05/2020, 3 years                        | Business owner and manager, community activist                         | Yes              | Remain on Board but change Deputy status       |
| Tasha Bertie – representing Government                     | 18/05/2020, 3 years                        | In accordance with position in Ministry of Health & Social Development |                  |  |
| Dereck Marshall – representing Employees                   | 18/05/2020, 3 years                        | Boater (sail & maintain), trucker, current business owner/employer     | Yes              | Replace with an employee at end of tenure 2023 |
| Lyra George – representing Employees                       | 18/05/2020, 3 years                        | Bookkeeper, customer service skills, operations management skills      | Yes              | Remain on Board                                |
| Mitchell Penn – representing Private Health Practitioners  | 18/05/2020, 3 years                        | Medical doctor, business owner & manager                               | Yes              | Remain on Board                                |
| Maya Barry – representing Government (Legal Practitioners) | 18/05/2020, 3 years                        | Lawyer. In accordance with position in the Attorney General’s Chambers |                  |  |

**Recommendation:** The amendment to the Schedule of the Principal Act indicates that the Chief Medical Officer should be a Government representative on the Board. No notification of his appointment was made.

Appointees Qualified - Social Security Board



**APPENDIX A(26)****BVI Airports Authority Board**

**Purpose of Board:** To determine policy and to direct and control the affairs of the company (BVI Airports Authority) in accordance with the Air Navigation (Overseas Territories) Order 2001.

**Ideal qualifications and experience of members:** Civil Aviation knowledge and experience, Finance or Accounting Degree or experience, law degree, business management experience, administration skills.

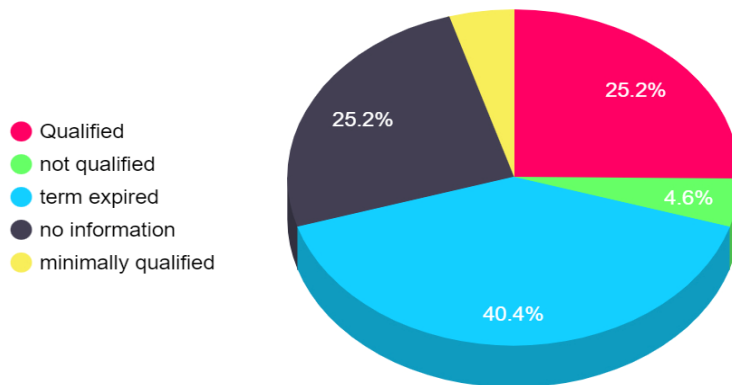
**Cabinet criteria:****Legislative requirement of Board membership:**

- a) A non-executive Chairman
- b) 2 executive directors, one being the Managing Director
- c) 2 non-executive directors

| <b>Member</b>                  | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>                                    | <b>Qualified</b>                                  | <b>Recommendation</b>    |
|--------------------------------|----------------------------------|---|---|--------------------------|
| Bevis Sylvester – Chairman     | 24/05/2019, 3 years              | Business manager/Delta Petroleum, accounting degree             | Yes<br>Term expired                               | Reappoint to Board       |
| Hipolito Diego Penn - Member   | 24/05/2019, 3 years              | No information submitted  | Term expired                                      |                          |
| Patsy Lake - Member            | 24/05/2019, 3 years              | Business owner and manager, community activist                  | Minimally qualified , Term expired                | Reappoint only as needed |
| Marlon Choucoutou Sr. - Member | 24/05/2019, 3 years              | No information submitted  | Term expired                                      |                          |
| Theodore Burke - Member        | 24/05/2019, 3 years              | No information submitted  | Term expired                                      |                          |
| Raul Sprauve - Member          | 24/05/2019, 3 years              | No information submitted  | Term expired                                      |                          |
| Kelvin Hodge - Member          | 24/05/2019, 3 years              | Business Management/Computer Technology, business owner/manager | Yes. Term expired.<br>Chairman BVIPorts Authority |                          |
| Judy-Ann Aldona Smith - Member | 24/05/2019, 3 years              | No information provided   | Term expired                                      |                          |

| Member   | Appointment Date and Term | Member Qualifications                        | Qualified | Recommendation     |
|--|---------------------------|--|-----------|--------------------|
| Managing Director –Member (Executive Director) |                           | In accordance with position at the Authority |           |                    |
| Financial Secretary – Ex-officio Member        |                           | In accordance with position at the Authority |           |                    |
| Director of Tourism – Ex-officio Member        |                           | In accordance with position                  |           |                    |
| Permanent Secretary – Ex-officio Member        |                           | In accordance with position                  |           |                    |
| Nathaniel Isaac – Member                       | 01/07/2020, 3 years       | Pool maintenance, Landscaping                | No        | Revoke appointment |

**Appointees Qualified - BVI Airports Authority Board**



**APPENDIX A(27)****BVI Ports Authority Board**

**Purpose of Board:** To ensure that the purpose of the Authority is being carried out in a professional and accountable manner. The purpose of the Authority is, “to be responsible for the welcoming and safe arrival of seafaring passengers, as well as the reception, handling, and security of cargo and sea-based trade”.

**Ideal qualifications and experience of members:** Knowledge of the marine transportation industry, Finance or Accounting Degree or experience, administration skills, public relations skills, have a knowledge of tourism.

**Cabinet criteria:** based on legislation –

**Legislative requirement of the Board’s membership:** 6 Ex-Officio members – a) Permanent Secretary of Communications and Work, b) Director of the BVI Tourist Board, c) Managing Director of the BVI Ports Authority, d) Financial Secretary, e) Chairman, BVI Tourist Board, f) Managing Director, BVI Airports Authority, g) Chairman, BVI Airports Authority.

There was no additional information sourced with regard to the remainder of the membership.

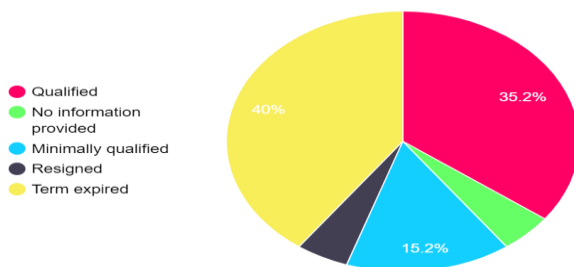
| <b>Member</b>                     | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>                       | <b>Recommendation</b>                   |
|-----------------------------------|--|---|--|---|
| Kelvin Hodge -<br>Chairman        | 13/05/2020, 3 years                        | BA<br>Management/Computer<br>Technology, former<br>Commissioner of Motor<br>Vehicles,                                       | Yes                                    | Remain on Board                         |
| Keith Flax -<br>Member            | 16/05/2019, 2 years                        | Owner & Operator of taxi<br>business for 32 years, 17<br>years as customer service<br>representative, former<br>Speaker/HOA | Yes<br>Term expired                    | Reappoint to<br>Board                   |
| Roxanne Sylvester<br>– Member     | 16/05/2019, 3 years                        | Associate degree in<br>Accounting, Patient<br>Business<br>Associate/medical billing   | Yes<br>Term expired                    | Reappoint to<br>Board only as<br>needed |
| Egar/Vincent<br>Whattley – Member | 16/05/2019, 3 years                        | Telecommunication<br>technician   | Minimally<br>Qualified<br>Term expired | Do not reappoint<br>to Board            |



| Member  | Appointment date and term of office | Member Qualifications and Experience              | Qualified                           | Recommendation            |
|---|-------------------------------------|---|-------------------------------------|---------------------------|
| Patsy Lake – Member                                 | 16/05/2019, 3 years                 | Business owner and manager, community activist    | Minimally qualified<br>Term expired | Do not reappoint to Board |
| Tamarie Wheatley-Hodge – Member                     | 16/05/2019, 2 years                 | Sales Representative/Marketing Assistant          | Yes<br>Term expired                 | Reappoint to Board        |
| Managing Director, BVI Ports Authority – Ex-Officio |                                     | In accordance with position on the Board          |                                     |                           |
| Financial Secretary, Ex-Officio                     |                                     | In accordance with position as government officer |                                     |                           |
| Permanent Secretary, PO – Ex-Officio                |                                     | In accordance with position as government officer |                                     |                           |
| Nathaniel Isaac - Chairman                          | 16/05/2019, 3 years                 | Landscaping and pool management                   | Resigned<br>04/05/2020              |                           |
| Kamika Forbes - Member                              | 16/05/2019, 3 years                 | No information provided                           | Term expired                        |                           |
| Damien Lettsome - Member                            | 16/05/2019, 2 years                 | Operations Manager/Delta Petroleum                | Minimally qualified<br>Term expired | Do not reappoint to Board |

Note: The membership terms have expired except for the Chairman. The Board needs to be reconstituted, noting those persons who are minimally qualified.

Appointees Qualified - BVI Ports Authority Board



**APPENDIX A(28)****BVI Electricity Corporation Board**

**Purpose of Board:** To ensure the proper and adequate generation, transmission, supply, distribution, and sale of electricity in areas approved by the Minister in consultation with the Corporation. To develop an Interconnection Policy that specifies the maximum capacity of renewable generation facilities at a consumer's premises, specify the maximum capacity of renewable generation facilities connected to the grid, develop comprehensive bid procedures relating to and becoming an independent power producer.

**Qualifications and experience of members:** Members of the Board should have a knowledge and experience in electrical engineering, business management acumen, finance training/CPA, legal background, negotiating skills, customer service knowledge/experience.

**Cabinet criteria:** The legislation sets out the composition of the Board.

**Legislative requirement of Board membership:**

- a) Chairman approved by House of Assembly
- b) Three to five members approved by Cabinet
- c) Permanent Secretary of Ministry with the Electricity portfolio
- d) General Manager of the Corporation

| <b>Member</b>                  | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>                   | <b>Recommendation</b> |
|--------------------------------|--|--|------------------------------------|-----------------------|
| Rosemarie Flax – Chairman      | 15/11/2019 3 years                         | MBA, former Managing Director of a Trust Company, marketing and change management skills                 | Yes/business management, HR skills | Remain on Board       |
| Wayne Robinson – Vice Chairman | 15/11/2019 3 years                         | Taxi and truck driver 25+ years, former bar tender, BVI Tourist Board training (customer service skills) | Yes/customer service experience    | Remain on Board       |

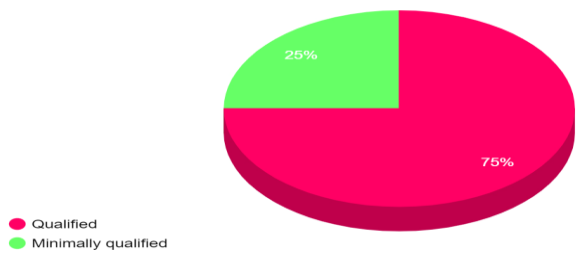
| Member                                       | Appointment date and term of office | Member Qualifications and Experience                                  | Qualified                      | Recommendation   |
|--|-------------------------------------|---|--------------------------------|--|
| Pearl Smith – Member                         | 02/08/2022 1 year                   | Former BVIEC employee for 25+ years as Secretary to GM                | Yes/knowledge of the processes | Remain on board  |
| Aymen Husein – Member                        | 15/11/2019 2 years                  | Business Manager in sales 19+ years, customer service skills          | Yes/Manages four businesses    | Term expired – could be reappointed  |
| Jasin Fahie – Member                         | 01/02/2022 1 year                   | Construction manager, quantity surveyor, compliance officer           | *Minimally qualified           | Re-appointment not recommended. Replace with an attorney.                        |
| Violet de Castro – Member                    | 25/05/2020 3 years                  | Executive Diploma in Management, accounts skills, construction skills | **Minimally qualified          | Re-appointment not recommended. Replace with a Certified Public Accountant (CPA) |
| Leroy Abraham - Ex-Officio Member            | N/A                                 | In accordance with the position of General Manager of the BVIEC       | Yes                            | Remain on Board  |
| Permanent Secretary, MCW – Ex-Officio Member | N/A                                 | In accordance with post of PS in MCW                                  | Yes                            | Remain on Board  |

**Note:** members must be able to make meaningful contributions to the Board. These include strong analysis of the finances and financial projections, legal guidance in terms of staying within the prescribed law and assisting with negotiation, strong customer service sense and the needs of the general population and successful business management.

**\*Minimally qualified:** The BVI Electricity Board is not in the business of construction. The qualifications presented are not in line with the needs of the Board.

**\*\*Minimally qualified:** The Board needs a person trained in Finance who can conduct analysis of a business and not just be a billing and collections officer.

Appointees Qualified - BVI Electricity Corp



**APPENDIX A(29)****Road Traffic Commission**

**Purpose of Commission:** To randomly inspect any vehicle or operator, remove any unsafe and dangerous operating vehicle, monitor all authorized taxi stands for compliance, receive and investigate customer's complaints, review and propose rates, fares, tolls and zones, conduct public relations meetings, among others.

**Ideal qualifications and experience of members:** Knowledge of the taxi industry, Finance or Accounting Degree or experience, administration skills, public relations skills.

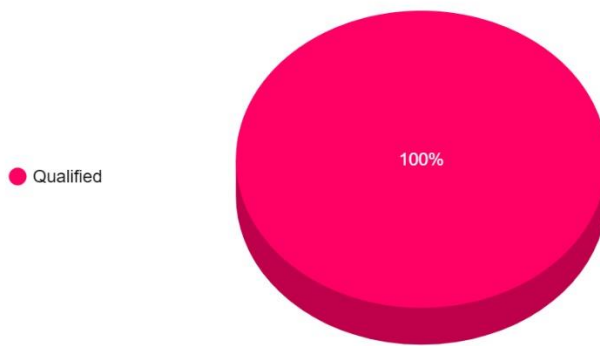
**Cabinet criteria:** based on legislation – *“a member of the Commission shall be appointed by an instrument signed and sealed by the Minister.”* (advised by the Ministry)

**Legislative requirement of Commission membership:** 4 Ex-Officio members – a) Permanent Secretary of Communications and Work, b) Director of the Commission, Director of the British Virgin Islands (BVI) Tourist Board, and the Director of the BVI Ports Authority; and 4 others – a) one person representing taxi-cab operators in Tortola, b) one person representing taxi-cab operators on the Sister Islands, c) one person representing the Livery service operators in the Territory.

| <b>Member</b>   | <b>Appointment date</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|---|-------------------------|---|------------------|-----------------------|
| Lorna Christopher - Chairperson                         |                         | BA Management, former Commissioner of Motor Vehicles  | Yes              | Remain on Board       |
| Arnold C. Smith - Member                                |                         | Owner & Operator of taxi business for 32 years, 17 years as customer service representative | Yes              | Remain on Board       |
| Permanent Secretary, Ministry of C & W – Ex-Officio     |                         | N/A   |                  |                       |
| Ag. Director, Department of Motor Vehicles – Ex-Officio |                         | N/A   |                  |                       |
| Director, Taxi Livery Commission – Ex-Officio           |                         | N/A   |                  |                       |

| Member   | Appointment date | Member Qualifications and Experience | Qualified | Recommendation |
|--|------------------|--------------------------------------|-----------|----------------|
| Director BVI Tourist Board – Ex-Officio                                |                  | N/A                                  |           |                |
| Managing Director, BVI Ports Authority – Ex-Officio                    |                  | N/A                                  |           |                |
| Commissioner of Police, Royal Virgin Islands Police Force – Ex-Officio |                  | N/A                                  |           |                |

Appointees Qualified - Road Traffic Commission



## Appendix A(30)

### Taxi and Livery Commission

**Purpose of Commission:** To perform as the regulatory body of the land transportation-for-hire industry of the Virgin Islands. The Commission is the Board and there is also a Secretariat that works along with the Board.

**Ideal Qualifications of members:** Management degree/skills, knowledge of the land transportation industries, knowledge and involvement in the tourist industry, technical/mechanical skills.\*\*

**Cabinet criteria:** Based on the Road Traffic (Taxi and Livery Commission) Regulations, 1997.\*

#### **Legislative requirement of Commission membership:**

The Road Traffic Act (Cap 218) is the Principal legislation and the Road Traffic (Taxi and Livery Commission) (Amendment) Regulations, 2013 governs the Commission.

The membership is made up of a Chairman, six ex-officio members, one person representing taxi-cab operators in Tortola, one person representing taxi-cab operators on the Sister Islands, and one person representing the livery service operators in the Territory. Appointments are made by instrument under the Minister's signature. The

| Member   | Appointment Date and Term of office                      | Member Qualifications  | Qualified | Recommendation                     |
|--|--|--|-----------|------------------------------------|
| Lorna Christopher – Chairperson  | 01/10/2019, 3 years                                      | BA Management, former Commissioner of Motor Vehicles   | Yes       | Remain on Commission               |
| Gregory Callwood – representing Taxi-Cab operators on the Sister Islands | 01/10/2019, 2 years                                      | President of the Jost Van Dyke Taxi Association. Works in the tourism industry for over 20 years.                                    | Yes       | Reappoint as needed                |
| Kenrico Wheatley – representing Taxi-Cab operators on Tortola            | 01/10/2019, 11/2 years                                   | Certificate in refrigeration, air-conditioning. Mechanic for family business,. Manager of family transportation business for 4 years | Yes       | Reappoint as needed                |
| Dorcas Fahie – representing Livery Services Operators                    | 01/02/2017 appointment allowed to continue to 31/01/2020 | Former Banker, Director/Pleasure Tours Business  | Yes       | Term expired and she was replaced. |
| Permanent Secretary, MTW&U – Ex-Officio Member                           | N/A  | In accordance with position in the government service  |           |                                    |

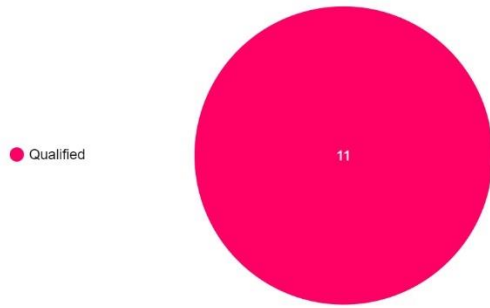
| <b>Member</b>   | <b>Appointment Date and Term of office</b> | <b>Member Qualifications</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|---|--|--|------------------|-----------------------|
| Director of the Commission – Ex-Officio Member                                  | N/A  | In accordance with position in the government service  |                  |                       |
| Director of the Tourist Board – Ex-officio Member                               | N/A  | In accordance with position in the government service  |                  |                       |
| Managing Director/BVI Ports Authority – Ex-officio Member                       | N/A  | In accordance with position in the government service  |                  |                       |
| Commissioner of Police – Ex-officio Member                                      | N/A  | In accordance with position in the government service  |                  |                       |
| Commissioner of Motor Vehicles – Ex-officio Member                              | N/A  | In accordance with position in the government service  |                  |                       |
| Arnold Smith – representing Taxi-Cab Operators on Tortola. Replaces K. Wheatley | 01/02/2020, 3 years                        | Owner & Operator of taxi business for 32 years, 17 years as customer service representative  | Yes              | Remain on Commission  |
| Kenrico Wheatley – representing Livery Services Operators. Replaces D. Fahie    | 01/02/2020, 1 year 2 months                | Certificate in refrigeration, air-conditioning. Mechanic for family business,. Manager of family transportation business for 4 years | Yes              | Reappoint as needed   |

\*Cabinet should have quoted the 2013 amendment in their Cabinet paper as this amendment introduced new members to the Commission by amending regulation 3. I have therefore chosen to use the amendment in looking at the legislative requirement for membership.

\*\*The legislation speaks to land transportation type representatives but it does not include other skills such as tourism and customer service which are important to the functions of the members of this Commission.



Qualified Appointees - Taxi & Livery Commission



**APPENDIX A(31)****Telecommunications Regulatory Commission**

**Purpose of Commission:** Responsible for identifying and classifying senior management positions, establishing the Commission's policies and monitoring and overseeing such policies. Also responsible for preparing and approving the budget estimates, work programmes and accounts of the Commission.

**Ideal qualifications and experience of members:** Telecommunications services degree or knowledge, Finance or Accounting Degree or experience, law degree, business management experience, administration skills, consumer affairs knowledge and customer service skills.

**Cabinet criteria:** based on legislation – areas of expertise required to be on the board.

**Legislative requirement of Commission membership:** Minimum of 3 or maximum of 5 persons including the Chief Executive Officer.

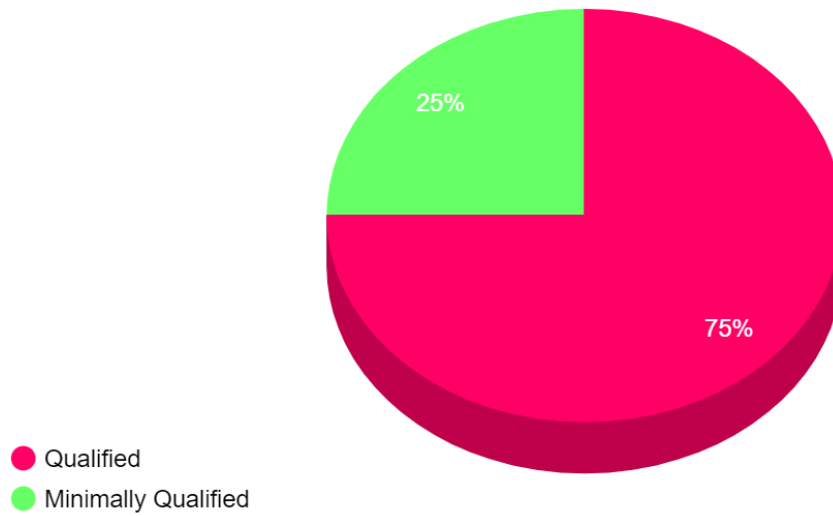
Fit and proper persons with relevant knowledge, experience and expertise in telecommunication services, business, consumer affairs and such other area as may aid the Commission in the performance of its functions, pursuant to Sec 7(4) of the Act. One Commissioner with telecom services background shall be from outside the Virgin Islands.

| <b>Member</b>                      | <b>Appointment date and Term</b> | <b>Member Qualifications and Experience</b>              | <b>Qualified</b>      | <b>Recommendation</b>           |
|------------------------------------|----------------------------------|--|-----------------------|---------------------------------|
| Vance Lewis - Chairman             | 01/02/2020 – 3 years             | Telecommunication experience and expertise over 30 years | Yes                   | Remain on Board                 |
| Vincent Whattley – Deputy Chairman | 01/02/2020 – 3 years             | Telecommunication technician                             | Yes                   | Remain on Board                 |
| Joycelyn Murraine – Commissioner   | 20/02/2020 – 2 years             | Former bank manager                                      | Yes                   | *Term expired                   |
| Bevis Sylvester - Commissioner     | 20/02/2020 – 2 years             | Business manager, accounting degree                      | **Minimally qualified | Do not recommend re-appointment |

**\*Recommendation:** Ms. Joycelyn Murraine appears to be the representative from outside the Virgin Islands, based on her address, however her Resumé does not show telecommunication services background. Replacement should be made with a fit and proper person according to the Act such as a law degree.

\*\*Mr. Bevis Sylvester does not have a telecommunication background and should not be re-appointed. His success as a business manager is noted, but a combination of business and telecoms would be more appropriate. Someone from overseas with telecoms is recommended as in the Act.

#### Appointees Qualified - Telecommunications Regulatory Commission



**APPENDIX A(32)****Education Advisory Board**

**Purpose of Committee:** To advise the Minister on matters connected with education; matters respecting the performance of any of the responsibilities or the exercise of his powers under this Act and regulations; matters relating to the promotion of education.

**Ideal qualifications and experience of members:** Knowledge of and experience in education at all levels, parent of a school age child (ren), education administration/Principal, knowledge of business or hotel management.

**Cabinet criteria:** Based on the legislative requirement.

**Legislative requirement of Board membership:** 10 members –

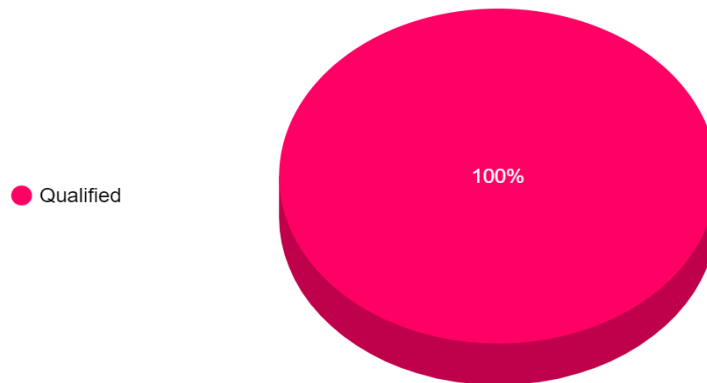
- a) H. Lavity Stoutt Community College nominee
- b) 5 members nominated by the Minister representing:
  - i) expert educational opinion
  - ii) parent teacher association
  - iii) technological, vocational or business education
  - iv) organizations concerned with community development
  - v) the religious community
- c) one representative nominated by the School Principal’s Conference
- d) one representative nominated by the duly recognized organization representing teachers
- e) one representative nominated by the University of the West Indies School of Continuing Studies
- f) one representative nominated by the BVI Chamber of Commerce and Hotel Association

| <b>Member</b>                   | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>  | <b>Recommendation</b> |
|---------------------------------|--|--|---|-----------------------|
| Vacant - Chairman               |  |  |   |                       |
| Kayron Todman – Deputy Chairman | 01/01/2021, 3years                         | Social Studies/Secondary level, Assistant Principal/Primary level, Musician, fungi band founder/co-manager | Yes – elementary and secondary education, management, music | Remain on Board       |

| <b>Member</b>                     | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>                      | <b>Recommendation</b>                   |
|-----------------------------------|--|--|---------------------------------------|---|
| Arlene Smith-Thompson – Member    | 01/01/2021, 3years                         | Doctor of Education, Strategic Management Diploma, Educational Management at Master’s level              | Yes – Education Management            | Remain on board                         |
| Corine George-Massicot – Member   | 01/01/2021, 3years                         | Graduate Diploma in Law  | Yes                                   | Revoke appointment – now Speaker of HOA |
| Derecia Scatliffe-Thomas – Member | 01/01/2021, 3years                         | Accounting degree, ICSA qualification in progress  | Yes                                   | Remain on Board                         |
| Willis Potter – Member            | 01/01/2021, 3years                         | Industrial Technology degree, Assistant Principal/Technical School, BVI Volleyball Association President | Yes - education management and sports | Remain on Board                         |
| Naaman Chalwell - Member          | 01/01/2021, 3years                         | Certification in Theology and Counselling, Real Estate management, worked in the hospitality industry    | Yes – religious affairs               | Remain on Board                         |
| Rochelle Lawrence - Member        | 01/01/2021, 3years                         | Human Resources Manager, MBA/International Business (pursuing)   | Yes – HR Management                   | Remain on Board                         |
| Hillroy George - Member           | 01/01/2021, 3years                         | Principal Primary and now secondary levels, management degree  | Yes – education management            | Remain on Board                         |
| Gracia Stevens - Member           | 01/01/2021                                 | Former Principal/primary level, Local Preacher   | Yes - management                      | Remain on Board                         |

| Member               | Appointment date and term of office | Member Qualifications and Experience  | Qualified  | Recommendation  |
|----------------------|-------------------------------------|---|--|-----------------|
| Tammy Henry - Member | 01/01/2021                          | BVI Teacher's Union President, Education Administration at Master's level, primary school teacher | Yes – teacher/social studies, education administration | Remain on Board |

Appointees Qualified - Education Advisory Board



## Appendix A(33)

### H Lavity Stoutt Community College Board of Governors

**Purpose of Board:** Under paragraph 9 of Schedule 1 of the BVI Community College Act, 1990, the Board exists to deal with the appointment of the President; determine salaries, terms and conditions of all employees of the College and the Board; manage, conduct and supervise the activities of the College; generally supervise the buildings, premises, and grounds of the College; and adjudicate on disciplinary action against students or members of the staff of the College.

**Ideal qualifications and experience of members:** Knowledge of or training in education, accounting, management, and property maintenance.

**Cabinet criteria:** Based on the British Virgin Islands Community College Act, 1990, sec 6 (1-2)(4-5)and Schedule 1 secs 1, 3 and 9.

**Legislative requirement of Board membership:** A Chairman, Deputy Chairman, and not less than twelve members appointed by the Minister. The term of office is three years and members are eligible for reappointment.

| Member                             | Appointment date and term of office | Member Qualifications and Experience  | Qualified | Recommendation                     |
|------------------------------------|-------------------------------------|---|-----------|------------------------------------|
| Fiona Forbes-Vanterpool – Chairman | 01/06/19, 15/09/2020, 1 year 9 mths | Law degree, Arbitrator, Society of Trust & Estate Practitioners (STEP) Certified, Senior Associate in a Trust Company | Yes       | Term expired, reappoint as needed. |
| Dr. Sauda Smith- Deputy Chairman   | 01/06/19, 15/09/20, 1 year 9 mths   | Ph.D., Sociology of Literature, MA, African Languages, Linguistics and Literature, B.Sc., History                     | Yes       | Term expired, reappoint as needed  |
| Dr. Henry Jarecki – Member         | 01/06/19, 3 years                   | Resort Manager, education and psychiatric philanthropist, human rights  | Yes       | Term expired, reappoint as needed. |
| Derek Dunlop – Member              | 01/06/19, 3 years                   | No information received   |           | Term expired.                      |

| <b>Member</b>                       | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>     | <b>Recommendation</b>                            |
|-------------------------------------|--|---|----------------------|--|
| Cromwell Smith – Member             | 01/06/19, 3 years                          | No information received   |                      | Term expired.                                    |
| Prof. Arthur Richardson – Member    | 01/06/19, 3 years                          | Doctor of Educational Psychology, Former Deputy Dean/Education, Lecturer                              | Yes                  | Term expired, reappoint as needed.               |
| Kenneth Baker – Member              | 01/06/19, 3 years                          | B.B.A. Business Administration and International Corporate Finance, Managing Director FSC             | Yes                  | Term expired, reappoint to Board                 |
| Dr. Anthony Lane – Member           | 01/06/19, 3 years                          | Ph.D., Sociology of Education, MA, Comparative Education, Bachelors in Sociology, English & History.  | Yes                  | Term expired, reappoint as needed                |
| Cecil Hodge - Member                | 01/06/19, 3 years                          | No information received   |                      | Term expired.                                    |
| Chad George - Member                | 01/06/19, 3 years                          | Finance degree, Compliance Officer at Accounting firm   | Yes                  | Term expired, reappoint as needed                |
| Shanica Maduro-Christopher – Member | 01/06/19, 3 years                          | Bachelor of Arts, English, Vice President/Trust Company   | Yes                  | Term expired, reappoint as needed                |
| Josephine Callwood - Member         | 01/06/19, 3 years                          | MS in Educational Management & Administration, Former Permanent Secretary, Former Teacher             | Yes                  | Term expired, reappoint as needed.               |
| John Williams - Member              | 01/06/19, 3 years                          | Former British Army Officer, Managing Partner of Insurance business, Director of commercial business. | Minimally Qualified* | Term expired, replace.                           |
| Nakema Bell - Member                | 15/09/20, 1 year 9 mths                    | Pursuing Associates in Finance, Corporate Administrator, Rotarian/Youth Services Director             | Yes                  | Term expired, reappoint as youth representative. |

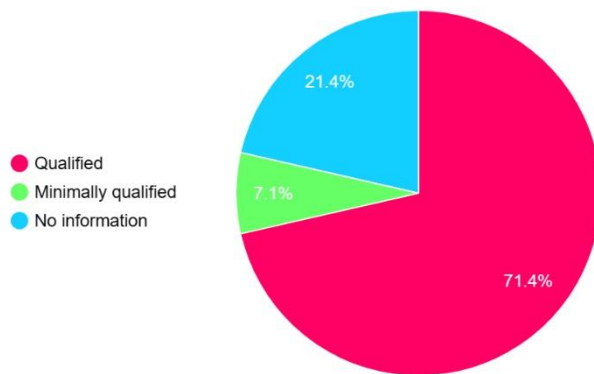


**Guidelines:**

1. The youth should be represented to ensure the voice of youths is heard on the Board.
2. Review the membership to ensure there is “new blood” to support the changing times/methods of instruction in education.

\*Minimally qualified: in this instance, the appointee has a background in business and may be able to add to the discussion, but only to a limited extent without the formal education for references concerning policies.

**Appointees Qualified - HLSCC Board of Governors**



## Higher Education Licensing Board

**Purpose of Board:** To make recommendations to the Minister on licensing applications. Maintain a register of the providers of higher education. Establish requirements, recommend revocation and the number of licenses to be issued. scholarships to members of the community at the Bachelor's level. To ensure that as many disciplines in the work force are covered, but especially ensure that special disciplines such as in the medical field are taken care of.

**Ideal qualifications and experience of members:** Versed in higher education requirements, education degree at tertiary and post graduate levels, knowledge of education needs/gaps of the Territory.

**Cabinet criteria:** based on the Higher Education Licensing Act, 2016

**Legislative requirement of Commission membership:** Seven members. The Permanent Secretary, legal practitioner of 5 years, civil society representative with accounting or finance experience, two civil society representatives with higher education expertise, two civil society representatives with business or commerce expertise with one recommended by the Leader of the Opposition.

House of Assembly to approve Chairman and Cabinet to approve Chairman and Deputy Chairman.

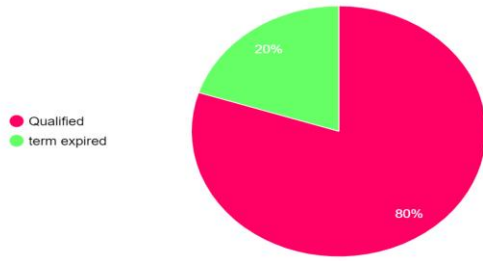
| Member                             | Appointment date and term of office | Member Qualifications and Experience  | Qualified | Recommendation                     |
|------------------------------------|-------------------------------------|---|-----------|------------------------------------|
| Arthur G. Richardson –<br>Chairman | 01/08/2020, 1 year                  | Doctor of Educational Psychology, Former Deputy Dean/Education, Lecturer  | Yes       | Term expired. Reappoint as needed. |
| Karl Dawson-<br>Deputy Chairman    | 01/08/2020, 3 years                 | Ph.D. Higher Education Administration, B.Sc. Hotel Management, Educational Consultant, Former Head of Hospitality Studies/HLSCC | Yes       | Remain on Board                    |
| Member                             | Appointment date and term of office | Member Qualifications and Experience  | Qualified | Recommendation                     |

|   |                     |   |     |  |
|---|---------------------|---|-----|--|
| Andrew Bickerton – Member               | 01/08/2020, 1 year  | Chartered Accountant, Director/International Accounting and Consulting Organization             | Yes | Term expired. Reappoint as needed.   |
| John Black – Member                     | 01/08/2020, 3 years | Telecommunication Technology, Pit Master, Professional Photographer (Commerce)                  | Yes | Remain on Board  |
| Nelson Samuel – Member                  | 01/08/2020, 3 years | Law degree, legal practitioner over 5 years   | Yes | Remain on Board  |
| Mitsy Ellis-Simpson – Member            | 01/08/2020, 3 years | Finance degree, Real Estate Enterprise Proprietor, Owner of Salon and Search company (Commerce) | Yes | Remain on Board  |
| Permanent Secretary – Ex-Officio Member | Indefinite          | In accordance with position   |     |  |
| Secretary – Ex-Officio Member           | Indefinite          |   |     | An individual should be appointed as Secretary In accordance with the legislation. |

**Guidelines:**

1. Persons with an interest in the matter under discussion should declare that interest as stipulated in the legislation.

Qualified Appointees - Higher Education Licensing Board



**APPENDIX A(35)****Scholarships Committee**

**Purpose of Committee:** To recommend scholarships to members of the community at the Bachelor's level. To ensure that as many disciplines in the work force are covered, but especially ensure that special disciplines such as in the medical field are taken care of.

**Ideal qualifications and experience of members:** Knowledge of manpower needs in a variety of industries/disciplines in the BVI.

**Cabinet criteria:** No legislation covers this committee.

**Legislative requirement of Commission membership:** None, but representation of a variety of disciplines in the Territory is useful.

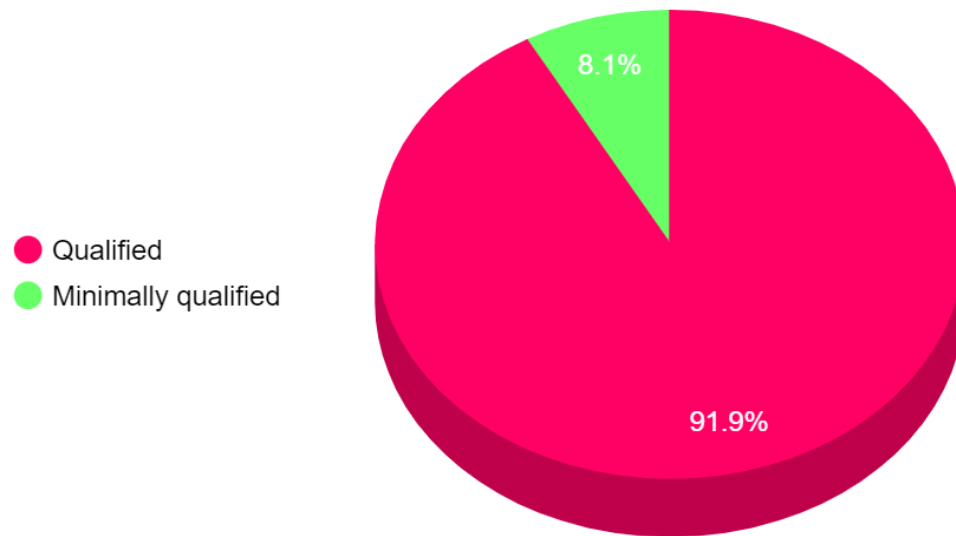
| <b>Member</b>                     | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>    | <b>Recommendation</b>                   |
|-----------------------------------|--|--|---------------------|---|
| Julio Henry -<br>Chairman         | 15/08/2020, 2years 5 months                | Taxi tours business owner & operator, tourism ambassador, general studies in Electronics | Minimally qualified | Remain on Board but replace as Chairman |
| Patricia Archibald-Bowers- Member | 15/08/2020, 2years 5 months                | Barrister, business manager, Master of music and instructor                              | Yes                 | Remain on Board                         |
| Richard deCastro – Member         | 15/08/2020, 2years 5 months                | Architect, project manager, lecturer   | Yes                 | Remain on board                         |
| Sharia deCastro – Member          | 15/08/2020, 2years 5 months                | Elementary and Secondary Educator  | Yes                 | Remain on Board                         |
| Livia Freeman – Member            | 15/08/2020, 2years 5 months                | Accountant, Corporate and Trust Manager, Chartered Secretary                             | Yes                 | Remain on Board                         |
| June Samuel – Member              | 15/08/2020, 2years 5 months                | Psychiatrist, Business Manager, Adjunct Lecturer   | Yes                 | Remain on Board                         |

| <b>Member</b>                               | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>                                      | <b>Qualified</b> | <b>Recommendation</b> |
|---|--|--|------------------|-----------------------|
| Khoy Smith - Member                         | 15/08/2020, 2years 5 months                | Veterinary Nurse/Manager, poultry farm owner/manager                             | Yes              | Remain on Board       |
| Shaina Smith - Member                       | 15/08/2020, 2years 5 months                | Electrical Engineer, Project Manager, Business Owner/Manager                     | Yes              | Remain on Board       |
| Rekeema Turnbull - Member                   | 15/08/2020, 2years 5 months                | Accountant, global manager, Founder/Managing Director (HireBVI Limited)          | Yes              | Remain on Board       |
| Kishan Cupid-Brathwaite – Ex-Officio member | 15/08/2020, 2years 5 months                | Degrees in Psychology and Mental Health Counselling, Senior Assistant HR Manager | Yes              | Remain on Board       |
| Kaisa Penn – Ex-Officio member              | 15/08/2020, 2years 5 months                | Human Resources Manager  | Yes              | Remain on Board       |
| Sasha Flax – Ex-Officio member              | 15/08/2020, 2years 5 months                | Tourism & Hospitality Management, Sister Islands Coordinator                     | Yes              | Remain on Board       |

**Guidelines:**

1. Legislation is needed to guide the selection process., particularly the membership size (8 should be the maximum) and term of office ( 2 year terms).
2. At least two members of the Committee must be familiar with the manpower needs of the Territory.
3. The Chairperson is ideally a person with a background in education management.
4. Specific education disciplines must always be represented on the Committee, for example, Technology/computers/engineering, medical, technical/plumbing/electrical, and social work.
5. Members who have family members appearing before the Committee should recuse themselves for the interview and decision making of the application.

### Appointees Qualified - Scholarship Committee



**APPENDIX A(36)****Scholarship Trust fund Board**

**Purpose of Board:** To provide financial assistance in higher and further education for British Virgin Islanders.

**Ideal qualifications and experience of members:** Business and Banking or Commerce qualification, knowledge of education requirements for higher learning, legal background, manpower needs of the Territory.

**Cabinet criteria:** Based on the Legislative requirement.

**Legislative requirement of Board membership:** Not more than 7 members appointed by the Governor on the advice of the Minister.

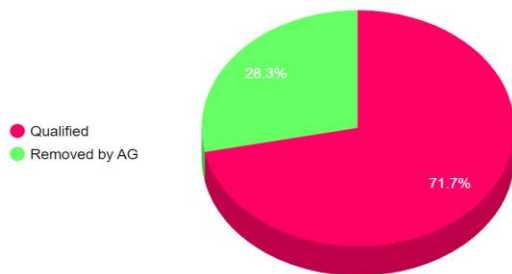
**Note:** The Chairman is appointed by the Governor from among the members based on the Minister's advice.

| <b>Member</b>                 | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>                     | <b>Recommendation</b> |
|-------------------------------|--|--|--------------------------------------|-----------------------|
| Deon Vanterpool -<br>Chairman | 01/12/2021,3 years                         | Master of Business Administration,<br>Finance degree,<br>Certificates in Human Resources and Operations and Project Management | Yes                                  | Remain on Board       |
| Everett Fraser -<br>Member    | 01/12/2021, 3years                         | Finance and Economics degree,<br>Investment Manager/Social Security Board,<br>former FSC Regulator in Investment Business      | Yes                                  | Remain on Board       |
| Judy-Ann Smith –<br>Member    | 01/12/2021, 3years                         |  | Removed by Attorney General's Office |                       |



| <b>Member</b>                     | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>                     | <b>Recommendation</b> |
|-----------------------------------|--|---|--------------------------------------|-----------------------|
| John Lewis – Member               | 01/12/2021, 3years                         | Masters in Urban and Environmental Policy, Bachelor of Economics and Political Science, Industrial Arts teacher | Yes                                  | Remain on board       |
| Morsha Frett – Member             | 01/12/2021, 3years                         | Accounting degree, Credit Analyst at local bank, former senior accounts officer at legal firm                   | Yes                                  | Remain on Board       |
| Kay-Ann Maduro - Dunkley – Member | 01/12/2021, 3years                         | Human Resources degree, Project Officer/Social Security Board, former banker/consumer finance specialist        | Yes                                  | Remain on Board       |
| Alyssa Tishan Soloman – Member    | 01/12/2021, 3years                         |   | Removed by Attorney General’s Office |                       |

Appointees Qualified - Scholarship Trust Fund Board



**APPENDIX A(37)****Special Education Council**

**Purpose of Council:** To advise Minister on guidelines for the implementation of a Special Education Division.

**Ideal qualifications and experience of members:** Special education qualification, knowledge of and experience in education at all levels, legal background, business, finance or accounting background.

**Cabinet criteria:** It appears that the persons were selected based on their background in special education.

**Legislative requirement of Council membership:** None, but 15 members appointed including special education professionals, counsellors, primary level principal, pediatrician, and psychologist.

Note: The Chairman is approved by the House of Assembly and the Secretary is selected by the Minister from among the Ministry of Education staff.

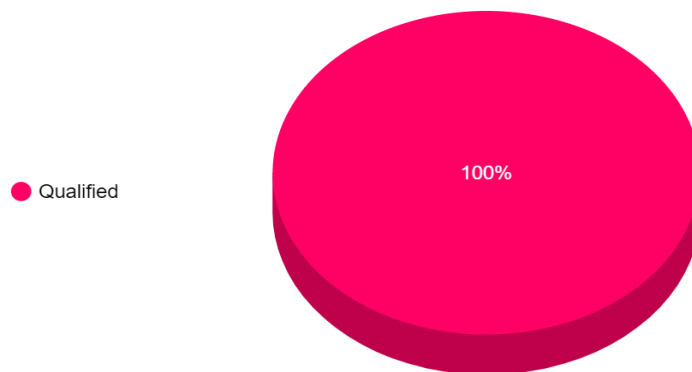
| <b>Member</b>               | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|-----------------------------|--|---|------------------|-----------------------|
| Danika Stoutt -<br>Chairman | 01/04/2021, 2 years                        | Master of Arts in Special Education, teacher and supervisor in the field  | Yes              | Remain on Council     |
| Khalid Lewis -<br>Member    | 01/04/2021, 2years                         | Master of Business Administration, Business Analyst and Development Officer   | Yes              | Remain on Council     |
| Simone Foster –<br>Member   | 01/04/2021, 2years                         | Bachelor of Science in Management Studies, Programme and Communications Manager, advocates for and empowers persons with special needs and their caregivers | Yes              | Remain on Council     |

| <b>Member</b>              | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|----------------------------|--|---|------------------|-----------------------|
| Lorna Dawson – Member      | 01/04/2021, 2years                         | Masters in Special Education, Advanced Certificate in Supervision and Management, former Education Officer for Special Education and Teacher Training | Yes              | Remain on Council     |
| Natasha Frett – Member     | 01/04/2021, 2years                         | Doctorate in Medicine (Paediatrics), Director of Primary Health Care/BVI  | Yes              | Remain on Council     |
| Orlandette Crabbe – Member | 01/04/2021, 2years                         | Master of Science in Early Childhood Education, in pursuit of Doctor of Education in Educational Leadership, Principal/Primary level                  | Yes              | Remain on Council     |
| Michelle Martin – Member   | 01/04/2021, 2years                         | Doctorate in Clinical Psychology, mental health counsellor, Owner of Therapy 2 Thrive Psychological and developmental Services                        | Yes              | Remain on Council     |
| Michael Turnbull – Member  | 01/04/2021, 2 years                        | Doctor of Clinical Psychology, Master of Divinity, Founder/Director of Wellness Centers- Medical Clinic and Behavioral Health Clinic                  | Yes              | Remain on Council     |

| <b>Member</b>               | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b> | <b>Recommendation</b> |
|-----------------------------|--|--|------------------|-----------------------|
| Afiya Smith - Member        | 01/04/2021, 2 years                        | Master of Arts in Special Education, Education Officer/Special Needs, former Assistant Speech Pathologist                        | Yes              | Remain on Council     |
| Ereia Smith - Member        | 01/04/2021, 2 years                        | Master of Arts in Communicative Sciences and Disorders, Speech Language Pathologist  | Yes              | Remain on Council     |
| Thomas Alexander - Member   | 01/04/2021, 2 years                        | Doctor of Philosophy in Counselling Psychology, Doctor of Education in Computer Education, Psychologist in Ministry of Education | Yes              | Remain on Council     |
| Janelle Rhymer – Member     | 01/04/2021, 2 years                        | Master of Science in Reading, Reading Specialist, senior Elementary Teacher  | Yes              | Remain on Council     |
| Vansittart Huggins – Member | 01/04/2021, 2 years                        | Master of Education, Language & Literacy Teacher, Current Principal at Special Eds School  | Yes              | Remain on Council     |
| Sylvester Smith - Member    | 01/04/2021, 2 years                        | Bachelor of Psychology, Executive Diploma in Management, Secondary School Guidance Counsellor                                    | Yes              | Remain on Council     |
|                             |  |  |                  |                       |

| Member                   | Appointment date and term of office | Member Qualifications and Experience  | Qualified | Recommendation    |
|--------------------------|-------------------------------------|---|-----------|-------------------|
| Marsha Flemming – Member | 01/04/2021, 2 years                 | Master of Education in Reading, Certificate in Supervisory Management, Individualized Education Plan Coordinator for special needs students, Reading Specialist | Yes       | Remain on Council |

Appointees Qualified - Special Education Council



**APPENDIX A(38)****VI Recreation Trust**

**Purpose of Committee:** To purchase or lease public recreation grounds and other recreational facilities to meet the continuing needs of the community, and to ensure that such grounds and facilities are properly maintained; raise and administer funds; encourage recreational activities for the good of the communities; ensure fullest and most beneficial use of the facilities; and co-operate with Government, local community associations and organized bodies in carrying out its functions.

**Ideal qualifications and experience of members:** Knowledge of and experience in a variety of sport disciplines, business management skills, accounting and financial management skills, legal background, property management.

**Cabinet criteria:** Based on the legislative requirement.

**Legislative requirement of Commission membership:** Chairman, Executive Director, one member recommended by Leader of the Opposition, three members from recreational and sporting associations, two members from Sister Islands, not more than three selected by the Minister. In total, not less than 10 members.

| <b>Member</b>                    | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>  | <b>Qualified</b>                             | <b>Recommendation</b> |
|----------------------------------|--|--|--|-----------------------|
| Dawn Crabbe-Herbert - Chairman   | 15/07/2020, 3years                         | Accountant, Sporting Events Producer, Operations Manager, Sports Administrator, Owner/Manager Sports goods store                                 | Yes – sports and management                  | Remain on Board       |
| Terrence Gumbs – Deputy Chairman | 15/07/2020, 3years                         | Economics and Finance degree, Society of Trust and Estate Practitioners Certification, Trust Officer   | Yes – finance and management                 | Remain on Board       |
| Byron Hodge – Member             | 15/07/2020, 3years                         | Associates degree in Physical Education, National Softball Team member, Former President BVI Basketball Federation, small business owner/manager | Yes – sports and private business management | Remain on board       |

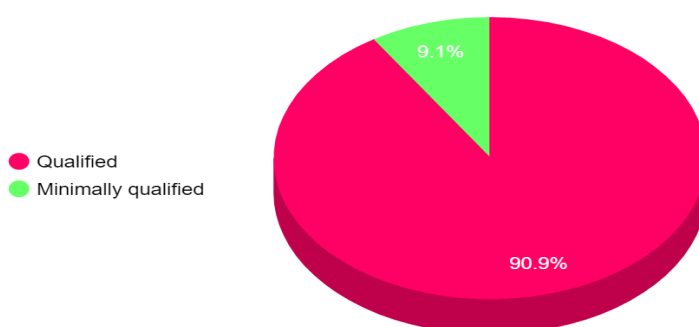
| <b>Member</b>                | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>            | <b>Recommendation</b>    |
|------------------------------|--|---|-----------------------------|--------------------------|
| Marc Noel – Member           | 15/07/2020, 3years                         | Associates degree in Electronics and Communications Engineering, Mechanical Inspector, Basketball player  | Minimally qualified         | Replace at end of tenure |
| Stephanie Russ-Penn – Member | 15/07/2020, 3years                         | Master of Physiological Sciences, Senior Lecturer/HLSCC/Science, BVI Olympic Committee lead representative to games, BVI Athletics Association General Secretary and Team Leader for Games local and overseas | Yes – sports and management | Remain on Board          |
| Allen Smith – Member         | 15/07/2020, 3years                         | Business & Telecommunications Manager, Supervisory & Management skills, Softball pitcher  | Yes -sports and management  | Remain on Board          |
|                              |  |   |                             |                          |
| Deondre Rymer - Member       | 15/07/2020, 2years                         | Quantity Surveyor, Architect, Member of Youth Parliament, VISAR volunteer, Basketball player  | Yes – sports                | Reappoint as needed      |
| Eric Brathwaite - Member     | 15/07/2020, 2years                         | Business Administration-computers, Information Technology certification, Managing Director/ Daycare, former volley ball player and coach, former President of Athletic Track & Field Officials Association    | Yes – sports and management | Reappoint as needed      |
|                              |  |   |                             |                          |

| Member                                  | Appointment date and term of office | Member Qualifications and Experience   | Qualified    | Recommendation      |
|---|-------------------------------------|--|--------------|---------------------|
| Roy Pickering - Member                  | 15/07/2020, 2years                  | Sports broadcaster and analyst, former baseball player and coach, owner & manager of gas station | Yes – sports | Reappoint as needed |
| Stephen Payne – Ex-Officio member       | N/A                                 | In accordance with his position at the Trust – Operations Officer                                |              |                     |
| Permanent Secretary – Ex-Officio member | N/A                                 | In accordance with her position in the Ministry of Sports  |              |                     |

#### Guidelines:

1. The Chairman must be knowledgeable about “managing by objectives”, in other words, all members of the Board should be involved in decision making.
2. At least one member should have a background or experience in real estate management in particular as it relates to maintenance of grounds.

Appointees Qualified - VI Recreation Trust Board





## Appendix A(39)

### VI Festival & Fairs Committee

**Purpose of Committee:** To manage national festivals and fairs within the Territory and for other matters connected therewith.

**Ideal qualifications and experience of members:** Knowledge of the BVI's culture, experience in pageantry and entertainment, knowledge of music, background in accounting and commerce, public relations skills, customer service experience, legal background.

**Cabinet criteria:** Based on the Legislative requirement.

#### **Legislative requirement of Committee membership:**

- a) Chairman, Vice Chairman, Treasurer, Public Relations Officer, Permanent Secretary, and not more than fifteen persons with interest in cultural and entertainment activities, appointed by the Minister.
- b) The sister islands must be represented by not more than three members.
- c) The Cultural Officer in the Ministry of Education and Culture acts as Secretary to the Committee.

**Note:** The Chairman is appointed by the Governor from among the members based on the Minister's advice.

| Member   | Appointment date and term of office | Member Qualifications and Experience   | Qualified                       | Recommendation  |
|--|-------------------------------------|--|---------------------------------|-----------------|
| Dirk Walters -<br>Chairman                     | 01/04/2022, 2 years<br>9 months     | Certificate in Management,<br>Former Investigating Officer,<br>Song writer/arranger/producer,<br>Music Band Leader                             | Yes                             | Remain on Board |
| Birchfield<br>Lettsome -<br>Deputy<br>Chairman | 01/04/2022, 2years<br>9 months      | Event<br>Coordinator/Producer/Promoter,<br>Disc Jockey/MC, Radio<br>Personality  | Yes                             | Remain on Board |
| Luz Sanchez –<br>Member                        | 01/04/2022, 2years<br>9 months      | Bank Customer Service<br>Supervisor, Bilingual   | Yes                             | Remain on Board |
| Sasha Flax –<br>Member                         | 01/04/2022, 1year                   | Former Chair of Virgin Gorda<br>Easter Festival Committee,<br>former Coordinator of Christmas<br>in Spanish Town, Sister Island<br>Coordinator | Sister Island<br>Representative | Remain on Board |

| <b>Member</b>                 | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b>                              | <b>Recommendation</b> |
|-------------------------------|--|---|---|-----------------------|
| Gregory Callwood – Member     | 01/04/2022, 1year                          | Owner/Manager of boutique, restaurant and vacation home rental, Jost Van Dyke Representative  | Yes - hospitality                             | Remain on Board       |
| Ottley Hodge – Member         | 01/01/2021, 2years                         | Manager of music bands, member of a traditional fungi band, owner of sound system, formerly hired artists   | Yes – knowledge of bands                      | Remain on Board       |
| April Glasgow – Member        | 01/03/2021, 2years                         | Communication training, owner of Media Relations company, former Public Relations Specialist with Government and NHI.   | Yes – Public Relations                        | Remain on Board       |
| Harella Wheatley – Member     | 01/01/2021, 2years                         | Former lead vocalist of music band, Assistant Manager at a hotel  | Yes - Hospitality                             | Remain on Board       |
| Stuart Donovan - Member       | 01/01/2021, 2years                         | Involvement in festivals particularly Carrot Bay for the past 15 years. over past 5 years, has worked with the St John USVI festival activities. Accounting background. | Yes   | Remain on Board       |
| Marieta Flax-Headley – Member | 01/03/2021, 3years                         | Masters degree in Education, former Principal/Primary level, Member of the Heritage Dancers, former Secretary and PRO for BVI Basketball Association                    | Yes   | Remain on Board       |
| Delia Jon Baptiste – Member   | 01/03/2021, 3years                         | Business Management degree, Compliance Officer  | Yes – Auditing and corporate secretary duties | Remain on Board       |
| Ishelle Hodge - Member        | 01/03/2021, 3years                         | Associates degree in General Business, Tourist Board Customer Service Training, BVI HAS's Quality Department Administrative Assistant                                   | Yes   | Remain on Board       |
| Dion Kendall – Member         | 01/03/2021, 3years                         | Senior Corporate Administrator  | No  | Revoke appointment.   |
|                               |  |   |   |                       |

| Member                    | Appointment date and term of office | Member Qualifications and Experience   | Qualified                                   | Recommendation      |
|---------------------------|-------------------------------------|--|---|---------------------|
| Sharia de Castro - Member | 2019 for 2 years                    | Degree in English & Sociology, Elementary Teacher  | Yes. Term expired. Not on current committee | Reappoint as needed |
| Luce Hodge-Smith - Member | 01/03/2021, 3years                  | MBA, former Chair of VI Festival & Fairs Committee, former Culture Officer and Director of Culture (25 years), Deputy Managing Director/BVI Airports Authority | Yes   | Remain on Board     |
| Violet de Castro - Member | 2019 for 2 years                    | Executive Diploma in Management, Programme Officer/Youth Affairs & Sports, Accounts Supervisor.  | Yes. Term expired. Not on current Committee | Reappoint as needed |
|                           |                                     |  |   |                     |
| Nicholas Bailey – Member  | 2019 for 2 years                    | Diploma in Accounting and Business, Junior Accountant/Auditor, Rotaract Club member  | Yes. Term expired. Not on current committee | Reappoint as needed |
| Carnel Clyne - Member     | 2019 for 2 years                    | Tourism Product Education Officer, Former Bank Teller  | Yes. Term expired. Not on current committee | Reappoint as needed |
| Khalid Frett - Member     | 2019 for 2 years                    | Degree in Human Resources, Corporate Administrator, Calypso Monarch Participant, Crowned Mr. East End Youth  | Yes. Term expired. Not on current committee | Reappoint as needed |

Qualified Appointees - VI Festival &amp; Fairs Committee



**APPENDIX A(40)****Financial Investigation Agency Board**

**Purpose of Committee:** To make the policy of the Financial Investigation Agency (FIA), to approve the budget of the Agency, exercise supervisory functions in relation to any foreign investigation agency with which an agreement has been made, appoint staff including their salaries.

**Ideal qualifications and experience of members:** Members of the Board should be qualified for their individual positions they hold.

**Cabinet criteria:** The legislation sets out the composition of the Board.

**Legislative requirement of Board membership:**

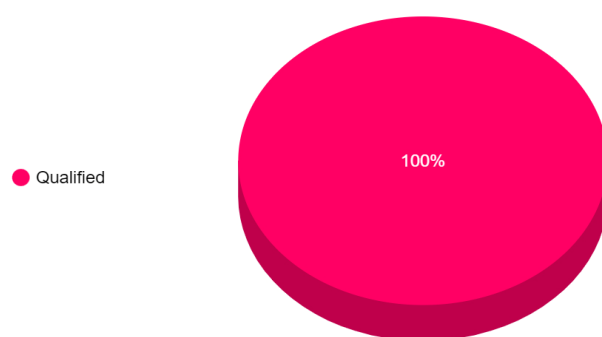
- a) Deputy Governor or retired judge as Chairman
- b) Attorney General
- c) Financial Secretary
- d) Commissioner of Police
- e) Comptroller of Customs
- f) Managing Director of the Commission (Financial Services)

| <b>Member</b>                | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>               | <b>Qualified</b> | <b>Recommendation</b> |
|------------------------------|--|---|------------------|-----------------------|
| David Archer, Jr. – Chairman | N/A  | In accordance with the position of Deputy Governor        | Yes              | Remain on Board       |
| Dawn Smith - Member          | N/A  | In accordance with the position of Attorney General       | Yes              | Remain on Board       |
| Jeremiah Frett – Member      | N/A  | In accordance with the position of Financial Secretary    | Yes              | Remain on board       |
| Mark Collins QPM – Member    | N/A  | In accordance with the position of Commissioner of Police | Yes              | Remain on Board       |

| <b>Member</b>                    | <b>Appointment date and term of office</b> | <b>Member Qualifications and Experience</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|----------------------------------|--|---|------------------|-----------------------|
| Wade Smith – Member              | N/A  | In accordance with the position of Comptroller of Customs                                 | Yes              | Remain on Board       |
| Kenneth Baker – Member           | N/A  | In accordance with the position of Managing Director of the Financial Services Commission | Yes              | Remain on Board       |
| Errol George - ex-officio Member | N/A  | In accordance with the position of Director of the FIA                                    | Yes              | Remain on Board       |

**Note:** The appointment date is not applicable based on the legislative requirement for membership. As a member assumes one of the positions for membership, they remain until they demit their office.

Appointees Qualified - Financial Investigation Agency



**APPENDIX A(41)****Panel of Assessors – Youth Court (Virgin Gorda)**

**Purpose of Assessors for Youth Court:** To advise the Magistrate on the appropriateness of a sentence to be imposed on a child or young person before a youth court and advise on any matter that the Magistrate may refer to the assessors in relation to the trial.

**Ideal Qualifications of members:** Legal training, social workers, members of the religious community, education psychologists, school guidance counsellors, teachers, and any other member of the community considered appropriate by Cabinet.

**Cabinet criteria:** Based on the Youth Courts Act, 2005 and the Youth Courts (Amendment) Act, 2013.

**Legislative requirement of Youth Court membership:** Constitution of each youth court shall consist of a Magistrate and at least one other person to be called an assessor to be selected by the Magistrate from a panel of assessors nominated by the Minister and approved by Cabinet.

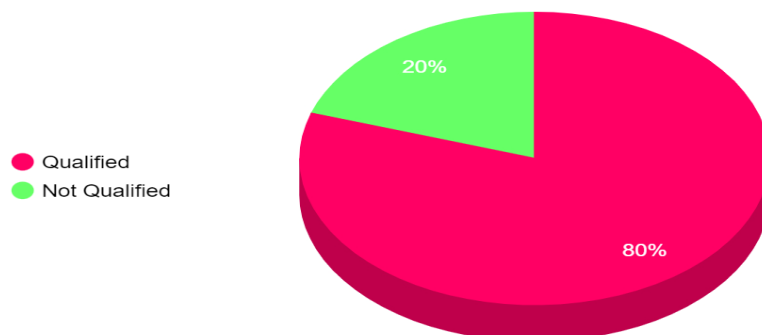
| <b>Member</b>                        | <b>Appointment Date and Term</b> | <b>Member Qualifications</b>   | <b>Qualified</b> | <b>Recommendation</b> |
|--------------------------------------|----------------------------------|--|------------------|-----------------------|
| Camique Osborne                      | 01/01/2021, 3 years              | Pursuing degree in Youth Work, Employee at Youth Empowerment Project (YEP)               | Yes              | Remain as an assessor |
| Stephanie Faulkner-Williams - Member | 01/01/2021, 3 years              | Human Resource degrees, Property Management and Maintenance Services                     | Yes              | Remain as an assessor |
| Ashford K. Harrigan - Member         | 01/01/2021, 3 years              | Education degrees, HMPrison education development and management, teacher in BVI and USA | Yes              | Remain as an assessor |
| Albert Stevens - Member              | 01/01/2021, 3 years              | Networking and IT Manager, Surveillance system Installation                              | Yes              | Remain as an assessor |
| Faye Reese - Charles - Member        | 01/01/2021, 3 years              | Degree in Law and Political Science, Girls Brigade leader, Local Preacher on Trial       | Yes              | Remain as an assessor |

**Note:**

1. Mr. Stevens' background does not indicate any involvement with the youth nor an advisory position.

**Guidelines:**

- i) The qualifications recommended by the legislation should be utilized when choosing assessors.
- ii) A teacher is crucial to the work of a youth court, because they may have worked with the individuals being charged in school and even if they did not, they would be familiar with issues facing the youth.
- iii) At least one psychologist would be on the listing.
- iv) A social worker is usually able to analyse the home environment of the youth and advise the Magistrate accordingly.
- v) Someone with a religious background would more likely than not, be able to counsel the youth in a professional and confidential manner.

**Appointees Qualified - Panel of Assessors/Youth Court**

**APPENDIX B****Summary of Appointees Qualified**

| <b>Appendix</b> | <b>Board/Committee/Authority</b>                              | <b>Appointees<br/>(#)</b> | <b>Qualified<br/>(%)(#)</b> | <b>Not<br/>Qualified<br/>(%)(#)</b> | <b>Minimally<br/>Qualified<br/>(%)(#)</b> | <b>No<br/>Information<br/>Provided (%)(#)</b> |
|-----------------|---|---------------------------|-----------------------------|-------------------------------------|---|---|
|                 | <i>Premier's Office</i>                                       |                           |                             |                                     |   |   |
| A1              | Appeals Tribunal (Physical Planning)                          | 5                         | 60 (3)                      | -                                   | -   | 40 (2)  |
| A2              | Building Authority  | 3                         | 100 (3)                     | 0                                   | 0   | 0   |
| A3              | BVI Tourist Board   | 15                        | 46.7 (7)                    | 20 (3)                              | 20 (3)                                    | 13.3 (2)                                      |
| A4              | Planning Authority Board                                      | 10                        | 90 (9)                      | 0                                   | 10 (1)                                    | 0   |
| A5              | Prospect Reef Resort Board                                    | 6                         | 100 (6)                     | 0                                   | 0   | 0   |
| A6              | Recovery and Development Agency                               | 6                         | 100 (6)                     | 0                                   | 0   | 0   |
| A7              | Maritime Advisory Board                                       | 11                        | 90.9 (10)                   | -                                   | -   | 9.1 (1)                                       |
|                 | <b>Totals</b>   | <b>56</b>                 | <b>78.6 (44)</b>            | <b>5.4 (3)</b>                      | <b>7.1 (4)</b>                            | <b>8.9 (5)</b>                                |
|                 | <i>Ministry of Finance</i>                                    |                           |                             |                                     |   |   |
| A8              | Asset Seizure and Forfeiture Management Committee             | 7                         | 100 (7)                     | 0                                   | 0   | 0   |
| A9              | BVI International Arbitration Centre                          | 6                         | 100 (6)                     | 0                                   | 0   | 0   |
| A10             | Central Tenders Board   | 6                         | 100 (6)                     | 0                                   | 0   | 0   |
| A11             | Financial Services Appeal Board                               | 6                         | 100 (6)                     | 0                                   | 0   | 0   |
| A12             | Financial Services Complaints Tribunal                        | 4                         | 100 (4)                     | 0                                   | 0   | 0   |
| A13             | Financial Services Commission Board                           | 8                         | 100 (8)                     | 0                                   | 0   | 0   |
| A14             | Internal Audit Advisory Committee                             | 5                         | 100 (5)                     | 0                                   | 0   | 0   |
| A15             | International Tax Authority Board                             | 5                         | 100 (5)                     | 0                                   | 0   | 0   |
| A16             | Joint Anti-Money Laundering and Territory Financing Committee | 18                        | 100 (18)                    | 0                                   | 0   | 0   |
| A17             | National AML/CFT Coordinating Council                         | 9                         | 100 (9)                     | 0                                   | 0   | 0   |
| A18             | National Bank of the Virgin Islands                           | 11                        | 100 (11)                    | 0                                   | 0   | 0   |
|                 | <b>Totals</b>   | <b>85</b>                 | <b>100 (85)</b>             | <b>0</b>                            | <b>0</b>                                  | <b>0</b>                                      |



| <u>Appendix</u> | <u>Board/Committee/Authority</u>                             | <u>Appointees</u><br><u>(#)</u> | <u>Qualified</u><br><u>(%)(#)</u> | <u>Not</u><br><u>Qualified</u><br><u>(%) (#)</u> | <u>Minimally</u><br><u>Qualified</u><br><u>(%) (#)</u> | <u>No</u><br><u>Information</u><br><u>Provided (%)</u><br><u>(#)</u> |
|-----------------|--|---------------------------------|-----------------------------------|--|--|--|
|                 | <i>Ministry of Health and Social Development</i>             |                                 |                                   |  |  |  |
| A19             | BVI Health Services Authority                                | 10                              | 100 (10)                          | 0  | 0  | 0  |
| A20             | Parole Board   | 7                               | 71.7 (5)                          | 14.1 (1)   | 14.1 (1)   | 0  |
| A21             | Public Assistance Committee                                  | 9                               | 100 (9)                           | 0  | 0  | 0  |
|                 | <b>Totals</b>  | <b>26</b>                       | <b>92.3 (24)</b>                  | <b>3.8 (1)</b>                                   | <b>3.8 (1)</b>   | <b>0</b>   |
|                 | <i>Ministry of Natural Resources, Labour and Immigration</i> |                                 |                                   |  |  |  |
| A22             | Immigration Board  | 8                               | 87.9 (7)                          | 0  | 12.1 (1)   | 0  |
| A23             | Land Surveyors' Board  | 8                               | 87.5 (7)                          | 0  | 0  | 12.5 (1)   |
| A24             | National Parks Trust of the Virgin Islands                   | 9                               | 77.8 (7)                          | 0  | 22.2 (2)   | 0  |
| A25             | Social Security Board  | 7                               | 100 (7)                           | 0  | 0  | 0  |
|                 | <b>Totals</b>  | <b>32</b>                       | <b>87.5 (28)</b>                  | <b>0</b>   | <b>9.4 (3)</b>   | <b>3.1 (1)</b>   |
|                 | <i>Ministry of Transportation, Works and Utilities</i>       |                                 |                                   |  |  |  |
| A26             | BVI Airports Authority                                       | 13                              | 53.8 (7)                          | 7.7 (1)  | 15.4 (2)   | 23.1 (3)   |
| A27             | BVI Electricity Corporation Board                            | 8                               | 75 (6)                            | 0  | 25 (2)   | 0  |
| A28             | BVI Ports Authority  | 13                              | 69.2 (9)                          | -  | 23.1(3)  | 7.7 (1)  |
| A29             | Road Traffic Commission                                      | 9                               | 100 (9)                           | 0  | 0  | 0  |
| A30             | Taxi & Livery Commission                                     | 11                              | 100 (11)                          | 0  | 0  | 0  |
| A31             | Telecommunications Regulatory Commission                     | 4                               | 50 (2)                            | 0  | 50 (2)   | 0  |
|                 | <b>Totals</b>  | <b>58</b>                       | <b>75.9 (44)</b>                  | <b>1.7 (1)</b>                                   | <b>15.5 (9)</b>  | <b>6.9 (4)</b>   |
|                 | <i>Ministry of Education, Culture &amp; Youth Affairs</i>    |                                 |                                   |  |  |  |
| A32             | Education Advisory Board                                     | 10                              | 100 (10)                          | 0  | 0  | 0  |
| A33             | H Lavity Stoult Community College                            | 14                              | 71.4(10)                          | -  | 7.1 (1)  | 21.4 (3)   |
| A34             | Higher Education Licensing Board                             | 7                               | 100 (7)                           | 0  | 0  | 0  |
| A35             | Scholarships Committee                                       | 12                              | 91.9 (11)                         | 0  | 8.1 (1)  | 0  |
| A36             | Scholarships Trust Fund Board - 2 removed by AG              | 7                               | 71.7 (5)                          | 28.3<br>(removed by AG)                          | 0  | 0  |
| A37             | Special Education Council                                    | 11                              | 100 (11)                          | 0  | 0  | 0  |
| A38             | The Recreation Trust   | 11                              | 90.9 (10)                         | 0  | 9.1 (1)  | 0  |

| <b>Appendix</b> | <b>Board/Committee/Authority</b>                              | <b>Appointees<br/>(#)</b> | <b>Qualified<br/>(%)(#)</b> | <b>Not<br/>Qualified<br/>(%) (#)</b> | <b>Minimally<br/>Qualified<br/>(%) (#)</b> | <b>No<br/>Information<br/>Provided (%)<br/>(#)</b> |
|-----------------|---|---------------------------|-----------------------------|--------------------------------------|--|--|
|                 | <i>Ministry of Education, Culture<br/>&amp; Youth Affairs</i> |                           |                             |                                      |  |  |
| A39             | Virgin Islands Festivals and<br>Fairs Committee               | 19                        | 94.7 (18)                   | 5.3 (1)                              | 0  | 0  |
|                 | <b>Totals</b>   | <b>91</b>                 | <b>90.1 (82)</b>            | <b>3.3 (3)</b>                       | <b>3.3 (3)</b>                             | <b>3.3 (3)</b>                                     |
|                 |   |                           |                             |                                      |  |  |
|                 |   |                           |                             |                                      |  |  |
|                 | <i>Deputy Governor's Office</i>                               |                           |                             |                                      |  |  |
| A40             | Financial Investigation Agency<br>Board                       | 7                         | 100 (7)                     | 0                                    | 0  | 0  |
| A41             | Panel of Assessors. Youth<br>Court/VG                         | 5                         | 100 (5)                     | 0                                    | 0  | 0  |
|                 | <b>Totals</b>   | <b>12</b>                 | <b>12</b>                   | <b>0</b>                             | <b>0</b>                                   | <b>0</b>   |
|                 | <b>Final Totals</b>   | <b>360</b>                | <b>88.6 (319)</b>           | <b>2.2 (8)</b>                       | <b>5.6 (20)</b>                            | <b>3.6 (13)</b>                                    |

## Summary

1. The data in this table came from the analysis charts of the individual boards and committees.
2. Of the 360 persons appointed to boards and committees between March 2019 and June 2022, 319 or 88.6% were qualified to sit, 8 or 2.2% were not qualified to sit, 20 or 5.6% were minimally qualified, and for 13 or 3.6%, no information was received.
3. The term of 63 or 17.5% expired before 30<sup>th</sup> June 2022 and 40 or 11.1% after that date, excluding the ex-officio members. Also, one appointee was not in line with the legislation (the Financial Secretary was added to the Tourist Board), and 2 appointees were removed by the Attorney General, who were subsequently placed in the not qualified category by the Investigator.
4. If the 'not qualified' and the 'minimally qualified' are combined, then 28 or 7.8% would be considered 'not qualified'.

## APPENDIX C

### Appointments for action

| <u>Board/Committee/Authority</u>  | <u>Appointments to be revoked</u>  | <u>Appointees who should not be reappointed</u> |
|-----------------------------------|--|---|
| BVI Tourist Board                 | Two members and Financial Secretary  | Three members                                   |
| Planning Authority Board          | None   | One member                                      |
| Parole Board                      | Ishmael Scatliffe  | Rosemarie Flax                                  |
| Immigration Board                 | None   | Roxanne Sylvester                               |
| National Parks Trust Board        | None   | Two members                                     |
| BVI Airports Authority Board      | One member   | Two members                                     |
| BVI Ports Authority Board         | None   | Three members                                   |
| BVI Electricity Corporation Board | None   | Jasen Fahie, Violet deCastro                    |
| Telecommunications Reg. Comm.     | None   | Bevis Sylvester, Joycelyn Murraine              |
| Education Advisory Board          | Corrinne George-Massicot – now Speaker of the HOA- not included in the percentages ‘not qualified’ | None  |
| HLSCC Board of Governors          | None   | One member                                      |
| Scholarships Committee            | None   | Julio Henry (appoint as regular member)         |
| The Recreation Trust              | None   | Marc Noel                                       |
| VI Festival & Fairs Committee     | Dion Kendal  | None  |

### **Notes:**

1. The BVI Tourist Board, the BVI Airports Authority Board, the Planning Authority Board, and the BVI Ports Authority have been reconstituted since this investigation began. Their recommendations are therefore no longer applicable. Hence the names of the relevant persons are not recorded here.
2. Under the Education Advisory Board, Corrinne George-Massicot was qualified to be on the board, however, when she became Speaker of the House of Assembly, her appointment should have been revoked.
3. Of the eight appointees who were not qualified to sit on the respective boards, and whose appointments should have been revoked, the term has expired for 3 of them, and the Attorney General previously removed 2 of them. As a result, the actual number of appointments that should be revoked is 3 (Financial Secretary, Ishmael Scatliffe, and Dion Kendal).

3. It is recommended that Julio Henry of the Scholarships Committee be replaced as Chairman when his term expires, but remain on the committee.