

REPUBLIC OF TRINIDAD AND TOBAGO

## House of Representatives Paper No. 6 of 2012

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### Second Report of The Joint Select Committee on Parliamentary Accommodation

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*Laid before the House of Representatives on the 4th day of May, 2012*

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*Previous House Paper No.5/2012*

*Registered number of correspondence relating to the subject—M.P. No. Parl:    /    /*

*Ordered to be printed with the Minutes of Proceedings and Notes of Evidence*

## **Executive Summary**

Following on its first report, this second report of the Joint Select Committee on Parliamentary Accommodation is produced at a time when the Parliament is temporarily housed at levels G to 7 of Tower D at the Port of Spain International Waterfront Complex. The report discusses issues relevant to Member and staff accommodation with a view to setting guiding principles for the restoration and rehabilitation of the home of the Parliament, the Red House. The report considers the proposals contained in a document entitled "Draft User Brief for the restoration and rehabilitation of the Red House for use by the Parliament of the Republic of Trinidad and Tobago". This draft User Brief proposes a workable solution to the space constraints at the Red House by the establishment of a distinct parliamentary precinct which includes an essential administrative and business centre, adjacent to the Red House. The Committee has accepted the vision contained in the user brief for permanent parliamentary accommodation. Such vision imagines the Red House forming the nucleus within an environment that accommodates the work of the Parliament, captures the rich history, current role and future direction of the Parliament and that clearly invites and welcomes both visitors and the public to see, experience and participate in the work of the Parliament.

It is hoped that this vision would be shared by all Members of Parliament, parliamentary staff, citizenry and other stakeholders.

The Report concludes with the following main recommendations:

- \*\* that all efforts should be taken to ensure that the Red House Restoration Project is completed within the shortest possible time and to the specifications outlined in the User Brief;
- \*\* that a distinct Parliamentary precinct with an adjacent administrative and business centre be established.

## Second Report of the Joint Select Committee on Parliamentary Accommodation

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*House Paper No. 6 of 2012*

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### **INTRODUCTION**

#### **Members of the Committee**

The Committee is comprised of 12 Members from the House of Representatives and the Senate, as follows:

#### **House Members**

Mr. Stephen Cadiz (Chairman)

Dr. Keith Rowley

Dr. Delmon Baker

Mr. Colm Imbert

Mr. Rudranath Indarsingh

Ms. Ramona Ramdial

#### **Senators**

Dr. Bhoendradatt Tewarie

Mr. Faris Al Rawi

Mr. Devant Maharaj

Mr. Elton Prescott, SC

Mr. Embau Moheni

Dr. James Armstrong

#### **Establishment of the Committee and Mandate**

2. On October 08, 2010 and October 12, 2010, the House of Representatives and the Senate, respectively, agreed to the following resolution:

**“Be it resolved that a Joint Select Committee on Parliamentary Accommodation be established:**

**And be it further resolved that this committee be mandated to consider essential guiding policies related to Member and staff accommodation during the restoration of the Red House project and report to both Houses from time to time.”**

3. Following the establishment of the Committee, the House of Representatives and the Senate by resolutions of October 29, 2010 and November 2, 2010, respectively, made appointments to the Committee. Subsequently, on Friday September 9, 2011 the Senate replaced former Senators Mrs. Mary King and Mrs. Rudrawatee Nan Gosine-Ramgoolam with Dr. Bhoendradatt Tewarie and Mr. Devant Maharaj, respectively, as members of the Committee

4. Mr. Stephen Cadiz, MP was duly elected as Chairman of the Committee. The Committee agreed that a quorum would comprise five Members, to include at least one Member from the Government, one Member of the Opposition and one Independent Member.

#### **Secretarial Assistance**

5. Ms. Keiba Jacob, Procedural Clerk Assistant (House of Representatives) was appointed to serve as Secretary to the Committee with Ms. Chantal La Roche, Legal Officer as Assistant Secretary.

## **Report**

### **Background**

6. On February 23, 2011 and March 1, 2011 the first report of your Committee was laid in the House of Representatives and Senate respectively. This first report was subsequently adopted on March 11, 2011 in the House of Representatives and March 15, 2011 in the Senate. The report proposed the following recommendations:

\*\* that all efforts should be taken to ensure that the Red House Restoration Project is completed within the shortest possible time;

\*\* that, there should be a complete evacuation of the building during the restoration exercise;

\*\*that appropriate temporary accommodation should be identified and suitably outfitted for parliamentary purposes during the restoration project.

7. Since the last report there have been the following developments:

\*\* a complete evacuation of the Red House;

\*\* temporary accommodation of the Parliament, Members' offices and all areas of administrative support at levels G-7 of Tower D at the Port of Spain International Waterfront Centre.

8. With regard to the current temporary accommodation your Committee, working in consultation with the Clerk of the House, is ensuring that further efforts are taken to ensure that Member and Staff accommodation is such that interruptions in our work are minimized and that adequate, efficient and safe arrangements are in place.

9. Through the Clerk of the House, your Committee has requested that the available office space on Level 8 of Tower D be utilised by Members of Parliament and their research staff, insofar as Members have to be increasingly present in the Parliament building due to heavy committee schedules and regular sittings.

10. With the relocation of the Parliament, the vacant Red House can now be restored in a comprehensive manner with dedicated effort. As a consequence, a project entitled "The Red House Restoration Project 2011" has been approved by Cabinet. This project requires the necessary input of the Joint Select Committee on Parliamentary Accommodation, where appropriate. For the proper management of this project, Cabinet has appointed a Project Team comprising the Client—the Office of the Parliament, the Project Manager—the Urban Development Corporation of Trinidad and Tobago (UDeCOTT), the Ministry of Finance and the Ministry of Works and Transport as Monitoring Agency.

### **Committee Deliberations**

11. Since the relocation of the Parliament, your Committee has met four (4) times to discuss general policy issues pertaining to the Red House Restoration Project, on the following dates:

- Friday November 4, 2012;
- Wednesday January 25, 2012;
- Friday February 3, 2012; and
- Friday March 23, 2012.

12. Critical to the successful restoration of the Red House for permanent parliamentary accommodation is the requirement to identify the needs of Members and staff in this regard. In keeping with its mandate, at its meeting held on November 4, 2011, your Committee commenced consideration of the Draft User Brief for the Restoration of the Red House, which was submitted by the Parliament's representatives on the Cabinet appointed Project Team (the Clerk of the House and other Senior Managers). This document proposes important features for a modern working Parliament and was the basis for your Committee's consideration of accommodation needs for Members and staff. It proposes parameters for space requirements and made the case for a modern working Parliament within a distinct parliamentary campus, the nucleus of which is to be the restored Red House.

13. After a review of the draft User Brief, there was general agreement that key features of any long term vision for permanent parliamentary accommodation should include well-defined boundaries of a parliamentary precinct and sufficient space for all aspects of parliamentary operations. There was consensus that a modern and progressive parliamentary accommodation should provide ample space for the conduct of the legitimate business by Members, offices for Members and staff, committee rooms, conference rooms, educational facilities as well as proper health and fitness facilities for Members as well as staff.

14. Key areas of concern by Members were taken into consideration and can be categorised as follows:

- Adequate space for Members for office work and meetings;
- Appropriate accommodation and facilities for staff;
- Openness and accessibility while ensuring adequate security;
- Appropriate storage facilities;
- Related services to be adjacent to each other;
- An interconnection of functions and services;
- Traffic and circulation;
- Parking arrangements;
- Future expansion for parliamentary activities over the next twenty (20) years.

15. Your Committee was advised that the restored Red House will provide approximately 54,340 square feet of office spaces and will accommodate separate House and Senate Chambers with expanded seating capacity and a parliamentary museum and education centre. Additionally, office accommodation is proposed in the Red House for key office holders and where the spatial design will allow, there will be appropriate adaptations to allow for some committee work. However, the Parliament requires approximately 145,340 square feet for current chamber, administrative and business support activities.

16. During their deliberations, all Members agreed on the urgent need to restore the Red House. However, your Committee took serious note of the fact that a consequence result of any effort to properly restore the Red House as the permanent home of the Parliament will be the need for a parliamentary companion administrative and business centre, for the following reasons:

- (1) The Red House does not have sufficient space, at present, to accommodate all the core functions and requirements of the modern Parliament;
- (2) The existing building cannot accommodate the significant space required for future expansions of the work of the Parliament;
- (3) The Red House does not allow flexibility for expansion and adaptive re-use of key spaces;

- (4) The existing spatial design, which must be preserved as part of the restoration process, has limited flexibility for use as an office building for administrative support services and there is limited potential to resolve this deficiency; and
- (5) The full integration of IT infrastructure essential for modern parliamentary operations may destroy/compromise the heritage fabric of the Red House.

17. The draft User Brief presented to your Committee therefore proposed the construction of an administrative and business centre, adjacent to the Red House to provide a suitable modern building for additional committee meeting spaces, a proper Parliament library, office spaces for members, adequate and suitable accommodation for parliamentary staff and safe parking arrangements. **A copy of the draft User Brief is appended to this report.**

### **The Draft User Brief**

18. The draft User Brief sets out the guidelines for the restoration and rehabilitation of the Red House for use by the Parliament of the Republic of Trinidad and Tobago. The draft makes the case for a modern Parliament, one truly representative of the entire people, of all citizens regardless of sex, race, class, religions or other background. It asserts that our Parliament as an essential arm of the State requires a suitably impressive infrastructure in terms of office space and facilities.

19. The document is intended to serve as a guide to the design team and others involved in this project. It sets down parameters for space requirements, occupation standards and technical innovation and identifies the important features of a modern working Parliament, in terms of the substance of the facility, its functioning and its utility systems. Significantly, it proposes the creation of a self-sustaining Parliament that will have fully autonomous operational and administrative functions with the capacity to operate in emergency situations.

20. Reflective of the needs of a modern and dynamic Parliament, the brief also recommends adequate committee and other meeting spaces and much needed facilities for a proper modern parliament library.

21. Insofar as the space available in the Red House is limited, the document proposes the removal of parliamentary administrative offices from the Red House to an appropriately outfitted neighbouring building within a distinct parliamentary precinct; such building to also provide each Member of Parliament with adequate office space and make available adequate functional committee rooms for this key aspect of parliamentary work. The brief advises that if fittingly designed, the proposed new facility can also resolve the traffic problems that occur around the Red House particularly on sitting days and, for the very first time, provide Members and staff with adequate and secure parking.

22. After due consideration, your Committee concurred with the approach set out in the draft User Brief for the restoration of the Red House to provide for permanent parliamentary accommodation, inclusive of the construction of an adjacent companion building within a defined parliamentary precinct. Your Committee considered site options and agreed that, for logistical reasons, a companion within a distinct and secure parliamentary precinct should best be sited north of the Red House.

23. There was agreement that the user and security impact of the proposed Companion building on the adjacent Magistrates' Court building must be considered. Your Committee feels that there should be consultation with the Judiciary to ascertain its medium and long term development plans for the Magistrates' Court and the nearby Hall of Justice.

24. It is also the opinion of the Committee that the effect of site developments on vehicular and pedestrian circulation as well as parking must be contemplated. The Committee advocates that critical to the project is the need for a comprehensive traffic plan. There was agreement that an Urban Planner as well as a Traffic Planner should be engaged at the earliest to provide essential advice in the planning stage.

### **Cost Implications**

25. The brief presented to your Committee formed the basis for the development of a Project Proposal by the Project Manager which included a projected schedule and preliminary costs estimates. Your Committee felt that these issues were related to its mandate and consequently spent considerable time analysing such issues as presented to it by the Project Manager.

#### *The Red House*

26. Your committee was advised that at this stage in the project development the cost estimation by the Project Manager was based on available data which was lacking in detail insofar as surveys and designs are yet to be completed.

27. However, the Project Manager advised the Committee that, applying a formula which takes into account the cost to restore Queens Royal College, the construction costs to restore the Red House should not exceed TT\$241,000,000. The Committee noted however that consultancy costs as well as the Project Manager's fees, once concluded, will increase the overall costs. Further, your Committee was advised that there are technical and peculiar works necessary at the Red House that were not required at the QRC building, which will only be accurately identified during the surveys stage.

#### *The Companion Building*

28. With respect to the proposed companion building, your Committee was advised that the cost of a new building could range in the vicinity of TT\$1600.00 per square foot. Bearing in mind that the square footage recommended in the brief for Parliament's administrative and business activities and for future growth is 123,000 square feet, your Committee was informed that construction costs for such building have been estimated at TT\$205,000,000, inclusive of preliminary site works.

29. Your Committee is of the strong view that all fees should be capped at 15% of construction cost, inclusive of Project Management, Engineering Consultants, Architectural Consultants, Quantity Surveying and other specialist consultants.

#### *The Project Schedule*

30. The Project Manager submitted a projected schedule of works commencing with the preconstruction phase and ending with the post construction tasks. This schedule is attached as Appendix II

31. Your Committee is of the view that early efforts should be taken to have designs completed for the proposed restoration and construction works so that the expenditure to be incurred by the State for this important project could be accurately developed.

### **Observations and Recommendations**

32. Your Committee has observed that Parliaments world-wide have had to deal with the issue of modernizing member and staff accommodation. This is done as many Parliaments seek to upgrade their facilities in keeping with technological and environmental advances as well as to keep apace of the work that is demanded of them. In Canada, the Parliament Hill is a distinct Parliamentary Campus housing the Parliament and adjacent departmental buildings. This campus has undergone continuous growth to meet the expanding needs of the Canadian Parliament. In recent years the buildings have been restored and modernized making the Canadian Parliamentary Campus a useful example as Trinidad and Tobago embarks on a similar process.

33. The building occupied by the Scottish Parliament was designed to reflect the Parliament's status and operational needs while promoting a modern and efficient way of working and good environmental practices. As a very recent project, the lessons learned from the Scotland experience can surely be useful to those who lead the project to provide a permanent home for the Parliament of Trinidad and Tobago.

34. Against the background set out above, your Committee recommends that:

- (a) all efforts should be taken to ensure that the Red House Restoration Project is completed within the shortest possible time, consistent with the accommodation specifications outlined in the User Brief. This project should include the construction of an adjacent administrative and business centre for essential modern parliamentary operations within a distinct parliamentary precinct;
- (b) the restoration of the Red House should be given the utmost priority and should be seen as a critical and long overdue project;
- (c) the proposed distinct parliamentary precinct should accommodate all the core functions of Parliament as well as the varied work of Parliamentarians, in a safe and dedicated facility. Such a facility should celebrate and reflect the cultural and political heritage of the country, including the importance of nation's Parliament as a place of and for the people of Trinidad and Tobago;
- (d) the restored Red House and companion building should provide appropriate facilities for the work of Parliamentarians and staff that fully recognize and meet their requirements. It should enable excellent communication between Members and the public, keeping them informed of the work of Parliament through a variety of means, including the media and parliamentary communication services;
- (e) the proposed parliamentary precinct should incorporate and integrate the most modern technology in order to provide Parliamentarians with ready access to information and to facilitate the highly technological work of support services provided that, in the case of the Red House, restoration guidelines are closely followed in relation to the extent of modifications that will be permissible.
- (f) all fees on this project should be capped at 15% of construction cost, inclusive of Project Management, Engineering Consultants, Architectural Consultants, Quantity Surveying and other specialist consultants;
- (g) early efforts should be taken to have designs completed for the proposed restoration and construction works so that the expenditure to be incurred by the State for this important project could be accurately developed;
- (h) a report on the user and security impact of the proposed Companion building on the adjacent Magistrates' Court building should be undertaken;
- (i) there should be consultation with the Judiciary to ascertain its medium and long term development plans for the Magistrates' Court and the nearby Hall of Justice;
- (j) an Urban Planner as well as a Traffic Planner should be engaged at the earliest to provide essential advice in the planning stage.

35. Your Committee further recommends that the available office space on Level 8 of Tower D be presently utilised by Members of Parliament and their research staff, insofar as Members have to be increasingly present in the Parliament building due to heavy committee schedules and regular sittings.



36. Your Committee hopes that the restored Red House would continue to be a strong and enduring national symbol that will resonate with the citizenry and, together with its companion building, project to the world an image of Trinidad and Tobago as a modern, dynamic and developed society.

Respectfully Submitted,

Sgd.

Mr. Stephen Cadiz

Chairman

April 17, 2012

*Sgd.*

Dr. James Armstrong

*Member*

*Sgd.*

Mr. Elton Prescott, SC

*Member*

*Sgd.*

Mr. Faris Al Rawi

*Member*

*Sgd.*

Mr. Embau Moheni

*Member*

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Dr. Bhoendradatt Tewarie

*Member*

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Mr. Delmon Baker, MP

*Member*

*Sgd.*

Mr. Colm Imbert, MP

*Member*

*Sgd.*

Dr. Keith Rowley, MP

*Member*

*Sgd.*

Mr. Rudranath Indarsingh, MP

*Member*

*Sgd.*

Ms. Ramona Ramdial, MP

*Member*

*Sgd.*

Mr. Devant Maharaj

*Member*

April 17, 2012.

**THE GOVERNMENT OF TRINIDAD AND TOBAGO**



**THE RED HOUSE**

**RESTORATION and REHABILITATION**

for use by the parliament of the Republic of Trinidad and Tobago

**USER BRIEF**

## **RED HOUSE RESTORATION and REHABILITATION**

### **EXECUTIVE SUMMARY**

The Government of Trinidad and Tobago, through a decision conveyed by the cabinet, has agreed that the Red House, located in the capital city of Port of Spain, is to be restored for occupation by the national Parliament as its permanent home.

Although it has always been the home of our nation's Parliament, the Red House was the home of various other Departments of State until 2001. The competition between the Departments for space within the building meant that parliamentary work had to labour under the pressing shortage of space, notwithstanding growth in the scope of services demanded of Parliamentarians over the years and increased emphasis on the quantity and quality of the work produced.

Over time, the physical structure of the Red House has deteriorated and today urgently requires restoration. Incomplete planning and execution of *ad hoc* renovations in order to accommodate administrative support services has resulted in the following problems:

- Random modifications of the original design;
- Ad hoc appearance;
- Loss of the building's historical features;
- Use of unsuitable decor/replacement material; and
- Inappropriate design/location of services.

Inadequate maintenance of the building has also exacerbated the following problems:

- Increase in the number and severity of roof leaks;
- Inadequacy of services/space to fulfill the users' requirements; and
- Deterioration of the building's structural and architectural elements.

The neglect of the past ten years furthered the building's deterioration. The southern Chamber and link are uninhabitable and have suffered severe structural damage as well as the deterioration of architectural elements.

#### **The Vision**

The Government's decision to restore this historical monument has provided the opportunity for the development of a vision for the restored Red House as well as guiding principles essential for any plan to develop an appropriate permanent facility for the Parliament of the Republic of Trinidad and Tobago.

The vision proposed in this draft user brief imagines the Red House forming the nucleus within an environment that accommodates the work of the Parliament, captures the rich history, current role and future direction of the Parliament and that clearly invites and welcomes both visitors and the public to see, experience and participate in the work of the Parliament.

#### **The Guiding Principles for a Permanent Parliamentary Facility**

A proper and adequate parliamentary facility should -

- Accommodate the core functions of Parliament as well as the varied work of Parliamentarians.
- Celebrate and reflect the cultural and political heritage of the country, including the importance of Parliament as a place of and for the people of Trinidad and Tobago.
- Reflect the dignity of Parliament.

- Enable excellent communication with the public—serving visitors and the broader public, keeping them informed of the work of Parliament through a variety of means, including the media and parliamentary communication services.
- Provide security and openness at the same time; reflecting the importance of Parliament to the people of Trinidad and Tobago.
- Incorporate and integrate technology; to provide parliamentarians with ready access to information and to facilitate the work of support services.
- Support a self-sustaining Parliament that will have fully autonomous operational and administrative functions with the capacity to operate in emergency situations.
- Create a strong and enduring national symbol; one that will resonate with the citizenry and project to the world an image of Trinidad and Tobago as a modern, dynamic and developed society.

A modern Parliament, one truly representative of the entire people, of all citizens, regardless of sex, race, class, religious or other background, requires a suitably impressive infrastructure in terms of office space and facilities. This is ever more important in the light of the public's opinion of Parliament and its need to reestablish its ascendant position in Trinidad and Tobago.

Key features of the long-term vision for the restored Red House as the permanent home for the Parliament of Trinidad and Tobago therefore include:

- a prestigious parliamentary facility that will provide ample space to house many more committee rooms than currently exist and offices for Members;
- well-defined boundaries of the parliamentary precinct;
- adequate arrangements to accommodate secure parking for Members;
- safe, healthy and adequate office accommodation for parliamentary support staff; and
- a Parliament Museum and Heritage Shop.

This draft User Brief for the project to restore and rehabilitate the Red House to provide a permanent home for the Parliament of the Republic of Trinidad and Tobago is produced as a guide to the design team and others involved in this project. It sets down parameters for space requirements, occupation standards and technical innovation. It is to be recognized that, in due course, further development of the accommodation needs of the Parliament will be made by the Parliamentary Accommodation Committee and other stakeholders. However, at this stage in the project, this document seeks to identify the important features of a modern working Parliament, in terms of the substance of the facility, its functioning and its utility systems.

In the preparation of this User Brief to restore and rehabilitate the Red House to provide a permanent home for the Parliament, it became apparent that a new permanent companion building within a distinct parliamentary campus was essential for the success of the effort, for the following reasons:

- (6) The Red House does not have sufficient space, at present, to accommodate all the core functions and requirements of the modern Parliament;
- (7) The existing building cannot accommodate the significant space required for future expansions of the work of the Parliament;
- (8) The Red House does not allow flexibility for expansion and adaptive re-use of key spaces;
- (9) The existing spatial design, which must be preserved as part of the restoration process, has limited flexibility for use as an office building for administrative support services and there is limited potential to resolve this deficiency; and
- (10) Full integration of IT infrastructure essential for modern parliamentary operations may destroy/compromise the heritage fabric of the Red House.

This brief therefore addresses both the project to restore and rehabilitate the Red House and the essential sub-project to design and construct a companion building.

This will allow for the removal of parliamentary administrative offices from the Red House to an appropriately outfitted neighbouring building within the “parliamentary campus”, provide additional and modern committee meeting spaces, provide the needed space for a proper modern parliament library and expand the parliamentary precincts sufficiently to allow each Member of Parliament to be provided with adequate space.

The proposed new building will also present an opportunity to resolve the traffic problems around the Red House and, for the very first time, to provide adequate and secure parking for Members and staff. For logistical reasons, this Brief recommends that this new building be sited north of the Red House on lands currently occupied by Government buildings with the possibility of expansion if needs be in the future.

In the pages to follow general requirements for core functions of the Parliament are outlined as well as desirable spatial requirements for key services. Bearing in mind that the primary mandate of this Cabinet is the restoration and rehabilitation the overriding objective of this brief is to generate practicable solutions for the restoration and rehabilitation of Red House which represent excellence in planning, design and implementation of the project. The Works on the Red House must be substantially completed by December 2014.





## THE PROJECT PROPOSAL

1. Careful deliberations and investigations which included a space audit of the Red House and a consideration of the arrangements for parliamentary accommodation in other jurisdictions, revealed an urgent need for adequate space for offices for MPs, a new modern suite of select committee rooms, expandable room for a purpose-designed parliamentary library and sufficient accommodation for parliamentary staff. This was the basis upon which there was agreement of the necessity to create a secure parliamentary campus extending to an adjacent companion building. The Project Team was satisfied that such a companion building is essential for the success of the Red House restoration effort, for the following reasons:

- (a) The Red House does not have sufficient space to accommodate all the core functions and requirements of a modern Parliament;
- (b) The Red House will not be able to accommodate future expansion in any aspect of the work of the Parliament;
- (c) The Red House does not allow for flexibility and adaptive re-use of key spaces;
- (d) The existing spatial design of the Red House, which must be preserved as part of the restoration process, severely limits its use as an office building for parliamentary support services and there is limited potential to resolve this deficiency. For example, the practice of converting vaults into office spaces is an occupational health and safety risk to Members and staff;
- (e) Full integration of IT infrastructure essential for modern parliamentary operations may destroy/compromise the heritage fabric of the Red House.

2. The long awaited restoration of the Red House project and the proposed sub project to construct a companion parliamentary building (to augment the limitation of space in the Red House) will provide additional committee and other meeting spaces, provide the needed space for a proper modern parliament library; allow also for the removal of parliamentary administrative offices from the Red House to an appropriately outfitted neighbouring building within a distinct precinct and thereby expand the parliamentary precincts sufficiently to allow each Member of Parliament to be provided with adequate space. If fittingly designed, the proposed new facility can also resolve the traffic problems that occur around the Red House particularly on sitting days and, for the very first time, provide Members and staff with adequate and secure parking.

3. It is against that background that the draft user brief for the restoration of the Red House proposes the following objectives of the project to restore the Red House:

- (a) *to restore and rehabilitate the Red House to provide a permanent home for the Parliament of the Republic of Trinidad and Tobago; and*
- (b) *to provide Trinidad and Tobago with a modern and efficient parliamentary facility with suitably impressive infrastructure in terms of office space and attendant services including, inter alia, ample committee rooms, adequate office accommodation for Members and staff, a sufficient modern Parliament library, a Parliament Museum and Education Centre as well as secure parking.*

### RESTORATION WORKS

4. The works will be a deliberate approach to restoration and will incorporate methods and materials of a previous era which are now forgotten. Therefore this will require specialized training. In addition, it will be necessary to sensitize all involved in the restoration of the care and attention to the method in which the works are to be conducted so as to preserve the works and not add to further damage.

5. With such a rich history, the Red House will be restored and updated to ensure that it may be enjoyed for generations to come. After a great deal of research on this Renaissance-styled monument by specialists in restoration architecture, the external



structure will be restored to its original grandeur while provisions will be made to retrofit the interiors to adapt them for office space and Government use. At the same time, efforts will be made to ensure that the structure conforms to modern structural, electrical, plumbing and life safety codes.

6. The historical restoration of this iconic landmark building which is the seat of democratic power of Trinidad and Tobago and its preservation well into the 21st Century will be a strong, clear demonstration of the stability and strength of democracy in Trinidad and Tobago. The building will continue to be revered by the citizens for generations to come and engender a sense of national pride.

7. All citizens of Trinidad and Tobago will share the benefit of preserving one of our most important national symbols for future generations, at the same time, enjoying improved access and enhanced security. When the work envisaged in this plan is complete, the Parliament Buildings will stand not only as proud symbols of our history and rich heritage but also represent a profound commitment to our democracy which is the epicenter of a parliamentary system of government equipped to handle the demands of a dynamic nation in a rapidly changing world.

#### **THE PROPOSED COMPANION BUILDING**

8. It is envisaged that an additional space of approximately 100,000 square feet is required to augment the space limitations of the restored Red House, address the growing needs of the Parliament and its support services and provide for possible future expansion. After extensive consultations with Architects and other technical experts on this matter, the preferred site for this companion parliamentary building has been identified as that portion of land north of the Red House currently occupied by government buildings. The building should facilitate the following key requirements:

- (a) the construction of a purpose-built structure that can allow for future expansion requirements in the work and composition of the Parliament;
- (b) adequate and secure parking for all Members of Parliament and designated staff;
- (c) a secure covered walkway, preferably underground, between the parking area and the Red House;
- (d) the street between the Red House and the proposed site for the companion building must be able to be closed to vehicular traffic and be converted to a pedestrian area only;
- (e) the street must be able to be appropriately landscaped so as to be more inviting to the public and can further be tailored in keeping with the final Brief;
- (f) a distinct parliamentary precinct that can be properly demarcated and secured is a critical objective.

9. There are several issues that would need to be resolved should this proposal be agreed upon. Included here would be the need to adequately relocate those government offices that now occupy the preferred site. As well, a proper analysis needs to be done on the life cycle of existing buildings, the usable life left, the condition of the existing systems in those buildings, such as mechanical, electrical, plumbing, life safety systems, etc. In any exercise to compare the cost of renovation *viz a viz* demolition and construction, the retrofitting of the existing buildings for modern suites for Committees and other meetings, new technology, communications, security, electrical, plumbing requirements, partitioning for offices, structural reinforcement of floor for files, book cases, etc. should be included in the analysis. This analysis and subsequent decision making should be done as a priority to ensure that upon the return of the Parliament to the restored Red House the companion building would also be available for occupancy.

## **FACILITY PROGRAMME**

### **THE RESTORED AND REHABILITATED RED HOUSE**

10. This Facility Programme has been prepared by the Office of the Parliament of the Republic of Trinidad and Tobago in consultation with the Project Manager, the Urban Development Corporation of Trinidad and Tobago. The document provides information about the significance of the Red House and the functions the building will serve, what interrelationships of spaces in the building are required, and what space will be needed to house the staff, the ancillary services, and those who will use the Red House. It also includes information that is peculiar to restoration to ensure the long-range preservation and protection of one of the nation's architectural heritage buildings.

### **PRESENT USE OF THE RED HOUSE**

11. The Parliament of the Republic of Trinidad and Tobago and its administrative offices currently occupy the northern link and Chamber as well as the rotunda. The dilapidated southern link and Chamber are vacant. There is a critical shortage of space which has resulted in an extremely cramped working environment, the construction of offices in mezzanine spaces which themselves are inadequate and unsafe, and there is absolutely no opportunity for growth in any of the services provided to Members. Even the focus of Member activities (Chamber and committee work) has been restricted having to be all accommodated within limits imposed by the practical realities of the spatial arrangements within the Red House.

12. During the restoration and rehabilitation of the Red House the building will be completely vacated with the Parliament and its offices having been relocated to Tower D at the International Waterfront Complex on Wrightson Road, Port of Spain.

### **PROPOSED USE OF THE RESTORED RED HOUSE**

13. This draft User Brief proposes that the entire Red House will be restricted to the primary activities of the Legislative Branch of Government. The activities are to include:

- (a) A Chamber for the Senate
- (b) A Chamber for the House of Representatives
- (c) A Media Lounge
- (d) Media Briefing Rooms
- (e) Committee Rooms
- (f) Dining and Lounge facilities for Parliamentarians
- (g) Office accommodation for the principal parliamentary office holders
- (h) Television and Radio Broadcast Control Room
- (i) Security services
- (j) A Hansard sub-office
- (k) A Parliamentary Museum and Education Centre
- (l) Parliamentary Archives.

14. As mentioned earlier, this plan proposes the development of a parliamentary campus with a new parliamentary companion building to provide office accommodation for Parliamentarians, modern committee rooms, sufficient space for the administrative arm of the Parliament, a well arranged parliament library and as well as secure parking for Members and staff.

### **Historicity**

15. The Red House has been designated "A Monument of the Greater Caribbean by the Caribbean Council of Monuments Sites (CARIMOS) and The Organisation of American States (OAS)". It is a major landmark in our City and has been the site of many events that

have steered the course of our nation's Legislative History. As a listed monument, nothing must be done to compromise the Historic Integrity of the Architecture and all recommendations for rehabilitation of the facades must follow strict Guidelines for Rehabilitating Historic Buildings.

### **Public Access**

16. Without compromising the dignified atmosphere of the Red House, provision must be made for easy Access and utilization by the public.

### **Landscaping**

17. The City of Port of Spain has deteriorated over the last decade. The insufficiency of attention to civic landscaping has contributed to the decay and has had an adverse effect on national pride. The Red House site has been identified as a focal point of the City and is to be suitably landscaped to fit into the ambience of its dignified use with the existing infrastructure refurbished and upgraded.

### **RESTORATION GUIDELINES**

18. Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. The distinguishing original qualities or character of the building structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features must be avoided. Every effort must be made to reproduce/replace historic elements that were part of the original façade. Where these items still exist in storage the original must be located, restored and replaced.

19. The building site shall be recognized as a product of its own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged. Distinctive stylistic features or examples of skilled craftsmanship which characterize the building, structure or site shall be treated with sensitivity.

20. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. The Client's approval must be obtained if any "modern materials" and "methods" are proposed where the cost of original materials is prohibitive. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

21. The surface cleaning of the structure shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to the project.

22. Contemporary materials for interior alterations shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property. Wherever possible, new internal additions or alterations shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

### **Architectural Considerations**

23. Consultants should pay special attention to the following considerations which will have a significant effect on the architectural rehabilitation of the Red House and its effectiveness as a registered National Heritage Facility:

#### *Image*

The development should be sensitive to the existing urban fabric and pattern of the

city.

Scale

Scale should as far as possible be consistent with original design.

Materials

The use of appropriately selected materials, combined with excellence of workmanship, should complement the image of a National Heritage Building ensuring its permanence and continued use by future generations. Finishes should be conducive to the function in their location. Special consideration should be given to the use of local building materials and finishes provided they visually complement original finishes.

Barrier Free Design

All public areas, indoor and outdoor, must be accessible to physically disabled persons.

Earthquake Design

Consideration must be given to current earthquake codes in the design of the campus. Any adjustments required must not damage Historic fabric and be appropriately disguised to compliment this classical building.

**Environmental Control**

24. The properly conditioned environment previously mentioned, requires a comprehensive air conditioning system, to include full control of temperature and humidity, as well as airborne dust and dirt.

**Water and Moisture Integrity**

25. All possible precautions should be taken to eliminate or to minimize possible damage from broken or leaking pipes, roof leaks, and other problem areas. These precautions to include:

- (a) Water supply lines, fire mains etc., must not run through sensitive locations.
- (b) Below expansion joints should be fitted with scuppers or troughs leading into the building drains and out of the building.
- (c) All water supply lines should come into the building at the lowest possible levels and ascend vertically through the building cores.
- (d) Roof scuppers, downspout, etc., should be designed to minimize the possibility of roof leaks.

**Insect Protection**

26. Special attention should be given to the control of termites that might get into the building through cracks or voids around drain lines, utility lines, and other means of ingress by proper caulking. It is expected that the site will be treated during construction. Also all existing and proposed timber work in the facility must be treated accordingly.

**Floors**

Loading

27. All floors of the facility must be evaluated for live loads of 104 pounds (lbs) per square foot (ft<sup>2</sup>)(510 kg/m<sup>2</sup>) minimum. Special considerations must be made for areas that require additional loading for example; library stacks.

**Coverings**

28. Although carpet is the existing floor covering as it tends to be easier to maintain than most other floor finishes, the preferred finish would be the historic precedent.

**Acoustics**

General

29. Attention should be given to the acoustical properties of the building, including the chambers, executive offices, conference rooms, and committee areas. Treatment of the walls may be necessary. Noise levels in conference rooms should not exceed 30 decibels and in executive office areas 35 to 40 decibels.

#### Mechanical Systems

30. To prevent the acoustical problems associated with mechanical systems, mechanical rooms should be lined with sound absorbing material, mechanical room openings should be sealed, machinery placed on resilient mounts or ducts should be lined with sound-attenuating mufflers.

#### Exterior

31. Special attention should also be given to minimizing outside noise because of the location of the facility.

#### Power

32. A facility with such special requirements will need to have a carefully designed electrical distribution system to cope with the extensive usage of electronic as well as heavy duty mechanical equipment. It is therefore essential that a detailed system be pre-planned in order for the following requirements to be met:

- (a) Proper allocation of space for housing of the distribution system.
- (b) Introduction of equipment to prevent existing harmonics from affecting computer hardware.
- (c) Introduction of separate earth and allocation of space for a U.P.S. for the protection of all computer equipment.

#### Lighting

33. The lighting design is to be considered as an integral component of the building design. Modern lighting technology is to be utilised in the formulation of the lighting design which should not only conform to standards supplied by the IESNA, but should also take into consideration the recent developments made in the area of energy efficient lighting systems and lighting management light fixtures in public areas; however should conform in design as far as possible to the Historicity of the building.

#### Intelligent Building System

34. The Red House is to be a high level intelligent with full integrated building services. The integration of building automation services, office automation services and telecommunications will serve to produce a building with a very high operating efficiency and low operating and maintenance cost.

#### Structural Cabling System

35. A Structural Cabling System (SCS) is to be used as the transmission medium for all data and communication signal. A category 5 cable is to be used for all data signal transmission. The following systems will use the SCS as their transmission medium:

- (a) Computer Systems
- (b) Telecommunications i.e. PBX, public address systems, Parliament communications equipment
- (c) Security Systems
- (d) Energy Management Systems
- (e) Fire Detection Systems

#### Building Automation Services

##### Energy Management System

36. An energy management system is to be utilised to optimise the energy consumption and operation of the air conditioning system and lighting system.

##### Security System

37. An elaborate security system is to be installed to monitor the facility. The system is to provide CCTV as well as access control.

*Fire Detection/Protection System*

38. The fire detection system consisting of detectors, manual pull stations and fire bell should be installed. Dry risers, hose reels and hand held extinguishers are to form an integral part of the fire protection systems.

*Maintenance Management System*

39. A computerised maintenance management is to be installed in order to achieve integration of building intelligence with maintenance processes and the delivery of maintenance services.

**Other general Considerations**

40. Modern services must be efficient. They must be experienced by the user but not be a visual intrusion into the historic spaces.

*Flexibility*

41. Internal flexibility must be such that both the Red House and the proposed Companion Building can adapt efficiently and economically to meet changing needs. Therefore, ultimately, specific areas of the facility must be capable of several functions. This can be achieved by the use of:

- (a) providing large areas of open space where the function of the Space can be changed quickly and economically
- (b) floors structurally designed to permit global use
- (c) a properly conditioned environment in all areas

**Parking**

42. Adequate parking is required for staff and Parliamentarians—approximately 300 spaces.

**Security**

43. Given the sensitive nature of the activities within the facility, security concerns should be placed as the highest priority in the design of both the restored Red House and the proposed new companion building.

**Elevators**

44. Elevators are required to be installed in the restored Red House at strategic places. In the companion building elevators (main and service) are to be provided. Appropriate arrangements are to be made for the convenient use by the disabled.

**PROPOSED ACCOMMODATION**

**THE RESTORED RED HOUSE**

**REQUIREMENTS FOR KEY SPACES**

***Work in Chambers***

45. Currently, the work of the bicameral legislature of Trinidad and Tobago is carried out in a single Chamber. The Chamber itself is an impressive room that reflects significant events in the history of Trinidad and Tobago.

46. Both the House of Representatives and the Senate conduct much of their work in the Chamber. This is also the primary public face of Parliament, where the media and members of the public can watch and listen to the debates and deliberations as important issues of the day are considered by members of both Houses and laws are passed. The Chamber is also an important symbol of democracy and the democratic process. It represents the important business of governing the country, as well reflecting the history and struggles of the population to have a say in the issues of the day. From an international perspective, the

Chamber is also an important manifestation of how the country represents its people, makes decisions and reflects its accomplishments. It is an essential stop for visiting dignitaries.

### **Two Chambers are essential**

47. Trinidad and Tobago currently has a bicameral legislature and, as it currently stands, will continue to maintain both an elected House of Representatives and an appointed Senate. The activity of Parliament, and of parliamentarians specifically in Chamber, will only increase as the nation propels itself toward developed country status in the future. Two Chambers will enable both the House of Representatives and the Senate to sit as and when their workload demands—schedules will no longer be determined by the need to accommodate both vital elements of Parliament in a single Chamber.

### **The Chambers**

48. The seating design for the restored Chambers would be a matter for the members themselves to decide. At present it's the Westminster adversarial style seating with the key players in the main parties seated opposite to each other in a row of desks separated by a 6ft aisle.

49. In accordance with the current situation, each Member/senator should have a desk microphone at their seat. Each should have a desk appropriately designed to allow for the use of modern technology (laptop/Ipad) from their seats. Seating design should allow for the individual to enter or leave his/her seat without disrupting others.

50. The sound system should be complimented with adequate ambient microphones to pick up background sound and also to act as a backup system in the event of a failure of the stem microphone system. It is essential that all Members/Senators, as well as the Presiding Officer and clerks in the well of the Chamber, are able to see one digital clock displaying actual time and one digital clock displaying current speaking time. Provision should also be made for a clock on the Presiding Officers desk [only visible to the Presiding Officer], which displays the amount of time left to speakers. There should be a mechanism on the clock face to alert Members that speaking times are coming to an end: flashing colons are suggested as one possibility.

51. Digital Clocks linked to the same system (but displaying actual time only) are also required in key areas of the Red House as well as the Companion Building.

52. A foyer "behind the Speaker's Chair" is an important part of the Chamber space. It forms part of the Debating Chamber but should be screened both visually and acoustically from the Chamber. Its purpose is to allow Members to leave the formal seated area without leaving the Chamber and to be able to discuss together items of business while the work of the Parliament proceeds.

53. Seating is also required in the Chamber for officials. These are:

- The Clerk of the House/Senate and one Assistant facing the main body of the Chamber.
- Sound broadcasting technicians located in the Broadcast Services area preferably in the upper balcony;
- Hansard Reporters who are required to provide a more or less verbatim report of all meetings of the Parliament and its committees. Seating for four persons is required (two writers and two waiting to take over). An uninterrupted view of all Members' faces and a good acoustic location are therefore essential, as is a surface on which to write. A clear view of a digital clock used or synchronised with that used by the Presiding Officer is also essential.
- Chamber attendants should be able easily to send, deliver, collect and return notes to Members. Requirements for this seating in the Chamber are:
  - (a) Raised seating to allow clear sight lines and good acoustics for all parts of the Chamber.
  - (b) A desk and two chairs next to each other.

- (c) A clear view of a digital clock (or one built into the desk).
  - (d) Ample writing surface.
  - (e) IT facilities including mouse, keyboard and a foldaway screen at both seats, for use as necessary.
  - (f) A ledge under the desk to store papers.
  - (g) A third chair close to the desk, for staff waiting to take over.
  - (h) A letter rack-type storage area for envelopes, notepaper etc. and a delivery/collection point convenient for delivering and receiving the notes to Members.
- Seating is also required for a small core of security officials who will not be guarding the Chamber but on duty nevertheless for related purposes.
  - Seating is also required for technical staff of the Executive for example the Chief Parliamentary Counsel and the Budget Director.

### **The Upper Gallery**

54. This gallery is open to the Debating Chamber floor below. At present is used for solely the Media. This spatial arrangement needs revisiting. An Upper gallery should ideally be able to accommodate both the Media gallery and some Public viewing Spaces. The number of persons is to be determined based on what is possible. This Space should be able to accommodate disabled persons researchers or assistants.

### **The Media Gallery**

55. This area in the Chamber needs proper space planning. A number of print and electronic media use this area and will require a number of relevant services. Any transmission of reporting must be done outside the gallery from the Media Room/Lounge (see below). The entrance to the Media area in this upper gallery should be separate from the public entrance and available to accredited Press members only. The seating in this area should have note-taking fittings.

### **Foyers and lobbies for each Chamber are required to support the work of parliamentarians**

56. Each Chamber will need a foyer, as well as a lobby. The lobbies provide important meeting space for parliamentarians to interact with the media, for the holding of media interviews, for informal discussions between parliamentarians and special guests near the Chamber, as well as a place for events held to honour important visitors to Parliament. The foyers will also provide an ideal opportunity to showcase and celebrate the cultural and historical aspects of the nation, celebrating tradition and reflecting the dignity and importance of the work of Parliament.

Security, accessibility and information technology must be built in to the Chambers

57. Throughout the history of Trinidad and Tobago and the Red House, the public has demanded access to the seat of democracy. Those who work in the Chamber have first-hand experience of the importance of security and the serious consequences when security is inadequate. Parliamentarians, staff, visitors and the media can be at risk in a setting of heated debate, law making and important national and local decision making. The challenge of providing a secure environment in the Chamber is to ensure openness and accessibility on the one hand, and security and protection to those in the Chamber, on the other.

58. It is vital that adequate security, in terms of personnel (i.e., a visible security post) and electronic equipment and systems, be employed in and around both Chambers. These requirements must be linked to the broader security of wider parliamentary campus, as well as to the information technology systems required for other purposes (such as communication). Security of people must be extended to security for the information held in the Chambers, as well as the building itself. Restored Chambers must enable the use of fully integrated technology that is highly effective and efficient. Adequate security must also



address parliamentarians' privacy requirements in the Chambers and in the adjacent lobbies, ensuring that access is easily obtained, but that unintended or unwelcome visitors are denied entry to the Chambers or to lobbies.

#### **Sufficient, appropriate space for visiting dignitaries**

59. Visiting dignitaries need to have a devoted space to view proceedings of the Chamber that represents the importance of their presence, that is secure and that is easily accessible without disrupting on-going work of parliamentarians. A Speaker's gallery, designed specifically for this purpose, is required.

#### **Adjacent space for a small secretariat**

60. Requirements and designs for the future must reflect the importance of key companion functions that, if in close proximity to the Chambers, would improve effectiveness and efficiency of parliamentarians' work in Chamber. A small secretariat for copy/printing services is proposed for the convenience of Parliamentarians.

#### **Other requirements for the Chambers**

61. In addition to the above highlighted requirements, a wide range of requirements for design and configuration of space in and around the Chambers must be addressed in the design phase. Overall estimated space requirements for components of the Chambers and adjacent spaces are set out from page 26- Preliminary Space Requirements (Red House).

#### **Committees' Requirements**

62. Work in committees is an extremely important component of parliamentarians' activity, and often a very public activity as well. The work of committees contributes to decision making in Chamber and includes research and investigation, interviewing and questioning witnesses, as well as examining research provided by staff. The results of committee work enable discussion and deliberation by parliamentarians in Chamber to be more efficient, as much of the "ground work" is done by committees and research staff.

63. Committees include General Committees of both Houses, Legislative Committees (appointed to research or suggest amendments to specific Bills, usually of a technical or controversial nature), and Watchdog Committees (appointed to oversee and examine specific activities).

64. Committee rooms are to be located in the restored Red House as well as in the proposed companion building. In all cases, they should be located in areas convenient for access from main access areas. Care should be taken in selecting the location to reduce nuisance to the users from noise. These rooms should have emergency call buttons linked to the Security Control Room. The indicator in the Control Room should identify the particular room. The design of the rooms should result in a quiet, well-proportioned environment with finishes sympathetic to the proposed use.

65. Double doors are the preferred means of entry and should ensure easy access for the disabled. Overhead projectors and audio/visual presentation facilities will be used and Committee Rooms should be equipped with facilities to allow the proceedings to be recorded by audio, transcription and video. There are to be at least four Committee rooms capable of live television and radio broadcast of proceedings.

66. Key requirements for committee rooms are highlighted below —

#### **A minimum of 12 appropriately sized and configured committee rooms is required to meet current and near-future demands for space**

Based on the current high activity level of committees and increasing public interest and participation as observers and as witnesses, the committee room program must include some large rooms that can accommodate observers and witnesses appropriately. In addition, a number of smaller committee rooms must be included to accommodate committees that are not open to the public. More specifically, 12 committee rooms, at minimum, are required:

**Three large multipurpose rooms**—to be used for other functions, including large meetings, training sessions, meetings involving other parliamentary representatives and staff (e.g., Commonwealth Parliamentary Association), as well as important parliamentary social functions. These rooms would allow for flexible configuration of furniture and equipment and must be sufficient to accommodate observing public and witnesses. It is proposed that one of these rooms be accommodated in the new Companion Building.

**Four medium-sized committee rooms**—these rooms would also be large enough to accommodate the viewing public and witnesses, but would not be designed to be used for varied functions. They would, however, be suitable for party caucus meetings, with the requisite privacy, security and information technology systems in place. It is proposed that two of these rooms be accommodated in the new Companion Building.

**Five small committee rooms**—these rooms would accommodate smaller committees of 10–15 people, and would not generally be used for public meetings. They would provide a small setting for the work of committees and even small party caucuses, and would incorporate all the security, information technology and accessibility features of the larger committee rooms.

67. While the number of committee rooms is important to effective and efficient work by parliamentarians, other aspects of the rooms are equally important. These are addressed below.

**Committee rooms must be equipped with the information technology needed to support both the public and private work of committees**—This multiple use of committee rooms calls for fully integrated information technology, to allow for audio-visual support, video conferencing as well as for broadcasting of committee meetings, when appropriate. Design options need to incorporate the best ways of integrating current technology—to support the work of committees, to meet the needs of the visiting public to follow proceedings, and to provide a secure working environment while being accessible and flexible for the on-going upgrading of systems.

**Other requirements for committee rooms**—The use of committee rooms for multiple purposes reinforces the importance of both location and necessary qualities of committee rooms. For example, those used for caucus meetings must ensure parties the total privacy they require to discuss party strategy, either as a whole or in smaller groups. Larger rooms— used for important parliamentary events, including inter-parliamentary meetings, parliamentary social events and staff meetings — must be located near, or have direct access to, food and beverage preparation areas. Adequate storage for furniture, equipment and supplies must be readily accessible.

#### **Work in Parliamentarians' Offices**

68. Much of the work that parliamentarians carry out requires direct contact with individual constituents and groups representing public interests. While much work with constituents is done in the constituencies themselves, Members of the House of Representatives and Senators are often required to be available to the public at the Red House.

69. The access for the public to the legislative process of government is an important aim to be reflected in the accommodation provided. The various public spaces should reflect this aim including access into the public galleries of the Chambers. Provision should be made in the Companion building for Members to hold meetings with their constituents and others.

70. There are 41 Members of the House of Representatives and 31 Senators. The Presiding officers, Prime Minister and Leader of the Opposition should be provided with office spaces in the restored Red House.

71. It is proposed that all other Members should have shared offices for their use in the Companion building. It is suggested that each be outfitted with a workstation, filing, and coat hanging space, an executive chair and 2 visitors' chairs. Each room will be fully wired for all IT services, plus a PC and separate television monitor and telephone. We propose shared offices in case the administration building cannot provide enough offices for all Members.

72. It is envisaged that there could be a Ministers Floor of offices staffed by a small group of shared staff. This Floor should have appropriate meeting rooms for Ministers to hold small meetings.

73. Members of the Opposition and Independent Members should be accommodated on a separate floor with shared staff facilities as well. Fax machines, photocopiers etc. are to be provided in the shared spaces.

74. Locating all parliamentarians' offices within the parliamentary campus will ensure that they benefit from the security systems and standards established and maintained for all parliamentary functions. Moreover, ready access to the Chamber (either the Senate or House of Representatives) and committee rooms is vital as parliamentarians travel between these functions frequently. As is the case for the other core parliamentary functions, parliamentarians' offices need ready access to support functions such as research and vital administrative support (including the offices of the Clerks of both Houses). Other services, such as food services, used on a regular basis, should be convenient, but not necessarily adjacent, to parliamentarians' offices.

75. All parliamentarians' offices must be designed to be fully functional for the work being carried out in them, at the same time reflecting the dignity of the position and of Parliament as an institution.

#### **Work in Caucus**

76. Party caucuses consist of the members of a political party who are either elected Members of the House of Representatives or appointed Senators. Work done by caucuses is essential to maintaining strong party ties and for strengthening the debate about important issues that are deliberated in the Chambers. There are currently 5 political parties in Trinidad and Tobago represented in the House of Representatives. Caucus meetings may include both full meetings, as well as smaller caucuses focusing on special issues.

#### **Requirements for Caucus**

77. As with the provision of office space for parliamentarians, establishing space for caucuses is a new direction. The broad vision and guiding principles provide the direction needed to establish requirements that will truly support the work of parliamentarians.

#### **Caucus meetings must be accommodated within the parliamentary campus**

78. Security and efficiency are the primary reasons for ensuring that caucuses meet within the parliamentary campus. Parliamentarians must be afforded the same security in fulfilling all their functions — the establishment of a facility with clearly defined boundaries and with consistent security measures is the most effective and efficient way to provide such security. Moreover, holding caucus meetings within the campus will ensure that parliamentarians have rapid access to their other parliamentary work settings.

#### **Caucuses will use committee rooms**

79. In order to make efficient use of space, committee rooms will be used for caucus meetings. They will be secure (located within the companion building and supported with the security systems and personnel provided throughout the campus) and in close proximity to other parliamentary functions (offices, Chambers and other committee rooms) and relevant research and administrative services. Specific (designated) committee rooms will be used—of varying sizes, including those with flexible layouts to enable easy and rapid conversion between the configurations required for caucuses and the committees that also make use of the rooms.

#### **Privacy (speech security) for caucus meetings is paramount**

80. Even with appropriate security and proximity to other functions, caucus meetings can only be held in rooms that provide complete privacy. Party policy and positions are often the topic of caucus meetings and ensuring total privacy is essential. All aspects of privacy, including sound-proofing and surveillance must be fully addressed in the design and development of rooms for caucus use.

#### **Office suite for the Speaker of the House of Representatives**

81. With authority for the operations of Parliament, the Speaker of the House requires an office for the main functions of the position, appropriate to the role of this Office. Part of the

Speaker's suite should include a meeting room and a lounge with a small dining room (and attached servery).

82. The Speaker's office must be appropriately furnished and equipped with modern facilities, including IT. A robing room and private washroom must complement the office of the Speaker.

83. The Speaker is assisted by one Executive Secretary and three support staff that need appropriate office arrangement with room for future growth. Filing and copier room is essential.

84. There must be provision for an office for the Deputy Speaker and a small staff of two persons.

#### ***Office suite for the President of the Senate***

85. The President of the Senate requires an office appropriate to the role of this Office. Part of the President's suite should include a meeting room and a lounge with a small dining room (and attached servery).

86. The President's office must be appropriately furnished and equipped with modern facilities, including IT. A robing room and private washroom must complement the office of the Speaker.

87. The President has a small staff of two persons. Adequate office accommodation is required with room for future growth. Filing and copier room is essential.

88. There must be provision for an office for the Vice President of the Senate and one staff.

#### ***Office suite for the Prime Minister***

89. This would include an office appropriate to the role of this Office with space for a small staff. Facilities should include a lounge, private washroom and a small dining room (and attached servery). An appropriate conference room must append this office.

Office suites for the House Leader and the Leader of the Opposition

90. These office suites would include a main office and appropriate space for a small support staff. The space would also need to accommodate private meetings, including those with visiting dignitaries.

#### **OTHER SERVICES REQUIRED IN THE RED HOUSE**

Food and Beverage Services/pantries

91. The pantries will service the Members' Dining Room and Lounge as well as the smaller dining rooms located in the restored Red House.

Television and Radio Broadcast Control Centre

92. A control room and infrastructure will be required for the broadcast of proceedings from the Chambers and committee rooms.

#### **ENHANCED VISITORS' SERVICES**

##### ***Parliamentary Museum, Souvenir Shop and Education Centre***

93. A museum, souvenir shop and education centre would require specialized spaces and additional staff. The Museum should provide sufficient space for the display of Historical information, documents, artifacts and exhibitions on topics that have shaped our democracy. It must be a space where groups and visitors can share ideas, in a heritage building and reflect on a balanced range of experiences reflected.

94. Additionally, a room should be made available within the proposed parliamentary museum for an Education Centre to provide a stimulating environment where young people and other educational groups can learn about the Parliament through a variety of mediums. This would include watching presentations delivered through ITC, participating in group

discussions, watching live footage of the Debating Chamber and Committees, participating in question and answer sessions with Members, looking at the Parliament website projected onto a large interactive screen. There should be an emphasis on the use of technology, as the educational community will expect this centre to set an example of good practice.

### **Media Lounge**

95. There should be a designated area within the restored Red House allocated to the Media, which can be also used to communicate or hold small interviews. Basic services should be provided including a telephone system with a number of lines and clean feed of the proceedings. This room should be sited in close proximity to the Media gallery in the Chambers.

96. Large media Interviews can also be held in specific Committee Rooms which are located in areas that allow for the access by the Media, without the need for them to utilise restricted corridors. Such room should be equipped with facilities that allow for live TV and radio broadcast.

## **PROPOSED ACCOMMODATION**

### **THE NEW COMPANION BUILDING**

97. The roles and responsibilities of the administrative and support services of Parliament are many and diverse. At the same time, they share common goals—all aimed at supporting the work of parliamentarians and ensuring that Parliament functions as efficiently and effectively as possible.

98. The work of the administration of Parliament (The Office of the Parliament) has evolved to keep pace with the work of Parliament. Today, most of the services required by Parliament are provided by a small, committed staff of approximately 300 people, with the education, training and experience to fulfil the mission of this important organisation.

### **Mission of the Office of the Parliament**

**To provide parliamentarians with procedural advice and essential professional support services in order that they may carry out their responsibilities as legislators in an informed and efficient manner.**

This section sets out the broad requirements and factors to be taken into account for general administrative and support services.

### **General Requirements**

99. The vision, guiding principles and planning assumptions set above in this report provide guideposts for determining the amount, type and location of space for administrative and support services. In particular, the planning assumptions set direction for key services upon which more detailed planning and design can be made.

100. At the broadest level, administrative and support services need to be housed in space designed for their purpose. Changes in the slate of services to be provided need to be taken into account—clearly, additional services will be provided and must be accommodated. New or greatly expanded Services will primarily be related to:

**Expanded and appropriate library space**—space tailored to support the research services, maintain collections and provide related services to parliamentarians, staff and the visiting public. Pressures on library services will increase as the committee system and legislature grows.

**In-house (dedicated) security services**—another significant source of additional services and staff.

**In-house (dedicated) legal services**—legal counsel and small support staff

**In-house (dedicated) pantry areas to service dining room**—requiring specialized spaces and staff.

**Expanded records services, including a pressing need for records storage**—one of the critical space shortages which must be addressed in new parliamentary accommodations.

**Provision of day care, health and fitness services, and parking**—services important to the development of a modern Parliament.

**Office of the Clerk of the House** (and core staff and facilities)

**Office of the Clerk of the Senate** (and core staff and facilities)

**Office of the Marshal** (and core staff and facilities)

**Secretariat**

**Legal Services**

**Projects**

**Parliamentary Library**

**Hansard**

**Human Resource Management**

**Administrative Support Services**

**Financial Management**

**Auditing**

**Corporate Communications**

**Information technology**

**Mailroom, messaging and courier**

**Security**

**Staff Lounge**

**Food and Beverage Services**

**The Parliament gym**

**Building and Grounds maintenance**

## **REQUIREMENTS FOR KEY SERVICES**

### ***Secretariat Services***

#### ***Offices of the Clerks***

101. The Offices of the Clerk of the House of Representatives and Clerk of the Senate are central to effective running of the administration, and must be located and equipped to reflect their roles and responsibilities. These two positions carry with them significant responsibility.

#### **The Clerk of the House/Chief Executive Officer**

102. The Clerk of the House is responsible for guiding and overseeing the work of the Office of the Parliament as well as for determining how the required services can be best organized to meet evolving needs of Parliamentarians. This requires close collaboration with Presiding Officers, meetings with senior staff as well as receiving visitors from other Parliaments and other jurisdictions. As Chief Executive Officer, the office suite of the Clerk of the House should reflect the importance of this office to the Parliament.

103. Access to the COH's office should be through the Office of the Secretary and the Executive Assistant to the COH. A private access from the corridor is also desirable.

104. The COH is assisted by two Assistant Clerks both of whom require office accommodation. A conference room will be required in this suite of offices as well as space for sorting and filing.

#### **The Clerk of the Senate**

105. The Clerk of the Senate is the Deputy to the Clerk of the House.

106. This officer is supported by one Secretary and two Assistant Clerks. Access to the COS's office should be through the Office of the Secretary. A private access from the corridor is also desirable.

107. Both offices should have all the relevant modern services, including IT services and be equipped with private washroom facilities.

***Procedural and Committee Staff***

108. Procedural and committee staffs provide advice and support to parliamentarians in Chamber and in committees. Their work is often of an urgent nature, and requires frequent communication with other staff, with the Clerks and with the Library staff.

***Procedural and Committee Staff must be located in close proximity to all core functions of Parliament.***

109. Staff numbers are likely to double with the creation of two separate Chambers—moreover, with an increase in the number of Members of the House of Representatives and with the anticipated increase in committee activity, procedural and committee staff will face more demands. Office space for senior staff and for support staff is essential, and must be located in close proximity to the Chamber as well as to committee rooms.

***Legal Unit***

110. The Legal Unit has been established as a separate division within the Secretariat Unit. The Legal Unit is responsible for providing specialist legal advice on constitutional and parliamentary matters. It will aim to be the first option for the provision of legal advice to committees and Members, but will also be responsible for instructing external legal counsel as specialist advisers where necessary. The Legal Unit will also be involved in drafting Members' Private Bills, as well as with advising other units of the Office of the Parliament on corporate governance issues concerning employment, contracts, health and safety, and various legal issues at the constituency offices.

111. The offices should have all the relevant modern services, including IT services and the office of Senior Legal Officer should be equipped with private washroom facilities.

***The Parliamentary Library***

112. The Parliamentary Library, as the "knowledge repository" for Parliament, must be centrally located, must include a variety of appropriate accommodations tailored to its purposes and established as an important symbol. The Library of Parliament plays a critical role in the work of Parliament. The Library provides a range of non-partisan services to parliamentarians, including provision of information, documentation, research and analysis—often within very short timeframes. As well, parliamentarians' staffs make use of the Library for their research, and the visiting public also has access to these services.

113. The Library also builds and maintains extensive collections, including some related to the proceedings of the Senate, the House of Representatives and committees, as well as databases and a wide range of publications. In addition, a multi-media research collection is maintained by the Library for use by parliamentarians and staff, who also have access to the photocopiers, study tables and computers of the Library. The staff of the Library currently consists of seven positions, including a librarian, three researchers and support staff.

114. There is currently enormous pressure on the resources of the Library—the space occupied by the Library is desperately overcrowded and unsuitable for the work mandated. For example, there is a serious shortage of storage space, resulting in stacks and periodicals being housed precariously close to staff desks

115. Plans call for the Library to expand its work, providing more multi-media access to its users, as well as increasing its archival storage and upgrading its storage of current resources. Important documents are at risk of being irreparably damaged due to inadequate storage and maintenance.

116. Expansion of committee work in recent years, and expectations that committee work will continue to grow, is a major contributing factor to increased demands on library services. It is estimated that the number of staff will increase. In order to accommodate the work of the Library, and to enable staff to serve Parliament with excellence, Library space

(including varied types of space for a range of functions) will increase significantly. Specific requirements include:

117. It is proposed that a well-designed modern Parliamentary Library be accommodated in the companion building with; inter alia, the following facilities:

- (a) Provision of three separate spaces, reflecting the evolution of the work of the Library:
  - Research, reading and reference area (including separate reading areas for staff and the visiting public)
  - work space for parliamentarians and storage of documents
  - Archival storage and document imaging equipment
- (b) Provision of offices for staff, particularly those providing research services
- (c) Provision of adequate reading/working seating (including space for parliamentarians, staff and public)
- (d) Provision of electronic access throughout working/reading areas
- (e) Provision of state-of-the-art electronic monitoring and security—including electronic tracking of Library documents

### ***Hansard***

118. The Hansard Unit plays a significant role in the work of the Parliament as it is charged with providing reporting services including the Hansard Record of Parliamentary debates of the both Houses of Parliament as well as transcription of select committee evidence. The Hansard is an authoritative and enduring record of the business transacted in Parliament each day. Every word audibly uttered in Parliament is taken down by a Hansard Reporter, transcribed and then submitted for editing. The Hansard is used by Members of Parliament, the media, the judiciary as well as the general public. The Hansard Unit utilises digital audio recording with subsequent Computer Aided Transcription (CAT) and minor editing before the Hansard Record is published. The responsibilities of the Unit are as follows:

- To accurately record all proceedings of the Houses of Parliament and the proceedings of Select Committees of parliament, once requested by the Chairman;
- To produce verbatim transcripts of proceedings and camera ready copies of these transcripts in the most expeditious manner; and
- The distribution of bounded debates.

119. It is essential that sufficient and comfortable work space be assigned to the Hansard Unit as their work is critical to the proper functioning of the Parliament. Additionally, provision should be made for expansion of the department as it is anticipated that the both Houses of Parliament will conduct sittings simultaneously once the both chambers are fully restored.

### ***Human Resource Unit***

120. The Human Resource Management Unit carries out the processes of recruitment and selection, performance appraisal and training and development for the staff of the Office of the Parliament. It is also charged with functions relating to health and safety and welfare, staff compensation/benefits and industrial relations matters.

### ***Administrative Services Unit***

121. The Administrative Services Unit provides and maintains efficient and functional administrative support systems and services for the Parliament. The Unit oversees the procurement of all supplies, furniture and equipment essential to the proper functioning of the Parliament and its offices. It also administers all aspects of the management of constituency offices of members of the House of Representatives.



### ***Corporate Communications Unit***

122. The Corporate Communications Unit is responsible for constantly assessing internal and external stakeholder needs, establishing and monitoring the brand of the Parliamentary Channel and increasing its market share. In so doing it will produce booklets, newsletters and other written documentation; package and disseminate information to stakeholder segments including the media, schools and other institutions of learning, the local business sector as well as to the on-line and off-line general public.

123. The Corporate Communications Unit will be required to strengthen its public education drive and maintain its good relations with the media. The key tasks are described as follows:

- Creating, delivering and evaluating e-communication.
- Developing and implementing public relations and customer service strategies aimed at embedding the needs of the stakeholders in the operations of the Unit.
- Providing liaison services for the media through face-to-face contact in the Parliament Chamber, on-line etc.
- Developing and promoting the school tours programme, school visits and lecture series along with developing the requisite collateral material, scheduling, and assisting the IT Unit in developing the web tours on the web site.

124. The Production Unit, which is a division of the Corporate Communications Unit, broadcasts live, records and re-broadcasts all parliamentary sessions, in keeping with the Parliamentary mandate. This includes monitoring and operating radio and television control equipment to regulate signal strength, clarity, range of colours and sounds to be broadcast and recorded. It is responsible for putting together the final product as a sequence from the raw camera footage and for preparing the weekly parliamentary review for broadcast. This would involve all areas of production, post-production, duplication and packaging of videos and films.

125. Additionally the Unit is responsible for the following:

- Identifying, logging, editing and fixing faults in recordings of Parliamentary sessions;
- Coordinating free-to-air broadcasts in collaboration with consultant engineer.
- Developing programming logs.
- Liaising with the Corporate Communications Unit to develop programme content;
- Delivering back-up copies of all programmes & recordings to the Parliamentary Archives and submit content for the website.
- Planning, implementing, managing and reviewing all the Information Technology (IT) requirements of the entire Corporate Communications Office.
- Liaising with the OP IT Unit to provide the supporting IT infrastructure for all media storage needed for the Corporate Communications Office video, audio and picture archives.

### ***Financial Management***

126. The Financial Management Unit provides financial and accounting services to the Parliament and Parliamentary Institutions and ensures that the financial functions are conducted in compliance with the Exchequer and Audit Act and Financial Regulations and Instructions.

127. The Accounting Division is charged with the responsibility of assisting the Accounting Officer (Clerk of the House) with the financial management of the Parliament. It also prepares the annual estimates for submission to the Ministry of Finance, prepares salaries and allowances for all Members of Parliament who do not hold ministerial portfolios, employees of the Office of the Parliament, constituency staff and other employees of parliamentary institutions. The Division also ensures that goods and services contracted by the Office of the Parliament are paid for promptly.

***Information Services Unit***

128. At present, the Information Services Unit of the Parliament manages the following:

- (a) A network environment within the Red House comprising thirty (30) servers and two hundred and forty (240) desktop and laptop computers, in a Microsoft Windows Domain environment, supporting not only MS windows operating systems but also the Apple Mac operating system;
- (b) The IT Infrastructure of the forty-one (41) Members of Parliament, Constituency Offices and additional twenty-nine (29) sub offices across Trinidad and Tobago that are supplied with over eighty- one (81) desktop computers in workgroup environments. Members of Parliament have indicated their intention to open additional sub offices;
- (c) The IT infrastructure comprising the K2 Client System, the Complex Storage Area Network (SAN), the KAYAK Video Switcher System and all Media Servers that sustain the operations of the Parliament's 24-hour Television and Radio Stations.
- (d) All computer equipment of the Parliament Security Unit which is based on the Internet Protocol.
- (e) The provision of service to the Office of the Leader of the Opposition which has a growing local area network of three (3) servers and sixteen (16) desktop and laptops computers; and
- (f) IS support to Members of Parliament, who are provided with seventy-four (74) personal laptop computers.

The Information Systems Unit must be adequately housed to provide the comprehensive and secure services required in a modern organization.

***Parliamentary Security***

129. Parliament currently possesses a security force of approximately 65 members with jurisdiction over all security matters pertaining to the operations of Parliament and its facilities and grounds. This service operates from within the site of the parliamentary building and requires:

***Building and System Requirements:***

- office and related support facilities for all full-time security personnel
- an operations centre
- security posts as required throughout the campus
- visitor screening facilities at major point(s) of entry
- pass and access control provisions for parliamentarians and staff
- security cameras, access control systems and other technologies
- information security procedures, equipment and services
- speech security provisions for key spaces (including committee rooms)
- physical protection measures

***Site Requirements***

- a clearly defined and controlled parliamentary campus perimeter (barriers, gates electronic access control)
- vehicle screening facilities
- crowd control provisions for large demonstration/celebration area
- secured parking areas for parliamentarians and officials.

130. Overarching considerations that must be taken into account and be reflected in site selection and design of parliamentary facilities to provide security of people, information and buildings are:

- Effective security measures can and must be integrated into design, thereby avoiding compromising the visual appeal of the building
- Spatial separations (e.g., vehicle set-backs, landscape features) are a critical protection factor
- Site and building design and planning are vital to security
- Appropriate measures to address security threats at the perimeter of the parliamentary campus are essential to minimize threats within the campus.

131. Complete requirements for security services must be based on a full and detailed assessment of the risks and considered judgments about the level and nature of mitigation needed—for the full spectrum of threats and for every major function, facility or location. Threats should include those related to natural disasters, terrorism or other physical attacks, criminal acts, disruptions of parliamentary operations and accidental events.

### **Stores**

132. Care must be exercised in the design to ensure that the floor loadings are adequate, and that access doors are sized to permit the passage of goods trolleys if required. Layouts must take into account proposed racking/shelving layouts to ensure that passages between units are adequately lit. Fire protection, fire detection and security requirements must be appropriate for the type/value of goods stored. Internal environment must be suitable for the type of goods to be stored (e.g., temperature, humidity, ventilation needs, etc.).

### **Staff Toilets**

133. Male and female staff toilets should be provided on all floor levels and the design should provide an attractive integrated environment, capable of being varied in appearance at intervals and with finishes which are hard wearing, hygienic, attractive and easily maintained.

134. Facilities for disabled people should be part of the general toilet accommodation and be accessible from all parts of the staff area. Toilets should be alternate left and right hand transfer

135. Toilets shall be effectively ventilated by incorporating mechanical ventilation systems that are independent of other systems. Cubicles should complement the walls finishes and be no less than 2.0m in height and raised from the floor for ease of cleaning; minimum width 900mm. Sanitary accommodation should be provided on the basis of 40% male staff: 60% female staff. WC suites, wash-hand basins, urinal bowls and modesty divisions should be of good quality.

136. The preferred method of sanitary towel disposal is by bin service that will be arranged by the client. Consideration should be given to the appropriate positioning of soap and roller towel dispensers.

### **Public Toilets**

137. Where toilets are provided for the public, there should be separately accessed unisex disabled person's compartments. All public toilets should be located in a supervised area with the facilities designed to be vandal resistant, with hard impervious floor and wall finishes resistant to damage and graffiti.

138. Toilet fittings, sundries and lighting fitments should also be as vandal resistant as possible and consideration should be given to concealing flushing cisterns. Locks are to be provided to the entrance doors.

### **Cafeteria**

139. There is a proposed cafeteria to be located in the Companion building for the public and the Media generally. This is to be separate from the staff pantry/lounge. The location of this facility should be carefully considered at the very earliest stage due to the fundamental effect on basic planning considerations, structural design, service requirements, health and

safety provisions, arrangements for deliveries/disposals. Any catering facilities for public or Media must be wholly self-contained within the public area and cannot share facilities with Members/staff dining room/bar (such as kitchens and washing up facilities) which would allow potential access to controlled areas.

140. All accommodation should be designed as a modern unit providing a good working environment for the kitchen staff and quality dining areas complete with furnishings and fittings. Trolley standing areas should be located within the kitchen and wash-up areas.

#### ***Janitors' Room***

141. Cleaners' rooms should preferably be provided on each floor of both buildings. The rooms should be adequately sized for the purpose, and contain a bucket sink complete with grating, hot and cold water supplies, side drainer/laying space and adequate storage shelving.

#### ***Waste Disposal***

142. Waste disposal facilities adequate for and suited to the purpose and size of the campus should be provided. The main facility should be within the basement of the Companion building and house containers compatible with the refuse disposal service. The location should be in an air-conditioned lockable area resistant to vermin attack and should contain a separate space for the storage of recyclable materials. Care shall be given to the location and design of waste disposal facilities for kitchen waste.

Documents with any security implication will be shredded at source in the building and then held prior to collection in a store room near the loading bay, which should also have a secure area for unshredded secure material.

**PRELIMINARY SPACE REQUIREMENTS - THE RED HOUSE**

<b>BUILDING</b>	
<b>CEREMONIAL AND REMEMBRANCE SPACE</b>	
<b>ARCHITECTURAL SYMBOLS OF PARLIAMENT</b>	<b>2,000</b>
<b>Prayer Room</b>	<b>500</b>
<b>Reception and Waiting area</b>	<b>500</b>
<b>CHAMBER OF THE HOUSE</b>	<b>4,500</b>
Members' Seating (60 + growth)	
Presiding Officers' Guests	
Table of the House	
Hansard Reporting Station	
Audio-Visual Control	
Senior Official Seating	
Media Gallery (50 persons)	
<b>Mezzanine Level</b>	<b>To be discussed and advised</b>
Public Gallery (150 persons)	
(Lift required for access to chamber)	
<b>Support Facilities</b>	
Foyer/Lobby	<b>1,400</b>
Public Washrooms	300
Members' Washrooms	600
Chamber Security Post	200
Hansard Sub Office	300
<b>CHAMBER OF THE SENATE</b>	<b>4,500</b>
Members' Seating (60 + growth)	
Presiding Officers' Guests	
Table of the House	
Hansard Reporting Station	
Audio-Visual Control	
Senior Official Seating	
Media Gallery	
<b>Mezzanine Level</b>	
Public Gallery (150 persons)	
Lift required for access to chamber	
<b>Support Facilities</b>	<b>1,400</b>
Public Washroom	300
Members' Washroom	600
Chamber Security Post	200
Hansard Sub Office	300
<b>CAUCUS AND COMMITTEES</b>	<b>7,800</b>
Large Multipurpose Rooms (2 @ 2,000 sq. ft)	
(doubling as media conference rooms as necessary)	4,000
Medium Committee Rooms (2 @ 1,000 sq. ft)	2,000
Small Committee Rooms (3 @ 600 sq. ft)	1,800

<b>MEDIA FACILITIES</b>	<b>2,000</b>
Work Area	
Media Lounge	
<b>MAILROOM</b>	<b>1,000</b>
<b>PARLIAMENTARY OFFICES</b>	
<b>Speaker of the House</b>	<b>2,710</b>
Speaker's Office (robing and washroom)	1,000
Deputy Speaker's Office	310
Staff Offices (3 @ 150 sq. ft)	500
Meeting Room	300
Waiting Lounge	225
Dining Room / Servery	300
Washroom	75
<b>President of the Senate</b>	<b>2,510</b>
President's Office (robing and washroom)	800
Vice-President's Office	310
Staff Offices (2 @ 150 sq. ft)	300
Meeting Room	300
Waiting Lounge	225
Dining Room / Servery	300
Washroom	75
<b>Prime Minister</b>	<b>3,350</b>
Prime Minister's Office ( including private washroom)	600
Staff Offices (3 @ 100 sq. ft)	300
Cabinet Meeting Room	2,000
Lounge	150
Dining Room / Servery	300
<b>Leader of the Opposition</b>	<b>1,010</b>
Leader's Office (including private washroom)	500
Conference Room	160
Staff Offices (2 @ 100 sq. ft)	200
Lounge	150
<b>DINING ROOMS</b>	<b>6,900</b>
Dining Room for Parliamentarians	
(can be partitioned into 2 dining rooms -table service factored in)	6000
Dining Room for Officials and special Guests	
(Senior Public Officers-table service factored in)	900
<b>LOUNGES</b>	<b>2,000</b>
Lounges for Members	
Lounges for Senators	
<b>Office of the Marshal</b>	<b>560</b>
Marshal's Office	250
Deputy Marshal's Office	150
Support Staff (2 @ 80 sq.ft.)	160

<b>Housekeeping</b>	<b>200</b>
Storage for Cleaning Supplies	
<b>Food Services</b>	<b>900</b>
(culinary equipment, cold storage, workspaces, freezers, Food Services staff area, etc.)	
<b>PARLIAMENT MUSEUM</b>	<b>4,000</b>
Audio Visual Education Centre (to seat 40 with tiered seating)	
<b>SECURITY</b>	1600
Secure Command Centre (2)	
<b>ROTUNDA AND CIRCULATION</b>	<b>3,000</b>
<b>Total Net Building Area Space requirements</b>	<b>54,340</b>

## PRELIMINARY SPACE REQUIREMENTS—COMPANION BUILDING

<b>MEMBERS' OFFICES</b>	
<b>Leader of the House</b>	
Leader's Office	
Staff Offices	<b>600</b>
<b>Leader of the Independent Bench</b>	
Leader's Office	
Staff Offices	<b>600</b>
<b>Opposition Chief Whip</b>	
Member's Office	
Staff Offices	<b>600</b>
<b>Leader Gov't Bench Senate</b>	
Member's Office	
Staff Offices	<b>600</b>
<b>Leader Opposition Senate</b>	
Member's Office	
Staff Offices	<b>600</b>
<b>Members—House of Representatives</b>	<b>11,700</b>
Suites (20 @ 500 sq.ft.)	10,000
Meeting Rooms (3 @ 500 sq. ft)	1500
Washrooms	200
<b>Senators</b>	<b>8,700</b>
Suites (15 @ 500 sq.ft.)	7,500
Meeting Rooms (2 @ 500 sq. ft)	1,000
Washrooms	200
<b>MULTI PURPOSE COMMITTEE ROOMS (with accommodation for witnesses and media)</b>	<b>3,800</b>
Large Modern Multipurpose Room (1 @ 1000 sq. ft)	1,000
Medium Modern Committee Rooms (2 @ 800 sq. ft)	1,600
Small Modern Committee Rooms (2 @ 600 sq. ft)	1,200
<b>Clerk of the House</b>	<b>2,200</b>
Clerk's Office (with washroom)	500
Conference Room	300
Senior Staff Offices (3 @ 200 sq.ft.)	600
Support Staff Offices (5 @ 80sq.ft.)	400
Reception Area (waiting, washroom, kitchenette)	400
<b>Clerk of the Senate</b>	<b>1,360</b>
Clerk's Office (with washroom)	400
Senior Staff Offices (2 @ 200 sq.ft.)	400
Support Staff Offices (2 @ 80 sq.ft.)	160
Reception Area (waiting, washroom, kitchenette)	400



<b>Committees Secretariat (Procedural/Chamber/Committee support)</b>	<b>4,000</b>
Senior Staff Offices (10 @ 200 sq.ft.)	2000
Support Staff (20 @ 80 sq.ft.)	1,600
Secretariat Meeting Room	400
<b>Legal Unit</b>	<b>910</b>
Senior Legal Officer (1@350 sq.ft.) (with washroom)	350
Legal Officer (2@200 sq.ft)	400
Support Staff (2 @80 sq.ft.)	160
<b>Drafting Unit</b>	<b>800</b>
Senior Staff Office	200
Legislative Printing Staff	200
Printing Room	400
<b>Inter-Parliamentary Affairs/Events Unit</b>	<b>960</b>
Senior Staff Offices (3@200 sq.ft.)	600
Support Staff (2 @80 sq.ft.)	160
Storage	200
<b>General Secretariat Area(waiting, washroom, kitchenette)</b>	<b>400</b>
<b>Lounge</b>	<b>500</b>
<b>Library</b>	<b>10,200</b>
Reading Room for Members	800
Periodical Area	200
Reading / Research Area for Public	200
Multimedia/Imaging and Microform Area	200
Computer Reference Area	200
Research Spaces for Staff	400
Book stacks (Main Library)	5,000
Rare Books / Archives	1,000
Librarian's Office	250
Senior Staff Offices (3 @200 sq. ft)	600
Support Staff (10 @ 80 sq.ft.)	800
Meeting / Training Room	200
Technical Services (fax, copier, etc.)	150
Storage Space / Receiving	200
<b>Hansard Division</b> (assumption: expansion double current staff from 32 to 50 due to bicameral Parliament and increased committee work)	<b>4,390</b>
Editor's Office	250
Sub Editor's Offices (8 @ 100 sq.ft.)	800
Reporters/Scopers (25@ 80 sq.ft.)	2,000
Hansard Typists (8 @ 80 sq.ft.)	640
Clerical Assistants (2 @ 80 sq.ft.)	160
Proof readers (3 @ 80 sq.ft)	240
Storage Space	300

<b>Corporate Communications Division</b>	<b>4,390</b>
Director's Office	250
Senior Staff (2 @ 200 sq.ft.)	400
Support Staff (10 @ 80 sq. ft)	800
Broadcast Control Rooms	1,200
Radio Control Room	200
Repair Room	240
Distribution Room	200
Equipment Storage	500
Broadcast Staff Offices (6 @60 sq.ft.)	360
Visual Editing Staff Offices (4 @60 sq.ft.)	240
<b>Messaging and Courier (12 Staff)</b>	<b>3,000</b>
Mailroom, Supervisor's Room, office space, Receiving/Sorting/Distribution, Chamber orderlies/Lounge Area	1,800
Supervisor's Office	200
Members' Drivers Lounge	1,000
<b>Housekeeping (12 Staff)</b>	<b>1000</b>
Lockers/ Change Rooms (with shower)	300
Storage for Cleaning Supplies	200
Laundry	200
Lounge	300
<b>Food Services</b>	<b>2,000</b>
(culinary equipment, cold storage, workspaces, freezers, (assumption: full in-house food production, IF NEEDED )	
<b>Facility Management and Maintenance</b>	<b>1,460</b>
(assumption: full in-house accommodation management, maintenance and repairs)	
<b>Accommodation Management</b>	
Supervisor's Office (1 @ 150 sq.)	150
Staff	160
<b>Buildings and Grounds Maintenance</b>	
Equipment / Supplies Storage (+ yard?)	200
Supervisor's Office (1 @ 150 sq. ft)	150
Staff (to include Lockers/Change Rooms)	800
<b>Security</b>	<b>4,560</b>
Marshal's Office	300
Inspector's Office	150
Sergeants' Office (3 @ 100 sq. ft)	300
Support Staff (2 @ 80 sq. ft)	160
Records Area	200
Charge Room (constables)	500
Secure storage	150
Female and Male Change facilities (inclusive of lockers, washrooms, lounge)	1,600
Command Post / Operations Centre	600
Security Posts (2)	100
Screening Facilities (2)	500

<b>Information Systems Division</b>	<b>2,810</b>
Information Systems Manager's Office	250
Support Staff (12 @ 80 sq.ft.)	960
Server Room and Equipment Room	1,200
Equipment Storage	400
<b>Human Resources Management</b>	<b>1,550</b>
Director's Office	250
Senior Staff (4 @ 100 sq.ft.)	400
Support Staff Offices (10 @ 60 sq.ft.)	600
Records filing	300
<b>Administrative Support</b>	<b>1,920</b>
Senior Staff	200
Support Staff Offices (12 @ 60 sq.ft.)	720
Current record filing	200
Stores	800
<b>Records Management (Vault)</b>	<b>1,300</b>
High Density Compact Shelving	1200
Office Staff (2@ 50 sq.ft.)	100
<b>Financial Management</b>	<b>3,170</b>
Accounting Executive	250
Senior Staff (2 @ 100 sq.ft.)	200
Support Staff Offices (22 @ 60 sq.ft.)( inclusive of binders)	1,320
Secure cheque writing facilities	200
Record filing ( including fire proof)	1,200
<b>Internal Audit</b>	<b>740</b>
Senior Staff	150
Auditors (5@80 sq.ft.)	400
Clerical Staff (2@45 sq.ft.)	90
Storage	100
<b>Pension and Leave</b>	<b>340</b>
Senior Staff	150
Support Clerical Staff (2@45 sq.ft.)	90
Storage	100
<b>Support Facilities</b>	<b>2,600</b>
Staff Meeting Rooms (2 @ 1,200 sq.ft.)	2,400
Storage Room (2 @ 100 sq.ft.)	200
<b>Staff Services</b>	<b>4,900</b>
Cafeteria/Vending Area/Lunch Room	1,000
Lounges/Break areas (2)	300
Gym (exercise room, lockers, change/shower/washrooms)	3,600

<b>Other Services</b>	<b>880</b>
After School Children's Center	500
Supervisor's Office	80
Kitchenette (per floor)	80
Washroom (separate boys and girls) (2@ 60 sq. ft)	120
Sick Bay	100
<b>(Space req. not inclusive of electrical and mechanical rooms, wiring closets and lifts)</b>	
<b>Parking (space to accommodate 300 vehicles)</b>	
(To be discussed and advised)	
<b>Total Net Building Area Space requirements</b>	<b>91,000 square feet</b>
<b>Circulation space required (15%) <u>13,650 square feet</u></b> <b>Future expansion (20%) <u>18,200 square feet</u></b>	
<b><u>Total Space requirements</u></b>	<b><u>122,850 square feet</u></b>

