



Government of the Republic of Trinidad and Tobago  
**Ministry of Housing and Urban Development**

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Ms. Rachael Russell  
#3 Todd Street,  
El Socorro  
San Juan

May 3<sup>rd</sup>, 2022

Dear Ms. Russell,

Congratulations and welcome to the PMEUE team. You have been selected to serve in the position of Administrative Officer due to the specific skills/abilities/attributes that you possess.

We are looking forward to working with you as we strive towards achieving the objectives of the Inter-American Development Bank (IDB) funded Urban Upgrading and Revitalization Programme (UURP).

We expect the highest professional standards in the performance of your duties, comportment and attire as you serve as a member of the PMCEU team.

Regards,

**Jeffrey A. Reyes**  
**Programme Director**  
**Programme Monitoring Coordinating and Evaluation Unit**  
**Ministry of Housing and Urban Development**

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**Programme Monitoring Coordinating and Evaluation Unit**  
Level 3, JOBCO Building, #51-55 Frederick Street, Port-of-Spain  
The Republic of Trinidad and Tobago, West Indies  
Telephone: (868) 623 4663 Ext. 2131/2156/2265 Fax: (868) 624-9664  
Website: [www.housing.gov.tt](http://www.housing.gov.tt) email: [uurp-idb@housing.gov.tt](mailto:uurp-idb@housing.gov.tt)