



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Monday 3rd July, 2023—Price \$1.00

No. 102

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Anti-Doping in Sport Act, Chap. 40:56 to bring in compliance, the non-conformities of the Act with the standards of the World Anti-Doping Code”—\$149.40.

1192

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part C—

Bill entitled “An Act to amend the Anti-Doping in Sport Act, Chap. 40:56 to bring in compliance, the non-conformities of the Act with the standards of the World Anti-Doping Code.”

1193

PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Anti-Doping in Sport (Amendment) Bill, 2023

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

J. SAMPSON MEIGUEL
Clerk of the House

3rd July, 2023.

1194

APPOINTMENT TO THE PROCUREMENT BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with the Prime Minister and Leader of the Opposition, in exercise of the power vested in her by section 10(1) of the Public Procurement and Disposal of Public Property Act No. 1 of 2015, as amended by Act No. 5 of 2016, Act No. 3 of 2017 and Act No. 27 of 2020, has appointed BEVERLY S. KHAN, as the Procurement Regulator and Chairman of the Procurement Board for a period of five (5) years, with effect from 28th June, 2023.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

28th June, 2023.



The Government of the Republic of Trinidad & Tobago
Ministry of Public Administration

PUBLIC STATEMENT 2021

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF

THE FREEDOM OF INFORMATION ACT (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Public Administration is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public: A legal right for each person to access information held by the Ministry of Public Administration;

1. A legal right for each person to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
2. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
3. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration (MPA):

The Public Statement of the Ministry of Public Administration and Digital Transformation (MPADT) for the period September 2020 to July 12, 2021 was published in May 2022 in accordance with Section 7 of the FOIA. The then MPADT was re-aligned in July 2021 to the Ministry of Public Administration and the Ministry of Digital Transformation in accordance with Gazette Notice 111 of July 19, 2021. The Ministry of Public Administration now presents its Public Statement for the period July 2021 to December 31st, 2021.

During the period covered by this Statement, the MPA did not complete a new Strategic Plan. The MPA's Strategic Plan for fiscals 2018 to 2020 outlined a programme for the Ministry to:

- Enhance its operational capacity;
- Become more client-centric;
- Improve the public service architecture and;
- Improve delivery of public services.

The Vision of the MPA is:

"To be the regional leader in Public Service Transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPA is:

"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management, public administration and communications solutions."

The MPA comprises the following Divisions:

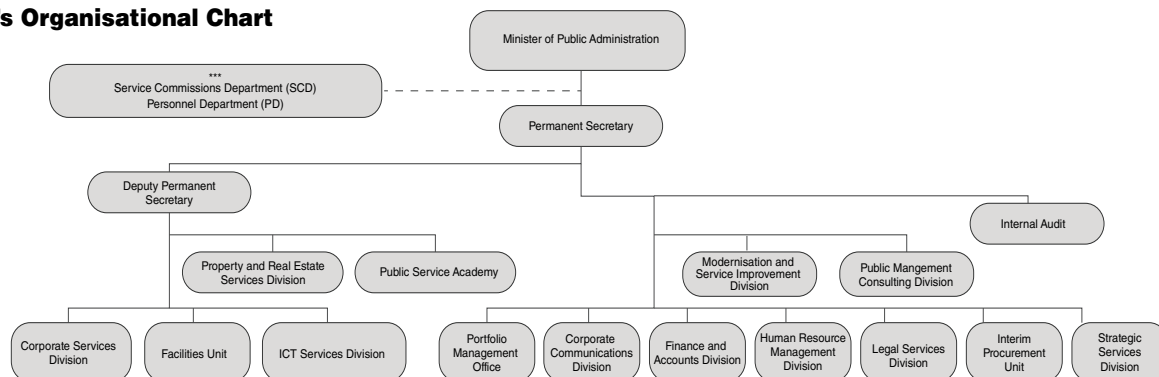
1. Core Divisions:

- Modernisation and Service Improvement Division
- Property and Real Estate Services Division
- Public Management Consulting Division
- Public Service Academy

2. Support Divisions/Units:

- Corporate Communications Division
- Corporate Services Division
- Executive Secretariat
- Facilities Unit
- Finance and Accounts
- Human Resource Management Division
- Information and Communications Technology (ICT) Services Division
- Internal Audit
- Interim Procurement Unit
- Legal Services Division
- Portfolio Management Office
- Strategic Services Division

MPA's Organisational Chart



*** Agencies and Departments that report to the Minister of Public Administration

MINISTRY OF PUBLIC ADMINISTRATION PUBLIC STATEMENT 2021—CONTINUED

Section 7 (1) (a) (i)
Functions of the Divisions of the Ministry of Public Administration:

CORE DIVISIONS

The Modernization and Service Improvement Division's (MSID) strategic objective is to facilitate a fit-for-purpose and client-centric public service. Accordingly, the MSID develops policy, guidelines and standards, facilitates service improvement in key public services and establishes and operates whole-of-government solutions.

The Property and Real Estate Services Division (PRESD) is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum socio-economic returns from assets. The Division has an advisory role to the State on property matters.

The Public Management Consulting Division (PMCD) provides management consulting services to the Cabinet, Government Ministries, Departments and Agencies. Its primary mandate is the review of submissions from Ministries relating to their organizational structures.

The Public Service Academy (PSA) is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. The Academy also administers offers of Technical Cooperation Training from foreign governments and international agencies.

SUPPORT DIVISIONS

Corporate Communications Division is responsible for developing and guiding the Ministry's Corporate Communications Strategy. Its activities include Internal Communications, Public Relations, Media Relations, Events Management, Branding, and Crisis and Issues Management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, and customer service) that support the business goals of the Ministry and contributes to its efficiency.

The **Executive Secretariat** comprises the Honourable Minister, Minister in the Ministry, the Permanent Secretary, the Deputy Permanent Secretary and the Administrative Support Teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry, which includes reviews and submission of Notes for the consideration of Cabinet which have been prepared by Divisions and receives and distributes Cabinet Minutes for action or information within the Ministry.

Facilities Unit provides services and support related to the maintenance, upgrades, asset management and security of property occupied by the Ministry.

Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

The **Human Resource Management Division** aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Division has as its core functions recruitment of contract personnel, performance management, organisational development, training and development and employee relations.

Information Communication Technology Services Division is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts.

The **Interim Procurement Unit** was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the pre-qualification of suppliers and the procuring of all goods and services for the Ministry.

Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Portfolio Management Office (PMO) was established on March 22, 2021 and is responsible for the delivery of the Ministry's strategic and mission critical projects inclusive of the Development Programme. This is advanced through the adoption of a standard approach to portfolio, program and project management. The Division further ensures key information is exchanged seamlessly between the Executive, Heads of Division and other stakeholders to effectively prioritise, make investment decisions and manage the Ministry's portfolio of projects.

Strategic Services Division is responsible for coordinating the Ministry's Strategic Plan and developing various internal policies. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to monitor and evaluate/measure performance and meet statutory reporting requirements. The Division is also responsible for managing the Ministry's PSIP and other projects to ensure that proper design, implementation and monitoring and evaluation mechanisms are in place.

Section 7 (1) (a) (ii)
Categories of Documents maintained by the Ministry of Public Administration:

- a. Files, Records, Manuals, Documents:**
01. Files dealing with administrative support and general administrative documents and records (including logs) for the operations of the Ministry.
 02. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
 03. Files dealing with the accounting and financial management function of the Ministry
 04. Files dealing with circulars, memoranda, notices, bulletins
 05. Files dealing with official functions, conferences and events hosted
 06. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
 07. Files dealing with matters relating to the procurement of supplies, services and equipment
 08. Internal and external correspondence files
 09. Customer files
 10. Complaint/suggestion files
 11. Inventory Management files
 12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units

MINISTRY OF PUBLIC ADMINISTRATION PUBLIC STATEMENT 2021—CONTINUED

13. Contracts, agreements, leases, deeds, concessions and licences
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals
21. Training Files

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act Request Forms
2. Application for Accommodation Forms
3. Request for Site Visit Forms

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of material between the hours of **8:30 a.m. to 3:30 p.m.** on normal working days at the following offices:

Ministry of Public Administration (Head Office)

Levels 5-7

National Library Building

Corner Hart and Abercromby Streets,

Port of Spain

Telephone: 623-4724

Fax: 624-9482

The following (additional) resources may be accessed at the website:
Ministry of Public Administration (mpa.gov.tt)

Publications:

- **2023:**
 - Ministry of Public Administration Annual Report 2014-2015
 - Ministry of Public Administration and Communications Annual Report 2016-2017
 - Ministry of Public Administration and Communications Annual Report 2015-2016
- **2022:**
 - 3rd Anniversary GovPoP
 - Public Statement 2018 of the MPA
 - Public Statement 2018 of the MPAC
 - Public Statement 2017 of the MPAC
 - Public Statement 2021 of the MPADT
- **2021:**
 - 2nd Anniversary GovPoP
- **2020:**
 - Public Statement 2020 of the MPA
 - GoRTT Cloud Computing Policy
 - GovPoP 1st Anniversary
- **2019:**
 - Public Statement 2019 of the MPA
- **2018:**
 - Public Service Day 2018 – Folio Book
 - Policy Electronic Records Management for GORTT Internet Presences
 - Policy on e-Government interoperability Framework.
 - Business Continuity Management Strategy – August 2015
 - Ministry of Public Administration Strategic Plan FY 2018 to 2020
 - ICT Blueprint- A Quick Look
 - Requesting Lease/Rental of Private Property for the Accommodation of Government Premises
- **2017:**
 - Public Statement 2016 of MPAC
- **2016:**
 - Ministry of Science and Technology Annual Administrative Report 2015
 - Government Cloud Initiative
 - Business Continuity Management Policy 2015
 - Business Continuity Management Strategy 2015
 - Simplifying Lives, Quality and Satisfaction in Public Services, IDB Report 2015
- **2015:**
 - Ministry of Public Administration Annual Report 2013-2014
 - smarTT – National ICT Plan – 2014 – 2018
 - ICT Initiatives and Procurement – Circular Memorandum
- **2014:**
 - Ministry of Public Administration Annual Report 2012 – 2013
 - Updated Public Statement of the Ministry of Public Administration – 2013
- **2013:**
 - Ministry of Public Administration Annual Report 2011 – 2012
 - GoRTT Office Outfitting Policy 2012
 - Opinion Leaders Panel 2012 Wave 23 Report
 - Caribbean Leadership Programme – Frequently Asked Questions – October 2012
 - e-Government Omnibus Technical Standards
 - Opinion Leaders Panel 2012 Wave 21 Report
- **2012:**
 - Ministry of Public Administration Annual Report 2010 – 2011
 - Ministry of Public Administration Annual Report 2009 – 2010
 - MORI – Opinion Leaders Panel Report – Wave 19 – July 2011
 - Opinion Leaders Panel 2011 – Wave 20 Report
 - Opinion Leaders Panel 2011 – Wave 19 Report
 - Opinion Leaders Panel 2011 – Wave 18 Report
 - Ministry of Public Administration Achievement Report – May 2010 – May 2011
 - Ministry of Public Administration Green Paper - Transforming the Civil Service Renewal and Modernisation
- **2011:**
 - GoRTT Computer and Hardware Standards
 - World Values Survey – Trinidad and Tobago 2011
 - Opinion Leader Panel 2010 – Wave 17 Report
 - Opinion Leader Panel 2010 – Wave 16 Report
 - GoRTT Computer Hardware and Software Standards
 - Opinion Leaders Panel 2010 – Wave 15 Report
- **2010:**
 - Ministry of Public Administration Annual Report 2008-2009
 - Public Service Employee Survey 2008
 - Opinion Leaders Panel 2009, Wave 14 Report
 - Opinion Leaders Panel 2009, Wave 13 Report
- **2009:**
 - Ministry of Public Administration Annual Report 2007-2008
 - Opinion Leaders Panel 2008, Wave 12 Report
 - Opinion Leaders Panel 2008, Wave 11 Report
 - Opinion Leaders Panel 2008, Wave 10 Report
 - Opinion Leaders Panel 2008, Wave 9 Report
- **2008:**
 - Ministry of Public Administration and Information Annual Report 2006-2007
 - Policy on the Administration of Software Licenses
 - Opinion Leaders Panel 2007, Wave 8 Report
 - Opinion Leaders Panel 2007, Wave 7 Report
- **2007:**
 - Policy: Risk Management for TT Government Internet Services
 - World Values Survey 2006
 - Policy: The e-Government Portal and Web Based Enterprise Wide Applications
 - Policy: Protection of Personal Privacy and Data Protection.
 - Policy: Network Security & Access Control
 - Opinion Leaders Panel 2006
 - Wave 6 Report

MINISTRY OF PUBLIC ADMINISTRATION PUBLIC STATEMENT 2021—CONTINUED

- **2005:**
 - Opinion Leaders Panel 2005, Wave 5 Report.
- **2004:**
 - Public Service Employee Survey, 2004
 - Opinion Leaders Panel 2004, Wave 4 Report
- **2003:**
 - Opinion Leaders Panel 2003, Wave 3 Report.
 - Opinion Leaders Panel 2003, Wave 2 Report.
 - FastForward 1 – Accelerating into the Digital Future
- **2002:**
 - Opinion Leaders 2002 Baseline Report

Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration
- Print Notices
- Videos
- Information on the services provided to citizens and Government organizations:
 - PSA Training course schedules and Technical Cooperation programmes schedules
 - Government Property and Real Estate services
 - Public Sector Organizational Design and Development
 - Transformation Initiatives
 - Telecom Regulations
 - National ICT

Section 7(1) (a) (iv)**Literature available by Subscription:**

The Ministry of Public Administration has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Ministry of Public Administration:****General Procedure**

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if one's request for information is refused), The request must be made in writing. The Request for Access to Official Documents form, can be accessed at the Ministry's Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (**see Section 7 (1) (a) (vi)**).

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If applicants are not sure how to write a request or uncertain about the details to include, they should communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

Section 7 (1) (a) (vi)**Officers in the Ministry responsible for:**

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section 13; and
3. Applications for correction of personal information under Section 36.

The Designated Officers for the Ministry are:**Ms. Charlene Jeffrey-Rodriguez** (Designate)

Research Officer I (Ag.)
Ministry of Public Administration
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port-of-Spain
Tel: 623-4724 ext. 32007
Email: foimatters@gov.tt

Ms. Anisha Pooransingh (Alternate)

Administrative Officer II (Ag.)
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port-of-Spain
Tel: 623-4724 ext. 31902
Email: foimatters@gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public):**

At the present time, there are no bodies that fall within the meaning of this section.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities:**

Any applicant requesting to view information can make general enquiries by calling the Designated Officer/s listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPA with respect to the provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the MPA, not being particulars contained in another written law:

At the present time, there are no documents that fall within the meaning of this section.

MINISTRY OF PUBLIC ADMINISTRATION PUBLIC STATEMENT 2021—CONTINUED

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MPA, or similar documents containing rules, policies, guidelines, practices or precedents:

- Policies are contained in list of Publications above.

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPA where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

There are no documents to be published under this subsection at this time.

Section 9 (1)**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established within the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MPA by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the MPA or to the responsible Minister of that public authority.

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MPA to submit a report, provide advice or make recommendations to the responsible Minister of MPA or to another officer of the MPA who is not a member of the committee.

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the MPA by a scientific or technical expert, whether employed within the MPA or not, including a report expressing the opinion of such an expert on scientific or technical matters.

MORI survey reports are contained in list of Publications above.

Section 9 (1) (f)

A report prepared for the MPA by a consultant who was paid for preparing the report.

There are no reports to be published under this subsection at this time.

Section 9 (1) (g)

A report prepared within the MPA and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no reports to be published under this subsection at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the MPA, or of an office, division or branch of the MPA, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MPA.

There are no reports to be published under this subsection at this time.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPA, the establishment of a new policy, programme or project to be administered by the MPA, or the alteration of an existing policy, programme or project administered by the MPA, whether or not the plans or proposals are subject to approval by an officer of the MPA or Cabinet.

There are no reports to be published under this subsection at this time.

Section 9 (1) (j)

A statement prepared within the MPA and containing policy directions for the drafting of legislation.

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

A report of a test carried out within the MPA on a product for the purpose of purchasing equipment.

There are no reports to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

A valuation report prepared for the MPA by a valuator, whether or not the valuator is an officer of the MPA:

- Valuation reports on state owned properties
- Valuation reports on privately owned properties rented by the State.



The Government of the Republic of Trinidad & Tobago
Ministry of Public Administration

PUBLIC STATEMENT 2022

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The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration (MPA): -

The Ministry of Public Administration has published its Statement for the period July 2021 to December 2021. This Statement covers the period January 2022 to December 2022. On October 3, 2022, the Ministry's mandate was enhanced to include responsibility for the Integrated Global Payroll (IGP)/Integrated Human Resource Information System (ihRIS) in accordance with Cabinet Minute No. 1701 of September 22, 2022.

In June 2022, the Inter-American Bank (IDB) engaged the firm LCI Consulting Inc, under its Technical Cooperation Agreement to develop a Strategy Playbook and Communications Plan for the Ministry of Public Administration. In December 2022 and January 2023, the LCI facilitated the finalization of the Playbook and Communication Plans with MPA. The Ministry has submitted its Strategic Plan for the period October 1,

2022 to September 31, 2025 to Cabinet for consideration and approval. The MPA's proposed Strategic Plan for fiscals 2023 to 2025 outlines a programme that seeks to:

- Create an agile and client-focused Public Service;
- Enable a proactive Public Service culture;
- Champion a results-oriented and performance-driven Public Service.

The proposed Vision of the MPA is:

"MPA is your trusted and recognized leader for public service excellence".

The proposed Mission of the MPA is:

We proactively partner with our stakeholders to continuously develop the Trinidad and Tobago Public Service by strengthening the workforce, providing safe and comfortable accommodation solutions and enabling digital services that work.

The MPA comprises the following Divisions:

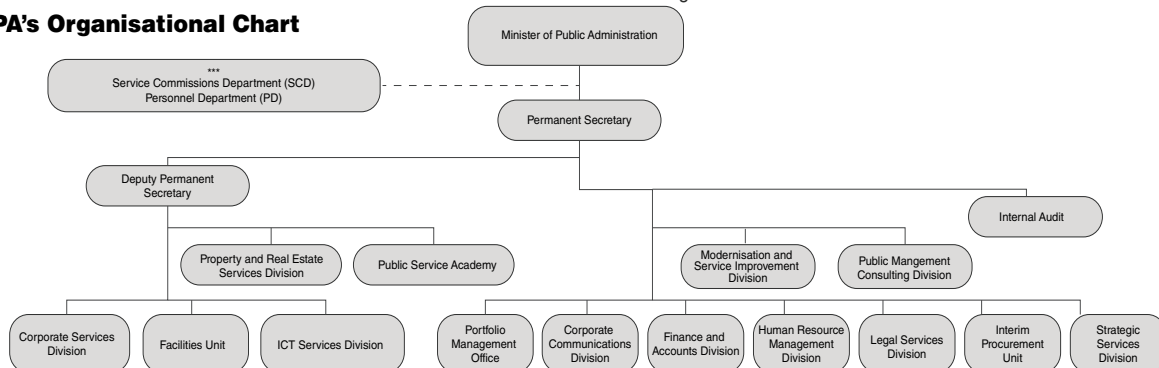
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- Modernization and Service Improvement Division
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MINISTRY OF PUBLIC ADMINISTRATION PUBLIC STATEMENT 2022—CONTINUED

Section 7 (1) (a) (i)**Functions of the Divisions of the Ministry of Public Administration:****CORE DIVISIONS**

Integrated Global Payroll (IGP) Integrated Human Resource Information System (iHRIS) was established to support all Ministries in the Public Service in Workforce Administration, Recruitment, Salary Administration Base Benefits, Position Management, Business Rules, Labour Relations, Training Administration, Health and Safety, Performance Management, Competency Management, Succession Planning and Employee Relations.

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The Interim Procurement Unit was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the pre-qualification of suppliers and the procuring of all goods and services for the Ministry.

Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Portfolio Management Office (PMO) was established on March 22, 2021 and is responsible for the delivery of the Ministry's strategic and mission critical projects inclusive of the Development Programme. This is advanced through the adoption of a standard approach to portfolio, program and project management. The Division further ensures key information is exchanged seamlessly between the Executive, Heads of Division and other stakeholders to effectively prioritise, make investment decisions and manage the Ministry's portfolio of projects.

Strategic Services Division is responsible for coordinating the Ministry's Strategic Plan and developing various internal policies. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to monitor and evaluate/measure performance and meet statutory reporting requirements. The Division is also responsible for managing the Ministry's PSIP and other projects to ensure that proper design, implementation and monitoring and evaluation mechanisms are in place.

Section 7 (1) (a) (ii)**Categories of Documents maintained by the Ministry of Public Administration:****a. Files, Records, Manuals, Documents:**

- Files dealing with administrative support and general administrative documents and records (including logs) for the operations of the Ministry.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Ministry
- Files dealing with circulars, memoranda, notices, bulletins
- Files dealing with official functions, conferences and events hosted
- Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
- Files dealing with matters relating to the procurement of supplies, services and equipment

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8. Internal and external correspondence files
9. Customer files
10. Complaint/suggestion files
11. Inventory Management files
12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
13. Contracts, agreements, leases, deeds, concessions and licences
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals
21. Training Files

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act Request Forms
2. Application for Accommodation Forms
3. Request for Site Visit Forms

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of material between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following office:

Ministry of Public Administration (Head Office)

Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Telephone: 623-4724

The following (additional) resources may be accessed at the website:
Ministry of Public Administration (mpa.gov.tt)

Publications:

- **2023:**
 - Public Statement 2021 of the MPA
 - Ministry of Public Administration Annual Report 2014-2015
 - Ministry of Public Administration and Communications Annual report 2016-2017
 - Ministry of Public Administration and Communications Annual Report 2015-2016
- **2022:**
 - 3rd Anniversary GovPoP
 - Public Statement 2018 of the MPA
 - Public Statement 2018 of the MPAC
 - Public Statement 2017 of the MPAC
 - Public Statement 2021 of the MPADT
- **2021:**
 - 2nd Anniversary GovPoP
- **2020:**
 - Public Statement 2020 of the MPA
 - GoRTT Cloud Computing Policy
 - GovPoP 1st Anniversary
- **2019:**
 - Public Statement 2019 of the MPA
- **2018:**
 - Public Service Day 2018 – Folio Book
 - Policy Electronic Records Management for GORTT Internet Presences
 - Policy on e-Government interoperability Framework.
 - Business Continuity Management Strategy – August 2015
 - Ministry of Public Administration Strategic Plan FY 2018 to 2020
 - ICT Blueprint- A Quick Look
 - Requesting Lease/Rental of Private Property for the Accommodation of Government Premises
- **2017:**

 - Public Statement 2016 of MPAC
- **2015:**
 - Ministry of Science and Technology Annual Administrative Report 2015
 - Government Cloud Initiative
 - Business Continuity Management Policy 2015
 - Simplifying Lives, Quality and Satisfaction in Public Services, IDB Report 2015
 - Business Continuity Management Strategy for the Public Service - August 2015
- **2014:**
 - Ministry of Public Administration Annual Report 2013-2014
 - smarTT – National ICT Plan – 2014 – 2018
 - ICT Initiatives and Procurement – Circular Memorandum
- **2013:**
 - Ministry of Public Administration Annual Report 2012 – 2013
 - Updated Public Statement of the MPA – 2013
- **2012:**
 - Ministry of Public Administration Annual Report 2011 – 2012
 - GoRTT Office Outfitting Policy 2012
 - Opinion Leaders Panel 2012 Wave 23 Report
 - Caribbean Leadership Programme – Frequently Asked Questions – October 2012
 - Opinion Leaders Panel 2012 Wave 21 Report
- **2011:**
 - Ministry of Public Administration Annual Report 2010 – 2011
 - Ministry of Public Administration Annual Report 2009 – 2010
 - MORI – Opinion Leaders Panel Report – Wave 19 – July 2011
 - Opinion Leaders Panel 2011 – Wave 20 Report
 - Opinion Leaders Panel 2011 – Wave 19 Report
 - Opinion Leaders Panel 2011 – Wave 18 Report
 - Ministry of Public Administration Achievement Report – May 2010 – May 2011
 - Ministry of Public Administration Green Paper- Transforming the Civil Service Renewal and Modernisation
- **2010:**
 - GoRTT Computer and Hardware Standards
 - World Values Survey – Trinidad and Tobago 2011
 - Opinion Leader Panel 2010 – Wave 17 Report
 - Opinion Leader Panel 2010 – Wave 16 Report
 - GoRTT Computer Hardware and Software Standards
 - Opinion Leaders Panel 2010 – Wave 15 Report
- **2009:**
 - Ministry of Public Administration Annual Report 2008-2009
 - Public Service Employee Survey 2008
 - Opinion Leaders Panel 2009, Wave 14 Report
 - Opinion Leaders Panel 2009, Wave 13 Report
- **2008:**
 - Ministry of Public Administration Annual Report 2007-2008
 - Opinion Leaders Panel 2008, Wave 12 Report
 - Opinion Leaders Panel 2008, Wave 11 Report
 - Opinion Leaders Panel 2008, Wave 10 Report
 - Opinion Leaders Panel 2008, Wave 9 Report
- **2007:**

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- Ministry of Public Administration and Information Annual Report 2006-2007
- Policy on the Administration of Software Licenses
- Opinion Leaders Panel 2007, Wave 8 Report
- Opinion Leaders Panel 2007, Wave 7 Report
- **2006:**
 - Policy: Risk Management for TT Government Internet Services
 - World Values Survey 2006
 - Policy: The e-Government Portal and Web Based Enterprise Wide Applications
 - Policy: Protection of Personal Privacy and Data Protection.
 - Policy: Network Security & Access Control
 - Opinion Leaders Panel 2006 Wave 6 Report
- **2005:**
 - Opinion Leaders Panel 2005, Wave 5 Report.
- **2004:**
 - Public Service Employee Survey, 2004
 - Opinion Leaders Panel 2004, Wave 4 Report
- **2003:**
 - Opinion Leaders Panel 2003, Wave 3 Report.
 - Opinion Leaders Panel 2003, Wave 2 Report.
 - FastForward 1 – Accelerating into the Digital Future
- **2002:**
 - Opinion Leaders 2002 Baseline Report

Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration
- Print Notices
- Videos
- Information on the services provided to citizens and Government Organizations:
- PSA Training course schedules and Technical Cooperation programmes schedules
- Government Property and Real Estate services
- Public Sector Organizational Design and Development
- Transformation Initiatives

Section 7(1) (a) (i)**Literature available by Subscription:**

The Ministry of Public Administration has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Ministry of Public Administration:****General Procedure**

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if one's request for information is refused), the request must be made in writing. The Request for Access to Official Documents form, can be accessed at the Ministry's Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (**see Section 7 (1) (a) (vi)**).

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If applicants are not sure how to write a request or uncertain about the details to include, they should communicate with our Designated

Officer/s.

The applicant will be contacted **within thirty (30)** days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (**refusal**) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;

Section 7 (1) (a) (vi)**Officers in the Ministry responsible for:**

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section 13; and
3. Applications for correction of personal information under Section 36.

The Designated Officers for the Ministry are:**Ms. Charlene Jeffrey-Rodriguez
(Designate)**

Research Officer I (Ag.)
Ministry of Public Administration
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port-of-Spain
Tel: 623-4724 ext. 32007
Email: foimatters@gov.tt

**Ms. Anisha Pooransingh
(Alternate)**

Administrative Officer II (Ag.)
Ministry of Public Administration
Level 6, National Library Building
Corner Hart and Abercromby Streets,
Port-of-Spain
Tel: 623-4724 ext.31902
Email: foimatters@gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public):**

At the present time, there are no bodies that fall within the meaning of this section.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities:**

Any applicant requesting to view information can make general enquiries by calling the Designated Officer/s listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPA with respect to the provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

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Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the MPA, not being particulars contained in another written law:

At the present time, there are no documents that fall within the meaning of this section.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MPA, or similar documents containing rules, policies, guidelines, practices or precedents:

- Policies are contained in list of Publications above.

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPA where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

There are no documents to be published under this subsection at this time.

Section 9 (1)**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established within the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MPA by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the MPA or to the responsible Minister of that public authority.

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MPA to submit a report, provide advice or make recommendations to the responsible Minister of MPA or to another officer of the MPA who is not a member of the committee.

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the MPA by a scientific or technical expert, whether employed within the MPA or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports to be published under this subsection at this time.

Section 9 (1) (f)

A report prepared for the MPA by a consultant who was paid for preparing the report.

There are no reports to be published under this subsection at this time.

Section 9 (1) (g)

A report prepared within the MPA and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no reports to be published under this subsection at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the MPA, or of an office, division or branch of the MPA, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MPA.

There are no reports to be published under this subsection at this time.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPA, the establishment of a new policy, programme or project to be administered by the MPA, or the alteration of an existing policy, programme or project administered by the MPA, whether or not the plans or proposals are subject to approval by an officer of the MPA or Cabinet.

- Strategic Plan of the Ministry of Public Administration FY 2023-2025.

Section 9 (1) (j)

A statement prepared within the MPA and containing policy directions for the drafting of legislation.

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

A report of a test carried out within the MPA on a product for the purpose of purchasing equipment.

There are no reports to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

A valuation report prepared for the MPA by a valuator, whether or not the valuator is an officer of the MPA:

- Valuation reports on state owned properties
- Valuation reports on privately owned properties rented by the State.