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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Proclamation—(Legal Notice No. 174 of 2023).

Declaration of Existing List of Electors (Preliminary List of Electoral Registration) Order, 2023—(Legal Notice No. 175 of 2023).

Variation of Publication Date (Annual List of Electors) Order, 2023—(Legal Notice No. 176 of 2023).

Proclamation—(Legal Notice No. 177 of 2023).

Proclamation—(Legal Notice No. 178 of 2023).

Proclamation—(Legal Notice No. 179 of 2023).

Proclamation—(Legal Notice No. 180 of 2023).

Proclamation—(Legal Notice No. 181 of 2023).

Proclamation—(Legal Notice No. 182 of 2023).

Proclamation—(Legal Notice No. 183 of 2023).

Proclamation—(Legal Notice No. 184 of 2023).

Proclamation—(Legal Notice No. 185 of 2023).

Proclamation—(Legal Notice No. 186 of 2023).

Proclamation—(Legal Notice No. 187 of 2023).

Proclamation—(Legal Notice No. 188 of 2023).

Proclamation—(Legal Notice No. 189 of 2023).

Proclamation—(Legal Notice No. 190 of 2023).

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REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from the evening of 9th June, 2023, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 6th June, 2023, to perform the functions of the Prime Minister.

13th June, 2023.

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

**GOVERNMENT OF THE REPUBLIC OF
TRINIDAD AND TOBAGO**

MINISTRY OF FINANCE

**UPDATED PUBLIC STATEMENT 2022
IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT,
CHAPTER 22:02 (FOIA)**

PUBLISHED WITH THE APPROVAL OF THE HONOURABLE MINISTER OF FINANCE

In compliance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02, Laws of Trinidad and Tobago (FOIA), the Ministry of Finance is required by law to publish a statement setting out the particulars and functions of the Ministry and categories of documents maintained in its possession.

2. The FOIA gives the members of the public:
 - a. The legal right to access information in the possession of the Ministry of Finance;
 - b. A legal right of an individual to have personal information corrected where it is incomplete, incorrect, misleading;
 - c. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
 - d. Upon receipt of a Notice of Refusal, a legal right to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review of decisions under the FOIA.

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

The functions and particulars of the Ministry of Finance:

3. **The Functions of the Ministry** - To facilitate revenue collection and management; budget planning, preparation and management; formulation and promotion of fiscal and economic policy; trade facilitation and border control; debt management; and the management of the State Enterprises Sector.

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4. **Vision Statement** - The Ministry of Finance is a world class organisation that implements balanced macro-economic policies and initiatives that facilitate the expansion and diversification of the economy, ensures fiscal sustainability; and that is responsive to the global environment.
5. **Mission Statement** - To efficiently and effectively manage the economy of Trinidad and Tobago through the development and implementation of innovative policies to the benefit of all citizens.
6. **Mandate** - To facilitate revenue collection and revenue management; budget planning, preparation and management; the formulation and promotion of national fiscal and economic policy; trade facilitation and border control; debt management; and the management of the State Enterprises Sector.
7. **Core Values:**
 - **Integrity** – The equitable and honest treatment of all internal and external stakeholders.
 - **Good Governance** – The maintenance of objectivity in decision-making, fairness in the consideration of stakeholders’ interests, acceptance of accountability for actions and the demonstration of socially responsible behaviour.
 - **Transparency** – Adherence to the highest level of transparency in all operations.
 - **Quality Service** – The provision of professional and excellent service via the efficient and effective use of resources.
 - **Customer-oriented** – Commitment to the achievement of customer satisfaction at all service points.
 - **Collaboration** – Commitment to partnering with stakeholders to work towards the achievement of shared national goals.
 - **Open Communication** – Foster an environment that would allow the sharing of information and transference of the knowledge resource.
8. The following Agencies fall under the portfolio of the Ministry of Finance:

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Statutory Boards and Other Bodies

Deposit Insurance Corporation;
National Insurance Board of Trinidad and Tobago;
National Lotteries Control Board;
Trinidad and Tobago Securities and Exchange Commission;
Office of Procurement Regulation;
Valuation Tribunal;
Trinidad and Tobago Revenue Authority;
Gambling (Gaming and Betting) Control Commission;
Statutory Authorities Service Commission;
Customs Brokers Board;
Heritage and Stabilisation Fund;
Trinidad and Tobago Unit Trust Corporation; and
Central Bank of Trinidad and Tobago.

Wholly Owned Enterprises

BWIA West Indies Limited (New BWIA);
Caroni (1975) Limited;
Caroni GREEN Limited;
CLICO Trust Corporation Limited (CLICO Investment Fund);
Community Improvement Services Limited;
Education Facilities Company Limited
Export-Import Bank of Trinidad and Tobago Limited (EXIMBANK);
First Citizens Holdings Limited;
Government Human Resource Services Limited;
Government Information Services Limited;
Human Capital Development Facilitation Company Limited;
National Broadcasting Network Limited;
National Investment Fund Holding Company Limited;
Portfolio Credit Management Limited;
Seafood Industry Development Company Limited;

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Sugar Manufacturing Company Limited;
Taurus Services Limited;
Tourism Development Company Limited;
Tourism and Industrial Development Company Limited;
Trinidad and Tobago Oil Company Limited;
Trinidad and Tobago Petroleum Company Limited;
Trinidad and Tobago Tourism Business Development Limited;
Trinidad and Tobago (BWIA International) Airways Corporation (Old BWIA);
Trinidad and Tobago International Financial Centre Management Company Limited; and
Union Estate Electricity Generation Company Limited.

Majority Owned Enterprises

Caribbean Airlines Limited; and
National Enterprises Limited.

Minority Owned Enterprises (less than 50% holdings)

DFL Caribbean Holdings Limited; and
Development Finance Limited.

Indirectly Owned Enterprises

Colonial Life Insurance Company Limited;
First Citizens Asset Management Limited;
First Citizens Bank (Barbados) Limited;
First Citizens Bank Limited;
First Citizens Brokerage and Advisory Services;
First Citizens Costa Rica S.A.;
First Citizens Financial Services (St. Lucia) Limited;
First Citizens Investment Services (Barbados) Limited;
First Citizens Investment Services Limited;
First Citizens Securities Trading Limited;
First Citizens Trustee Services Limited;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

First Citizens (St. Lucia) Limited;
National Insurance Property Development Company Limited; and
NEL Power Holdings Limited.

DIVISIONS OF THE MINISTRY OF FINANCE

9. The Ministry's Head Office is located at Finance Building, Eric Williams Financial Complex, Independence Square, Port of Spain.

10. The Ministry of Finance comprises the following Divisions and Units:

Budget Division;
Building Management Unit;
Central Audit Committee;
Central Tenders Board;
Corporate Communications Unit (Head Office);
Customs and Excise Division;
Debt Management Division;
Economic Management Division;
Financial Intelligence Unit of Trinidad and Tobago;
General Administration Division;
Human Resource Management Division;
Information and Communications Technology (ICT) Division;
Inland Revenue Division;
Investments Division;
National Insurance Appeals Tribunal;
Office of the Supervisor of Insolvency;
Public Financial Management Modernization Unit (PFMMU);
Strategic Management and Execution Office (SMEO);
Tax Treaty Unit;
Treasury Division;
Treasury Solicitor's Department; and
Valuation Division.

BUDGET DIVISION

11. The work of the Budget Division within the Ministry of Finance is derived from the responsibilities assigned to the Minister with responsibility for Finance under Section 113(1) of the Constitution and Section 3 of the Exchequer and Audit Act, Chapter 69:01.

12. In assisting the Minister of Finance in the discharge of this responsibility, the Budget Division is responsible for the preparation, administration, control and post evaluation of the annual Estimates of Revenue and Expenditure

Roles and Functions

13. The Budget Division is managed by a Director and comprises a number of Sections/Units as indicated hereunder:

- a. **Revenue Section** – This section is responsible for the preparation, administration, monitoring and review of the annual Estimates of Revenue. Other functions include:
 - processing applications in respect of waiver of duties and taxes;
 - processing applications for the grant of Special (Liquor) Licences and of charitable status for charitable organisations and sporting bodies.
- b. **Computer Section** – This section is responsible for data entry and the generation of relevant computerized reports produced by the National Budget Information System (NBIS);
- c. **Expenditure Section** – This section is divided into several functional Units responsible for preparation, administration, control and post evaluation of the Recurrent and Capital Expenditure Estimates of Ministries and Departments and Statutory Boards and similar bodies;
- d. **The Finance Committee/FAC/Special Funds Unit** – Is tasked with the preparation of Appropriation Bills and Warrants, as well as, the management of Special Funds such as the Contingencies Fund, the Government Assistance for Tuition Expenses Fund, the Infrastructure Development Fund, Unemployment Fund and Green Fund;

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- e. **Training, Human Resources and Statistical Unit** – This Unit prepares and analyses statistical reports pertinent to the annual budget and Central Government’s fiscal operations for internal and external stakeholders.

BUILDING MANAGEMENT UNIT

14. The Building Management Unit (BMU) monitors the day to day maintenance and security of the Eric Williams Financial Complex (EWFC), Finance Tower. In addition, the BMU has oversight responsibility for the maintenance and security of buildings housing all other Divisions of the Ministry of Finance.

15. The Building Management Unit consists of two (2) departments, the Facilities Management and Security Management. The Facilities Management Department ensures that all facilities and equipment and assets related thereto are properly maintained and operational whereas to ensure that staff are working in a safe and healthy environment at all locations in all offices under the Ministry. The department is also responsible for creating security policies and evaluating threats that may negatively impact on effective operations and conducts Vulnerability and Physical Security Assessments at all facilities under the Ministry’s purview. The Security Management Department provides access control and CCTV monitoring through its Security Surveillance Centre and works closely with stakeholders and law enforcement.

CENTRAL AUDIT COMMITTEE

16. The main function of the Central Audit Committee is to monitor the performance of State Enterprises and to conduct audits if necessary, to ensure that internal controls exist to maintain the integrity of their assets and their revenue streams.

Another function is to develop the Internal Audit Functions of the State Enterprises to give the necessary assurances to the Board of Directors and ultimately the Minister of Finance that the enterprises are functioning efficiently and adhering to the directives of the line Ministries and the Minister of Finance.

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

CENTRAL TENDERS BOARD

17. The Central Tenders Board Ordinance, No. 22 of 1961 as amended, provided for the establishment of the Central Tenders Board. The functions of the Central Tenders Board are:

- to act for, in the name and on behalf of the Government and Statutory Bodies to which this ordinance applies, in inviting, considering and accepting or rejecting offers for the supply of articles or the undertaking of works or any service in connection therewith, necessary for carrying out the functions of the Government or any of the Statutory Bodies;
- to dispose of surplus or unserviceable articles belonging to the Government or any of the Statutory bodies;
- to appoint consultants in connection with any project; and
- to perform other functions and duties as the President may by order prescribe from time to time.

18. The Board advises Government Agencies on the principles and practices governing tendering procedures and the award of contracts. It manages the tendering processes and facilitates the functioning of Tender Committees, in the name and on behalf of the Government of Trinidad and Tobago and Statutory Bodies.

CORPORATE COMMUNICATIONS UNIT

19. The Corporate Communications Unit is responsible for planning, coordinating, supporting and dissemination of all information on the Ministry and its initiatives. This includes the creation, implementation and management of communications programmes designed to effectively describe and promote the services of the Ministry and its various Divisions.

CUSTOMS AND EXCISE DIVISION

20. The Customs and Excise Division (C&E), through the laws under which the Division is empowered to act, provides the following:

- **Revenue Collection and Protection** – Implementation of national, regional and international policy, the aim of which is to collect revenue and combat any associated fraud;

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- **The Correct Application of Trade Policy** – C&E applies and monitors compliance with trade related rules and agreements in order to facilitate legitimate trade;
- **Protecting our Physical Borders, Society and the Environment** – C&E combats smuggling; enforces Health Standards and Environmental Policy and Laws;
- **Collection and Dissemination of Accurate Trade Related Information and Statistics** – C&E is required by law to provide this information to the Central Statistical Office for compilation, analysis and publication of Trade data.

DEBT MANAGEMENT DIVISION

21. The responsibilities of the Debt Management Division (DMD) include:

- Efficient contracting management and administration of the Public debt portfolio including direct Central Government Debt as well as Government Guaranteed Debt;
- Maintenance of up-to-date Public debt statistics and provision of same for all Ministry of Finance reports, as well as that of external stakeholders, including the Credit Rating Agencies and various multi-lateral agencies;
- Ensuring the timely and efficient servicing of all Public debt obligations of the Central Government.

ECONOMIC MANAGEMENT DIVISION

22. The EMD is primarily responsible for sourcing, producing and analysing accurate and reliable economic data locally, regionally and internationally to generate reports that inform the development of effective and efficient macro-economic policies. The EMD is also responsible for developing a Medium Term Fiscal Framework (MTFF) to aid in establishing the macroeconomic parameters for the annual budget, as well as the annual preparation of the Review of the Economy document which is presented alongside the national budget in Parliament.

23. Additionally, the Division coordinates technical, economic monitoring and surveillance visits and activities by credit rating agencies and multilateral institutions as well as oversees the renewal of the country's parametric insurance annually. The EMD prepares responses to Parliamentary questions and also administers both the Foreign Investment Act and the Brewery Act on behalf of the Minister of Finance.

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24. To perform these roles and functions, the EMD is streamlined into three functional areas:

- Real Sector;
- Fiscal Sector; and
- Monetary, Trade and External Affairs.

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO (FIUTT)

25. The FIUTT is the primary institution for the collection of financial intelligence and information and the analysis, dissemination, and exchange of such financial intelligence and information with Law Enforcement Authorities, Foreign FIUs and other Competent Authorities.

26. The functions and responsibilities of the FIUTT are detailed in sections 8 and 18 of the Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01 as amended, and the Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011 as amended. The FIUTT's three core functions are:

- a. **Receipt and Analysis of Suspicious Transaction/Activity Report (STRs/SARs) and Dissemination of Intelligence Reports** – The Analysis Division carries out an analysis of the information and provide a recommendation to the FIUTT Director as to whether a report should be forwarded to the Law Enforcement Authorities.
- b. **The Exchange of Information** – The FIUTT is also required to exchange financial intelligence and information with members of the foreign FIUs which are members of the Egmont Group of FIUs. Additionally, the FIUTT is required to co-operate with local and foreign competent authorities, including Supervisory/Regulatory Authorities, and affiliates within the intelligence community. To facilitate this purpose, the FIUTT may enter into Memoranda of Understanding which establish the procedures and policies to be followed when information and intelligence is exchanged.
- c. **AML/CFT Compliance, Supervision and Monitoring** – The FIUTT also monitors Listed Business and Non-Regulated Financial Institutions (as defined under section 2(1) of the Financial Intelligence Unit of Trinidad and Tobago Act Chap. 72:01), together

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referred to as “Supervised Entities”, for Anti-Money Laundering/Counter Financing of Terrorism/ Proliferation Financing (AML/CFT) compliance.

Legal Advisory, Enforcement and Guidelines

27. The FIUTT is also responsible for the provision of guidelines to its Supervised Entities and to Reporting Entities to ensure compliance with the AML/CFT/CPF laws of Trinidad and Tobago and for the enforcement of administrative sanctions against Supervised Entities for breaches of their AML/CFT/CPF obligations.

GENERAL ADMINISTRATION DIVISION

28. The General Administration Division provides administrative support to the Permanent Secretary and prepares estimates of expenditure for the Ministry and its Divisions/Units. To perform these functions the division is streamlined into three functional areas:

- Office Management;
- Accounts (Sub-Accounting Unit); and
- Records Management and Registry.

HUMAN RESOURCE MANAGEMENT

29. The Human Resource Management Division co-ordinates the activities of a cadre of officers in the Human Resource Units of the Divisions of the Ministry engaged in the management of HR policies, procedures, regulations and Laws of Trinidad and Tobago relating to all staff of the Ministry of Finance.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) DIVISION

30. The ICT Division is responsible for ICT strategic planning, governance, standards, compliance audits and all the overarching issues affecting the integration and cohesiveness of the various ICT operations across the Ministry of Finance and for alignment with the overall ICT goals and strategies of the wider public service. Additionally, the ICT Division provides day to day operational support to several Divisions of the Ministry.

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INLAND REVENUE DIVISION

31. The Inland Revenue Division is administered by a Board consisting of five (5) Commissioners, one of whom is appointed as Chairman of the Board.

The Board of Inland Revenue was created by statute (Section 3 of the Income Tax Act, Chapter 75:01) as an independent body with autonomy in the administration of the tax laws of Trinidad and Tobago. As a result it directs, guides, co-ordinates, controls and evaluates the activities of the Inland Revenue Division. The Board develops broad policies and programmes for the administration of the taxes in accordance with the following laws:

- Income Tax Act: Chapter 75:01;
- Corporation Tax Act: Chapter 75:02;
- Unemployment Levy Act: Chapter 75:03;
- Petroleum Tax Act: Chapter 75:04;
- Value Added Tax Act 1989: Chapter 75:06;
- Stamp Duty Act: Chapter: 76:01
- Land & Building/Property Tax Act: Chapter 76:04;
- Club Gaming Tax on Members Club (Registration of Club Act): Chapter 21:01;
- Motor Vehicle Tax Act: 48:50;
- Transfer Tax on Used Motor Vehicles: Chapter 48:50;
- Tax Clearance Application Tenders: Chapter 75:01;
- Hotel Accommodation Tax Act: Chapter 77:01;
- Tax on Financial Services: Chapter 77:01;
- Insurance Premium Tax: Chapter 77:01;
- Auctioneers: Laws of Trinidad and Tobago: Chapter 84:03;
- Money Lenders: Laws of Trinidad and Tobago: Chapter 84:04;
- Pawn Brokers: Laws of Trinidad and Tobago: Chapter 84:05; and
- Winnings Tax: Misc. Taxes Act, Part VIII, Part IIA, Section 22A.

Service Delivery

32. The Division's operations are decentralised with its Headquarters located in Port of Spain and Regional Offices in San Fernando, Tunapuna and Tobago, where Taxpayer Services can be accessed at each office. Limited Taxpayer Services can also be accessed by the public at the Tunapuna Regional Office opened in 2020.

In addition, there are fifteen (15) District Revenue Offices (DROs) located throughout Trinidad and Tobago which facilitates the payment of Property Taxes, Income Tax, VAT and other government payments. Other services offered at the DROs are the Posting of Marriage Bands and

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE —CONTINUED

the performance of Civil Marriage Ceremonies, Cashing of Government Cheques, Property Transfers and payments for WASA Clearance Certificates.

INVESTMENTS DIVISION

33. The Investments Division's mandate includes oversight, monitoring and where necessary, the rationalization of GORTT equity holdings in commercial enterprises. The Division acts on behalf of the Minister of Finance and carries out the corporate function. This includes representation of the Minister at shareholders' meetings; establishment of new Enterprises and rationalization of the investments portfolio of the Shareholder.

34. The Division is also responsible for conducting management/performance audits of State Enterprises, to ensure that they operate in an efficient and effective basis and that they discharge their obligations with respect to public accountability.

STATE ENTERPRISES

35. The Minister of Finance has responsibility for the State's entire portfolio of investments of which the State Enterprise Sector is a major element. At this time, the portfolio includes:

- Forty-three (43) wholly-owned companies;
- Eight (8) majority-owned companies;
- Four (4) minority-owned (i.e. less than fifty percent holdings); and
- Seventy-six (76) companies held indirectly as subsidiaries of wholly-owned companies.

Additionally, Twenty-two (22) non-operational companies are at various stages of liquidation.

NATIONAL INSURANCE APPEALS TRIBUNAL

36. The National Insurance Act provides for the appointment of the Appeals Tribunal as follows:

- An independent person as Chairman who is in the opinion of His Excellency the President, is independent of Government, Labour and Business (i.e. a neutral person);
- Three (3) persons nominated by the associations, mostly representative of Business, one from each Administrative Division;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Three (3) persons nominated by the associations mostly representative of Labour, one from each Administrative Division;
- Three (3) persons nominated by the Government, one from each Administrative Division; and
- The Chief Medical Officer in the Public Service of the country.

37. For administrative purposes, the country has been divided into the Northern Division, Southern Division and the Tobago Division. The Regulations provide that such persons who are aggrieved with any decision of the National Insurance Board have the right to appeal. The National Insurance Board shall, where a Notice of Appeal has been served on it, advise the Chairman not later than three (3) weeks after such service, whether it has reconsidered its decision which gave rise to the Appeal or whether it intends to join issue with the Appellant.

38. The decisions of the National Insurance Appeals Tribunal are subject to review by the courts on Appeal or by Judicial Review.

OFFICE OF THE SUPERVISOR OF INSOLVENCY (OSI)

39. The Bankruptcy and Insolvency Act, Chapter 9:70 (BIA), save Part XI (International Insolvencies), came into operation on May 26, 2014. The Act was created to modernize the previous law relating to bankruptcy, to make provisions for corporate and individual insolvency, and to provide for the financial rehabilitation of the insolvent debtor. These key features contribute to a more efficient and effective insolvency system. This law provides a modernized restructuring framework and includes *inter alia*:

- a stay against creditor action and restricted enforcement of security by secured creditors for a period of time;
- provisions for dealing with creditors, including secured creditors, as a group or divided into classes;
- provisions for the debtor to continue business operations during the restructuring, subject to any court order to the contrary; and
- provisions that allow the debtor the flexibility and freedom to develop such a restructuring plan as deemed appropriate.

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40. The role of the insolvency administration is to provide a fair and effective system for the restoration of assets to productive use, a framework for debtor counselling, a public record of estates, and encouragement for viable businesses to reorganize, and a deterrent to abuse. This role is carried out jointly with private sector trustees licensed by the Supervisor and with the Courts.

41. Additionally, the Supervisor, who reports to the Minister of Finance, is also tasked with the general administration of the Act. The Office licenses and regulates the insolvency profession; ensures that an efficient and effective regulatory framework is in place; supervises stakeholder compliance with the Act; and maintains public records and statistics.

PUBLIC FINANCIAL MANAGEMENT MODERNISATION UNIT (PFMMU)

42. The Public Financial Management Modernization Unit (PFMMU) was established in the Ministry of Finance to implement Public Financial Management Reform in the Public Sector. The Unit became operational in October 2016 and was staffed with the following Contract Officers a Chief Technical Coordinator, who served as the Project Manager, one Procurement Officer and one Finance Officer who were contracted under the IDB Loan to undertake associated works. Upon completion of their contracts in 2022 the governance structure of the PFMMU changed and is now headed by a Deputy Permanent Secretary in the Ministry of Finance and staffed with a Senior Research Officer, an Evaluation and Monitoring Officer and a Clerk Stenographer IV.

43. The PFM Reform Project objective is to strengthen the public financial management arrangements of the country to achieve improved efficiencies and effectiveness in: (i) the strategic allocation of public resources; (ii) control and stewardship of public resources; and (iii) information management for decision making. The reform efforts are aimed at putting in place modern institutional and technological systems and procedures, for effective, efficient and transparent public financial management and reporting. The proposed reforms with respect to public finances are to be implemented under 5 broad headings as follows:

- Budget Management - covering budget preparation and execution and the introduction of a new Chart of Accounts;
- Public Investment Policy and Implementation- inclusive of pre-investment reviews, project preparation and analysis, the ranking, selection, execution of projects and their subsequent monitoring and evaluation;

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- Treasury Operations;
- The Information Technology (IT) Environment for public financial management, including the implementation of an Integrated Financial Management Information System (IFMIS) solution; and
- The Internal Audit Function

STRATEGIC MANAGEMENT AND EXECUTION OFFICE (SMEO)

44. The function of the SMEO is to provide high-level technical support in the coordination and preparation of strategic plans, the planning process, organizational performance improvement initiatives and the development of optimal business processes to execute the strategic mandates of the Ministry of Finance.

45. The primary responsibility of the SMEO is the oversight of the management, execution and progress reporting of Budget Measures, and the program and projects initiatives needed to be implemented to drive the desired outcomes which are in line with the Government of the Republic of Trinidad and Tobago's Vision 2030 - National Development Strategy (NDS) 2016-2030 and the proposed Roadmap of Trinidad and Tobago Reports (Post COVID-19 Pandemic and Transformation to a New Economy and New Society).

TAX TREATY UNIT

46. The roles and responsibilities of the Tax Treaty Unit include:

- Provision of high level analysis of the expected costs, benefits and risk emanating from prospective double tax negotiations including assessing the impact on the macroeconomic objectives of Trinidad and Tobago;
- Provision of analytical and administrative support to Trinidad and Tobago's team during double tax negotiations;
- Ensuring the ratification and publication of Tax Treaties in a timely manner;
- Maintenance of an up-to-date version of the Trinidad and Tobago Model Tax Treaty Convention;
- Analysing the impact of new and proposed domestic and international taxation rules on existing double taxation treaties and future negotiations;

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- Advising stakeholders on the international aspects of taxation with particular emphasis on withholding taxes and double taxation treaties;
- Coordination of local and overseas double taxation negotiations between Trinidad and Tobago and prospective treaty partners by providing technical, analytical and administrative support to the Trinidad and Tobago negotiating team during negotiations and enduring the ratification and publication of Double Taxation Treaties in a timely manner;
- Preparation of periodic reports on the status and outcome of double taxation negotiations, the work of the Permanent Double Taxation Team, and activities of external stakeholders including international organisations; and
- Provision of technical support to the Ministerial Committees responsible for the implementation of the OECD's Base Erosion and Profit Shifting (BEPS) four (4) minimum standards and all Global Forum matters on behalf of Trinidad and Tobago.

TREASURY DIVISION

47. The Exchequer and Audit Act Chapter 69:01 states that “Treasury” means the “Minister” and includes such officer or officers in the Ministry of Finance as may be deputed by the Minister to exercise powers and to perform duties under this Act.”

48. The Minister of Finance is responsible for the control and management of the financial affairs of the State. One of the core agencies through which this is accomplished is the Treasury Division. The key responsibilities of the Treasury Division emanate from various laws and regulations. The principal of these are the Constitution of the Republic of Trinidad and Tobago (Chap. 8), the Exchequer and Audit Act, Chapter 69:01, the Financial Regulations and Instructions and the various Pensions Acts.

49. The major function of the Treasury Division is to ensure that proper accounting can be given to Parliament. This therefore includes the provision of financial accounting services and systems and the production of the Consolidated Accounts of Trinidad and Tobago. The Division is headed by the Comptroller of Accounts and to facilitate its functions, the Division is structured into the following Branches:

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Financial Management;
- Treasury Management; and
- Pensions Management.

Financial Management Branch (FM)

50. One of the core functions of the Financial Management Branch is that of reviewing and updating Financial Accounting and Management Systems in the Public Service. The services this Branch provides include:

- Developing, implementing and monitoring financial management and accounting systems and procedures in the Public Service;
- Investigating irregularities in the Financial Management and Accounting Systems in the Public Service;
- Training and developing personnel in Financial Management and Accounting Systems and procedures in the Public Service;
- Providing advice to Ministries and Departments and to the Public Accounts Committee (PAC) on Financial and accounting matters; and
- Issuing instructions for the recovery of overpayments where appropriate and making recommendations for the write off of losses of cash and stores and overpayments where these are no longer recoverable in the Public Service.

Treasury Management Branch

51. The Treasury Management Branch has the responsibility for the production of the Consolidated Financial Statements of Trinidad and Tobago, servicing the Public Debt and managing loans that are available to eligible public officers. This Branch comprises the following sections:

a. General Ledger Services (GLS)

The main functions of this section are as follows:

- The production of the Consolidated Financial Statements of Trinidad and Tobago;
- The provision of cashing facilities for the encashment of Government cheques;
- The provision of flight insurance for public officials who travel overseas in the performance of their duties;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Issuance of counterfoil books and blank cheque forms to Ministries and Departments; and
- Funding Overseas Missions and arranging for overseas payments to be made on behalf of Ministries and Departments.

b. Public Debt Management Section (PDM)

The major function of the Public Debt Management Section (PDM) is the management of Government loans, both local and external. This Section also produces the Statement of the Public Debt at the end of each Fiscal Year.

c. Loans Management Unit

The Loans Management Section is charged with the responsibility of administering Government loans to eligible public officers.

d. Finance and Accounts (F&A)

The Finance and Accounts Section (F&A) provides the accounting services for the Treasury Division, other divisions of the Ministry of Finance and in certain areas (non-budgetary funds) for the entire Public Service. It is also responsible for the production of the Consolidated Appropriation Account of the Ministry of Finance and the detailed Appropriation Statements of the Comptroller of Accounts. F&A also provides a disbursement function on behalf of other Governments and Administrations.

e. Cash Monitoring Unit (CMU)

The purpose of the Cash Monitoring Unit (CMU) is to manage and forecast the cash flows of the Government.

f. The Pensions Management Branch

The Pensions Management Branch (PMB) is responsible for the administration of Public Service Pension Schemes in accordance with various Pension Laws, Regulations and Memoranda of Agreement which relates to the Judicial, Legislative and Administrative Services for the Republic of Trinidad and Tobago.

TREASURY SOLICITOR'S DEPARTMENT

52. The Treasury Solicitor's Department's core mandate is to render legal advice on all matters within the portfolios of responsibility under the Ministry of Finance. The Treasury Solicitor's Department contributes to the Government's broader goals by providing advice on, among other things, the legal implications of policy decisions, including legislative action to be taken.

VALUATION DIVISION

53. The Valuation Division was created by an Act of Parliament, "The Valuation of Land Act" Chapter 58:03 of 1969 to *inter alia*, create the functionary of the Commissioner of Valuations who is responsible for making valuations of every parcel of land in Trinidad and Tobago (including buildings, plant and machinery) for all purposes required by Government, subject to Presidential exemption from such valuations.

54. The Valuation of Land Act was amended by Act No. 17 of 2009 to empower the Commissioner of Valuations to value properties based on an annual rental value system and validated the actions of the Commissioner in the use of the annual rental value system from 1970 to 2009. Prior to the 2009 amendment, the Commissioner was only empowered to conduct valuations based on a site valuation system.

55. Currently, the majority of members of the Professional Staff employed at the Valuation Division are members of the Institute of Surveyors of Trinidad and Tobago. The Valuation Division adheres to the international guidelines and procedures as set by the Royal Institution of Chartered Surveyors, as well as the local guidelines prescribed by the Institute of Surveyors of Trinidad and Tobago.

56. The scope of responsibilities of the Commissioner of Valuations includes but is not limited to advising government and quasi-government agencies on the Valuation of all classes of property (residential, commercial, industrial and agricultural) for compulsory purchase, private treaty purchase, rental purposes, property taxation, stamp duty matters, asset valuations, state land leases, estate duty matters, and negotiates values on behalf of Government and its Agencies.

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE —CONTINUED

57. The Commissioner also briefs counsel, writes proofs of evidence, gives expert evidence in all Court matters arising out of these valuations and serves on several committees dealing with matters related to valuation, property taxation, estate management, land reclamation, state land management, local government reform and land use etc.

SECTION 7(1) (a) (ii)**58. Categories of documents in the possession of the Ministry of Finance:**

- Files dealing with:
 - Administrative support and general administration documents for the operations of the Ministry
 - Accounting and financial management function of the Ministry
 - Procurement of supplies, services and equipment
 - Internal and external correspondence
 - Local and foreign training
 - Official functions, conferences and events hosted and attended by the Ministry
 - Complaints
 - Personnel matters, which details staff appointments; job applications, job specifications; promotions; transfers; resignations; deaths; retirements; leave; vacation; Performance Appraisal Reports etc.
 - Audit Files
- Development Programme; Financial Records (Cheques, Vouchers, Receipts, Journals, Vote books, Pay Records, Purchase Orders etc.);
- Cabinet Notes and Minutes;
- News Releases, speeches originating from the Ministry;
- Documents relating to:
 - Strategic review of the Ministry
 - Policy and Procedure
 - Training Plans
 - Information Technology
 - Projects;
- Legislation and Legal instruments;
- Legal Opinions and related matters;
- Minutes/Agenda of meetings;
- Books, periodicals, publications, newspaper clippings, pamphlets, brochures, posters;
- Inventories;
- Research Studies;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Circulars, Memoranda, Notices, Bulletins, etc.;
- Reports: Statistical, Audits, Consultants'/Technical, outcome on double taxation negotiations, international taxation standards, etc.;
- Double Taxation Agreements of Trinidad and Tobago;
- Rules of Procedure for the negotiation of tax treaties;
- The Public Accounts of the Republic of Trinidad and Tobago (can be found online at www.finance.gov.tt);
- Research material - e.g. books from the OECD relating to Global Forum and the BEPS Inclusive Framework, OECD Model Tax Convention and UN Model Convention on Tax Matters;
- Brochures and Booklets related to Tax Compliance and Responsibilities;
- Memoranda of Agreements;
- Tax Administration Policies;
- Monthly Tax Collection Variance Reports; and
- Re: Valuation Division:
 - a. Field Notes outlining the details of finishes and accommodation
 - b. Building/Structure Sketches providing the respective areas
 - c. Photographs of the subject property on the date of inspection
 - d. Transaction Sheet showing the comparable information
 - e. Valuation Reports.

SECTION 7 (1) (a) (iii)**59. Material Prepared for Publication or Inspection:**

- Budget Statements;
- Call Circulars;
- Estimates of Revenue and Expenditure;
- Public Sector Investment Programme;
- Review of the Economy;
- Social Sector Investment Programme;
- State Enterprises Investment Programme;
- Ministry of Finance Annual Administrative Reports;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Inland Revenue Division: Role, Responsibilities and Functions;
- Inland Revenue Division's Strategic Plan – 2018 to 2022;
- Ministry of Finance Strategic Plan 2015- 2020;
- Office of the Supervisor of Insolvency (OSI)- Financial Records, Annual Reports, Articles, record of proposals, bankruptcies, licences issues and notices sent to the Supervisor pursuant to section 14 of The Bankruptcy and Insolvency Act; e brochure on the Office of the Supervisor of Insolvency (can be found online at www.finance.gov.tt);
- By Gazette- Customs areas, Customs Warehouses, Sufferance Wharves, Tender Notices;
- Notices to Importers via intranet and posted at various import stations;
- Double Taxation Agreements with the following countries: Brazil, Canada, CARICOM, China, France, Germany, India, Italy, Luxembourg, Norway, Sweden, Switzerland, United Kingdom, United States of America, Venezuela, Spain. The contents of the treaties can be viewed at: <https://www.ird.gov.tt/law-policy/double-taxation-treaties>; and
- Information on contracts awarded for supplies and services to Central Government, The Tobago House of Assembly, Local Government Bodies and Statutory Boards under the aegis of the Central Tenders Board. This information is usually posted on www.finance.gov.tt.

SECTION 7(1) (a) (iv)**60. Literature available by subscription:**

The Ministry of Finance has no literature available by way of subscription at this time.

SECTION 7(1) (a) (v)

61. Procedure to be followed when submitting a FOI Application at the Ministry of Finance:

a. How to request information**• General Procedure**

The policy of the Ministry of Finance is to answer all requests, both oral and written, for information. In order to have the rights given to you by the FOIA, the request for information must be made in writing.

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

The applicant must complete the appropriate form (Schedule 13 - Request for Access to Official Documents) available at any Public Authority or the Ministry of Finance – www.finance.gov.tt in order to access information that is not readily available in the public domain.

- **Addressing Requests**

- All requests must be addressed to the Designated Officer of the Ministry of Finance (see Section 7(1) (a) (vi)).

Details in the Request

Applicants should provide details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure as to how to write a request or what details to include should inquire from the Designated Officer.

- **Requests not handled under the FOIA**

A request under the FOIA will not be processed if the information requested is currently available in the public domain, either from this public authority or from another public authority (e.g. Brochures and pamphlets etc.) or if the said information is exempted.

62. Responding to your request

- **Retrieving Document**

The Ministry of Finance is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in external storage will be retrieved in order to process your request.

- **Furnishing Documents**

The Ministry is required to furnish only one copy of a document. If a legible copy of a document cannot be made, the Ministry may not attempt to reconstruct it. Instead we will furnish the best copy possible and note its quality in our reply.

Please note the Ministry is not compelled to do the following:

- a) Create new documents, or
- b) Perform research for an applicant

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

63. Time Limits

The FOIA sets time limits for the Ministry to decide whether to approve or refuse access to documents/information requested. The Ministry of Finance will determine whether to grant a request for access to information as soon as practicable **but no later than 30 calendar days as required by Section 15 of the FOIA.**

Every effort will be made to comply with the statutory time frame, but where it appears that processing a request may take longer, the Ministry will consult with the applicant and collaboratively agree on a time frame. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request.

64. Fees and Charges

Section 17 (1) stipulates that no fees shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant may be required to pay the prescribed fee incurred for the duplication of the said material.

SECTION 7(1) (a) (vi)**65. Officers responsible for initial receipt and action:**

The Designated Officers in the Ministry of Finance are responsible for:

- The initial receipt and of, action upon, notices under Section 10 of the FOIA;
- Requests for access to documents under section 13 of the FOIA; and
- Applications for correction of personal information under section 36 of the FOIA.

THE DESIGNATE AND ALTERNATE OFFICERS OF THE MINISTRY OF FINANCE:

Ms. Joycelyn Thomas-Vialmosa
Deputy Permanent Secretary
(Designated Officer)
Telephone: 612-9700 Ext: 1718

Ms. Joann Balgobin
Information Specialist
(Alternate Officer)
Telephone: 612-9700 ext 1777
Email: joann.balgobin@gov.tt

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE —CONTINUED

Ministry of Finance
Eric Williams Finance Building
Independence Square
Port of Spain
Email: FOI.Finance@gov.tt

SECTION 7 (1) (a) (vii)**66. Advisory Boards, Councils, Committees, and other Bodies (Where Meetings/Minutes are open to the public):**

- Office of the Supervisor of Insolvency- Public Meetings for the sharing of information on the Bankruptcy and Insolvency Act, Chapter 9:70, and Minutes of meetings are available to creditors of the insolvent person.

SECTION 7(1) (a) (viii)**67. Library/Reading Room Facilities:**

- Information in the public domain can be accessed at our library or through our website at <https://www.finance.gov.tt>;
- Other websites where information are available for Divisions/Units of the Ministry:
 - <https://www.customs.gov.tt>
 - <https://www.fiu.gov.tt>
 - <https://ird.gov.tt>
 - <https://valuationdivision.gov.tt>;
- The Library/Reading Room is located on Level 6, of the Finance Building and is open to the public from Mondays to Fridays between the hours of 9.00 a.m. to 3.00 p.m.; and
- The Inland Revenue Division's Library, situated on Level 17, IRD Tower, Government Campus, # 2-4 Ajax St, Port of Spain is open to the public from Mondays to Fridays between the hours of 9:00 am to 3:30 pm.

SECTION 8 STATEMENTS**SECTION 8 (1) (a) (i)**

68. This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes

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administered by the Ministry, not being particulars contained in another written law are as follows:

- Anti-Dumping and Countervailing Duties Act Chap. 78:05, Act 11 of 1992
- Anti-Terrorism Act Chap, 12:07 amended
- Bankruptcy and Insolvency Act, 2007
- Bankruptcy and Insolvency Regulations, 2014
- Brewery Act Chap. 87:52, Act 17 of 1899
- Caribbean Development Bank Act, Chap 79:05
- Central Bank Act, Chapter 79:02.
- Central Tenders Board Act Chapter 71:91, Act 22 of 1961
- Civil Service Act Chap. 23:01, Act 29 of 1965
- Companies Act No. 35 of 1995, Chap. 81:01
- Constitution of the Republic of Trinidad and Tobago (Chapter 8)
- Corporation Tax Act Chap 75:02, Act 29 of 1966
- Customs Act Chap. 78:01, Act 22 of 1938
- Development Loans Act, Chapter 71:04
- Convention between the Republic of Trinidad and Tobago and the Kingdom of Spain for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income, 2009
- Double Taxation Relief (BRAZIL) Order, 2008
- Double Taxation Relief (CANADA) Order, 1996
- Double Taxation Relief (CARICOM) Order, 1994
- Double Taxation Relief (CHINA) Order, 2004
- Double Taxation Relief (FRANCE) Order, 1987
- Double Taxation Relief (FEDERAL REPUBLIC OF GERMANY) Order, 1976
- Double Taxation Relief (INDIA) Order, 1999
- Double Taxation Relief (ITALY) Order, 1971
- Double Taxation Relief (LUXEMBOURG) Order, 2001
- Double Taxation Relief (NORWAY) Order, 1969
- Double Taxation Relief (SWEDEN) Order, 1984

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- Double Taxation Relief (SWITZERLAND) Order, 1973
- Double Taxation Relief (UNITED KINGDOM) Order, 1983
- Double Taxation Relief (UNITED STATES OF AMERICA) Order, 1971
- Double Taxation Relief (VENEZUELA) Order, 1997
- Exchequer and Audit Act, Chapter 69:01, Act 20 of 1959 ((amended 2014)
- Excise (General Provisions) Act Chap. 78:50, Act 43 of 1934
- External Loans Act, Chapter 71:05
- Finance Acts
- Financial Institutions Act, Chapter 79:09
- Financial Instructions 1965
- Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01 as amended
- Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011 as amended
- Financial Obligations (Financing of Terrorism) Regulations, 2011
- Financial Obligations Regulations, 2010 as amended
- Financial Regulations to the Exchequer and Audit Act (amended 2015)
- Firearms Act Chap. 16:01
- Foreign Investment Act, Chap. 70:07
- Freedom of Information Act, Chap. 22:02
- Government Savings Bonds Act, Chapter 71:41
- Guarantee of Loans (Companies) Act, Chapter 71:82
- Guarantee of Loans (Statutory Authorities) Act, Chapter 71:81
- Guarantee of Loans (University of the West Indies) Act, Chapter 71:83
- Heritage and Stabilisation Fund Act, Chapter 70:09
- Income Tax Act Chap. 75:01, Act 34 of 1938
- Income Tax (in aid of industry) Act Chap. 85:04, Act 12 of 1950
- International Financial Organisations (Corporación Andina de Fomento) Act, 2017
- Land Tenants (Security of Tenure) Act, Chapter 59:54 (last amended 2010)
- Landlord and Tenant Act, Chapter 27: 16
- Liquor License Act Chap. 84:10, Act 27 of 1955
- Minister of Finance (Incorporation) Act No. 5 of 1973, Chap. 69:03

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Municipal Corporations Act, Chapter 25:04 (last amended 2014)
- National Development (Inter-American Development Bank) Loans Act, Chapter 71:07
- National Development (International Bank for Reconstruction and Development) Loans Act, Chapter 71:06
- National Insurance Act Chapter 32:01, Act 35 of 1971
- National Insurance (Appeals) Regulations as set out in Legal Notice No. 131 of 1980, which came into effect on July 15, 1980 (now consolidated into the National Insurance Act Chapter 32:01)
- Petroleum Taxes Act Chap 75:04, Act 22 of 1974
- Planning and Facilitation of Development Act, 2014
- Proceeds of Crime Act, Chap 11:27 as amended
- Property Tax Act, Chapter 76.04, 18 of 2009 (last amended by 2 of 2015)
- Public Procurement and Disposal of Public Property Act 1 of 2015
- Public Service Commission Regulations
- Purchase of Certain (CLICO BAT) Rights Act
- Purchase of Certain (HCU) Rights Act, Chapter 71:44
- Real Property Act, Chapter 56:02 (last amended 2009)
- Real Property Limitation Act, Chapter 56:03 (last amended 2009)
- Rent Restriction Act, Chapter 59:55 (last amended 2009)
- Securities Act, Chapter 83:02
- Stamp Duty Act, Chapter 76:01, 28 of 1908 (last amended by 2 of 2013)
- Spirits and Spirit Compounds Act, Chap. 87:54
- The Trade Marks Act No. 8 of 2015
- Treasury Bills Act, Chapter 71:40
- Treasury Bonds Act, Chapter 71:43
- Treasury Notes Act, Chapter 71:39
- Trinidad and Tobago Free Zones Act Chap. 81:07, Act 19 of 1988
- Unit Trust Corporation of Trinidad and Tobago Act, Chapter 83:03
- Valuation of Land Act, Chapter 58:03, 18 of 1969 (last amended by 17 of 2009)
- Value Added Tax Act Chap. 75:06, Act 37 of 1989 as amended

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Legal Advice on the interpretation of Pension Laws
- Legal Advice on who can be classified as a “public officer”
- Policy Advice as to whether all persons are subject to “Government’s share of proceeds of sale” when applying for loans to purchase motor vehicles
- Comptroller of Accounts and Minister of Finance Circulars.

** All legislation are available for purchase from the Government Printer and at www.laws.gov.tt.

SECTION 8 (1) (a) (ii)

69. Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside of the Ministry, or similar documents containing rules, policies, guidelines, practices or precedents.

- State Enterprises Performance Monitoring Manual, 2011;
- Debt Management Procedures Manual;
- Rules of Procedure for the Negotiation of Tax Treaties;
- Treasury Operations Manual;
- Treasury Accounting Manual; and
- LINX Debit Card and Credit Card On-line Instructions.

70. Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Personnel Administration and other Departments; and
- Annual Budget Documents of the Republic of Trinidad and Tobago.

SECTION 8 (1) (b)

71. In enforcing written laws or schemes administered by the Ministry, 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.

- Customs and Excise Division - Circulars, Standing Orders and Notices to Importers;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE—CONTINUED

- Guidelines and Conditions for Licence Under Foreign Investment Act, 1990 (can be found online at www.finance.gov.tt); and

SECTION 9 STATEMENTS**SECTION 9 (1) (a), (b), (c), (d), (g) (j), (k), (l), (m)**

72. Reports or statements containing advice or recommendations to the public authority or to the responsible Minister; Reports 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; Statements containing policy directions for the drafting of legislation etc.

- Actuarial Services re: Establishment of a Pension Fund for Former Employees of Petrotrin-Chief State Solicitor's Department;
- Establishment of a Motor Vehicle Accident Fund (Draft Bill) by Chief Parliamentary Counsel;
- Establishment of a Trinidad and Tobago Revenue Authority – Caribbean Regional Technical Assistance Centre (CARTAC)/ International Monetary Fund (IMF);
- Establishment of a Tax Policy Unit within the Ministry of Finance – various local Associations;
- Establishment of a Gambling Commission for Trinidad and Tobago – Project Documents;
- Insurance Act 2018- Establishment of a Taxation methodology for Long Term Insurance.

SECTION 9 (1) (e)

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

- 2019 International Monetary Fund Post TADAT Report: Building Effective Tax Administration Functions;
- 2019 Fiscal Affairs Department of the IMF Report:- Trinidad and Tobago: Developing a Medium-Term Fiscal Framework;

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- 2019 IMF Report- Trinidad and Tobago Implementation of the Enhanced- General Data Dissemination System;
- Moody's Investor Services Reports;
- Standard and Poor's Global Ratings Reports: Country Report;
- Quarterly Reports of the Group DC LLC;
- IMF Country Report No. 20/291: Trinidad and Tobago Press Release - Financial System Stability Assessment; and Statement by the Executive Director for Trinidad and Tobago;
- Establishment of a Gambling Control Commission;
- Global Forum on Transparency and Exchange of Information for Tax Purposes: Trinidad and Tobago Technical Assistance Reports;
- Global Forum on Transparency and Exchange of Information for Tax Purposes Peer Reviews: Trinidad and Tobago 2011;
- OECD Inclusive Framework on BEPS Action 5: Harmful Tax Practices Exchange of Information on Tax Rulings Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 6: Prevention of Tax Treaty Abuse Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 13: Country-by-Country Reporting Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 14: Making Dispute Resolution More Effective – MAP Peer Review Reports; and
- Valuation Reports.

SECTION 9 (1) (f)**74. Any report prepared for the Ministry by a consultant who was paid for preparing the report.**

- Establishment of a Tax Policy Unit in the Ministry of Finance;
- Establishment of a Taxation methodology for Long Term Insurance;
- Catastrophe Reserve Fund;
- Public Financial Management Reform:
 - Integrated Financial Management Information System (IFMIS) Documentation of business processes;
 - Reform of The Chart of Accounts;

UPDATED PUBLIC STATEMENT 2022—MINISTRY OF FINANCE —CONTINUED

- Change Management;
- IT Consultancy; Internal Audit Reform;
- Functional Design of the IFMIS and Fit-Gap Analysis;
- Establishment of the Trinidad and Tobago Revenue Authority:
 - Project Management Reports;
 - Digital Media Management and Content Creation;
 - Media Relations Management;
 - Design and Management of the Communications Strategy;
 - HR - Organisation Design; Job Descriptions; Job Evaluation Exercise; Compensation and Benefits Structure;
 - Human Resource Management (Development of Work Policies and Work Rules;
 - Organizational Development and Human Resource Development;
 - Industrial Relations;
 - Business Continuity Management;
 - Research;
 - Institutional Performance Management; and
 - Information Technology Developer for Anonymous Reporting System;
- Actuarial Services re: Establishment of a Pension Fund for Former Employees of Petrotrin.

SECTION 9 (1) (h)

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

- Project Status Monitoring Reports;
- The Annual Reports of the Financial Intelligence Unit of Trinidad and Tobago.
- Annual Report of the Office of the Supervisor of Insolvency, Ministry of Finance

SECTION 9 (1) (i)

76. A report containing (1) final plans or proposals for the re-organization of the functions of the Ministry, (2) the establishment of a new policy, programme or project to be administered by the Ministry, or (3) the alteration of an existing policy programme or project administered by the Ministry, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another Ministry, the responsible Minister of the Ministry or Cabinet.

The Ministry has no report.



Government of the Republic of Trinidad and Tobago
 Ministry of Social Development and Family Services

**PUBLIC STATEMENT FOR 2023 OF THE
 MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
 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 Social Development and Family Services is required by law to publish and annually update the statement which list the documents and information generally available to the public.

The Freedom of Information Act gives the members of the public:

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

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

The function and structure of the Ministry of Social Development and Family Services.

The functions of the Ministry are to:

- Serve as a central coordinating agency for the social sector with respect to the conduct of research, policy and programme planning and development; and monitoring and evaluation;
- Deliver social services and provide social support for vulnerable groups, towards sustainable enhancement of their well-being.
- Facilitate networking, information and data gathering and dissemination within the social sector and with external agencies to enable evidence based decision making.
- Make recommendations for the effective functioning of the social sector, based on continuous assessment;
- Facilitate the integration of the social services delivery system;
- Develop systems, strategies and programmes to inculcate positive values, attitudes and behaviours in the citizenry;
- Identify gaps and make recommendations for the drafting and amendment of legislation relevant to the social sector;
- Foster good governance through the promotion of participatory and inclusive development approaches;
- Monitor regional and international conventions and agreements pertaining to the social sector.

Vision Statement: A dynamic, service-driven organisation that delivers premium social services towards the achievement of sustainable human and social development.

Mission Statement: Positively transforming the lives of the people of Trinidad and Tobago through the provision of quality social services.

Mandate: The Ministry of Social Development and Family Services is the leading social sector ministry responsible for implementing Government's social development objectives. The Ministry therefore has a role to play in the development of key policy for its programme offerings under its purview. In alignment with the 2030 National Development Plan (Vision 2030), the Ministry focuses on four key areas.

- Promoting Resilience for All;
- Protecting, empowering and transforming families;
- Reducing and preventing poverty, vulnerability and inequality; and
- Ensuring a modern, client-centred, high performance organization.

The Ministry is responsible for the effective and efficient functioning of the human and social sector towards improvement in the standard of living of all our nation's citizens, particularly those most at risk. Guided by the motto 'Helping... Empowering... Transforming Lives', the programmes and services of the Ministry are designed to:

1. Help citizens cope with the economic and social challenges of daily living in a holistic manner, so as to positively contribute to the development of society; and
2. Assist the clientele to become empowered through rehabilitative and skills enhancement programmes, which enable them to play an active role in transforming their own lives and that of their families and communities.

The Core Values: We value Respect, Equity, Integrity, Compassion, Responsiveness, Innovativeness, Commitment, and Inclusiveness which guide the daily decision making process and direct how employees, at all levels of our organization, interact with each other as well as our stakeholders and carry out the daily business of the organization.

The Ministry's Head Office is located at Colonial Life Building, #39-43 St. Vincent Street, Port of Spain.

The Ministry of Social Development and Family Services comprises the following Divisions and Units:

Divisions:

- Social Investigations (Research)
- Policy and Programme Planning and Development
- Monitoring and Evaluation
- Information Technology
- General Administration
- Human Resource Management
- Social Welfare
- Accounts
- Ageing
- National Family Services

Units:

- Corporate Communications and Education
- Legal
- Disability Affairs
- Social Displacement
- HIV/AIDS Coordinating
- Internal Audit
- Project Implementation
- Procurement
- Non-Governmental Organisation
- Development Support/ Transformation and Change Management Project Office
- Investigations and Compliance
- Citizens Engagement and Outreach

The Ministry currently administers the following Programmes:

- National Social Development Programme (NSDP)
- Sowing Empowerment through Entrepreneurship Development (SEED)

DIVISIONS

SOCIAL INVESTIGATIONS (RESEARCH)

The primary responsibility of the Social Investigations Division is to coordinate and spearhead development related research in the social sector; to provide support through the generation of timely and relevant data on clients, client needs and services delivered by the Ministry in a collaborative and effective manner.

The core functions of this Division are to:

- Undertake research into major social issues and conduct investigative and

specialized research for the purpose of identifying social problems;

- Monitor socio-economic trends and indicators; and keep abreast of current local and international research studies relevant to the Social Sector;
- Determine in collaboration with Social Sector Ministries a research policy and agenda for the Sector, and to monitor its implementation;
- Liaise with regional and international funding agencies to identify areas for collaboration;
- Develop and maintain a central database on socio-economic indicators including critical indicators; and;
- Conduct annual reviews of socio-economic performance; prepare reports examining social conditions, problems and needs at regional, national and community levels.

LOCATION/CONTACT INFORMATION

Director
Social Investigations Division
Nahous Building
45A-C St. Vincent Street, Port of Spain
Tel: (PBX) (868) 625-5515, 623-2608 Ext. 1300/1301/1302/1303/1305/1306/1307/1308

POLICY AND PROGRAMME PLANNING AND DEVELOPMENT

This Division has responsibility for developing policies, programmes and projects that are culturally relevant, economically viable and sustainable for the Ministry and for coordinating these activities in the social sector. The core functions of this Division are to:

- Develop social sector policies in keeping with the national macro-planning framework;
- Develop appropriate programmes and projects based on social research;
- Assess current policies of the social sector to determine their performance and relevance;
- Facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Non Governmental Organizations and Community Based Organizations;
- Establish and maintain structures for participatory development through continuous dialogue with civil society organizations;





Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

**PUBLIC STATEMENT FOR 2023 OF THE
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
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 Social Development and Family Services is required by law to publish and annually update the statement which list the documents and information generally available to the public.

- Review planning and policy agendas of external agencies to identify areas for collaboration; and
- Provide chairmanship of and secretariat support to the Social Policy Committee.

**LOCATION/CONTACT INFORMATION
Director, Social Planning and Research**

**2nd Floor CL Financial Building,
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 3200,
3201, 3202, 3203, 3204, 3205, 3206,
3207, 3208, 3209, 3210, 3210**

MONITORING AND EVALUATION

The Monitoring and Evaluation (MED) Division has the responsibility to coordinate monitoring and evaluation in the social sector and facilitate the provision of timely and reliable evidence-based information for effective decision-making.

The core functions of this Division are to:

- Oversee the application of structured monitoring and evaluation systems in the social sector;
- Set standards for monitoring and evaluation;
- Provide guidance, advice on best practices and support to Social Sector Ministries, Departments and civil society organizations in the effective utilization of evaluation as a management tool;
- Promote the use of evaluation findings among Social Sector Ministries, Departments and civil society organizations, to improve the quality of social interventions;
- Assess M&E capacity within the social sector on a systematic basis;
- Conduct periodic training with Social Sector Agencies to build capacity in monitoring and evaluation;
- Conduct thematic/sector evaluations that cover cross cutting themes or issues pertinent to the social sector;
- Conduct evaluations with significant implications for national policy and other strategic evaluations requested by the Minister or Permanent Secretary in the MSDFS;
- Conduct an evaluation of an intervention in special circumstances where an independent assessment is requested, through the Minister of Social Development and Family Services or by a Minister in the Ministry responsible for the social intervention;
- Develop a multi-year evaluation plan

for a period of five years. The multi-year plan which is to be approved by Cabinet, will identify the evaluations to be undertaken and the Agencies responsible for the conduct of these evaluations. This plan will not preclude the conduct of evaluations at the discretion of Ministries/Departments;

- Conduct evaluations where required. The MED will provide technical support to programme managers to carry out non-strategic oriented evaluations;
- Develop and maintain a Management Information System for Social Programmes (MISSP), which will serve as a comprehensive central database on social programmes and projects and evaluations initiated in the social sector;
- Assess new projects and programmes (above a specified band of estimated expenditure) to ensure that M&E is embedded into the design;
- Establish a repository of evaluation findings in the social sector; and
- Provide assistance to the Policy, Programme Planning and Development Division of the Ministry of Social Development and Family Services in the monitoring and evaluation of social policies.

**LOCATION/CONTACT INFORMATION
Director**

**Monitoring and Evaluation Division
4th Floor CL Financial Building,
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 1550-
1599**

INFORMATION TECHNOLOGY

The Information Technology Division (IT) is responsible for the development of a professional Information Technology infrastructure and for providing client, system and business applications services, IT planning and administration for the Ministry.

The core functions of this Division are to:

- Develop and implement specific IT policies;
- Prepare need assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware, software and peripheral equipment;
- Organize and participate in the training of technical and support staff of

the Ministry;

- Establish Local Area Networks (LANs);
- Provide User Support Facilities;
- Establish and maintain a Website for the Ministry;
- Provide Software Training;
- Provide an Internet Research Facility;
- Establish appropriate databases in collaboration with the various Technical Divisions;
- Develop and implement a Management Information System (MIS);
- Develop policies on IT Management and IT Organization Transformation and implement the same;
- Procure hardware maintenance and ongoing services; and
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.

LOCATION/CONTACT INFORMATION

**Manager, Information Technology
3rd Floor, CL Financial Building
#39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 5304/530
8/5305/5336/5340/5337/5320/5307/53
21/5333/5309/5310/5311/5312**

GENERAL ADMINISTRATION

The General Administration Division provides relevant and timely information, administrative and other support services to the Ministry's clientele in a safe, secure, accessible and healthy environment in support of the achievement of the Ministry's goals and objectives.

The core function of this Division is to provide administrative and other support services to the executive, senior staff and the divisions which fall under their control. The main areas of responsibility are as follows:

- Administrative Support Services (Office Management, Hospitality and Courier Services)
- Property and Facilities Management (Accommodation, Lease/Rental of Buildings, Maintenance of Facilities)
- Basic (Low risk) Procurement and Stores Management
- Records Management and Registry Services
- Library Services.

LOCATION/CONTACT INFORMATION

**Administrative Officer V
2nd Floor CL Financial Building,
#39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 1400,**

1401, 1403-1413

HUMAN RESOURCE MANAGEMENT

The Human Resource Management Division has responsibility for human resource planning and development, employee relations and the integrated human resource information system. This Division is charged with the task of developing policies and plans that allow for the recruitment of staff with core skills, knowledge and competencies and to develop processes for regular monitoring and evaluation of staff performance.

The core functions of this Division are:

- **Human Resource Planning & Organisational Development**
 - Human Resource Research
 - Job Analysis/Descriptions/Specifications
 - Job Evaluation
 - Succession Planning
 - Human Resource Information System
 - Acting Appointments/Transfers
 - Leave Administration
 - Contract Employment
 - Short Listing
 - Interviews
 - Advertisements
- **Human Resource Development**
 - Career Planning
 - Training Needs Analysis
 - Training Design/Delivery
 - Training Evaluation
 - Management Development
 - Orientation/Induction
 - Training Administration and Delivery
 - Performance/Potential Assessments
 - Increment Administration
 - Maintenance and Updating of Database on Performance Management

• **Relations/Industrial Relations**

- Grievance management
- Conciliation
- JNC Agreement Administration
- Employee Rewards and Recognition
- Industrial Safety
- Occupational Health/Wellness
- Employee Assistance Programme
- Pension Administration
- Retirement Counselling
- Non-Crisis Consultation
- Joint Consultative Committee

LOCATION/CONTACT INFORMATION

**Director, Human Resource Management, 5th Floor, CL Financial Building
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 5500,
5510, 5501-5519, 5521, 5522, 5523,
5525, 5526, 5527, 5529**



Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

**PUBLIC STATEMENT FOR 2023 OF THE
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
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SOCIAL WELFARE

The Social Welfare Division assists in empowering the vulnerable in society to enjoy a better quality of life by providing financial and social assistance in accordance with existing laws, regulations and policies. The core functions of this Division are the administration of the:

- Senior Citizens' Pension
- Food Support Programme
- Public Assistance Grant
- Disability Assistance Grant
- General Assistance Grants
- Special Child Grant - Household Items
- Domestic Help - Housing Grant
- House Rent - Funeral Grant
- Medical Equipment
- Clothing Grant
- Dietary Grant
- School Supplies Grant
- Education Grant
- Free Bus Pass
- Pharmaceutical Grant
- Urgent Temporary Assistance
- Prosthetics Grant
- All grants have specific criteria.

LOCATION/CONTACT INFORMATION

Director, Social Welfare
ABMA Building
#55-57 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext 1200-1259
Fax: (868) 625-8291

St. George West (Port-of-Spain)
Cor. Richmond Street and 128 Duke Street
Tel. (868) 623-0503/623-2608 Ext. 5900-5914,

LOCAL BOARD OFFICES - SOCIAL WELFARE DIVISION
St. George Central (Barataria)
MTS Plaza, Aranguez Road, Aranguez.
Tel: (868) 623-2608 Ext: 1600-1616, 1619, 1620 Fax: (868) 675-4728

St. George East (Tunapuna)
Tunapuna Social Services Centre
Chai Building, 107 Eastern Main Road
Tel: (868) 662-5347/623-2608 Ext. 1700 - 1721
Fax: (868) 662-5347

Caroni (Chaguanas)
Delta Building, Eleanore Street
Tel: (868) 623-2608 Ext. 6200, 6209, 6202, 6210-6220 Fax: 671-4978

St. Andrew/ St. David (Sangre Grande)
Corner Savi Street & Boodooville Circular Road

Tel: (868) 668-3366/623-2608 Ext.1900-1999 Fax: 668-7929

Nariva/Mayaro (Rio Claro)
Lot 11 Naparima-Mayaro Road
Tel: (868) 644-3120/644-2659/623-2608 Ext. 2500 - 2518
Fax: 644-1053

Victoria West (San Fernando)
Omardeen Building, 59-61 Cipero Street
Tel: (868) 657-5866, 653-6068, 623-2608 Ext. 2300-2374
Fax: (868) 653-4319

Victoria East (Princes Town)
Marlson's Building, 97 High Street
Tel: (868) 623-2608 Ext.2400 - 2459
Fax: 655-4319

St. Patrick East (Penal & Siparia)
#27 B Rock Road, Penal
Tel: (868) 649-2428/649-3869; 623-2608 Ext. 2800-2816

St. Patrick West (La Brea/Cedros/Point Fortin)
10-12 Richardson Street, Mahaica. Point Fortin
Tel: (868) 648-3295/623-2608 Ext. 2600-2699
Fax: (868) 648-6135

Couva Social Services Centre
Campden Road Couva.
Tel: PBX 636-4453/679-8266 Ext. 105, 121

Tobago (Scarborough)
Tam Building, Glen Road, Scarborough
Tel. (868) 639-2673 Fax. (868) 639-2673

ACCOUNTS

This Unit is responsible for the following functions:

- Prepare/collate the Draft Estimates of Recurrent Expenditure;
- Allocate provisions/releases to Sub-Accounting Unit;
- Request monthly release of funds from the Ministry of Finance (MOF);
- Maintain releases/allocation registers
- Apply for grant of credit on the exchequer account;
- Process all requests for virements and transfers of funds;
- Maintain register for approved transfers/virements
- Process all requests for Overseas/wire

payments

- Commit invoice orders from Divisions/Units except the sub-accounting unit
- Approach MOF for the confirmation of the availability of funds where necessary
- Perform registry procedures for the Unit
- Process all pay sheets/payment vouchers
- Process all National Insurance Claims
- Calculate and report all overpayments to H.R., Comptroller of Accounts (COA) & Auditor General
- Maintain all pay record cards; overpayment and Advances ledgers; travelling, electricity, telephone, rent ledgers
- Issue TD4s
- Maintain Vote control
- Check and pass for payment all vouchers/pay sheets with related schedules of accounts
- Collect blank cheque forms from COA
- Maintain cheque Form Register
- Prepare and disburse cheques
- Prepare daily notification of expenditure
- Prepare monthly expenditure statement and list of unpaid cheques
- Maintain remittance register and deposit all returned cheques;
- Reconcile Treasury deposits accounts
- Maintain register/ledger in respect of void cheques;
- Prepare list of cheques due to become void for publication in the press;
- Submit listing of all void cheques to COA;
- Request for change of signature re cheque writing system;
- Prepare annual Appropriation Accounts
- Prepare a statement of outstanding balances on advances at the end of fiscal year for COA
- Prepare reports on overpayments for inclusion in the Appropriation of Accounts
- Investigate all Audit queries and submit appropriate responses to the Auditor General
- Store and maintain all financial records in the vault
- Process outstanding arrears to public officers.

#39-43 St. Vincent Street, Port of Spain
Tel (PBX) (868) 623-2608 Ext. 5130, 5100-5199

AGEING

The Division of Ageing, established in August 2003, serves as an umbrella agency within the Ministry of Social Development and Family Services to focus on ageing initiatives in Trinidad and Tobago. Its mission is to educate and sensitise key stakeholders and the general public on ageing issues as well as to enhance the quality of life of older persons throughout Trinidad and Tobago, by providing an enabling environment for their continued development. This mandate of the Division of Ageing is critical in view of the fact that current statistics indicate that there are over 130,000 persons over the age of 60 in Trinidad and Tobago and this figure is set to double by the year 2020.

The operations of the Division of Ageing are aligned to the tenets of the Madrid International Plan of Action on Ageing (MIPAA) - the Agreement to which, the Republic of Trinidad and Tobago became a signatory following the United Nations' Second World Assembly on Ageing held in Madrid, Spain in 2002.

The core functions of this Division are to:

- Develop standards of care for older persons and facilitate compliance with standards;
- Monitor and coordinate the implementation of the National Policy on Ageing;
- Organize and coordinate training programmes, seminars and workshops for care providers of older persons;
- Develop and implement programmes and projects for the benefit of older persons;
- Conduct research on matters pertaining to ageing and older persons;
- Conduct public sensitization programmes nationwide on ageing issues;
- Operate an Older Persons Information Centre (Help Desk) to provide information on products and services available to older persons; and
- Network with social-sector Ministries, the private sector, and civil society to develop and coordinate the implementation of the National Plan of Action on Ageing.

LOCATION/CONTACT INFORMATION

Director of Finance
1st Floor, CL Financial Building

LOCATION/CONTACT INFORMATION
Director, Division of Ageing



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Ground Floor, CL Financial Building
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) 623-2608 Ext. 2000-2099

Older Persons Information Centre (OPIC)
opic@social.gov.tt

NATIONAL FAMILY SERVICES

The National Family Services Division was established to promote healthy functioning families through the provision of preventive, developmental and remedial programs and services.

The core functions of this Division are to:

- Manage cases of individuals and families at risk;
- Provide individual, group and family counselling;
- Make referrals to relevant agencies, both Ministerial and external, in the management of cases;
- Develop and conduct public education programs and training, including sensitisation campaigns, lectures and workshops on social issues throughout Trinidad & Tobago, on matters impacting family functioning;
- Assist in the research and analysis of matters pertaining to the family and to disseminate information on issues affecting the family in Trinidad and Tobago;
- Network and collaborate with local, regional and international agencies to promote healthy functioning families;
- Provide practicum experience for university students desirous of entering the field of social services and on the job training for graduates; and
- Respond and engage in crisis intervention in cases of homicides, suicides and accidents.

LOCATION/CONTACT INFORMATION

Assistant Director
Port of Spain
#95-97 Frederick Street,
Law Association Building (opposite EBC)
Port of Spain
Tel. PBX. 623-2608 Ext. 6701 -6707

Point Fortin
Rotel Building, Neverson St.
Pt. Fortin
Tel. (868) 648-6747; 623-2608 ext 2600 - 2699

Tunapuna

Tunpuna Social Services Centre, Eastern Main Road, Tunapuna
Tel. (868) 662-6364, 623-2608 Ext. 1760-1765

San Fernando
Social Welfare Building, Omardeen Building, Cipero Street, San Fernando
Tel. (868) 653-0991; 623-2608 Ext. 2317, 2305, 2307, 2300, 2304, 2316

Rio Claro
#2458 Naparima Road, Rio Claro
Rio Claro Social Welfare, Rio Claro
Tel. (868) 644-3053; 623-2608 Ext. 2500 - 2511; 2541

Couva
Couva Social Services Centre, Camdeen Road, Couva
Tel. (868) 636-4453; 623-2608 ext 6150-6199

Chaguanas
Mc Coon Building, (Delta Trading Building)
Eleanore Street, Chaguanas
Social Welfare Building
Tel. (868) 671-3526; 623-2608 Ext 6275

Princes Town
98 Marlson's Building
High Street, Princes Town
655-4741. 623-2608 ext 2460 - 2419; 2402 - 2409

UNITS

CORPORATE COMMUNICATIONS AND EDUCATION

The Corporate Communications and Education Unit is responsible for marketing, public relations, education and communications for promoting the role and responsibilities of the Ministry.

The core functions of this Unit are:

- Strategic Communications Planning
- Public Awareness Campaigns
- Media Relations Support Services
- Protocol and Event Planning Services
- Reputation Management
- Internal Communication Support Services
- Graphic design Services
- Speechwriting
- Crisis Communications & Issues Management
- Customer Relations
- Procurement of Corporate material

LOCATION/CONTACT INFORMATION

Manager
Corporate Communications and Education

4th Floor, CL Building
39-43 St. Vincent Street, Port of Spain
Tel: (868) 623-2608 Ext: 5400, 5402, 5403, 5404, 5405, 5406, 5407, 5408, 5409, 5410, 5411

LEGAL

The Legal Unit renders legal advice to the Ministry of Social Development and Family Services on matters pertinent to the mandate of the Ministry. The Unit performs general legal work within the scope of the Ministry and on behalf of Divisions and Units of the Ministry.

The core functions of this Unit are to:

- Provide legal advice to the Minister, Permanent Secretary and Heads of Divisions on matters pertinent to the mandate of the Ministry;
- Provide legal services for the Ministry such as assisting with the drafting of contracts and the development of legal documents;
- Liaise with the Office of the Attorney General, the Legal Affairs Ministry and other external agencies on legislation and other legal matters relevant to the Ministry's portfolio;
- Undertake reviews of existing legislation pertinent to the social sector and the Ministry's mandate and make recommendations for amendment where necessary;
- Undertakes Research on legal issues pertinent to the Ministry's mandate and prepares Legal Opinions on issues affecting the Ministry and its units; and
- Provide comments on the legal aspects of policies and programmes recommended for implementation.

LOCATION/CONTACT INFORMATION

Senior Legal Officer
4th Floor CL Financial Building,
#39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 5450, 5452, 5453, 5454, 5455

DISABILITY AFFAIRS

The responsibility of the Disability Affairs Unit is to promote programmes, practices and attitudes which facilitate the full inclusion of persons with disabilities (PWDs) in all spheres of life.

The core functions of this Unit are to:

- Co-ordinate and monitor implemen-

tation of the National Policy on Persons with Disabilities;

- Provide technical support and referral for persons with disabilities, their families and all other persons interested in learning about disabilities;
- Evaluate requests for assistance from Non-Governmental Organisations (NGOs) and individuals;
- Network with pertinent NGOs, mass media and inter-national organisations to collect and disseminate information on disabilities;
- Implement programmes that empower persons with disabilities;
- Sensitise and increase public awareness of issues pertaining to persons with disabilities; and
- Conduct research and collect data on persons with disabilities.

LOCATION/CONTACT INFORMATION

Director, Disability Affairs Unit
Ground Floor
Nahous Building
45A-45C St. Vincent Street, Port of Spain
Tel (PBX): (868) 6234-1983 / 623-2608 Ext. 1150, 1151, 1152, 1153, 1155, 1156, 1157, 1158
Fax: (868)623-2379

SOCIAL DISPLACEMENT

This Unit was established to create and monitor a network of treatment and rehabilitation alternatives that would empower socially displaced persons and facilitate their reintegration into society.

The core functions of this Unit are to:

- Provide rehabilitation programmes and services to the socially displaced;
- Inform and advise on policies and programmes for socially displaced persons;
- Develop and coordinate rehabilitation programmes and services for socially displaced persons;
- Carry out public sensitization campaigns about persons who are socially displaced;
- Network with local, regional and international agencies; and
- Monitor and evaluate services and programmes for the socially displaced.

LOCATION/CONTACT INFORMATION

Executive Director
Social Displacement Unit
Nahous Building
45A - 45C St. Vincent Street, Port of Spain



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Tel: (868) 623-2608 Exts. 5700, 5701, 5702, 5704, 5705, 5706

HIV/AIDS CO-ORDINATING

Strengthen the implementation and co-ordinating capacity of the Ministry with regards to HIV/AIDS related activities. The HIV Coordinating Unit works collaboratively with the Ministry's social services, Non-Governmental Organisations and other stakeholders to address the overarching goals of the National Strategic Plan for HIV/AIDS.

The core functions of this Unit are to:

- Mainstream HIV/AIDS within the Ministry;
- Facilitate the development of Information, Education and Communication (IEC) Material and other Behaviour Change Communication (BCG) strategies on HIV/AIDS;
- Promote opportunities for mainstreaming advocacy efforts on HIV and AIDS among staff as well as among external stakeholders and clients;
- Coordinate programmes for the delivery of HIV and AIDS education services internally (staff) and externally (the Ministry's clients);
- Develop the Research Project which speaks to psycho-social issues within the HIV/AIDS epidemic; and;
- Facilitate the implementation of the HIV Workplace Policy within the Ministry.

LOCATION/CONTACT INFORMATION

HIV/AIDS Coordinator
 1st Floor Nahous Building,
 45 A-C St. Vincent Street, Port of Spain.
 Tel: (PBX) (868) 623-2608; Exts. 1450-1499

INTERNAL AUDIT

Internal Audit ensures there is accountability, efficiency, effectiveness and transparency in the financial operations of the Ministry.

The core functions of Internal Audit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations;
- Identify any weaknesses in the systems, draw them to the attention of the Permanent Secretary (Accounting Officer) and make recommendations for their improvements; and
- Examine the financial processes and

supporting documents to ensure there is compliance with established accounting laws and regulations, procedures, policies, principles, circulars and other authorities in force.

LOCATION/CONTACT INFORMATION

Auditor II, Internal Auditor
 ABMA Building
 55-57 St Vincent Street, Port of Spain
 Tel: (868) 625-9709; 623-2608 Exts. 1260-1274

PROCUREMENT

Cabinet by Minute No. 1200 of July 6, 2017, agreed to the establishment of Procurement Units under each Accounting Head in Ministries, Departments and Agencies based on set organisational structures, the primary function and duties in respect of the Procurement Units is to prepare the Ministry for the full proclamation of the Public Procurement and Disposal of Public Property Act 2015. The Unit is to facilitate the new approach to procurement and disposal functions and will endeavour to build the requisite capacity to implement the organisation's Annual Procurement Plan. Additionally, the Unit's role is:

- To develop procurement processes, policies, procedures, templates and guidelines to bring alignment to the new procurement system.
- To utilise procurement planning tools and techniques in determining relevant procurement methods for goods and services (Annual Procurement Plan, Procurement and Disposal/Evaluation Workflow Processes and Policies)
- To develop Training, qualifications, and certification of relevant Divisional Staff (included on Fiscal Training Plan).
- To monitor, measure and evaluate contractors and vendors performance and maintain a database of findings
- To sensitize delegated units of procurement on their new roles and responsibilities
- To ensure that zero offences and penalties are incurred by ensuring compliance with the Office of the Procurement Regulator's handbooks and guidelines.

LOCATION/CONTACT INFORMATION

Public Procurement Officer
 CL Financial Building
 #39-43 St Vincent Street, Port of Spain

Tel: 623-2608 Exts. 2050 - 2099

PROJECT IMPLEMENTATION

The Project Implementation Unit (PIU) is responsible for the implementation of the programmes/projects of the Ministry, which fall under the Public Sector Investment Programme (PSIP).

The core functions of this Unit are to:

- Manage the relationships between internal and external stakeholders of the Ministry's projects. In so doing, it operates both as an Agent of the Ministry and as a Client to the various Units/Departments of the Ministry;
- Provide technical expertise in areas such as Designs – spatial layout for, and preparation of scope of works for the Ministry's infrastructural type projects, thereby ensuring that they are implemented on time, within budget and in accordance with best practices and high quality standards;
- Coordinate site visits and meetings with all stakeholders and contractors to ensure that projects are implemented according to planned scope of works and in conformance with policies and procedures of the Government of Trinidad & Tobago;
- Assists the Policy and Research Division in the preparation of Notes for Cabinet, the Annual Development Programme Estimates, midterm review, and monthly status reports of the PSIP.

LOCATION/CONTACT INFORMATION

Programme Manager
 2nd Floor CL Financial Building,
 #39-43 St. Vincent Street, Port of Spain
 Tel: (PBX) (868) 623-2608 Ext. 3250 - 3299

NON-GOVERNMENTAL ORGANISATION

The Non-Governmental Organisation (NGO) Unit was established within the Ministry of Social Development and Family Services in May 2013 with the mandate to manage the Ministry's relationship with service delivery partners involved in the delivery of social services to communities. The core functions of this Unit are to:

- Identify suitable organisations to undertake the delivery of services or the conduct of social programmes and projects;
- Manage contractual arrangements with organisations for the delivery of social services and programmes;

- Register organisations involved in the delivery of social services;
- Collaborate with relevant social service delivery agencies and divisions to ensure the effective and efficient delivery of services;
- Process and assess requests from organisations for subventions, grants and other types of assistance and making appropriate recommendations;
- Ensure compliance by organisations in accordance with established criteria for the delivery of social services;
- Develop mechanisms to monitor and evaluate the operations of various NGOs and other organisations in receipt of financial assistance;
- Conduct research into matters pertaining to the non-governmental sector in order to advise State agencies on the operations of various NGOs;
- Promote training and capacity building programmes for NGOs so that they would be better equipped to serve the delivery mandate; and
- Maintain an NGO database.

LOCATION/CONTACT INFORMATION

Coordinator
 Non-Governmental Organisation (NGO) Unit
 2nd Floor
 Nahous Building, 45-A-C St Vincent Street, Port of Spain
 Tel: (PBX) 623-2608 Ext. 5020, 5023, 5031-5036
 Email: ngounit@social.gov.tt

DEVELOPMENT SUPPORT /TRANSFORMATION AND CHANGE MANAGEMENT PROJECT OFFICE

The Development Support Unit (DSU) was established on July 22, 2004. The Unit's vision represents a commitment to support the Ministry through its journey from developmental status to transformational status. Given the Organization's journey and quest to achieve and sustain high levels of performance without compromising overall wholeness and wellness, the Unit is an advocate for balancing organizational stability and addressing the needs of the Executive and staff. The MSDFS in bolstering this transformational thrust, in April 2022 established the Transformational Change Management Project Office (TCMPO) to meet the demands of a more agile and technological climate for improved social services delivery. The TCMPO is also a by-product of the Cabinet-approved Na-





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tional Social Mitigation Plan 2017-2022 to facilitate the design, development, coordination, implementation, and evaluation of a ministry-wide change plan for the transformative initiatives and projects.

The core functions of this Unit are to:

- Support the wellness of the organisation and the wellbeing of its personnel – the internal clients of MSDFS.
- Facilitate the delivery of efficient and effective services by the MSDFS to external clients and stakeholders.
- Give attention to the MSDFS's organisational wellness – in the context of providing change management strategies for the design and rollout of new initiatives; lobbying for service excellence (internal and external); establishing strategic and operational planning.
- Design and develop initiatives that support the interests and mandate of the organisation in conjunction with Unit Heads of Divisions/Units.
- Design and develop initiatives that build team consciousness, teamwork and synergy among staff.
- Apply Change Management theories and practices into the operations of the Ministry that would:
- Facilitate the smooth transitioning of the change involved in new initiatives and procedures in the MSDFS.
- Ensure that the 'people side' of the change – those pertinent matters that influence staff's ability to adapt to new procedures and operations – are properly communicated, supported and utilised.

LOCATION/CONTACT INFORMATION

Change Management Officer (Unit Head)/Consultant
Development Support Unit
3rd Floor/ Model Office (Annex to CL Financial Building – 623-2608 ext 2902)
Nahous Building,
45A-45C St Vincent Street,
Port of Spain.
Tel. (PBX) 623-2608 ext. 2150-2151,
3152-3153 Fax. 623-3717

CITIZENS ENGAGEMENT AND OUTREACH UNIT

The Citizens Engagement and Outreach Unit (CEOU) was established in May 2022 as an operational team, consisting of strategy, people, systems, policies and procedures that are focused on fast-tracking the resolution of issues faced by the Ministry's

clients and facilitating the correspondence and recognition of compliments received by workers for good performance. The overall purpose of the CEOU is to enhance the performance of the Ministry of Social Development and Family Services in the delivery of services to citizens and to provide a more direct role for the Minister in interacting with Members of parliament (MPs), and the public, understanding their needs and responding positively to their concerns, in an efficient manner. In so doing, it will demonstrate that the entire Ministry, from top to bottom, cares about the issues that citizens encounter on a daily basis.

This result-oriented team collaborates with and engages internal and external entities such as the Minister, Executive Team, Heads of Divisions, MPs, Ministers of Government, Local Government Officials, Partners of the Ministry and the public.

The core functions of this Unit are to:

1. Receive and address compliments and queries which have been directed to the Honourable Minister for information and/or resolution either directly or through Members of Parliament and Cabinet Ministers.
2. Facilitate greater access via targeted outreach activities, in an effort to reduce the burden of communication responses by the Honourable Minister to these stakeholders and support the Divisions with respect to advancing service delivery and client satisfaction initiatives.
3. Spearhead and facilitate a more proactive approach to stakeholder relations and public engagement and outreach.

LOCATION/CONTACT INFORMATION

Coordinator
CL Financial Building
#39-43 St Vincent Street, Port of Spain
Tel. (PBX) 623-2608 ext. 2120-2122

INVESTIGATION AND COMPLIANCE UNIT

Cabinet approved the Investigation and Compliance Unit (ICU) via Minute No. 1635 -2021/09/30. It is responsible for providing the Ministry with an effective system of independent, timely and thorough investigations that are designed to improve the efficacy of Ministry's operations in achieving its goals and objectives. ICU conducts investigations into allegations of, inter-alia, fraud, corruption and bribery,

theft and embezzlement, procurement fraud, misrepresentation, misuse of The Ministry's resources and failure to comply with financial and other disclosure requirements.

The core functions of this Unit are to:

1. Initiate, plan, execute and report investigations to be undertaken by the Ministry of Social Development and Family Services.
2. Investigate malpractices or maladministration in the administration of activities within the Ministry of Social Development and Family Services.
3. Investigate serious malpractices or maladministration of grants within the Ministry of Social Development and Family Services to investigate all allegations regarding the matter concerned.
4. Refer evidence regarding acts or omissions to the Permanent Secretary and where necessary to the Trinidad and Tobago Police Service for further investigation.
5. Conduct Risk Assessments to determine the Ministry areas of exposure
6. Conduct compliance audits and make recommendations for meeting regulatory standards.
7. Prevent and Recover Financial Losses to the Ministry.
8. Conduct investigations proactively with the Trinidad and Tobago Police Service.

LOCATION/CONTACT INFORMATION

Head, Investigations Unit
Tower D, Level 21
International Waterfront Centre
#1A Wrightson Road
Port of Spain
Tel. (PBX) 623-2608

PROGRAMMES

NATIONAL SOCIAL DEVELOPMENT PROGRAMME

The core functions of this Programme include:

- To ensure that needy citizens throughout the country have access in their homes, to a reliable and sustainable supply of pipe borne water and electricity as well as improved, sanitary plumbing facilities;
- To assist in providing simple, useful, recreational facilities in underdeveloped communities; and

To raise the standard of living and quality of life of under-privileged citizens.

The Programme offers different services including:

- Improved Water Supplies
- Electrification and Lighting of Community Facilities
- House Wiring Assistance Facility
- Materials for Sanitary Plumbing Assistance
- Minor House Repair Assistance – provides persons with materials and/or labour in roof repairs and other minor structural repairs to their homes.

LOCATION/CONTACT INFORMATION

National Director
National Social Development Programme
2nd Floor
Nahous Building
45A-45C St. Vincent Street, Port of Spain
Tel: (868) 624-2608 Ext. 1500-1517, 1535-1540

SOWING EMPOWERMENT THROUGH ENTREPRENEURIAL DEVELOPMENT (SEED) PROGRAMME

The Sowing Empowerment through Entrepreneurial Development (SEED) Programme is another key programme that would address poverty and vulnerability/sustainability at individual and community levels. Financial assistance is provided to persons in social and economic circumstances to establish or expand a small business. Competencies and skills developed through training can create employment or self-employment.

National Director
National Social Development Programme
2nd Floor
Nahous Building
45A-45C St. Vincent Street, Port of Spain
Tel: (868) 624-2608 Ext. 1500-1517

SECTION 7(1) (a) (ii)

Categories of documents maintained by the Ministry of Social Development and Family Services:

1. Files dealing with administrative support and general administration documents for the operations of the Ministry
2. Files dealing with the accounting and financial management function of the Ministry
3. Financial Records (Cheques, Vouch-



Government of the Republic of Trinidad and Tobago
 Ministry of Social Development and Family Services

**PUBLIC STATEMENT FOR 2023 OF THE
 MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
 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 Social Development and Family Services is required by law to publish and annually update the statement which list the documents and information generally available to the public.

- ers, Receipts, Journals)
- 4. Files dealing with matters relating to the procurement of supplies, services and equipment
- 5. Cabinet Notes and Minutes
- 6. Maps/Charts/Photographs/Compact Disks/ Diskettes/Abstracts/Tapes/ Catalogues
- 7. News Releases, speeches originating from the Ministry
- 8. Policy and Procedure Documents
- 9. Internal and External correspondence files
- 10. Documents relating to strategic review of the Ministry
- 11. Documents relating to Training plans
- 12. Documents relating to Information Technology
- 13. Legislation and Legal Instruments
- 14. Legal Opinions and related matters
- 15. Files dealing with training - local and foreign and technical co-operation
- 16. Minutes/Agenda of meetings
- 17. Files dealing with Circulars, memoranda, notices, bulletins, etc.
- 18. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants/ Technical, Corporate, Valuation etc.
- 19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
- 20. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
- 21. Inventories
- 22. Periodicals and publications
- 23. Complaint/suggestion files
- 24. Research Studies
- 25. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- 26. Other information that can be accessed at the Ministry's Website include:
 - Media Releases
 - Speeches made by the Honourable Minister
 - Print Notices
 - Videos
 - Photos
 - Information on the services provided to the public

SECTION 7 (1) (a) (iii)
 Material prepared for publication or inspection
 The public may inspect and/or obtain copies of the Ministry's Publications between the hours of 8.00 a.m. and 4:00 p.m. (Monday – Friday) at the Ministry's Library.

LOCATION/CONTACT INFORMATION
Ministry of Social Development and Family Services
Library Services
ABMA Building
#55-57 St. Vincent Street, Port-of Spain
Tel: (868) 623-2608 Ext. 2100; 2101

SECTION 7(1) (a) (iv)
 Literature available by Subscription:
 The Ministry of Social Development and Family Services 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 Social Development Family Services:

HOW TO REQUEST INFORMATION
 • General Procedure
 Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused) you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in any Public Authority in order to access information that is not readily available in the public domain. The form can be accessed at the Ministry's Head Office or the Ministry's website www.social.gov.tt

• Addressing Requests
 To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Social Development and Family Services (see Section 7(1) (a) (vi)).

• Details in the Request
 Applicants should provide details that will allow for ready identification and location of records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

REQUESTS NOT HANDLED UNDER FOIA
 • A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

RESPONDING TO YOUR REQUESTS
 • Retrieving Documents
 The Ministry of Social Development and Family Services is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Information stored in the National Archives or another storage centre will be retrieved in order to process your request.

• Furnishing Documents
 An applicant is entitled to make copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.
 Please note we are not compelled to do the following:
 (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.

TIME LIMITS
 • General
 The FOIA sets time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status.

• Time Allowed
 We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies if you request.

• Fees and Refund
 The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to access to the document/s requested.

THE REQUEST FOR ACCESS TO OFFICIAL DOCUMENTS
 The Freedom of Information Request Forms can be accessed at our Reception/ Lobby areas or it may be downloaded from the website www.foia.gov.tt.

SECTION 7 STATEMENTS
SECTION 7(1) (a) (vii)

Officers in the Ministry of Social Development and Family Services 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 of the FOIA.

THE DESIGNATED OFFICER IS:
 Ms. Angelique Taylor, Senior Planning Officer, Ministry of Social Development and Family Services
 Head Office: CL Financial Building, #39-43 St. Vincent Street, Port of Spain
 Tel. 623-2608 Ext. 3201
 Email: angelique.taylor@social.gov.tt

THE ALTERNATE OFFICER IS:
 Ms. Jill Abdul, Administrative Officer II (Ag) Ministry of Social Development and Family Services
 Head Office: CL Financial Building, #39-43 St. Vincent Street, Port of Spain
 Tel. 623-2608 Ext. 1405
 Email: jill.abdul@social.gov.tt

SECTION 7(1) (a) (vii)
 Advisory Boards, Councils, Committees, and other Bodies (when Meetings/ Minutes are open to the public):

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

SECTION 7(1) (a) (viii)
 Library/Reading Room Facilities:
 Information in the public domain is generally accessed in our Library, standard business hours will be applicable to the Library: Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

Copies of the Ministry of Social Development and Family Services' policies are also provided in the public domain at www.social.gov.tt.
 • No Smoking, Eating or Drinking is allowed in the Library
 • No Bags are allowed in the Library





Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

**PUBLIC STATEMENT FOR 2023 OF THE
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
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 Social Development and Family Services is required by law to publish and annually update the statement which list the documents and information generally available to the public.

- Cell phones are to be kept on mute mode

LOCATION/CONTACT INFORMATION
Librarian
2nd Floor ABMA Building,
55-57 St. Vincent Street, Port of Spain
Tel: (868) 623-2608 Ext. 1474; 1475

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- Public Service Commission Regulations contained in the Constitution of the Republic of Trinidad and Tobago, Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act, Chapter 23:01,
- Audit and Exchequer Act, Chapter 69:01
- Freedom of Information Act, Chapter 22:02
- Senior Citizens Pension Act, Chapter 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, Act No. 59 of 2000
- Homes for Older Persons Act, Act No. 20 of 2007
- Occupational Safety and Health Act, Chapter 88:08
- Domestic Violence Act, Chapter 45:56
- Sexual Offences Act 27, Chapter 11:28,
- Matrimonial Proceedings and Property Act, Chapter 45:51
- Cohabitation Relationship Act, Chapter 45:55

N.B. All documents listed above are available for purchase at the Government Printery. Additionally, these statutes may also be found / downloaded from the Digital Legislative Library System from www.laws.gov.tt

SECTION 8 (1) (a) (ii)

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

- Manual for Homes for Older Persons (2020)
- Diagnostic Assessment of Social Welfare Division (2020)
- National Policy on Persons with Disabilities (2019)

- National Parenting Policy- Green Paper (2017)
- Standard Operating Procedures Manual for the Means Test Assessment (2017)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- A Framework for Monitoring and Evaluating in the Social Sector (2006)
- A Framework for Monitoring & Evaluating Social Sector Interventions (2006)
- Monitoring and Evaluation Policy for the Social Sector (2006)
- National Policy on Ageing for Trinidad and Tobago (2003)

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the Ministry, 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:
At this time, the Ministry has no documents which fall within the meaning of this section.

SECTION 9 STATEMENTS

SECTION 9 (1) (a), (b), (c), (d), (g) (j), (k), (l), (m)

At this time, the Ministry has no documents which will fall within the meaning of these sections.

SECTION 9 (1) (e)

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

- Trinidad and Tobago Survey of Living Conditions (2005)
- Survey on norms and values (2009)
- Multiple Indicators Cluster Survey 4: Monitoring the Situation of Women and Children (2011/2012)
- Survey on status of males in Trinidad and Tobago (2012)
- Nationwide study on the effects of Legitimised Gambling in Trinidad (2012)
- Perception of the Heads of Divisions (HODs) of the former Ministry of the People and Social Development

- (MPSD) on the Implementation of Ministry Initiatives (2014)
- A Situation Analysis of Children with Cerebral Palsy in Trinidad and Tobago (2014)
- Review of the Standard Means Test For Selected Safety Net Initiatives within The Ministry of Social Development and Family Services (A Report of a Rapid Assessment of the Implementation of the Standard Means Test by Economic Commission for Latin America and the Caribbean (ECLAC) (2019)
- An Assessment of the Disability Sector (2019)
- National Poverty Reduction Strategy (2020)
- Social Welfare Division Diagnostic Report (2020)
- M&E surveys completed on NGOs (2022)
- Parenting TT
- Rape Crisis Society of Trinidad and Tobago
- TT Chapter for Persons with Disabilities International
- TTARC – Trinidad and Tobago Association for Retarded Children
- M&E evaluation surveys completed on MSDFS' Programmes (2022)
- Public Assistance Grant
- Disability Assistance Grant
- Senior Citizens Pension.

SECTION 9 (1) (f)

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

- Report on National Consultation on Social Development
- Report on the Social Mitigation Plan Consultations (2017)
- Review of the National Social Mitigation Plan's Implementation plan (2020/2021)
- Final Close-out Report for HR Consultancy Services to support the Implementation of the SSE Unit and STEP-UP Program Model, MSDFS (2022)
- National Social Mitigation Plan: Phase 1 – Implementation (Close-out Report - 30 April 2021) from Ernst and Young.
- Assessment of the Civil Society Sector (2022)

SECTION 9 (1) (h)

A report on the performance or efficiency of the Ministry of Social Development and Family Services, or of an Office, Division or branch of the Ministry, whether the report

is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- Social Sector Investment Programme 2022
- Social Sector Investment Programme 2021
- Social Sector Investment Programme 2020
- Social Sector Investment Programme 2019
- Ministry's Five Year Strategic Plan (2018-2023)
- National Social Mitigation Plan (2017/2022)
- Street Dwellers' Working Committee Report (2017)
- Annual Administrative Report 2016/2017
- Annual Administrative Report 2017/2018
- Annual Administrative Report 2018/2019
- Annual Administrative Report 2019/2020
- Annual Administration Report 2021/2022
- NGO/CSDP Evaluation Report 2021
- Achievements of the Street Dwellers Coordinating and Monitoring Committee (August 2018 to January 2020)
- Final reports on Social Displacement Unit's programmes/projects (2022)
- Report on the Holistic Plan for addressing Social Displacement in Trinidad and Tobago.

SECTION 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the Ministry, (2) the establishment of a new policy, programme or project to be administered by the Ministry, or (3) the alteration of an existing policy, programme or project administered by the Ministry, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another Ministry, the responsible Minister of the Ministry or Cabinet.

- National Policy on Persons with Disabilities
- National Ageing Policy
- National Policy on the Family
- National Parenting Policy

**MINISTRY OF SOCIAL DEVELOPMENT
AND FAMILY SERVICES (MSDFS)**
www.social.gov.tt
June 2023

1116

LICENSING SESSION

CITY OF PORT-OF-SPAIN

RETURN OF Applications for the Licensing Committee's Certificates for New Licences in the North Trinidad Magisterial District, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session to be heard virtually at the Port-of-Spain District Court on THURSDAY THE 22ND DAY OF JUNE, 2023 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Kaylene Sinette	No. 13 Real Spring Avenue Valsayn	No. 78 Abercromby Street Port-of-Spain	From 1st April, 2023 to 31st March, 2024
Kern H. I. Reyes	No. 6 Agostini Street Gonzales	No. 55 Duke Street Port-of-Spain	do.
Wine Retailer's			
Samantha Kitson-John	No. 28 Spaniol Road Diego Martin	The Hadeed Centre Mall No. 44 Henry Street Port-of-Spain	do.
Spirit Grocer's			
Lianzeng Guo	No. 219 Papparie Road Diamond Village, San Fernando	No. 17-19 George Street Port-of-Spain	do.
Akeem Emmerson Constantine	Light Pole No. 19D Cameron Road, Petit Valley	No. 51-53 Queen Street Port-of-Spain	do.

Dated this 14th day of June, 2023.

*Secretary, Licensing Committee
City of Port-of-Spain*