



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 65

Caroni, Trinidad, Monday 11th May, 2026—Price \$1.00

No. 81

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Administration of Justice (Deoxyribonucleic Acid) Act, Chap. 5:34”—(\$2.70).

BILL entitled “An Act to amend the Elections and Boundaries Commission (Local Government and Tobago House of Assembly) Act, Chap. 25:50”—(\$2.70).

BILL entitled “An Act to make provision for certain criminal convictions of offenders to become spent, to be expunged from the record and for other related matters”—(\$16.20).

BILL entitled “An Act to amend the Public Health Ordinance Ch. 12 No.4”—(\$2.70).

722

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 C—

Bill entitled “An Act to amend the Administration of Justice (Deoxyribonucleic Acid) Act, Chap. 5:34”.

Bill entitled “An Act to amend the Elections and Boundaries Commission (Local Government and Tobago House of Assembly) Act, Chap. 25:50”.

Bill entitled “An Act to make provision for certain criminal convictions of offenders to become spent, to be expunged from the record and for other related matters”.

Bill entitled “An Act to amend the Public Health Ordinance Ch. 12 No.4”.

723

PUBLICATION OF BILLS

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

The Administration of Justice (Deoxyribonucleic Acid) (Amendment) Bill, 2026.

The Elections and Boundaries Commission (Local Government and Tobago House of Assembly) (Amendment) Bill, 2026.

The Criminal Records (Rehabilitation of Offenders) Bill, 2026.

The Public Health (Amendment) Bill, 2026.

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

11th May, 2026.

B. CAESAR
Clerk of the House

724

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

IN THE ESTATE OF

LIVINGSTONE GRIFFITH—*Deceased*

Late of 78, Jasper Avenue, Diamond Vale, Diego Martin in the Borough of Diego Martin, in the Island of Trinidad
who died on the 12th day of May, 2024

NOTICE is hereby given that creditors and other persons having claims against the estate of the above-named LIVINGSTONE GRIFFITH—deceased, should give notice in writing to the undersigned who are the Attorneys-at-law for Republic Bank Limited, the Executor of the Will of the above-named deceased, not later than Thursday the 18th day of June, 2026, after which time, the Executor intends to distribute the Estate of the said deceased among the persons entitled thereto having regard only to the claims for which notice have been received by the Attorneys-at-law.

Dated this 11th day of May, 2026.

MARK J. LAQUIS
*Pollonais, Blanc
de la Bastide & Jacelon
No. 17–19 Pembroke Street, Port-of-Spain
Attorneys-at-law for the Executor*



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

UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives the members of the public:

1. A legal right for each person to access information held by the Ministry of the People, Social Development and Family Services;

2. A legal right for each person to have official information relating to him/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 under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

The function and structure of the Ministry of the People, 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 the People, 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 woworganization.

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:

i) 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

(ii) 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 the People, Social Development and Family Services comprises the following Divisions, Units and Statutory Authority:

Divisions:

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

Units:

- Corporate Communications
- Legal Services
- Disability Affairs
- Social Displacement
- HIV/AIDS Coordinating
- Internal Audit
- Project Implementation
- Procurement
- Non-Governmental Organisation
- Investigations and Compliance
- Geriatric Adolescent Partnership Programme (GAPP)

Statutory Authority:

- The Children's Authority of Trinidad and Tobago.

The Ministry currently administers the following Programmes:

- National Social Development Programme



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

• 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
- 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 - 45C St. Vincent Street,
Port of Spain
Tel: (868) 625-5515, 623-2608
Exts. 1300-1308

Policy, 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, Nongovernmental Organizations and Community Based Organizations
- Establish and maintain structures for participatory development through continuous dialogue with civil society organizations
- Review planning and policy agendas of external agencies to identify areas for collaboration
- 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: (868)623-2608
Exts. 3200-3210

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 MPSDFS
- 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
- Provide assistance to the Policy, Programme Planning and Development Division of the Ministry of the People, Social Development and Family Services in the monitoring and evaluation of social policies.

LOCATION/CONTACT INFORMATION

Director
Monitoring and Evaluation Division
Nahous Building
#45A - 45C St. Vincent Street,
Port of Spain
Tel:(868)625-5515, 623-2608
Exts. 1550-1559





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

UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

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
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry

LOCATION/CONTACT INFORMATION

Director, Information Technology

3rd Floor, CL Financial Building
#39-43 St. Vincent Street, Port of Spain
Tel:(868)623-2608
Exts. 5304-5312

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:(868)623-2608
Exts. 1400-1413

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:

- Increment Administration
 - Maintenance and Updating of Database on Performance Management
 - **Employee Relations/Industrial Relations**
 - Grievance management
 - Conciliation
 - Joint Negotiating Committee (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:(868) 623-2608
Exts. 5500-5529
- #### **Social Welfare Division**
- 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
- 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



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

- 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:(868)623-2608
Ext 1200-1259
Fax: (868) 625-8291

LOCAL BOARD OFFICES SOCIAL WELFARE DIVISION

St. George West (Port-of-Spain)

Port-of Spain Social Services
Centre
#132 Henry Street, Port of Spain
Tel. (868) 623-0503/623-2608
Ext. 5900-5914

St. George Central (Aranguez)

MTS Plaza, Aranguez Road,
Aranguez.
Tel: (868) 623-2608
Exts: 1610-1615
Fax: (868) 675-4728

St. George East (Tunapuna)

Tunapuna Social Services Centre
#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
Exts. 6200-6220
Fax: 671-4978

St. Andrew/ St. David (Sangre Grande)

Corner Savi Street & Boodooville
Circular Road
Tel: (868) 668-3366/623-2608
Exts.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,
#98 High Street
Tel: (868) 623-2608
Ext. 2400-2459 Fax: 655-4319

St. Patrick East (Penal & Siparia)

Siparia Administrative Complex,
Corner SS Erin Road and Allies
Street, Siparia.
Tel: (868) 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

Camden Road Couva.
Tel: (868) 636-4453/679-8266
Ext. 105, 121

Tobago (Scarborough)

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

Finance and 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

LOCATION/CONTACT INFORMATION

Director of Finance and Accounts

1st Floor, CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel:(868)623-2608 Ext. 5130,
5100-5199

Division of Ageing

The Division of Ageing,
established in August 2003, serves
as an umbrella agency within
the Ministry of the People, Social
Development and Family Services
to focus on ageing initiatives in
Trinidad and Tobago. Its mission is



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

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 Nation's 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

- 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, Division of Ageing
Ground Floor, CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel: (868) 623-2608 Ext. 2000-2099

**Older Persons Information
Centre (OPIC)**
opiccentre@gmail.com
800-OPIC (6742)

National Family Services Division

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

- Respond and engage in crisis intervention in cases of homicides, suicides and accidents

LOCATION/CONTACT INFORMATION

Director
Port-of Spain Social Services Centre
#132 Henry Street, Port of Spain
Tel. 868. 623-2608
Exts. 6701 -6707, 6715

Point Fortin
Corner Passey and Richardson Street, Pt. Fortin
Tel. (868) 648-6747; 623-2608
Ext. 2600 - 2699

Tunapuna
Tunapuna 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
Exts. 2300-2317

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

Couva
Couva Social Services Centre,
Camden 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

Marlson's Building
#98 High Street, Princes Town
Tel. (868) 655-4741. 623-2608
Exts. 2460 – 2419; 2402 - 2409

Child Affairs Division (CAD)

The CAD is responsible for advancing child development in Trinidad and Tobago, playing a pivotal role in ensuring that every child is happy, healthy, confident, and secure in the knowledge that their rights are respected, protected, and promoted throughout society.

The Division's core mission is to support the holistic development of children, enabling them to reach their fullest potential as active, engaged, and productive members of the community. Guided by the principles of the United Nations Convention on the Rights of the Child (UNCRC) and the National Child Policy of Trinidad and Tobago, the CAD works to create an environment where all children are able to thrive.

LOCATION/CONTACT INFORMATION

Director
Child Affairs Division
Annex, CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain
Tel:(868)623-2608
Ext. 3370, 3371

Gender Affairs Division (GAD)

The GAD is mandated to promote gender equality and justice by implementing the National Policy



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

on Gender and Development and integrating its initiatives into the socio-economic framework of Trinidad and Tobago. A key strategic objective of the Division is to improve the quality of life for men, women, boys, and girls across all sectors of society by advancing gender equality and equity. Central to this mission is the reduction of gender-based violence, with a particular focus on addressing domestic violence.

LOCATION/CONTACT INFORMATION
Director
Gender Affairs Division
Annex, CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain
Tel:(868)623-2608
Ext. 3350-3359

Children's Authority of Trinidad and Tobago
The Children's Authority of Trinidad and Tobago (CATT) is a statutory body established under the Children's Authority Act, with operational authority commencing on May 18, 2015, following the proclamation of key child protection legislation. CATT serves as the primary agency responsible for the care, protection, and rehabilitation of children who are at risk, victims of abuse, or require state intervention in their development and safety.

The Children's Authority has wide-ranging statutory powers. These include:

- Receiving, recording, and investigating reports of suspected child abuse, neglect, or children at risk
- Assessing children's welfare, safety, mental and physical health
- Determining placement for children needing state care

(short-term and long-term)

- Managing national systems for:
 - o Foster care
 - o Kinship care
 - o Adoption (open and closed)
- Licensing, inspecting, and monitoring:
 - o Community residences (children's homes)
 - o Rehabilitation centres
 - o Reception centres and foster homes
- Providing court support for children involved in the justice system (both civil and criminal proceedings)
- Advocating for legislative reform, public awareness, and policies in support of children's rights.

LOCATION/CONTACT INFORMATION
Director/Chief Executive Officer
Children's Authority of Trinidad and Tobago
Corner Dere Street & Queen's Park West,
Port of Spain
Tel: 627- 8597 Ext. 40257
Hotline: 996 or 800-2014

UNITS
Corporate Communications
The Corporate Communications 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 Unit
4th Floor, CL Building
#39-43 St. Vincent Street,
Port of Spain
Tel: (868) 623-2608
Exts: 5400-5412

Legal Services
The Legal Services Unit renders legal advice to the Ministry of the People, 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

- Provide comments on the legal aspects of policies and programmes recommended for implementation

LOCATION/CONTACT INFORMATION
Director, Legal Services
3rd Floor, CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain
Tel:(868)623-2608
Exts. 5450- 5455

Disability Affairs Unit
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 implementation 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





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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

- Conduct research and collect data on persons with disabilities.

LOCATION/CONTACT INFORMATION

Director, Disability Affairs Unit
National Therapeutic
Rehabilitation Centre
#1 Connector Road,
Carlsen Field, Chaguanas
Tel (868) 623-2608 Exts. 1150-1158
Fax: (868) 623-2379

Social Displacement Unit

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
- 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
Tel: (868) 623-2608
Exts. 5700-5706

HIV/AIDS Co-ordinating Unit

Strengthen the implementation and coordinating 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
- 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:(868)623-2608;

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
- 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
Ext. 1260 -1274

Procurement Unit

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:

- Develop procurement processes, policies, procedures, templates and guidelines to bring alignment to the new procurement system
- 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)
- Develop Training, qualifications, and certification of relevant Divisional Staff (included on Fiscal Training Plan)
- Monitor, measure and evaluate contractors and vendors' performance and maintain a database of findings
- Sensitize delegated units of procurement on their new roles and responsibilities
- 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. 2054,
2050 - 2099

Project Implementation Unit

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:



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

- 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: (868) 623-2608
Ext. 3250 - 3299

Non-Governmental Organisation Unit

The Non-Governmental Organisation (NGO) Unit was established within the Ministry of the People, 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 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
- Maintain an NGO database

LOCATION/CONTACT INFORMATION

**Coordinator, Non-Governmental
Organisation (NGO) Unit**
2nd Floor Nahous Building,
#45A - 45C St. Vincent Street,
Port of Spain
Tel: (868) 623-2608
Exts. 5020, 5023, 5031-5036
Email: ngounit@social.gov.tt

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 the People, Social Development and Family Services
2. Investigate malpractices or maladministration in the administration of activities within the Ministry of the People, Social Development and Family Services to investigate all allegations regarding the matter concerned
3. Investigate serious malpractices or maladministration of grants within the Ministry of the People, 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 and Compliance Unit

Tower D, Level 21
International Waterfront Centre
#1A Wrightson Road
Port of Spain
Tel. (868) 623-2608

Geriatric Adolescent Partnership Programme (GAPP)

The Geriatric Adolescent Partnership Programme (GAPP) is an intensive short term training programme aimed at imparting knowledge and caring skills to young people between the ages of 17-35. Trainees are actively engaged in classroom sessions and supervised in field placements in private homes and institutional settings in the trainee's community. The assessment and support is ongoing. The core aspects of this Programme include:

- Development of a sense of self-worth and self-discipline among young persons;
- Bridging the gap between young persons and the elderly thereby allowing for more effective interaction and positive outcomes;
- Development of caring skills in young people;
- Fostering national consciousness; and
- Improving social interaction among people in communities.

LOCATION/CONTACT INFORMATION

**Coordinator, Geriatric
Adolescent Partnership
Programme**



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

#2 Elizabeth Street St Clair
Tel: (868) 612-9367
Ext. 8101-8104

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
- 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.
- Disaster Relief Assistance

LOCATION/CONTACT
INFORMATION

National Director, National Social Development Programme

2nd Floor
Nahous Building
45A-45C St. Vincent Street,
Port of Spain
Tel: (868) 623-2608
Exts. 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.

LOCATION/CONTACT
INFORMATION

National Director, National Social Development Programme

2nd Floor
Nahous Building
45A - 45C St. Vincent Street,
Port of Spain
Tel: (868) 623-2608
Exts. 1500-1517, 1535-1540

SECTION 7(1) (a) (II)

Categories of documents in the possession of the Ministry of the People, 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, Vouchers, 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
- Tender Notices

SECTION 7 (1) (a) (III)

Material prepared for publication or inspection

The public may generally 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 the People, Social Development and Family Services

Library Services
ABMA Building
#55-57 St. Vincent Street,
Port- of Spain
Tel: (868) 623-2608
Exts. 2100 ; 2101

SECTION 7(1) (a) (IV)

Literature available by subscription. The Ministry of the People, 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



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

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.

• Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of the People, 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.

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 the People, 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 Making a 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) (VI)

Officers in the Ministry of the People, 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
- (3) Applications for correction of personal information under Section 36 of the FOIA

THE DESIGNATED OFFICER IS:

Ms. Angelique Taylor
Ministry of the People, Social Development and Family Services
Head Office: CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel. 623-2608 Ext. 3201

THE ALTERNATE OFFICER IS:

Ms. Moushumi Dookie
Ministry of the People, Social Development and Family Services
Head Office: CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel. 623-2608 Ext. 1404

SECTION 7(1) (a) (VII)

Advisory Boards, Councils, Committees, and Other Bodies (when Meetings/ Minutes are open to the public)

At this 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 the People, 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

• 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
Exts. 1474 and 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.

• Constitution of the Republic of Trinidad and Tobago Chapter 1:01

• Financial Regulations, 1965

• Civil Service Act and Regulations,



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

1966 Chapter 23:0, Laws of Trinidad and Tobago

- Public Service Commission

Regulation, 1966, Chapter 88:01, Laws of Trinidad and Tobago

- The Audit and Exchequer Act 20 of 1959, Chapter 69:01

- Freedom of Information Act 26 of 1999

- Senior Citizens Pension Act Chapter 32:02

- Public Assistance Act, Chapter 32:03

- Socially Displaced Persons Act, 2000

- Homes for Older Persons Act, 2007

- Occupational Safety and Health Act, 2004

- Domestic Violence Act 27 of 1999 Chapter 45:56, Amended by 8 of 2006

- Sexual Offences Act 27 of 1986 chapter 11:28, amended by Act 31 of 2000

- Matrimonial Proceedings and Property Act Chapter 45:51, Act 2 of 1972

- Co-habitation Relationship Act Chapter 45:55 Act. No. 30 of 1998

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.

- Methodology for redefining ('Splitting') of Local Board Districts of Caroni (Chaguanas Regional Office) and St George East (Tunapuna Regional Office) to ensure that the Ministry follows a systematic methodology to ensure effective implementation (2024)

- Comparative analysis of the social registries: System for Selecting Beneficiaries of Social Programs (SISBEN), Climate Shock Vulnerability Index (IVACC) and National Register of Vulnerable Persons (NRVP) (2024)

- National Parenting Policy of Trinidad and Tobago (2023-2028) - (White Paper 2024)

- National Policy Guidelines for the Special Achievers Grant (2024)

- 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)

- Policy Development Guidelines for the Social Sector (2014)

- 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 that 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 that 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.

- Review of the Standard Means Test for Selected Safety Net Initiatives within The Ministry of the People, Social Development and Family Services (2024)

- The Inter-Ministerial Social Research Council's Research Bulletin Issue #2 (2022-2025)- "Emerging Trends and Opportunities in Social Research: The Post-COVID-19 Pandemic Era". Ministry of the People, Social Development and Family Services (2024)

- M&E Evaluation Reports completed on MSDFS' Programmes (2024)

- o Special Achievers Grant (SAG)

- o Food Support Grant

- o Social Welfare Division Deferral Rates

- M&E evaluation surveys completed on MSDFS' Programmes (2023)

- o Senior Citizens' Pension

- o MSDFS Christmas Food Card Initiative

- Customer Satisfaction Survey (Local Boards)

- Assessments completed on NGOs (2023)

- o YMCA

- o Girl Guides Association of Trinidad and Tobago

- o YWCA

- o Trinidad and Tobago Association for the Hearing Impaired (TTAHI)

- o Scouts Association of Trinidad and Tobago

- Assessments completed on NGOs (2024)

- o Assessments completed on NGOs (2024)

- o Memisa Centre of the Lady Hochoy homes

- o Immortelle Children's centre for Special Education

- o National Centre for Persons with Disabilities Assessment

- Trinidad and Tobago Multiple Indicator Cluster Survey 2022

- M &E surveys completed on NGOs (2022)

- o Parenting TT

- o Rape Crisis Society of Trinidad and Tobago

- o TT Chapter for Persons with Disabilities International

- o TTARC – Trinidad and Tobago Association for Retarded Children

- M&E evaluation surveys completed on MSDFS'



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



UPDATED PUBLIC STATEMENT FOR 2025 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 the People, Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

- Programmes (2022)
 - o Public Assistance Grant
 - o Disability Assistance Grant
 - o Senior Citizens Pension.
- National Poverty Reduction Strategy (2020)
- Social Welfare Division Diagnostic Report (2020)
- Review of the Standard Means Test For Selected Safety Net Initiatives within The Ministry of the People, 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)
- Perception of the Heads of Divisions (HODs) of the 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)
- 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)
- Survey on norms and values (2009)
- Trinidad and Tobago Survey of Living Conditions (2005)

SECTION 9 (1) (f)
A report prepared for the Ministry

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

SECTION 9 (1) (h)
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.

- Social Sector Investment Programme 2026
- Social Sector Investment Programme 2025
- Social Sector Investment Programme 2024
- Social Sector Investment Programme 2023
- 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 Guidelines for the Special Achievers Grant Administration
- National Policy on Persons with Disabilities
- National Ageing Policy
- National Family Policy of Trinidad and Tobago
- National Parenting Policy of Trinidad and Tobago

MINISTRY OF THE PEOPLE, SOCIAL DEVELOPMENT AND FAMILY SERVICES (MPSDFS)
www.social.gov.tt
December 2025





**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999 CHAP 22:02**

**UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS DEVELOPMENT
AUTHORITY 2026**

**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, ("FOIA") the Chaguaramas Development Authority ("CDA") is required by law to publish the following statement, which lists the documents that are available to the public.

The FOIA gives members of the public:

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

The following information satisfies the requirements of the FOIA and the CDA publishes the following statement as approved by the Minister of Land and Legal Affairs:

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the CDA

Mission Statement:

"To provide exceptional customer experiences through eco-friendly business, recreational facilities and services, utilizing a sustainable business model built on good governance, continuous learning and employee development"

The CDA is a statutory body established by the Chaguaramas Development Authority Act, Chapter 35:02, No. 37 of 1972 ("the CDA Act") located on Airway Road, Chaguaramas.

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

The CDA is governed by a Board consisting of a Chairman, a Deputy Chairman and seven (7) Board Members all appointed by the President of the Republic of Trinidad and Tobago. The Chairman of the Board reports to the Minister of the Ministry of land and Legal Affairs.

Structure of the CDA

The CDA comprises of a staff of One Hundred and Sixty-Two (162) persons headed by the General Manager. The CDA is divided into the following divisions:

1. Office of the General Manager;
2. Office of the Corporate Secretary;
3. Corporate Communications;
4. Revenue Optimization and Land Development;
 - Legal Services and Lease Revenue
 - National Parks & Customer Services
 - Finance & Accounting
 - Golf Course;
5. Human Resources & Administration;
6. CDA Estate Police; and
7. Estate & Operations
 - Information Technology
 - Facilities
 - Project Management
 - Health, Safety and the Environment.

Office of the General Manager

This office comprises of the following:

- General Manager
- Executive Secretary

The core functions of this office are as follows:

- Directing and overseeing organisational reviews, strategic plans and related strategic imperatives;
- Driving strategic initiatives and supporting the development of long-term growth plans and profitability goals;
- Ensuring the creation and implementation of a strategy designed to grow the CDA while containing the cost base of the CDA;
- Coordinating the development of key performance goals;
- Directing, coordinating, integrating and guiding all the activities at the CDA to ensure achievement of revenue targets;
- Ensuring the ongoing review of the business environment that affects the CDA and making recommendations to the Board of Directors;
- Ensuring that operational plans are developed for all functional areas in keeping with the approved strategic plan;

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

- Ensuring the effective management key stakeholder relationships with clients, suppliers and potential investors to ensure customer satisfaction, value for money purchases;
- Promoting and ensuring the maintenance of an organizational culture;
- Overseeing organisational reviews; and
- Ensuring the prudent management of the CDA's resources.

Office of the Corporate Secretary

This office comprises of the following:

- Corporate Secretary
- Assistant to the Corporate Secretary

The core functions of this office are as follows:

- The scheduling of regular and special Board meetings in accordance with directives of the Board;
- The upkeep of minutes from all meetings of the Board and any sub-committees;
- Having possession of and keeping current the CDA's records (including minute books, agendas, notices of meeting, proxies, filings with regulators, reports required by law) and correspondence with external auditors;
- Maintaining custody of the CDA's seal and other instruments of its authority and attesting to and executing documents on behalf of the CDA;
- Ensuring the CDA is compliant with all applicable laws and regulations;
- Developing and periodically reviewing the CDA's corporate governance policies and practices;
- Advising the Board on aspects of the CDA's operations, relevant legislation and rules affecting the functioning of the Board;
- Administering the CDA's tendering process to ensure that goods and services required by the CDA are procured in accordance with established rules and authorities; and
- Developing, implementing and managing procedures pertaining to the Freedom of Information Act.

Corporate Communications

This office comprises of the following:

- Manager, Corporate Communications
- Business Support Officer II
- Marketing Assistant
- Marketing Specialist

The core functions of this office are as follows:

- Developing communication polices and plans for internal and external communications;
- General internal communications;

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

- Upkeep of bulletin boards, notice boards etc.;
- External releases and publications;
- Relations with stakeholders;
- Management of social media platforms;
- Idea generation;
- Creation of pamphlets, brochures, magazines etc.;
- Public awareness campaigns;
- Development and implementation of marketing and communication strategies; and
- Coordinating events.

Revenue Optimization and Land Development

i. Legal Services and Lease Revenues

This office comprises of the following:

- Manager, Legal Services and Lease Revenues
- Legal Officer I
- Legal Officer II
- Business Support Officer I
- Tenancy Officer
- Compliance Officer
- Customer Service Officer

The core functions of this office are as follows:

- The provision of legal services and advice to the CDA;
- Lease Management;
- Litigation Management;
- Legal Research;
- Documentation, preparation, drafting and negotiating of legal documents such as contracts, leases, licenses, agreements, briefs, opinions, policies and procedures
- Ensuring tenants are compliant with their leases;
- Reviewing external contracts and/or documents in connection with the CDA;
- Reviewing internal policies, documents etc.;
- Management of legal risks; and
- Representing the CDA externally and internally in negotiations, disputes, consultations and other proceedings that require legal representation.

ii. National Parks & Customer Services

This office comprises of the following:

- Manager, National Parks & Customer Services
- Customer Relations Officer
- Clerk Stenographer III
- National Park Assistant I/Tour Guide
- Senior Car Park Attendant

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

- Car Park Attendant (3)

The core functions of this office are as follows:

- Ensuring protection of the environment and the promotion of adventure and eco-tourism through relevant strategies as collaborated with the EMA and Tourism Trinidad Ltd;
- Ensuring the application of environmental law and the fighting of poaching in order to maintain the conditions of the CDA's National Parks;
- Development of revenue earning from events on the Chaguaramas peninsula;
- Ensuring that customer service satisfaction objectives are reached;
- Developing customer relationship management policies, systems and processes to ensure retention of key customers;
- Maintaining customer satisfaction levels of key customers through regular meetings, visiting operational environments, conducting surveys and forming focus groups;
- Improving customer service quality results by studying, evaluating and redesigning processes;
- Promotion of events in collaboration with Corporate Communications; and
- Managing customer complaints.

iii. **Finance & Accounting**

This office comprises of the following:

- Chief Accountant
- Assistant Accountant
- Accounting Assistant
- Clerk VI/Cashier
- Purchasing Officer
- Procurement Specialist
- Inventory Officer

The core functions of this office are as follows:

- Developing, implementing and monitoring financial and accounting strategies, policies and procedures;
- Management of financial risks;
- Preparation and submission of reports on budgets, estimates and expenditure;
- Reviewing operating models for use and ownership of assets;
- Managing the accounts receivable;
- Managing the accounts payable;
- Managing the investment portfolio;
- Payroll;
- Preparation of management and external accounts;
- Collection of rental income;
- Ensuring tenants are compliant with rental obligations; and
- Cash flow forecasting.

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED**iv. Golf Course**

The Golf Course comprises of the following:

- Customer Service Representative
- Maintenance Assistant (4)
- Maintenance Contractor
- Green Keeper (3)
- Range Hand

The core functions of this Golf Course are as follows:

- Upkeep and maintenance of the Golf Course in keeping with health and safety Policies
- Management of the golf course;
- Development of the Golf Club Business Plan;
- Development of golf tournaments, special events, activities, marketing and promotion programs;
- Training courses;
- Turf maintenance;
- Development of operating procedures; and
- Maintaining the golf course membership.

Human Resources & Administration

This office comprises of the following:

- Manager, Human Resources & Administration
- Human Resource Generalist
- Human Resource Assistant
- On the Job Trainee – Human Resource Admin Assistant

The core functions of this office are as follows:

- Administration of human resource plans and procedures;
- Implementation of the employee handbook, other policies and procedures;
- Recruitment and new employee orientation;
- Counseling and exit interviewing sessions;
- Training and development of employees;
- Performance review of employees;
- Leave administration;
- Represents CDA in Industrial Relations matters and matters including collective bargaining and conflict resolution;
- Employee relations;
- Administration of collective agreements;
- Man power planning;
- Retirement process; and
- Termination

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

CDA Estate Police

This division comprises of the following:

- Superintendent
- Inspector
- Corporal
- Sergeant
- Constable (32)
- Business Support Officer II
- CCTV Team Leader
- CCTV Operator (2)

The core functions of this division are as follows:

- Maintains law and order and ensures security of the CDA's assets, its employees and all other users of the Peninsula and offshore islands
- Performs all duties assigned in accordance with the Police Standing Orders
- Conduct of personal searches as required
- Investigation on theft or any other irregularities
- Patrolling
- Control movement in and out of the CDA's office
- Service as an arm escort where required

Estate and Operations

Headed by the Manager, Estate and Operations

i. Information Technology

This office comprises of the following:

- Manager
- Assistant Manager
- IT Help Desk (OJT)

The core functions of this office are as follows:

- Development, implementation and monitoring of IT strategies, policies and procedures;
- IT operations;
- Network administration;
- Disaster recovery;
- Contingency planning;
- Implements ICT security policy and procedure;
- Minimizes risks of external security threats;
- Oversee daily operational activities of the technology system;
- Coordinate IT support; and

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

- Provision of advice, assistance and training to staff.

ii. Facilities

This division comprises of the following:

- Manager, Estate and Operations
- Maintenance Coordinator
- Business Support Officer I
- Sanitation Worker (6)
- Sanitation Man (5)
- Labourer (12)
- Semi Skilled Labourer (16)
- Driver (3)
- Driver Heavy Equipment (2)
- Lifeguard (3)
- Woodsman
- Handyman
- Foreman (4)
- Checker
- Welder
- Course Steward Checker (2)
- Mason
- Carpenter
- Electrician
- Stores Hand
- Nursery Man
- Oiler/Greaser
- Plumber
- Mechanic – Heavy Equipment
- Mechanic – Light Equipment
- Operator Light Equipment (Drivable Mower) (2)
- Operator heavy equipment (Tractor Driver)

The core functions of this office are as follows:

- Developing, implementing and monitoring strategies and procedures for the facilities of the CDA; and
- General upkeep and maintenance of the Chaguaramas Peninsula and offshore islands.

iii. Project Management

This office comprises of the following:

- Draughtsman/Estimator
- Project Administrator

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

The core functions of this office are as follows:

- Planning of work schedules to support full scale project plans;
- Management of budget allocation;
- Develop and implement internal projects;
- Develop and implement PSIP projects;
- Provision of progress reports on projects;
- Project evaluation and assessment of results; and
- Ensure policies and practices are implemented.

iv. Health, Safety and the Environment

This office comprises of the following:

- HSE Officer

The core functions of this office are as follows:

- Ensuring health and safety measures are put in place;
- Hazard identification;
- Risk assessment;
- Compliance visits;
- Conducting investigations;
- Covid-19 safety management;
- Public access areas safety management;
- Liaising with regulatory bodies to ensure compliance; and
- Development and implementation of HSE Policies.

Effect of Functions on Members of the Public

The CDA Act mandates the CDA to provide for the establishment and operation of the CDA for the development of the North-West Peninsula in the interest of the People of Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the CDA:

1. Legislative Documents

- The CDA Act
- The Chaguaramas Development Plan, 1974
- Legal Notice No. 127 of 2021 – The Chaguaramas Development Authority Divesting (Guave Road Triangle) Order, 2021

2. Corporate Documents

- Minutes of Board Meetings and Sub-Committee Meetings
- Board Notes and other documents presented to the Board and Sub-Committees
- Strategic Plans

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

- Policies pertaining to the internal operations of the CDA
- Corporate Governance Handbook

3. Correspondence with Line Ministry

- Reports to the former Line Ministry, Ministry of Planning and Development
- Reports to the present Line Ministry, Ministry of Land and Legal Affairs

4. Legal Department Documents

- Tenants' Leases
- Licenses
- Contracts/Agreements
- Land Leasing Policy
- Applications for Lease of Land
- Litigation Documents inclusive of intended legal actions, judgments, decisions etc.
- Legal Opinions
- Compliance Reports
- Whistleblowing Policy
- Survey Plans
- Valuation Reports

5. Financial Documents

- Accounting and Financial Records (cheques, vouchers, receipts, journals)
- Annual Financial Reports
- Reports to Governments, audited financial reports laid in government and other public financial entities
- Records in relation to budgeting, investments, financial planning and reporting, taxation, cash management
- Financial Statements of Tenants
- Files dealing with procurement of supplies, services and equipment
- Customer Financial Information
- Delegated Approval Policy

6. Human Resource Documents

- HR Policies
- Collective Agreements
- Templates/forms such as medical forms, pension forms etc.
- Personal files of employees of the CDA

7. HSE Documents

- Environmental Impact Assessments
- HSE Policies

726—Continued

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

8. Documents within National Parks & Customer Services

- Tours Booking Forms
- Vending Forms
- Gazebo Renting Forms
- Terms and Conditions for approved events
- Post Covid 19 Tours' Policy
- Post Covid 19 Beach Policy
- Books, Brochures, newspaper clippings

9. Miscellaneous

- Maps/charts/photographs

Section 7 (1) (a) (iii)

Documents prepared for publication and inspection

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. and 4:00 p.m. on working days at:

Address: Chaguaramas Development Authority
Airway Road, Chaguaramas

Telephone: 225-4232

Email: gmdesk@chaguaramas.com

Website: www.chaguaramas.com

- i. The CDA Act;
- ii. 1974 Chaguaramas Development Plan;
- iii. General Information in the form of publications, booklet, magazines, brochures;
- iv. Various Application Forms; and
- v. Reports.

Section 7 (1) (a) (iv)

Literature available by subscription

The CDA does not possess any literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the CDA

How to Request Information:

- **General Procedure: -**

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

The Applicant must complete the appropriate form (Request for Access to Official Documents) as mentioned in the FOIA and available at the CDA for information that is not readily available to the public

- **Addressing Requests: -**
To facilitate prompt handling of your request, please address it to the Designated Officer of the CDA
- **Details in the Request: -**
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include communicate with our Designated Officer.

Requests not handled under the FOIA: -

- A request under the FOIA will not processed to the extent that it asks for information which is readily available to the public, either from the CDA or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

- *Retrieving Documents: -*
The CDA is required to furnish copies of documents only when they are in our possession or they can be retrieved from storage.
- *Furnishing Documents: -*
An applicant is entitled to 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 that we are not compelled to do the following:

- a. Create new documents. For example, we are not required to write a new programme that a computer will print it in the format you prefer; or
- b. Perform research for you.

Time Limits

- *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If

726—Continued

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

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 thirty (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 and/or provided with copies.

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

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

The Designated Officer:

Ms. Olivia Ramesar

Job Title: Corporate Secretary

Chaguaramas Development Authority

Airway Road

Chaguaramas

Phone: 225-4232 ext. 241

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

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

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

Certain information may be readily available in our library or through our website at www.chaguaramas.com.

The Library/Reading Room at the CDA is located on the ground floor, Airway Road, Chaguaramas and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m.

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

Policy of the CDA for the provision of copies of documents which are readily available to the public

Members of the public may:

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required; and
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the CDA.

Section 8 Statements

Section 8 (1) (a) (i)

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

- The CDA Act
- 1974 Chaguaramas Development Plan
- Legal Notice No. 127 of 2021 – The Chaguaramas Development Authority Divesting (Guave Road Triangle) Order, 2021

Section 8 (1) (a) (ii)

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

- Board Minutes
- Sub-Committee Minutes
- Corporate Governance Handbook
- Leasing Policy
- Covid-19 Policy
- Whistleblowing Policy
- HR Policies
- HSE Policies
- Delegated Approval Policy
- Financial Policies
- Employee's Handbook

Section 8 (1) (b)

Documents containing information on the procedures to be employed or the objectives to be pursued in the environment of the written laws or schemes.

At this time, there exist no such documents.

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

Section 9 Statements

Section 9 (1) (a)

Reports or statements containing the advice or recommendations, of a body or entity established within the CDA

Statements and Reports of the PDAC and Disposal Committee

Section 9 (1) (b)

Reports or statements containing the advice or recommendations, of a body or entity established outside the CDA by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the CDA or to the responsible Minister of the CDA

N/A

Section 9 (1) (c)

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

N/A

Section 9 (1) (d)

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

N/A

Section 9 (1) (e)

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

N/A

Sections 9 (1) (f)

Reports prepared for the CDA by a consultant who was paid for preparing the report.

- Reports prepared by an Actuary for pension calculations
- Yearly Financial Reports
- Manpower Audit 2017
- Legal Opinions from External Counsel

UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS
DEVELOPMENT AUTHORITY 2026—CONTINUED

Section 9 (1) (g)

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

N/A

Section 9 (1) (h)

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

-The Audit Reports prepared by the Auditor General's Department

Section 9 (1) (i)

Reports containing (1) final plans or proposals for the re-organization of the functions of the CDA, (2) the establishment of a new policy, programme or project to be administered by the CDA, whether or not the plans or approvals are subject to approval by an officer of the CDA, another public authority, the responsible Minister of the CDA, or Cabinet.

-Draft Development Plan

-Draft Organisational Structure

Section 9 (1) (j)

Statements prepared within the CDA and containing policy directions for the drafting of legislation

N/A

Section 9 (1) (k)

Report of tests carried out within the CDA on a product for the purpose of purchasing equipment

N/A

Section 9 (1) (l)

Environmental impact statement prepared within the CDA

N/A

Section 9 (1) (m)

Valuations reports prepared for the CDA by a valuator.

- The CDA contains numerous valuation reports as prepared by valutors in the CDA's approved panel of valutors for the purpose of leasing land in the Chaguaramas region.

- These reports can be requested through the process mentioned hereinabove.



Public Statement 2026 of the Trinidad and Tobago Civil Aviation Authority

in compliance with sections 7, 8 and 9 of the Freedom of Information Act Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") the Trinidad and Tobago Civil Aviation Authority ("TTCAA" or "the Authority") is required by law to publish the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right to access information held by the Authority;
- 2) A legal right to have official information relating to him/her 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; and
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Particulars and Function

The TTCAA is a statutory authority established under the Trinidad and Tobago Civil Aviation Authority Act, No. 33 of 2000. This Act was replaced by the Civil Aviation Act, No. 11 of 2001 ("the Act"), which came into effect on 01 November 2001. Its registered office is situated at Caroni North Bank Road, Piarcó.

The primary functions of the Authority are:

- to maintain a standard of safety, security and efficiency in the civil aviation system that is at least equal to the standard of safety prescribed by the International Convention on Civil Aviation ("Chicago Convention") and any other aviation convention, agreement or understanding to which Trinidad and Tobago is a party;
- to regulate, in accordance with the Act or other written law:
 - i. civil aviation operations in Trinidad and Tobago;
 - ii. the operation of Trinidad and Tobago aircraft; and
 - iii. the operation of maintenance organisations in respect of aircraft on the Trinidad and Tobago register;
- to license aerodromes with or without conditions to regulate the same;
- to provide technical advice, assistance or training for any person in respect of any matter in which the employees of the Authority have the requisite skill or training;
- to issue, renew, vary, extend and amend licences and other aviation documents in respect of Trinidad and Tobago aircraft in any part of the world, and to collect fees in respect thereof;
- to provide an adequate system of air traffic services in the Piarcó Flight Information Region ("FIR") and such other airspace as may be the subject of a treaty or an agreement between Trinidad and Tobago and any other State or organisation;
- to carry out an investigation of any aircraft accident occurring in or over Trinidad and Tobago or in relation to any Trinidad and Tobago aircraft;
- the development of civil aviation and the maintenance of a civil aviation system that is consistent with national security policy;
- to advise the Minister on matters relating to civil aviation;
- to utilise the property of the Authority in such a manner as may appear to the Authority to be requisite, advantageous or convenient with a view to making the best use if any of the property of the Authority in relation to its functions under the Act.

The services offered by the TTCAA are:

- Provision of air traffic services in the Piarcó FIR, the airspace that Trinidad and Tobago is mandated to service and maintain. The Authority's subsidiary, Caribbean Air Navigation Advisory Services (CANAS), collects the revenue for this service.
- Safety oversight services for the aviation industry in Trinidad and Tobago such as aviation security, flight operations and airworthiness inspections and audits.
- Training Services – The Authority's Civil Aviation Training Centre provides air traffic control courses and other aviation related courses.

As a regulatory body, the Authority is required to interact with various stakeholders in the aviation industry including:

- Aerodrome service providers
- Airlines
- Aircraft personnel
- The Airports Authority of Trinidad and Tobago
- The Ministry of Works and Transport
- Other governmental bodies
- Members of the public

Decision-making Powers

TTCAA is governed by the Board of the Trinidad and Tobago Civil Aviation Authority ("the Board")

appointed by the President pursuant to the First Schedule of the Act and the Director-General of Civil Aviation ("the Director-General") who is an ex officio member of the Board.

There are three (3) sub-committees of the Board that assist in the formulation of policies and guiding the business of the TTCAA. These are:

- The Operations Committee
- The Finance and Audit Committee
- The Human Resource Committee

The Corporate Secretary attends all meetings of the Board.

TTCAA's leadership team comprises the Director-General and three (3) Executive Managers:

- Director-General of Civil Aviation
- Executive Manager Safety Regulation
- Executive Manager Air Navigation Services
- Executive Manager Corporate Services

The Vision:

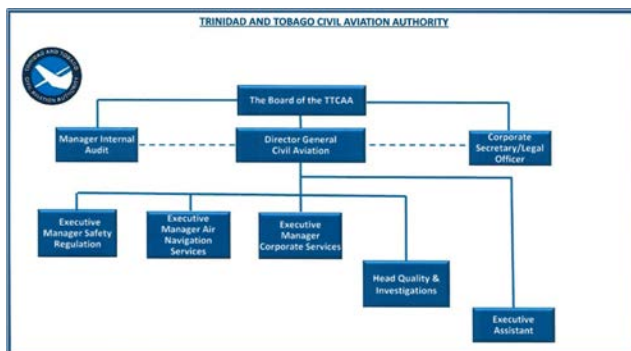
To be a global leader in the sustainable development of civil aviation.

The Mission:

To ensure a safe, secure and sustainable civil aviation system, through the provision of the highest quality services in accordance with national and international standards.

Structure of the TTCAA

The TTCAA consists of the Office of the Director-General of Civil Aviation and three major divisions, the Safety Regulation Division, the Air Navigation Services Division and the Corporate Services Division, each headed by an Executive Manager.



The Office of the Director-General of Civil Aviation (DGCA) is headed by the Director-General of Civil Aviation (the DG) who is the Chief Executive Officer of the TTCAA. The DG is responsible for exercising the powers vested in him by the Act and those delegated to him by the Board of the Authority. The Office of the DGCA serves as the administrative head of the TTCAA and is comprised of the Internal Audit Department, the Legal Department and the Quality and Investigations Unit.

Safety Regulation Division

The Safety Regulation Division of the TTCAA provides safety and security oversight of civil aviation in Trinidad and Tobago pursuant to the Act and the country's obligations as a signatory to the Chicago Convention and other aviation conventions, agreements and/or understandings to which Trinidad and Tobago is a party.

The Safety Regulation Division is responsible for certification, authorisation and surveillance of aircraft operations, aerodromes, airmen and air navigation services, as well as general oversight of all aviation-related functions. The departments of the Safety Regulation Division are:

- Aviation Security and Facilitation
- Flight Standards – Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods
- Licensing – Personnel Licensing, Aerodromes, Air Navigation Services, Unmanned Aircraft Systems,
- Regulations and Compliance

Air Navigation Services Division

The Air Navigation Services (ANS) Division is responsible for efficiently managing and operating air navigation services within the Piarcó Flight Information region. There are four primary lines of operation that work together to ensure a safe, efficient and responsive aviation system and to enable aircraft to safely and efficiently fly from one destination to another. These lines of operation are:

- ANS Planning and Development
- Air Traffic Services and ANS Safety
- Communication, Navigation and Surveillance
- Aeronautical Information Management



Public Statement 2026 of the Trinidad and Tobago Civil Aviation Authority

in compliance with sections 7, 8 and 9 of the Freedom of Information Act Chap. 22:02

Corporate Services Division

The Corporate Services Division provides internal business support services to the TCAA to enable it to fulfil its core functions of Regulatory Oversight and Air Navigation Services. These services include:

- Human Resources
- Finance and Accounting
- Corporate Planning
- Department of Air Transport Economic Regulation
- Information Technology
- Property Maintenance and Engineering
- Civil Aviation Training Centre
- Procurement

Section 7(1)(a)(iii)

Categories of documents maintained in the possession of the TCAA:

1. Accreditation and certification documentation
2. Advisory circulars
3. Application forms for air operators, aircraft, personnel etc.
4. Air Services Agreements or other Diplomatic Arrangements
5. Communiqué (internal and external)
6. Contracts
7. Corporate plans
8. Documents relative to the Piarco Flight Information Region
9. Financial records
10. Legislation, regulations, legal opinions
11. Minutes and agenda of meetings, resolutions and minutes of Board Meetings
12. Notices
13. Personnel records
14. Policies and procedures (administrative and technical)
15. Procurement and tender documents and records
16. Records (administrative and technical)
17. Registers, permits, licences and other authorisations
18. Reports (administrative, technical, incident and investigation)
19. Training material
20. TCAA aeronautical knowledge examinations

Section 7(1)(a)(iii)

Material prepared by the TCAA for publication or inspection by members of the public:

The following documents are available on the TCAA's website <https://caa.gov.tt>

1. Advisory circulars
 - a. Aerial work
 - b. Aerodrome
 - c. Air navigation services
 - d. Air operator
 - e. Airworthiness
 - f. Aircraft
 - g. Approved maintenance organisations
 - h. Aviation security
 - i. General
 - j. Personnel licensing
2. Aeronautical Information Circulars (AIC)
3. Aeronautical Information Publication (AIP)
4. Aircraft on TCAA register
5. Annual reports
6. Corporate plan
7. Forms
8. Informational material
9. Notices
10. Notices to Airmen (NOTAMs)
11. Piarco Flight Information Charts
12. Regulations – Civil Aviation Act and Regulations
13. Security Directive – List of Prohibited Items
14. TCAA Authorised Medical Examiners
15. Unmanned Aircraft Systems (UAS)/Drones Restrictions

Section 7 (1) (a) (iv)

Literature available by subscription

The Authority publishes aeronautical information products such as Aeronautical Information Publication (AIP), AIP Amendments, AIP Supplements, and Aeronautical Information Circulars (AIC), on behalf of the Eastern Caribbean States, the British Virgin Islands and Anguilla which are made available to customers via an annual subscription.

Details of this subscription process are available on the TCAA website at <https://caa.gov.tt/>.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Authority

The policy of the TCAA is to respond to all requests for information. All requests must be made in writing and addressed to the Office of the Director-General of Civil Aviation. Such requests may be submitted directly to the TCAA head office or sent via email to tcaa@caa.gov.tt.

However in order to access the rights conferred on applicants under the FOIA (for example the right to challenge a decision if the request for information is refused), or to request official documents that have not already been made available for public access, the request must be made in accordance with the FOIA, i.e. the request must be made in writing on the prescribed form (section 13(1) FOIA). The request must be submitted to the Designated Officer or the Alternate Designated Officer.

1. The prescribed form (Request for Access to Official Document(s) form) is available on the website of the Office of the Prime Minister – Communications, Freedom of Information Unit (<http://www.foia.gov.tt/>).
2. The relevant information that must be provided to the Authority includes:

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

Addressing Requests

To facilitate the prompt handling of a request, please address all requests to the Designated Officer or the Alternate Designated Officer of the Authority (see section 7(1)(a)(vi) below).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details should be included, the applicant should contact the Authority's Designated Officer prior to the submission of his/her request.

Requests not handled under the Act

A request under the FOIA will not be processed to the extent that it asks for information either from the TCAA or from any other public authority, that is:

- open to public access, as part of a public register
- available for purchase by the public
- available for public inspection in a registry maintained by the Registrar General or other public authority
- stored in a document for preservation or safe custody

Further, certain classes of documents are exempt pursuant to the FOIA. These include inter alia:

- documents prepared for Cabinet
- documents the disclosure of which would be likely to prejudice defence and security
- documents the disclosure of which would prejudice international relations
- internal working documents
- documents containing trade secrets
- documents containing material obtained in confidence

Responding to your Request

Retrieving Documents

The Authority is only required to furnish copies of documents that it has in its possession or that can be retrieved from storage.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days, from the date the official request was received, for the public authority to notify the applicant whether or not their request has been approved, or partially approved. If the TCAA fails to meet this deadline the Act gives the applicant the right to proceed as though his/her request has been denied.

The TCAA will acknowledge all requests and determine whether to grant access to the information, within the thirty (30) day period set out in the Act. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

Time Allowed

The Authority will determine whether to grant a request for access to information as soon as practicable but no later than thirty (30) days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, permission will be granted to either inspect the documents and/or to provide copies. If it is determined that the requested information cannot be disclosed, then the applicant will be informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Section 7 (1) (a) (vi)

Officers in the Authority 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 Officers of the Authority are:

Corporate Communications Officer (Designate)

Trinidad and Tobago Civil Aviation Authority
Caroni North Bank Road
Piarco, Trinidad and Tobago.
Telephone number: (868) 668-8222
Fax number: (868) 669-0589
Email address: communications@caa.gov.tt



Public Statement 2026 of the Trinidad and Tobago Civil Aviation Authority

in compliance with sections 7, 8 and 9 of the Freedom of Information Act Chap. 22:02

Legal Officer (Alternate Officer)

Trinidad and Tobago Civil Aviation Authority
Caroni North Bank Road
Piarco, Trinidad and Tobago.
Telephone number: (868) 668-8222
Fax number: (868) 669-0589
Email address: cslo@caa.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Any applicant requesting to view information can make general enquiries by calling the Designated Officers under section 7(1) (a) (vi). The necessary arrangements will be made to accommodate the applicant.

Information in the public domain may also be accessed through the Authority's website at <https://caa.gov.tt>

Policy of the Authority for provision of copies of documents in the public domain.

The Policy of the Authority for the provision of copies of documents that are readily available to the public is as follows:

- Provision of documents may be subject to a charge to cover administrative costs;
- No smoking, eating or drinking is allowed in the space provided;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure that there is no disruption to the activities of the Authority; and
- The applicant shall comply with the instructions of the Designated Officers at all times.

Section 8 Statements

Section 8 (1) (a) (i)

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

- Civil Aviation Act, No. 11 of 2001
- The Civil Aviation Regulations
- The Convention on International Civil Aviation

Section 8 (1) (a) (ii)

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

- Aeronautical Information Management (AIM) Quality Policy
- Corporate Plan
- Draft Trinidad and Tobago Air Navigation Plan
- Facilities Manual
- Health, Safety, Security and Environment Policy and Procedures Manual
- Human Resource Policy Manual
- International Civil Aviation Organisation Standards and Recommended Practices
- Notice(s) to Air Operators, Air Charterers and Handlers
- Notice(s) of Flight prohibition
- Trinidad and Tobago Civil Aviation Authority Operations Directives

Section 8 (1) (b)

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

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

Section 9 Statements

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

Indoor Air Quality Report(s).

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

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

Section 9 (1) (i)

A report containing

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

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

Section 9 (1) (j)

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

Proposed amendments to the Civil Aviation Act and Trinidad and Tobago Civil Aviation Regulations.

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

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

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

Insurance Valuation Report



**Statement of Accounts published in accordance with
Trinidad & Tobago Financial Institutions Act 2008**

Under the provisions of Section 76(1) of the Act, the following statement of names and addresses is published by JMMB Bank (T&T) Limited. The sums held on the accounts of the persons named in this statement will be paid to the Central Bank in accordance with the terms of Section 76(4) unless the persons to whom the accounts are payable, or their legal personal representatives, as the case may be, submit a claim to the appropriate branch of the Bank within three months of the date thereof.

**NOTICE: DORMANT ACCOUNTS FOR OVER SEVEN (7) YEARS
Kindly contact your home branch by July 31st, 2026.**

Branch: South Park Last Known Address

Vinood Sookoo 181A Mon Desir Road, Fyzabad

Branch: Port of Spain Last Known Address

Winston Millett 10 Flamboyant Ave., West Petit Valley

JMMB Bank
Your best interest at heart.

Call: 800-JMMB (5662)

www.tt.jmmb.com

www.infott@jmmb.com