



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 58

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No. 78

THE FOLLOWING HAVE BEEN ISSUED:

BILL entitled “An Act to amend the Financial Institutions Act, Chap. 79:09, the Securities Act, Chap. 83:02 and the Insurance Act, No. 4 of 2018”—(\$2.80 cents).

BILL entitled “An Act to provide for a tax amnesty in relation to certain revenue laws and to amend the Retiring Allowances (Legislative Service) Act, Chap. 2:03; the President’s Emoluments Act, Chap. 2:50; the Prime Minister’s Pensions Act, Chap. 2:51; the Judges Salaries and Pensions Act, Chap. 6:02; the Freedom of Information Act, Chap. 22:02; the National Insurance Act, Chap. 32:01; the Central Bank Act, Chap. 79:02; and the Non-Profit Organisations Act, 2019 (Act No. 7 of 2019)”—(\$3.20 cents).

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SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

Delegation of Functions (Motor Vehicles Tax, Value Added Tax and Customs Duty) Order, 2019 (Legal Notice No. 114 of 2019)

Legal Supplement Part C—

Bill entitled “An Act to amend the Financial Institutions Act, Chap. 79:09, the Securities Act, Chap. 83:02 and the Insurance Act, No. 4 of 2018”.

Bill entitled “An Act to provide for a tax amnesty in relation to certain revenue laws and to amend the Retiring Allowances (Legislative Service) Act, Chap. 2:03; the President’s Emoluments Act, Chap. 2:50; the Prime Minister’s Pensions Act, Chap. 2:51; the Judges Salaries and Pensions Act, Chap. 6:02; the Freedom of Information Act, Chap. 22:02; the National Insurance Act, Chap. 32:01; the Central Bank Act, Chap. 79:02; and the Non-Profit Organisations Act, 2019 (Act No. 7 of 2019)”.

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PUBLICATION OF BILLS

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

The Miscellaneous Provisions (Financial Institutions, Securities and Insurance) Bill, 2019.

The Miscellaneous Provisions (Tax Amnesty Pensions, Freedom of Information, National Insurance, Central Bank and Non-Profit Organisations) Bill, 2019.

10th June, 2019.

J. SAMPSON-MEIGUEL
Clerk of the House

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**UPDATED PUBLIC STATEMENT OF THE REGULATED INDUSTRIES
COMMISSION 2019**

**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 Regulated Industries Commission ("the Commission") 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;
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)

Function and structure of the Regulated Industries Commission

Mission statement:

The Mission Statement of the Regulated Industries Commission is to:

To ensure promotion of the highest quality of utility services at fair and reasonable rates while building a credible regulatory regime that responds adequately to stakeholders' concerns and also ensure fairness, transparency and equity in the provision of utility services throughout the country.

The RIC is a statutory body established by Act No. 26 of 1998 ("the RIC Act") to regulate and monitor the operations of the service providers named in the RIC Act. The RIC replaced the Public Utilities Commission ("PUC") whose jurisdiction was issued under the PUC Act Chap 34:01, which was repealed under

the RIC Act. The service providers that presently fall under the purview of the RIC Act include:

- The Water and Sewerage Authority (“WASA”)
- The Trinidad and Tobago Electricity Commission (“T&TEC”)
- The Power Generation Company of Trinidad and Tobago (“PowerGen”)
- Trinity Power Limited (formerly InnCogen Limited).

The Commission as duly constituted consists of a Chairman, Deputy Chairman and at least three (3) other members. The total composition of the Commission shall not consist of less than five (5) or more than seven (7) members, appointed by the President for a maximum of five (5) years in each case. The RIC Act also provides for an Executive Director.

The RIC Act makes provision for the establishment of Consumer Services Committees, members of which are appointed by the Minister and will consist of a Chairman, a representative nominated by the Tobago House of Assembly and three (3) other members who will serve as consumer advocates. Such committees will advise the Commission on matters related to quality of service delivered and ensure that complaints procedures of service providers produce speedy resolutions for consumers. They may also be required to contribute to deliberations of the Commission where rates and licence conditions come under review.

The role of the Commission under the RIC Act includes:

- Making Recommendations to the Minister on the award of licences.
- Monitoring and enforcing compliance with licence conditions and imposing penalties for non-compliance.
- Prescribing and monitoring standards of services.
- Establishing the principles on which tariffs will be based and conducting periodic reviews of rates.
- Conducting studies of efficiency and economy of operation and performance by service providers.
- Investigating consumer complaints and facilitating relief in respect of rates, billing and unsatisfactory service.
- Facilitating competition among service providers, where desirable.
- Collection of Licence fees.

The functions of the Commission are discharged by a complement of thirty – nine (39) members of staff of the Commission.

Staff serves as a support arm of the Commission by functioning in furtherance to the mandate of the Commission. See organizational structure of the Commission.

The office of the Commission is located on the 1st and 2nd Floors of the Commission’s offices situate #37 Wrightson Road, Port-of-Spain.

Effect of Functions on Members of the Public

Through the operations of the RIC, the public's interest is protected by the Commission ensuring:

- Maximum efficiency in the allocation and use of resources and that services are provided at the lowest cost
- Equal access by consumers to service, and the fair treatment of consumers and service providers who are similarly placed
- Non-discrimination in terms of pricing and quality of service, and
- Redress for customers in respect of rates, billings and unsatisfactory service.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Commission:

Operational Records

- The RIC Act Chapter 54:73 of the Laws of Trinidad and Tobago
- The Telecommunications Act No. 4 of 2001 (section 85 (12) amends the First and Second Schedules of the RIC Act)
- Reports
- Policies, decisions of the Commission includes Minutes/Agenda
- Establishment Records
- Personal files of employees of the Commission
- Customer Service Records
- Research Papers on various areas of the Service Providers
- Research papers generated by the service providers
- News releases, speeches originating in the Commission
- Legislation and Legal Instruments
- Books, Brochures, newspaper clippings
- Materials dealing with conferences and events hosted by the Commission.

Administration Records

- Strategic Plans
- Policies pertaining to the internal operations of the Commission
- Human Resource matters
- General office files required for internal administration
- Accounting files and reports.

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

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. to 12:00 a.m. and 2:00 p.m. and 3:30 p.m. on normal working days at:

Address: The Regulated Industries Commission
#37 Wrightson Road
Port-of-Spain.

Tel. No.: (868) 625-5384

Fax No.: (868) 624-2027

e-mail: ricoffice@ric.org.tt

Website: www.ric.org.tt/cms

The RIC Act
Reports
Utility Standards
Social Action Plan: Initial Framework
Research Papers
Publications
Business/Economic Journals
Regulatory Journals/Magazines
T&TEC Rate Review documents
Regulated Industries Commission Final Determination (Rates and Miscellaneous Charges): Regulation of Electricity Transmission and Distribution June 01, 2006 to May 31, 2011.
Video clippings of conferences and consultations.

Section 7 (1) (a) (iv)**Literature available by subscription**

The Commission does not possess any literature available by subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Commission**

How to Request Information:

- *General Procedure*

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. You must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Library at the Commission, for information that is not readily available to the public.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Alternate Officer of the Regulated Industries Commission. **(See Section 7 (1) (a) (vi)).**

- *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 Alternate Officer. **(See Section 7 (1) (a) (vi)).**

- *Requests not handled under the FOIA*

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

Responding to your Request

- *Retrieving Documents*

The Commission is required to furnish copies of documents only when they are in our possession or we can retrieve them 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 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.
- (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 it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain 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 and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the Commission 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. Nadia J.A. John
Job Title: Legal/Corporate Secretary
#37 Wrightson Road
Port-of-Spain
Phone: 627-7820 ext. 1325
Fax: 624-2027
Email: john@ric.org.tt

The Alternate Officer:

Ms. Driselle Ramjohn
Job Title: Corporate Communications Manager
#37 Wrightson Road

Port-of-Spain
Phone: 627-7820 ext. 1231
Fax: 624-2027
Email: ramjohnd@ric.org.tt

Section 7 (1) (a) (vii)

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

None.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information in the public domain may be assessed in our Library/Information Centre or through our website at www.ric.org.tt/cms

The Library/Information Centre at the Commission is located #37 Wrightson Road, Port-of-Spain, and is open between the hours of 9:00 a.m. to 12:00 noon and 2:00 p.m. and 3:30 p.m. on normal working days.

No eating, smoking or drinking is allowed in the Library/Information Centre.

Policy of the Regulated Industries Commission 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.
- 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 Commission.

Section 8 Statements

Section 8 (1) (a) (i)

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

The following Legal Notices can be purchased at the Government Printery:

1. Legal Notice No. 83 of 2001 – The Regulated Industries Commission (Approval of Cess) Order 2001.
2. Legal Notice No. 42 of 2002 – The Regulated Industries Commission (Approval of Cess) Order 2002.
3. Legal Notice No. 104 of 2003 – The Regulated Industries Commission (Approval of Cess) Order 2003.
4. Legal Notice No. 133 of 2004 – The Regulated Industries Commission (Approval of Cess) Order 2004.
5. Legal Notice No. 64 of 2004 – The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004
6. Legal Notice No. 282 of 2005 – Notice of the Trinidad and Tobago Electricity Commission's request for a Review of Tariffs
7. Legal Notice 50 of 2005- The Regulated Industries Commission (Approval of Cess) Order 2005.
8. Legal Notice No. 178 of 2006 – The Regulated Industries Commission (Approval of Cess) Order 2006
9. Legal Notice No. 1 of 2008 – The Regulated Industries Commission (Approval of Cess) Order 2007
10. Legal Notice No. 122 of 2008 – The Regulated Industries Commission (Approval of Cess) Order 2008
11. Legal Notice No. 22 of 2009 – The Regulated Industries Commission (Approval of Cess) Order 2009
12. Legal Notice No. 153 of 2009 – The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2009
13. Legal Notice No. 17 of 2010 - The Regulated Industries Commission (Approval of Cess) Order 2010
14. Legal Notice No. 18 of 2011 - The Regulated Industries Commission (Approval of Cess) Order 2011
15. Legal Notice No. 29 of 2012 - The Regulated Industries Commission (Approval of Cess) Order 2012
16. Legal Notice No. 52 of 2013 - The Regulated Industries Commission (Approval of Cess) Order 2013
17. Legal Notice No. 235 of 2014- The Regulated Industries Commission (Approval of Cess) Order 2014
18. Legal Notice No. 46 of 2015 - The Regulated Industries Commission (Approval of Cess) Order 2015
19. Legal Notice No. 20 of 2017- The Regulated Industries Commission (Approval of Cess) Order 2017
20. Legal Notice No. 40 of 2018 - The Regulated Industries Commission (Approval of Cess) Order 2018

21. Legal Notice No. 41 of 2018 - The Regulated Industries Commission (Approval of Cess) (No. 2) Order, 2018

Section 8 (1) (a) (ii)

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

1. The Commission's Policies Manual
2. FOIA responses
3. Complaints Responses

Section 8 (1) (b)

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

1. Legal Notice No. 64 of 2004 - Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004
2. Legal Notice No. 282 of 2005- Notice of the Trinidad and Tobago Electricity Commission's request for a review of Tariffs
3. Legal Notice No. 153 of 2009 – The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2009
4. Legal Notice No. 125 of 2018 -The Regulated Industries Commission (Electricity Transmission and Distribution) Order 2018

Section 9 Statements

Section 9 (1) (e)

A report prepared for the Commission by a scientific or technical expert, whether employed within the Commission or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Water Quality testing from outside agency/agencies
- International Call Centres
- 2003 Report on T&TEC's Rio Claro Substation
- 2003-2004 Report on Pollution of the Caroni River affecting the Caroni Arena Water Treatment Plant.

Section 9 (1) (f)

A report prepared for the Commission, by a consultant who was paid for preparing the report

- 2003 Report on The Willingness To Pay for Changes in Water, Wastewater and Electricity Services in Trinidad and Tobago.
- Report of Rate of Return Review for TSTT 1999-2003.
- Information Technology Incidence Report 2005
- 2005 Draft Final Report - Analysis of Investments Plans and Advisory on Asset Valuation Methodology in respect of the Trinidad and Tobago Electricity Commission
- 2008 Analysis of Investment Plans and Advisory on Asset Valuation Methodology for WASA
- IT Audit –Final Report 28 October 2015
- RFP Evaluation Review - Report May 12 2017
- IT Audit - Post Implementation Assessment Report 29 October 2018

Section 9 (1) (h)

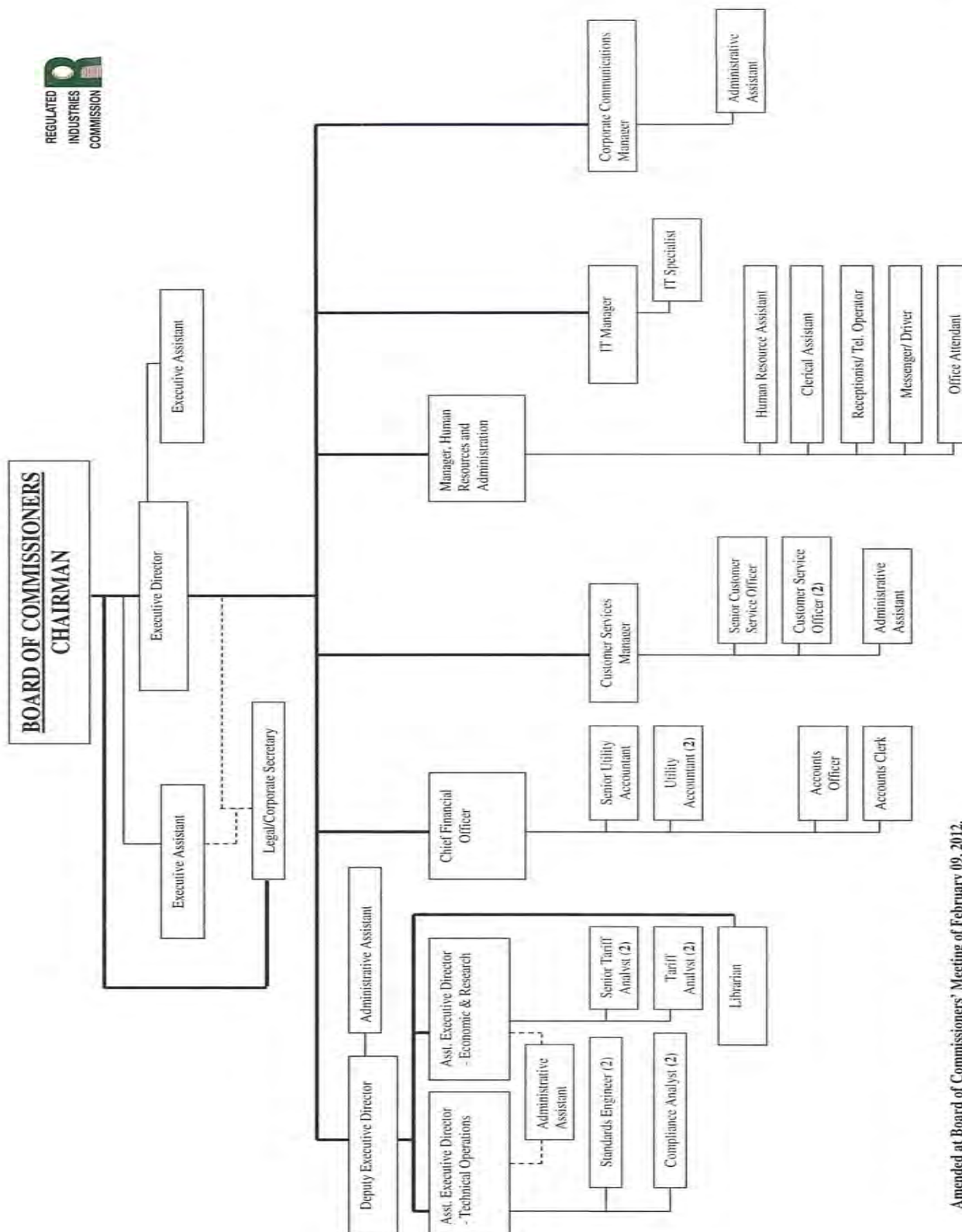
A report on the performance or efficiency of the Commission, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

The following reports relate to the performance and efficiency of the RIC:

- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2000 June 01 to 2000 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2001 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2002 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2003 December 31. This report is dated August 20, 2005.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2004 December 31. This report is dated June 30 2009.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2005 December 31. This report is dated June 30 2009.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2006 December 31. This report is dated February 5 2010.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2007 December 31. This report is dated July 27 2010.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2008 December 31. This report is dated May 11 2011.

- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2009 December 31. This report is dated February 1 2012.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2010 December 31. This report is dated September 28 2012.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2011 December 31. This report is dated October 28 2013.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2012 December 31. This report is dated April 4 2014.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2013 December 31. This report is dated September 20, 2016.

(For Organizational Chart, Please see Page 13 below)



Amended at Board of Commissioners' Meeting of February 09, 2012.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**2019 PUBLIC STATEMENT OF****THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)****IN COMPLIANCE WITH THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act 1999, the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

- 1) A legal right for each person to access information held by SWMCOL;
- 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 FOI Act;
- 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 FOI Act.

SECTION 7 STATEMENTS**Function and Structure of SWMCOL**

The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) was established on November 12th, 1980 as a wholly-owned State Enterprise, pursuant to a Cabinet decision to implement the Solid Waste Management Master Plan for an Integrated System (1980).

To this end, SWMCOL was mandated with the responsibility to:

- Manage, control, collect, treat and dispose of all wastes either alone or jointly with any other companies, statutory authorities or persons in Trinidad and Tobago.

- Establish and operate disposal sites in accordance with proper sanitary landfill procedures; a central hazardous waste disposal facility; transfer stations where appropriate based on sound economic considerations.
 - Promote, establish and operate resource recovery systems for retrieval of valuable secondary materials wherever technically and economically feasible and in accordance with good public health and sanitation practices.
 - Undertake jointly with the Water and Sewerage Authority the establishment of proper faecal waste collection facilities at sewerage treatment plants.
 - Provide technical and managerial support to local health authorities with respect to the selection and procurement of faecal waste collection equipment, and in the scheduling of collection service.
 - Develop technical resources and advise Local Government Bodies or other agencies and operating branches of the Company on equipment selection, preventative maintenance procedures, routing, scheduling, safety and productivity.
 - Provide technical support to Local Government Bodies with respect to evaluation of bids, contracting procedures and contract monitoring.
 - Provide procurement management capability to facilitate the process of the letting of contracts and the acquisition of equipment, for the Company and for collection contracts and equipment needs of Local Government Bodies.
 - Provide a knowledgeable, controlling function as the Central Government's conduit for funds dedicated to solid waste collection.
 - Undertake research and studies by itself, or in co-operation with other institutions or persons, in relation to waste management.
 - Educate the public on the hazards of poor sanitation and on their role in maintaining a clean and healthy environment.
-
- Maintain close liaison with community groups and other public and private agencies in planning and undertaking country-wide and region-wide clean-up campaigns and to encourage public participation.
 - Develop the network for the receiving, monitoring, transmittal and follow-up on public complaints and/or responses.

- Train such local personnel as shall be required and sufficient to carry out the above object.

VISION STATEMENT

To lead the attainment of environmentally responsible waste management and be the preferred service provider in Trinidad & Tobago.

MISSION STATEMENT

To provide integrated and environmentally-sound waste management solutions that promotes maximisation of resource value and a culture of care for the environment.

CORE VALUES

Ownership

We are leaders who are also owners. We think long-term and do not sacrifice long-term value for short-term results. We act on behalf of the entire organisation, beyond our own team;

Collaboration

We value diversity and work together to achieve the greater goal of the business. We actively seek ways that enable collaborative solutions that drive real change;

Integrity

We are always honest, ethical and respectful. We are uncompromising on environmental standard;

Quality

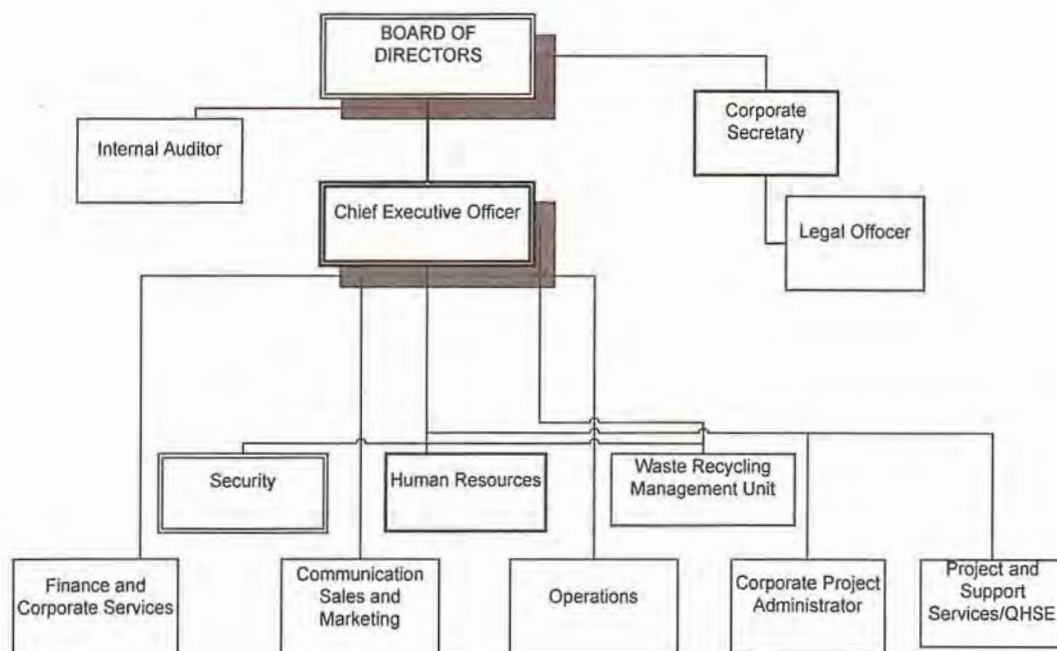
Everyone responsible for delivering value. We are unwavering in our belief that service excellence is a non-negotiable standard. We strive to raise our standards; and

Social Responsibility

We are committed to the sustainable development of our people, our organisation and our communities.

ORGANIZATIONAL STRUCTURE

ORGANIZATIONAL STRUCTURE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED



SWMCOL's Reporting Relationship

The Trinidad and Tobago Solid Waste Management Company Limited has a direct reporting relationship to the Ministry of Public Utilities. The Trinidad and Tobago Solid Waste Management Company Limited is also accountable to the Minister of Finance (Corporation Sole).

RESPONSIBILITIES OF SWMCOL'S DEPARTMENTS

OFFICE OF THE CHAIRMAN

This office oversees the planning, monitoring and controlling of the activities of the Company to ensure the optimal utilization of its resources and the achievement of its corporate objectives. This office ensures that the policies and objectives of the Company reflect the policy of the Government of the Republic of Trinidad and Tobago.

This Office has two (2) departments:

LEGAL/CORPORATE SECRETARY

This department is responsible for oversight to ensure legal norms, financial standards, good corporate governance and administrative compliance at SWMCOL, reviewing agreements or proposed agreements for conformity to company rules and regulations, and advises the company concerning legal rights, obligations and privileges.

INTERNAL AUDIT

The role of the Internal Audit department is to progressively appraise the soundness, adequacy and effectiveness of the internal control system of the organisation and to ascertain whether the existing controls promote efficient and effective use of resources. Based on the independent appraisals conducted, Internal Audit advises Management on procedures and systems that should be adopted in order to improve the control environment of the organisation and achieve business objectives.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

This office oversees the implementation of the policies and priorities of the Board and work programmes of the Company, co-ordinates with other governmental entities and regional and international organisations and ensures the achievement of the Company's strategic objectives. This office establishes intermediate goals consistent with the ultimate objectives and assumes responsibility for the employees in the organization.

This Office has one unit and two (2) departments:

WASTE RECYCLING MANAGEMENT UNIT

The Waste Recycling Management Unit comprises two divisions:

Programme and Technical Services

This division is required to develop and manage a portfolio of the programmes and projects undertaken by the Waste Recycling Management Unit in line with best practice project management techniques appropriate to the type and scale of projects and ensure that the strategic goals, objectives and benefits of the programmes and overall portfolio are accomplished within prescribed timelines and budget. This division is also required to develop and monitor suitable environmental and technical compliance and enforcement structures for recycling programmes undertaken by the Unit aligned to legislation governing the sector.

Policy, Planning and Strategy Services

This division is responsible for planning, organising and directing the functions of the Waste Recycling Management Unit. This division is also responsible for directing research studies into the functions of the Unit, developing strategic plans, monitoring and evaluating the implementation of long-term plans, reviewing, developing and implementing waste sector policies.

HUMAN RESOURCE

This department provides strategic human resource and operational support to management and staff, in the areas of recruitment, compensation and benefits, training and development, performance management, industrial relations, maintaining discipline and good employee relations.

SECURITY

This department supervises and monitors all areas of security for Head Office and all sites under the Company's purview.

COMMUNICATIONS, SALES AND MARKETING

This department encompasses three (3) functional areas:

A. COMMUNICATIONS

The Communications team is responsible for coordinating the promotion of the Company's various products and services and promoting the Company's image in the public eye.

B. SALES & MARKETING

Marketing is responsible for revenue generation while providing quality service to the customer. One of the main objectives of the department is increasing stakeholder value by improving the brand.

C. PUBLIC EDUCATION

This division develops and implements programmes aimed at effectively informing, educating, and empowering the general public, the public sector and private sector on the subject of waste management and the environment, with the aim of changing behaviours/attitudes as it relates to proper waste management, while facilitating their participation in countrywide environmental improvement projects.

OPERATIONS

The Operations department is responsible for mobilising the required equipment and personnel resources in order to satisfy the contractual responsibilities of clients. The Department uses the necessary systems and infrastructure to develop and implement effective and efficient servicing of all customers' waste management and environmental needs.

This Department consist of the following eight (8) divisions:

A. LANDFILL MANAGEMENT

The Landfill division is responsible for managing the operations and maintenance of the three major landfill sites in Trinidad. This includes oversight for landfill equipment and personnel to facilitate the controlled disposal of over 90% of the solid waste generated in the country. The sites are Beetham, which serves the northwest region; Guanapo, which serves the northeast region; and Forres Park, which serves the central and southern regions.

B. WASTEWATER

This division is responsible for providing operations and maintenance services to both publicly and privately-owned wastewater treatment systems. SWMCOL's wastewater team is dedicated to managing the refurbishment of sewer systems and to undertaking repair works in a timely manner so as to minimise downtime of the systems. Included in the services are plumbing, mechanical and electrical works; sampling, testing and analysis of wastewater; daily plant operations and monitoring, plus emergency response. Clients range from schools, the government sector and commercial/industrial institutions.

C. RESOURCE AND RECOVERY

This division is responsible for administering our recycling initiatives which facilitate the reduction in beverage containers and cardboard disposed in the landfill sites, while also contributing to the conservation of the world's natural resources. The division sources new supplies of materials for recycling in keeping with SWMCOL's adage of "Reduce-Reuse-Recycle". Materials collected are sorted and baled for shipment to recycling firms.

D. TRANSPORT AND MAINTENANCE

The Transport and Maintenance division is responsible for managing fleet repair and the preventative maintenance programme of the units, to reduce downtime of all equipment and machinery, and to optimize vehicle and equipment performance.

E. COLLECTIONS AND DISPOSALS

The Collections and Disposal division is responsible for the delivery of the Company's general waste management (inclusive of special waste) and vacuum tanker services to its customer base in an effective and timely manner.

F. PORTABLE TOILET OPERATIONS

The Portable Toilet Operations division is responsible for the delivery and services of the company's portable sanitation units to its customer base in an effective and timely manner.

G. TOBAGO OPERATIONS

This division is responsible for delivering quality general waste, vacuum tanker and portable sanitation unit services to the residents of Tobago, to strengthen SWMCOL's relationship with Tobago government agencies, to maintain the existing markets and expand the service lines and to develop Environmental Consultancy Services in Tobago.

H. PROPERTY MAINTENANCE AND INFRASTRUCTURE

This division is responsible for the maintenance of all buildings owned and/or occupied by SWMCOL. It is also responsible for formulating documents for infrastructure projects at the buildings and supervising them. The work can be done through in-house staff and or a network of qualified contractors.

PROJECTS AND SUPPORT SERVICES

SWMCOL's Projects and Support Services department provides Corporate Services in the areas of Quality, Health, Safety and Environmental Management (QHSE) systems and Project Management functions that are in keeping with locally and internationally recognized standard references. The core objective of the department is to meet the Strategic Goals of the organization as articulated in its **Strategic Plan 2018 – 2022** '*Turning Waste into Gold*' under four (4) main pillars:

Pillar 1	-	Landfill Management
Pillar 2	-	Waste Recycling Management
Pillar 3	-	Public Awareness & Education
Pillar 4	—	Commercial Viability

FINANCE AND CORPORATE SERVICES

This department has three (3) divisions:

A. FINANCE & CORPORATE SERVICES

The responsibilities of this division are to maintain an acceptable return on equity, to increase the Company's asset base, to develop revised financial policies and procedures, to effect proper financial management systems to facilitate decision-making, to develop and implement a Financial Information System (FIS), and to strengthen the existing Accounting Policies and Procedures. Corporate Services is responsible for the provision of auxiliary support services to the Company.

B. INFORMATION TECHNOLOGY

This division develops and utilises information management and technology capability in the Company's decision-making process to increase efficiency and reduce costs.

C. PROCUREMENT

This division supervises and provides proper procurement policies and procedures that the Company adheres to. Tendering exercises are conducted and supervised by this division.

IMPACT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

There is no official forum for public participation in the formulation of policy or in the administration of the Company. However, as an organisation which provides waste management services to the public, the Company carries out informal telemarketing customer surveys from which it gets information on what the customer desires. Additionally, individuals and organizations make representations to the company from time to time and such representations may be taken into account in determining policy. Finally, being a Company in which the State has majority ownership, the views of the people through their government representatives are communicated to the Company through guidelines and advice to the Board.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the SWMCOL

- 1) Files containing documents pertaining to the administrative support and general administration of the operations of the Company.
- 2) Internal and external correspondence files.

- 3) Incorporation documents.
- 4) Minutes of meetings of the Company's Board of Directors and its various Board Sub-Committees.
- 5) Personnel files.
- 6) Technical and operational documents.
- 7) Files detailing the accounting functions by which the Company operates.
- 8) Financial records (cheques, vouchers, receipts, pay records, etc.).
- 9) Audit reports.
- 10) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 11) Files dealing with official functions, conferences and events hosted and attended by the Company.
- 12) Policy and Procedure Documents.
- 13) News releases, speeches originating in the Company.
- 14) Files dealing with projects initiated, conducted or facilitated by the Company.
- 15) Files dealing with contractors associated with the Company.
- 16) Files dealing with tenders issued by the Company.
- 17) Contract files inclusive of Collective Agreement.
- 18) Maps, charts, compact discs, diskettes, tapes, photographs, abstracts and catalogues.
- 19) Legislation of Trinidad and Tobago.
- 20) Files dealing with training - local, foreign and technical cooperation.
- 21) Departmental reports - annual and monthly.
- 22) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins.
- 23) Periodicals and publications.
- 24) Customer files.

Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection

Certain documents held by the Company are available at its Information Centre. The Information Centre allows the public to research topics related to environmental management and to the Company. Such research can be facilitated through access to written publications and copies of documents can be provided.

For general information the public may contact or write to:

The Research and Information Officer
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1254
Fax: 623-6534
Email: info@swmcol.co.tt
Website: www.swmcol.co.tt

Opening hours of the Information Centre are 8:00 am to 12.00 noon and 1.00 p.m. to 4:00 p.m., Mondays to Fridays.

Section 7 (1) (a) (iv)

Literature available by Subscription

Not applicable

Section 7 (1) (a) (v)

Procedures to be followed when accessing a Document from the Company

How to Request Information

General Procedure

Our policy is to answer all requests, both verbal and written, for information. However, in order to exercise 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 at our Head Office - Information Centre for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address your request to the Designated Officer of the Company.

Details in the Request

Applicants should provide sufficient information 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. (*See Section 7(1)(a)(vi)*).

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information that is readily available in the public domain, either from this Company or from another public authority, for example brochures, pamphlets, etc.

Responding to your Request**Retrieving Documents**

The Company is required to furnish copies of documents only when they are in our possession or we can retrieve them 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 copies of information we have in our possession, custody or power. We are required to furnish only one (1) 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 quote its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents.
- Perform research for you.

Time Limits**General**

The FOIA sets a time limit of thirty (30) calendar days for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, 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. Since there is a possibility that your request may have been mis-addressed, mis-directed or mis-routed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as is 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 document and to be provided with copies, if you so request.

Section 7 (1) (a) (vi)

Officer(s) in the Company 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 corrections of personal information under Section 36 of the FOIA*

The Designated Officer for the Company is:

Ms. Ria Ramdeen Ali
Corporate Secretary
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain

Telephone: 625-6678 Ext. 1287

Fax: 627- 9256

E-mail: rramdeen@swmcol.co.tt

The Alternate to the Designated Officer is:

Mr. David Manswell
General Manager, Communications Sales & Marketing
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain

Telephone: 625-6678 Ext. 1293

E-mail: dmanswell@swmcol.co.tt

List of Documents provided by the Company for use by its Officers:

- FOIA Handbook
- Handbook for Designated Officers

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 in the Company that fall within the meaning of this Section of the FOIA.

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

Certain documents held by the Company are available at our Information Centre. The Information Centre is located on the Fourth (4th) Floor, 34 Independence Square North, Port of Spain. The hours of operation are 8:00 a.m. to 12.00 noon and 1.00 p.m. to 4:00 pm, Mondays to Fridays.

Policy of the Company for Provision of Copies of Documents:

- Charge for photocopies is \$0.50 per page.
- The provision of certain documents may be subject to a small charge to cover administrative costs.
- Users will be liable for any damage caused to the Company's property through the said user's wilful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Information Centre.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i); (1) (b) (i)**

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

Section 8 (1) (a) (ii)

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

- Policies and Procedure Documents
- Handbooks, Manuals
- Board and Board Committee Minutes

SECTION 9 STATEMENTS**Section 9 (1) (a) to (1) (g)**

At this time, the Company has no reports or statements containing advice or recommendations under this Section.

Section 9 (1) (h)

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

- Audit Reports
- Departmental Monthly Reports
- Annual Reports
- Financial Reports

Section 9 (1) (i)

A report containing:

- i. Final plans or proposals for the re-organisation of the functions of the Company*
- ii. The establishment of a new policy, programme or project to be administered by the Company, or*
- iii. The alteration of an existing policy programme or project administered by the Company, whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister for the Company or Cabinet.*

- Budgets
- Board Minutes
- Special Project Reports
- Strategic Plan
- Organisation structure and functional charts

Section 9 (1) (j) to (1) (l)

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (m)

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

Evaluation Report on the Company's Head Office Building at 34 Independence Square North, Port of Spain.

GOVERNMENT OF TRINIDAD AND TOBAGO
Ministry of Social Development and Family Services
Updated Public Statement for 2019 in Compliance
With Sections 7, 8 and 9 of the
Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish 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 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 Social Development and Family Services.

The functions of the Ministry are to:

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

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

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

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

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

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

- (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 Social Development and Family Services comprises the following Divisions and Units:

Divisions:

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

Units:

- Corporate Communications and Education
- Legal
- Disability Affairs
- Piparo Empowerment Centre
- Social Displacement
- HIV/AIDS Coordinating
- New Horizons Centre
- Internal Audit
- Project Implementation
- Non-Governmental Organisation
- Development Support
- Geriatric Adolescent Partnership Programme (GAPP)
- Retired Adolescent Partnership Programme (RAPP)
- Inter-Disciplinary Child Development Centre
- Adult Education

The Ministry currently administers the following Programmes:

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

DIVISIONS

Social Investigations (Research)

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

The core functions of this Division are to:

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

LOCATION/CONTACT INFORMATION

Director

Social Investigations Division

Nahous Building

45A-C St. Vincent Street, Port of Spain

Tel: (PBX) (868) 625-5515, 623-2608 Ext. 1170/1173/1172/1174/1171

Policy and Programme Planning and Development

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

- Develop social sector policies in keeping with the national macro-planning framework;
- Develop appropriate programmes and projects based on social research;
- Assess current policies of the social sector to determine their performance and relevance;
- Facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, 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; and
- Provide chairmanship of and secretariat support to the Social Policy Committee.

LOCATION/CONTACT INFORMATION

Director, Social Planning and Research

2nd Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1404, 1451, 1447, 1449, 1445, 1446, 5246,

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;

1022—Continued

- Conduct periodic training with Social Sector Agencies to build capacity in monitoring and evaluation;
- Conduct thematic/sector evaluations that cover cross cutting themes or issues pertinent to the social sector;
- Conduct evaluations with significant implications for national policy and other strategic evaluations requested by the Minister or Permanent Secretary in the MSDFS;
- Conduct an evaluation of an intervention in special circumstances where an independent assessment is requested, through the Minister of Social Development and Family Services or by a Minister in the Ministry responsible for the social intervention;
- Develop a multi-year evaluation plan for a period of five years. The multi-year plan which is to be approved by Cabinet, will identify the evaluations to be undertaken and the Agencies responsible for the conduct of these evaluations. This plan will not preclude the conduct of evaluations at the discretion of Ministries/Departments;
- Conduct evaluations where required. The MED will provide technical support to programme managers to carry out non-strategic oriented evaluations;
- Develop and maintain a Management Information System for Social Programmes (MISSP), which will serve as a comprehensive central database on social programmes and projects and evaluations initiated in the social sector;
- Assess new projects and programmes (above a specified band of estimated expenditure) to ensure that M&E is embedded into the design;
- Establish a repository of evaluation findings in the social sector; and
- Provide assistance to the Policy, Programme Planning and Development Division of the Ministry of Social Development and Family Services in the monitoring and evaluation of social policies.

LOCATION/CONTACT INFORMATION

Director

Monitoring and Evaluation Division

4th Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1436, 5444

Information Technology

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

The core functions of this Division are to:

- Develop and implement specific IT policies;
- Prepare need assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware, software and peripheral equipment;
- Organize and participate in the training of technical and support staff of the Ministry;
- Establish Local Area Networks (LANs);
- Provide User Support Facilities;
- Establish and maintain a Website for the Ministry;
- Provide Software Training;
- Provide an Internet Research Facility;
- Establish appropriate databases in collaboration with the various Technical Divisions;
- Develop and implement a Management Information System (MIS);
- Develop policies on IT Management and IT Organization Transformation and implement the same;
- Procure hardware maintenance and ongoing services; and
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.

LOCATION/CONTACT INFORMATION

Manager, Information Technology

3rd Floor, CL Financial Building

#39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 5311/5312/5304

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)
- Procurement and Stores Management
- Records Management and Registry Services
- Library Services

LOCATION/CONTACT INFORMATION

Administrative Officer V

2nd Floor CL Financial Building,

#39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1425, 1120, 1426, 1123

Human Resource Management

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

The core functions of this Division are:

- Human Resource Planning & Organisational Development
 - HR Research
 - Job Analysis/Descriptions/Specifications
 - Job Evaluation
 - Succession Planning
 - HR Information System
 - Acting Appointments/Transfers

- Leave Administration
- Contract Employment
- Short Listing
- Interviews
- Advertisements

- Human Resource Development
 - Career Planning
 - Training Needs Analysis
 - Training Design/Delivery
 - Training Evaluation
 - Management Development
 - Orientation/Induction
 - Training Administration and Delivery
 - Performance/Potential Assessments
 - Increment Administration
 - Maintenance and Updating of Database on Performance Management

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

LOCATION/CONTACT INFORMATION

Director, Human Resource Management

5th Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext, 5414, 5508, 5509

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 - Housing Grant
 - House Rent - Funeral Grant
 - Medical Equipment
 - Clothing Grant
 - Dietary Grant
 - School Supplies Grant
 - Education Grant
 - Free Bus Pass
 - Pharmaceutical Grant
 - Urgent Temporary Assistance
 - Prosthetics Grant

All grants have specific criteria.

LOCATION/CONTACT INFORMATION

Director, Social Welfare

ABMA Building

#55-57 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext 1214/1202/1221/1204

Fax: (868) 625-8291

LOCAL BOARD OFFICES - SOCIAL WELFARE DIVISION

St. George Central (Barataria)

MTS Plaza, Aranguez Road, Aranguez.

Tel: (868) 623-2608/1606/1607/6300 Fax: (868) 675-4728

St. George East (Tunapuna)

Tunapuna Social Services Centre

Chai Building, 107 Eastern Main Road

Tel: (868) 662-5347/623-2608 Ext. 6250-6251, 1702-1714

Fax: (868) 662-5347

Caroni (Chaguanas)

Delta Building, Eleanore Street

Tel: (868) 623-2608 Ext. 2102-2107, 6200-6203 Fax: 671-4978

St. Andrew/ St. David (Sangre Grande)

Corner Savi Street & Boodooville Circular Road

Tel: (868) 668-3366/623-2608 Ext.1902-1908 Fax: 668-7929

Nariva/Mayaro (Rio Claro)

Lot 11 Naparima-Mayaro Road

Tel: (868) 644-3120/644-2659/623-2608 Ext. 6450-6451

Fax: 644-1053

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Victoria West (San Fernando)

Omardeen Building, 59-61 Cipero Street

Tel: (868) 657-5866, 653-6068, 623-2608 Ext. 2306, 2302-2322

Fax: (868) 653-4319

Victoria East (Princes Town)

Marlson's Building, 97 High Street

Tel: (868) 623-2608 Ext. 2402-2408, 6500-6503, 4319

Fax: 655-4319

St. Patrick East (Penal & Siparia)

#27 B Rock Road, Penal

Tel: (868) 649-2428/649-3869; 623-2608 Ext. 2801-2805

St. Patrick West (La Brea/Cedros/Point Fortin)

10-12 Richardson Street, Mahaica. Point Fortin

Tel: (868) 648-3295/623-2608 Ext. 2630-2640

Fax: (868) 648-6135

St. George West (Port-of-Spain)

Cor. Richmond Street and 128 Duke Street

Tel. (868) 623-0503/623-2608 Ext. 5900-5903, 1000-1004

Couva Social Services Centre

Campden Road Couva.

Tel: PBX 636-4453/679-8266 Ext. 105, 121

Tobago (Scarborough)

Tam Building, Glen Road, Scarborough

Tel. (868) 639-2673 Fax. (868) 639-2673

Accounts

This Unit is responsible for the following functions:

- Prepare/collate the Draft Estimates of Recurrent Expenditure;
- Allocate provisions/releases to Sub-Accounting Unit;
- Request monthly release of funds from the Ministry of Finance (MOF);
- Maintain releases/allocation registers
- Apply for grant of credit on the exchequer account;
- Process all requests for virements and transfers of funds;
- Maintain register for approved transfers/virements
- Process all requests for Overseas/wire payments
- Commit invoice orders from Divisions/Units except the sub-accounting unit
- Approach MOF for the confirmation of the availability of funds where necessary
- Perform registry procedures for the Unit
- Process all pay sheets/payment vouchers
- Process all National Insurance Claims
- Calculate and report all overpayments to H.R., Comptroller of Accounts (COA) & Auditor General
- Maintain all pay record cards; overpayment and Advances ledgers; travelling, electricity, telephone, rent ledgers
- Issue TD4s
- Maintain Vote control
- Check and pass for payment all vouchers/pay sheets with related schedules of accounts
- Collect blank cheque forms from COA
- Maintain cheque Form Register
- Prepare and disburse cheques
- Prepare daily notification of expenditure
- Prepare monthly expenditure statement and list of unpaid cheques
- Maintain remittance register and deposit all returned cheques;
- Reconcile Treasury deposits accounts
- Maintain register/ledger in respect of void cheques;
- Prepare list of cheques due to become void for publication in the press;
- Submit listing of all void cheques to COA;

- Request for change of signature re cheque writing system;
- Prepare annual Appropriation Accounts
- Prepare a statement of outstanding balances on advances at the end of fiscal year for COA
- Prepare reports on overpayments for inclusion in the Appropriation of Accounts
- Investigate all Audit queries and submit appropriate responses to the Auditor General
- Store and maintain all financial records in the vault
- Process outstanding arrears to public officers.

LOCATION/CONTACT INFORMATION

Accounting Executive I

1st Floor, CL Financial Building

#39-43 St. Vincent Street, Port of Spain

Tel (PBX) (868) 623-2608 Ext. 5106/5105

Ageing

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

The operations of the Division of Ageing are aligned to the tenets of the Madrid International Plan of Action on Ageing (MIPAA) - the Agreement to which, the Republic of Trinidad and Tobago became a signatory following the United 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; and
- Network with social-sector Ministries, the private sector, and civil society to develop and coordinate the implementation of the National Plan of Action on Ageing.

LOCATION/CONTACT INFORMATION

Director, Division of Ageing

Ground Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) 623-2608 Ext. 1403/1405/1407/1409

Older Persons Information Centre (OPIC)

opiccentre@gmail.com

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

LOCATION/CONTACT INFORMATION

Port of Spain

#95-97 Frederick Street,

Law Association Building (opposite EBC)

Port of Spain

Tel. PBX. 623-2608 Ext. 6701 -6707

Point Fortin

Rotel Building, Neverson St.

Pt. Fortin

Tel. (868) 648-6747

Tunapuna

Tunpuna Social Services Centre, Eastern Main Road, Tunapuna

Tel. (868) 662-6364, 623-2608 Ext. 1730

San Fernando

Social Welfare Building, Omardeen Building, Ciperio Street, San Fernando

Tel. (868) 653-0991; 623-2608 Ext. 2350

Rio Claro

#2458 Naparima Road, Rio Claro

Rio Claro Social Welfare, Rio Claro

Tel. (868) 644-3053

Couva

Couva Social Services Centre,

Camdeen Road, Couva

Tel. (868) 623-2608 Ext. 6150- 636-4453

1022—Continued

Chaguanas

Mc Coon Building, (Delta Trading Building)

Eleanore Street, Chaguanas

Social Welfare Building

Tel. (868) 671-3526; 623-2608 Ext 6210

Arima

3rd Floor Pennywise Building

10B Devenish Street

Arima

664-1935.

Princes Town

Marlson's Building

High Street, Princes Town

655-4741.

UNITS**Corporate Communications and Education**

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

The core functions of this Unit are:

- Strategic Communications Planning
- Public Awareness Campaigns
- Media Relations Support Services
- Protocol and Event Planning Services
- Reputation Management
- Internal Communication Support Services
- Graphic design Services

1022—Continued

- Speechwriting
- Crisis Communications & Issues Management
- Customer Relations
- Procurement of Corporate material

LOCATION/CONTACT INFORMATION

Manager

Corporate Communications and Education

4th Floor, CL Building

39-43 St. Vincent Street, Port of Spain

Tel: (868) 623-2608 Ext: 5432, 5405, 5403, 5402

Legal

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

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Legal Officer

4th Floor CL Financial Building,

#39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1414, 1470

Disability Affairs

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

The core functions of this Unit are to:

- Co-ordinate and monitor 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; and
- Conduct research and collect data on persons with disabilities.

LOCATION/CONTACT INFORMATION

Director, Disability Affairs Unit

Ground Floor

Nahous Building

45A-45C St. Vincent Street, Port of Spain

Tel (PBX): (868) 6234-1983 / 623-2608 Ext. 1150, 1152, 1151

Fax: (868)623-2379

Piparo Empowerment Centre (PEC)

To provide residential treatment, rehabilitation services and skills training for male substance abusers by employing the principles of responsible love and concern with the highest professional standards using all available resources and networking with relevant agencies. The programme has a capacity to house fifty (50) residents, for the duration of nine (9) months to one (1) year. Clients enter the programme as referrals or as 'walk-ins'. The PEC also accepts court referrals – the opportunity for rehabilitation is offered as an alternative to sentencing and in this instance, completion of the programme is mandatory.

The core functions of this Unit are to:

- Provide treatment and rehabilitation services for substance abusing clients, towards their successful social reintegration;
- Provide clients with opportunities for building and/or rebuilding skills to make them more marketable and improve their chances at successful reintegration;
- Provide continued moral, social and spiritual support of clients and their families, both during and after the treatment period;
- Provide clients with a comprehensive array of rehabilitative services, including vocational and remedial skills training;
- Provide long-term residential rehabilitation services for males who have a chronic substance abuse problem, and who may have had several failed attempts at recovery; and
- Provide a safe physical environment for residents in treatment.

The PEC utilises the Therapeutic Community Model and provides the following services:

- Treatment
- Therapeutic Community Counselling/Training
- Peer Counselling
- Intake/Assessment and Referrals
- Individual and Group Counselling
- Family Therapy Counselling
- Behaviour Modification
- Social Re-integration Training
- Remedial Education
- Vocational Counselling
- Vocational and Occupational Skills Development (internal and external)
- Skills Training (e.g. Agriculture, Lands and Maintenance, House-keeping, Food preparation, Communication)
- Accessing Medical Treatment, Psychiatric Support, Dental Care and Optical Services
- Accessing Micro-Enterprise Grants for business start up
- Job Placement
- Accessing Transitional Housing for graduating residents as needed
- Follow-up and After Care Services.

LOCATION/CONTACT INFORMATION

Programme Director

Piparo Empowerment Centre

Dindial Trace, Piparo

Tel: (868) 656-0328 / 656-0876 / 623-2608 Ext. 3000-3005

Tel/Fax: (868) 656-0764/656-0797

Social Displacement

Create and monitor a network of treatment and rehabilitation alternatives that would empower socially displaced persons and facilitate their reintegration into society.

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Executive Director

Social Displacement Unit

Nahous Building

45A – 45C St. Vincent Street, Port of Spain

Tel: (868) 623-2608 Exts. 5700 - 5705

HIV/AIDS Co-ordinating

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; and
- Facilitate the implementation of the HIV Workplace Policy within the Ministry.

LOCATION/CONTACT INFORMATION

HIV/AIDS Coordinator

1st Floor Nahous Building,

45 A-C St. Vincent Street, Port of Spain.

Tel: (PBX) (868) 623-2608; Exts. 1457/1458

New Horizons Centre

The Centre provides viable alternatives to street dwelling to meet the long term care and rehabilitation needs of the socially displaced.

The core functions of this Centre are to:

- Provide temporary shelter and 24-hour care to former street dwellers;
- Provide rehabilitation interventions which would include counselling, advice, assessments, referrals and family support to the residents of the shelter;
- Provide skill and retraining programmes in order to help increase self-esteem and self-sufficiency; and
- Provide recreational activities in order to improve health and quality of life of the residents so as to assist them to better function in society.

LOCATION/CONTACT INFORMATION

Programme Director, New Horizons Centre

Dindial Trace, Piparo Tel: (868) 656-0331.

Internal Audit

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

The core functions of Internal Audit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations;
- Identify any weaknesses in the systems, draw them to the attention of the Permanent Secretary (Accounting Officer) and make recommendations for their improvements; and
- Examine the financial processes and supporting documents to ensure there is compliance with established accounting laws and regulations, procedures, policies, principles, circulars and other authorities in force.

LOCATION/CONTACT INFORMATION

Auditor II, Internal Auditor

ABMA Building

55-57 St Vincent Street, Port of Spain

Tel: (868) 625-9709; 623-2608 Exts. 1260-1263

Project Implementation

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

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Project Manager

2nd Floor CL Financial Building,

#39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1461, 1464, 1465

Non-Governmental Organisation

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

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Coordinator

Non-Governmental Organisation (NGO) Unit

2nd Floor

Nahous Building, 45-A-C St Vincent Street, Port of Spain

Tel: (PBX) 623-2608 Ext. 5003, 5023, 5034

Email: ngounit@social.gov.tt

Development Support

The core functions of this Unit are to:

- Support the wellness of the organisation and the wellbeing of its personnel – the internal clients of MSDFS; and
- Facilitate the delivery of efficient and effective services by the MSDFS to external clients and stakeholders.

LOCATION/CONTACT INFORMATION

Coordinator Development Support Unit

3rd Floor

Nahous Building,

45A-45C St Vincent Street,

Port of Spain.

Tel. (PBX) 623-2608 ext. 1102-1104 Fax. 623-3717

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

2nd Floor

ABMA Building

55-57 St. Vincent Street

Port of Spain.

Tel: 624-8430/625-0512 Fax: 625-6592 Ext. 1281, 1282

Retiree Adolescent Partnership Programme (RAPP)

The Retiree Adolescent Partnership Programme (RAPP) is a community-oriented programme which seeks to utilize the skills and experience of retired persons to provide assistance and supervision for School age youth (9-21 years).

The core functions Unit are:

- Selection of NGOs/CBOs to manage the programme;
- In collaboration with the NGO/CBO, identifying appropriate locations for RAPP Centres;
- Liaising with supporting social partners;
- Providing resources- personnel, furniture and equipment;
- Monitoring activities at the centre to ensure that the policy objectives are met; and
- Training of resource persons and facilitators in non-threatening educational methodologies.

LOCATION/CONTACT INFORMATION

Coordinator

Retiree Adolescent Partnership Programme

1 La Fantasie Road, St. Ann's

Tel.: (868) 621-3554 Fax: (868) 621-5126

SERVICE CENTRES

Couva

Lisas Gardens Community Centre, Balisier Street

Tel: (868) 339-1554

Belmont

Belmont Community Centre, Jerningham Avenue

Tel: (868) 767-9455

La Horquetta

La Horquetta Regional Complex

Marjorie Padmore Avenue, Phase II

Tel: (868) 745-4652/643-0578/392-5371

Valencia

Valencia Pentecostal Church, L.P. 55, Kangalee Street

Tel: (868) 667-9202/754-8967

The Interdisciplinary Child Development Centre (ICDC)

The Interdisciplinary Child Development Centre is a government-funded pre-school facility that serves the underprivileged in the Couva area. The core function is to provide educational, nutritional and social services to low income children, from 1-5 years old.

LOCATION/CONTACT INFORMATION

Manager, the Interdisciplinary Child Development Centre

#6 De Gannets Street, Couva

Tel: 636-3605

Adult Education

The Adult Education Programme provides educational opportunities for adults and out of school young persons who have not graduated to further/higher education, allowing participants to develop skills that will enable them to make meaningful contributions to the development of society. The Programme seeks to develop and deliver a range of academic, vocational and leisure programmes outside of the formal school system.

The core functions of this Unit are to:

- Raise national levels of literacy and numeracy through organized programmes.

- Provide support and technical assistance to community groups desirous of developing and delivering their own programmes but with the aim of making such groups self-reliant.

LOCATION/CONTACT INFORMATION

Education Extension Facilitator (This programme is currently being supervised by RAPP)

Adult Education Programme

ABMA Building

55-57 St Vincent Street, Port of Spain

Tel: (868) 623-2608 Exts. 1240-1242

National Social Development Programme

The core functions of this Programme include:

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

The Programme offers different services including:

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

LOCATION/CONTACT INFORMATION

National Director

National Social Development Programme

2nd Floor

Nahous Building

45A-45C St. Vincent Street, Port of Spain

Tel: (868) 624-2608 Ext. 1429-1434

Other key programmes that would address poverty and vulnerability/ sustainability at individual and community levels include the Sowing Empowerment through Entrepreneurial Development (SEED), The Micro Enterprise Loan Facility (MEL) and the Regional Micro Project Fund (RMPF). For more information call:

Coordinator

Non-Governmental Organisation (NGO) Unit

2nd Floor

Nahous Building,

45-A-45C St Vincent Street, Port of Spain

Tel: (PBX) 623-2608 Ext. 5003, 5034

Email: ngounit@social.gov.tt

SECTION 7(1) (a) (II)

Categories of documents in the possession of the Ministry of Social Development and Family Services:

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

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18. Reports: Statistical, Annual/monthly/ quarterly, Audit, Consultants'/ Technical, Corporate, Valuation etc.
19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
20. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
21. Inventories
22. Periodicals and publications
23. Complaint/suggestion files
24. Research Studies
25. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
26. Other information that can be accessed at the Ministry's Website include:
 - Media Releases
 - Speeches made by the Honourable Minister
 - Print Notices
 - Videos
 - Photos
 - Information on the services provided to the public

SECTION 7 (1) (a) (III)

Material prepared for publication or inspection

The public may 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 Social Development and Family Services

Library Services

ABMA Building

#55-57 St. Vincent Street, Port- of Spain

Tel: (868) 623-2608 Ext. 1474; 1475

SECTION 7(1) (a) (IV)

Literature available by subscription

The Ministry of Social Development and Family Services has no literature available by way of subscription.

SECTION 7(1)(a) (V)

Procedure to be followed when accessing a document from the Ministry of Social Development Family Services

HOW TO REQUEST INFORMATION

- General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused) you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in any Public Authority in order to access information that is not readily available in the public domain.

- Addressing Requests

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

- Details in the Request

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

REQUESTS NOT HANDLED UNDER FOIA

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

RESPONDING TO YOUR REQUESTS

- Retrieving Documents

The Ministry of Social Development and Family Services is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Information stored in the National Archives or another storage center 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 Social Development and Family Services responsible for:

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

THE DESIGNATED OFFICER IS:

Ms. Angelique Taylor

Ministry of Social Development and Family Services Head Office: CL Financial Building

#39-43 St. Vincent Street, Port of Spain

Tel. 623-2608 Ext. 1484

THE ALTERNATE OFFICER IS:

Mr. Andy Hawkins

Ministry of Social Development and Family Services Head Office: CL Financial Building

#39-43 St. Vincent Street, Port of Spain

Tel. 623-2608 Ext. 1423

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 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 Ext. 1474; 1475

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act and Regulations, 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.

- Standard Operating Procedures Manual for the Means Test Assessment (2017)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- A Framework for Monitoring and Evaluating in the Social Sector (2006)
- A Framework for Monitoring & Evaluating Social Sector Interventions (2006)
- Monitoring and Evaluation Policy for the Social Sector (2006)
- National Policy on Persons with Disabilities (2019)
- National Policy on Ageing for Trinidad and Tobago (2003)
- National Parenting Policy (2017)- Green Paper

SECTION 8 (1) (b)

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

At this time, the Ministry has no documents which fall within the meaning of this section.

SECTION 9 STATEMENTS

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

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

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

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

- Report on National Consultation on Social Development
- Report on the Social Mitigation Plan Consultations (2017)

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 2019
- Five Year Strategic Plan 2018-2023
- National Social Mitigation Plan (2017)
- Street Dwellers' Working Committee Report (2017)
- Annual Administrative Report 2014/2015
- Final reports on Social Displacement Unit's programmes/projects
- Report on the Holistic Plan for addressing Social Displacement in Trinidad and Tobago.

SECTION 9 (1) (i)

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

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

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES (MSDFS)

www.social.gov.tt

May 2019

1023

LOSS OF PAN-AMERICAN LIFE INSURANCE OF
(TRINIDAD AND TOBAGO) POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
NAIMOON MOHAMMED	3435939
TREVLON MARSHALL	3472376
TYREL KALLIDAS	3391292
TERRANCE CARRINGTON	3339513
DANE VIEIRA	3361684
HALEEM HOSEIN	3352079
LENNOX AHYEW	3400304
JOSEPH JAMES	3465544
NIGEL WILSON	3475193
STACEY CLARKE	6830334
NAZID HOSEIN	3352078
WAZID HOSEIN	4731902
SHIRLANN RENNIE	3363470
SUDESH SINGH	3394412
MARCELLA WILLIAMS-SMITH	3520567
JOSHUA BIRBAL	3456929
OSEI RICHARDSON	3432758
GEMMA PHILL	3459683
JASSODRA POORAN	6811191
STACEY CLARKE	3462144
KRISTEN CLARKE	3462145
KENT PEREIRA	3325929
RUSSEL KELLER	578099
DARRON MILLER	3407138
JENNIFER SIMONETTE	3392788
AKEESHA LAWRENCE	3316673

PAN-AMERICAN LIFE INSURANCE
OF (TRINIDAD AND TOBAGO)

91-93, St. Vincent Street
Port-of-Spain.

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

CHARIANDE GARDINER having made sworn declaration that Policy Number 377992 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of May, 2019.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1025

DALE BARTHOLOMEW having made sworn declaration that Policy Number 305542 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of April, 2019.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1026

ELIZABETH GUERRA-BELLE having made sworn declaration that Policy Number 388314 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of SHANNON SOLOMON GUERRA has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of May, 2019.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1027

HAYDEN KRISHNA JAIKARAN having made sworn declaration that Policy Number 372178 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of May, 2019.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

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TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

ST. GEORGE WEST

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, by Keith W. Leggard&Kassan Jay Ent., that it is their intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on THURSDAY THE 13TH DAY OF JUNE, 2019 at 1.00 o'clock in the afternoon for a transfer to them of the Licence to carry on the trade of a Spirit Grocer now held by Angelita Cattine & T&T National Pet. Mark. Co. Ltd. in respect of premises situate at Np Quick Shoppe, Saddle Road, San Juan.

Dated this 15th day of May, 2019 at the Port-of-Spain Magistrates' Court.

H. DILLON
*Secretary, Licensing Committee
Port-of-Spain*