



TRINIDAD AND TOBAGO GAZETTE

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No. 12

112

GRANT OF CERTIFICATES OF REGISTRATION (Citizenship of the Republic of Trinidad and Tobago Act, 1976)

<i>Number</i>	<i>Name</i>	<i>Date</i>
11127 ...	TANNIS SYLVESTER SAM	21st December, 2004—(NS: 19/2/1 S. 13622)
11128 ...	BAWHARDEO DHANRAJ	21st December, 2004—(NS: 19/2/1 S. 13744)
11129 ...	ANTHONY NICHOLAS EDMUND BURNS... ..	21st December, 2004—(NS: 19/2/1 S. 13751)
11134 ...	DONNA LA ROSE-EVERSLEY	21st December, 2004—(NS: 19/2/1 S. 13764)
11135 ...	VERONICA ANNESTA CLEMENT	21st December, 2004—(NS: 19/2/1 S. 13589)
11139 ...	HENRY SCIPIO	21st December, 2004—(NS: 19/2/1 S. 13755)

A. BARTHOLOMEW
Permanent Secretary,
Ministry of National Security

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GRANT OF CERTIFICATES OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 34 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to PRIYA VASUDEV SAMTANI.

21st December, 2004—Ref: (NS: 19/10/2 S. 47).

A. BARTHOLOMEW
Permanent Secretary,
Ministry of National Security

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CERTIFICATE OF CITIZENSHIP No. 35 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to VASUDEV KUMAR SAMTANI.

21st December, 2004—Ref: (NS: 19/10/2 S. 48).

A. BARTHOLOMEW
Permanent Secretary,
Ministry of National Security

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CERTIFICATE OF CITIZENSHIP No. 36 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to MAUREEN JENNETTA DHANOO.

21st December, 2004—Ref: (NS: 19/10/2 S. 14).

A. BARTHOLOMEW
Permanent Secretary,
Ministry of National Security

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
Public Statement of the Ministry of Social Development
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 is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Ministry of Social Development;
- (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 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 Ministry of Social Development

Mission Statement:

The Ministry of Social Development's mission is to facilitate and coordinate the development, monitoring and evaluation of social sector policies and programmes and to monitor implementation to ensure effective targeting and coverage for the benefit of all citizens.

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The Ministry is located at Ansa Mc AL Building, 69, Independence Square, Port -of- Spain.

The Ministry of Social Development is comprised of the following Divisions and Special Units

DIVISIONS

- Social Investigations Division
- Policy and Programme Planning and Development Division
- Monitoring and Evaluation Division
- Legal Division
- Division of Ageing
- Information Technology Division
- Human Resource Division
- Communications Division
- Community Mediation Division (not yet functional)
- General Administration Division

SPECIAL UNITS

- Internal Audit
- National Plan of Action Secretariat

DIVISIONS

Social Investigations Division

The primary responsibility of the Social Investigations Division is to coordinate and spearhead development – related research in the social sector.

The core functions of this Division include:

- Initiate and conduct where appropriate investigative and specialized research in collaboration with social sector Ministries for the purpose of identifying social problems;
- Determine in collaboration with social sector Ministries, a research agenda for the sector
- Review in collaboration with social sector Ministries findings of research studies and recommend programmes and projects for implementation

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- Liaise with regional and international funding agencies to identify areas for collaboration
- Keep abreast of current local and international research studies relevant to the Social Sector
- Develop and maintain a central database on socio-economic indicators

Policy Programme Planning and Development Division

This Division has responsibility for developing policies, programmes and projects for the Ministry and for coordinating these activities in the social sector

The core functions of this Division include:

- Develop a Macro Planning Framework for the social sector in keeping with the National Macro Planning Framework and in particular, to achieve the socio-economic goals and objectives of Vision 2020
- Monitor the implementation of Regional and International Conventions/ Agreements pertaining to the social sector e.g. Convention on the Rights of the Child and World Summit for Children
- Assess current policies of the sector to determine performance and relevance
- Co-ordinate the general programming, project development and implementation functions in the social sector to ensure that it is relevant to national social objectives
- Identify and develop programmes and projects to treat with changing trends in the social environment and facilitate their implementation
- Facilitate development of policies and policy guidelines for the sector and facilitate their implementation
- Facilitate establishment of formal and informal networks for collaboration among Ministries and with other external agencies

Monitoring and Evaluation Division

The Monitoring and Evaluation Division has the responsibility for establishing monitoring and evaluation systems for social sector programmes and projects.

The core functions of this Division include:

- Develop, implement and maintain a monitoring and evaluation system to enable continuous assessment of social sector performance

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- Evaluate social projects and programmes
- Undertake annual reviews of social sector performance based on impact assessments
- Assist in building the capacity of social sector Ministries in monitoring and evaluating
- Provide expert advice to social sector Ministries undertaking evaluations of projects and programmes
- Make recommendations for the introduction of new programmes/projects based on assessments
- Make recommendations for the revision or discontinuance of programmes/projects based on assessments.

Legal Division

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

Division of Ageing

This Division has overall responsibility for coordination of initiatives on ageing.

The core functions of this Division include

- Develop a National Plan of Action on Ageing
- Develop standards of care for older persons
- Coordinate and monitor the implementation of the continuum of health and social support services for older persons in Trinidad and Tobago
- Provide community outreach services via a Help Desk in the Division
- Conduct research on ageing issues and the elderly
- Conduct public education/ sensitization programmes on Ageing issues
- Organize and conduct training programmes, seminars and workshops for care providers.

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Information Technology Division

The Information Technology (IT) Division 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 include

- Develop and implement specific IT Policies;
- Establish Local Area Networks;
- Establish and maintain Website for the Ministry;
- Provide Software Training;
- Develop and implement a Management Information System;
- Develop policies on IT Management and IT Organisation Transformation and implements same;
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.

Human Resources Division

The Human Resource 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 allows for the recruitment of staff with core skills, knowledge and competencies and to develop processes for regular monitoring and evaluation of staff performance

Communications Division

The Communications Division is responsible for marketing, public relations, education and communications for promoting the role and responsibilities of the Ministry

The core functions of this Division are

- Design, organize and implement an effective communications strategy for the Ministry;
- Develop and execute related communication plans in the context of the wider National Communications Strategy of the public sector;

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- Develop and execute programmes geared towards disseminating information about the Ministry and its work;
- Establish communications networks with the Ministries of the social sector to keep the Ministry informed of ongoing activities, programmes, etc
- Participate in planning, co-ordinating and organizing public consultations, conferences, seminars, workshops and similar special events;
- Liaise with the media and Information Division to arrange for media coverage of events.

General Administration Division

The General Administration Division provides administrative support in the areas of Finance and Accounts, Library service, Records Management, Procurement, Janitorial and General Administrative Services.

Special Units

National Plan of Action Secretariat

The Ministry of Social Development has provided chairmanship to the National Plan of Action Committee which is multi-disciplinary and charged with the responsibility, inter alia, of developing and overseeing the implementation of a National Plan of Action for Children. The NPA Secretariat is responsible for monitoring and coordinating activities towards the implementation of the National Plan of Action for Children and the United Nations Convention on the Rights of the Child.

The core functions of the Secretariat are to:

- Develop a reporting system to facilitate monitoring of the National Plan of Action
- Undertake sensitization activities to disseminate information regarding the Plan to key stakeholders and the wider public;
- Plan, develop, monitor or implement projects related to the National Plan of Action (for children) in collaboration with the National Plan of Action (Inter Ministerial) Committee.
- Prepare reports on the status of implementation of the Plan

Internal Audit Unit

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

Effect of functions on members of the public

- Development of a more educated public on matters relating to ageing and older persons
- Development of conflict resolution and mediation skills in communities
- Promotion of social harmony
- Development of positive social and cultural values amongst the citizenry
- Improved social programming for poverty reduction
- Improved targeting and service delivery as a result of established monitoring and evaluation policy and practices by social sector agencies

SECTION 7 (1) (a) (ii)**Categories of documents in the possession of the Ministry of Social Development**

1. Files dealing with administrative support and general administrative 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 etc)
4. Files dealing with matters relating to the procurement of supplies, services and equipment.
5. Cabinet Documents.
6. Maps/Charts/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/ Catalogues
7. News Releases, speeches originating in 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.

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15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes/ Agenda of meetings.
17. Files dealing with Circulars, memoranda, notices, bulletins, etc
18. Reports: Statistical, Annual/ monthly/ quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accidental etc.
19. Briefing Papers.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Inventories
23. Periodicals and publications
24. Complaint/ suggestion files

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection

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

The Library

Ministry of Social Development

Ansa Mc Al Building

69 Independence Square

Port-of- Spain

Telephone: 625-9221/ 625-8565

Fax: 627-4853

Website: www.msd.gov.tt

- Glossary of Key Monitoring and Evaluation Terms – Tools Series 1
- A Training manual on Monitoring and Evaluation Concepts, Tools and Strategies for Social Sector Programmes – Tools Series 2
- Social Sector Investment Programme - 2005

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SECTION 7(1) (a) (iv)

Literature available by subscription

The Ministry of Social Development has no literature available by way of subscription

SECTION 7 (a) (v)

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

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 (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 Designated Officer.

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 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 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 center 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 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 certain time limits 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 requests may be misaddressed or misrouted 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 not 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 so 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.

SECTION 7 (1) (a) (vi)

Officers in the Ministry of Social Development 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

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THE DESIGNATED OFFICER IS:

MS RAJDAI PRAGG

Ministry of Social Development

Ansa Mc Al Building

69 Independence Square

Port of Spain

Telephone: 623-5803

THE ALTERNATE OFFICER IS:

MR. DAVID FULLERTON

Ministry of Social Development

Ansa Mc Al Building

69 Independence Square

Port of Spain

Telephone: 625-9221/8565 Ext. 124

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where 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(a) (viii)

Library/Reading Room Facilities

Information in the public domain can be accessed in our Library which is located at Ansa Mc Al Building, 69 Independence Square, Port-of Spain. The Library is open to the public from Mondays to Fridays between the hours of 8.00 a.m to 4.00 p.m

Policy of the Ministry of Social Development for provision of copies held in the public domain.

- No smoking, eating or drinking is allowed in the Library.
- No bags are allowed in the Library.
- Cell phones to be kept on mute mode.

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.

Financial Regulations, 1965

Civil Service Act and Regulations, 1966 Chapter 23:0, Laws of Trinidad and Tobago

Public Service Commission Regulations, 1966, Chapter 88:01, Laws of Trinidad and Tobago

Code of Conduct – Legal Notice No. 217 of 1996

Exchequer and Audit Act 20 of 1959

Freedom of Information Act, No. 26 of 1999

The Computer Misuse Act, 2000

The Electronic Transfer of Funds Crime Act, 2000

Mediation Act, 2004

Homes for Older Persons Act, 2000

All documents listed above are available for purchase at the Government Printery.

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.

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

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.

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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 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.

Rapid Assessment of Mediation Programme.

SECTION 9 (1) (f)

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

Report on Team Building Retreat of the Ministry of Social Development.

Report on Ministry of Social Development's Retreat.

Report of a National Consultation on Mediation.

Report on the Peer Mediation Skills Workshop.

Report on National Consultation on Social Development

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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.

Achievement Report of Ministry for 2002.

Achievement Report of Ministry for 2003.

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.

Report on the New Community Mediation Programme.

National Policy on Ageing

Proposal for Adolescent Mothers Programme.