



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1859

SUPPLEMENT TO THIS ISSUE

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

Minimum Wages Order, 2014—(Legal Notice No. 402 of 2014).

Financial Intelligence Unit of Trinidad and Tobago (Amendment) Regulations, 2014—(Legal Notice No. 403 of 2014).

1860

APPOINTMENT TO ACT AS MINISTER OF THE ENVIRONMENT AND WATER RESOURCES

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed EMMANUEL GEORGE, a Member of the Senate who is a Minister, to act in the Office of Senator the Honourable GANGA SINGH, Minister of the Environment and Water Resources, with effect from 10th December, 2014 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Ganga Singh, in addition to the discharge of his normal duties.

G. SERRETTE

*Acting Secretary to His Excellency
the President*

9th December, 2014.

1861

APPOINTMENT AS PRESIDENT OF THE INDUSTRIAL COURT

IT IS HEREBY NOTIFIED for general information that His Excellency the President, after consultation with the Chief Justice, in exercise of the power vested in him by subsection (3) of section (4) of the Industrial Relations Act, Chapter 88:01, has appointed HER HONOUR DEBORAH THOMAS-FELIX, to be President of the Industrial Court for a period of three years with effect from 13th December, 2014.

G. SERRETTE

*Acting Secretary to His Excellency
the President*

5th December, 2014

1862

RESIGNATION OF A MEMBER OF THE TRINIDAD AND TOBAGO RACING AUTHORITY (TTRA)

PURSUANT to section 7 of the Trinidad and Tobago Racing Authority Act, notice is hereby given that Mr. KEITH SCOTT has resigned as a Member of the Trinidad and Tobago Racing Authority with effect from 4th November, 2014.

D. SCOTT

*for Permanent Secretary,
Ministry of Trade, Industry, Investment
and Communications*

27th November, 2014.

1863

SAWMILL LICENCES ISSUED DURING THE MONTHS OF AUGUST, SEPTEMBER AND OCTOBER, 2014

IT IS HEREBY notified in accordance with section 6 of the Sawmills Act, Chap. 66:02, that no new licenses were issued during the months of August, September and October, 2014.

J. SEEPERSAD

Acting Conservator of Forests



NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
**PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
 IN COMPLIANCE WITH SECTION 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 **National Information and Communication Technology Company Limited** (hereinafter referred to as "iGovTT"), 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 certain information held by iGovTT;
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 iGovTT

MISSION STATEMENT:

To champion and advance the development of ICT and its use by key stakeholders for the socio-economic transition and development of Trinidad and Tobago.

SCOPE OF BUSINESS:

iGovTT is a wholly owned State Enterprise which was incorporated on July 20, 2009 in accordance with the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago. The Company acts as the implementation arm of the Government of the Republic of Trinidad and Tobago (GoRTT) in the execution and administration of Government enterprise-wide information and communication technology (ICT) strategies and programmes. iGovTT designs, procures, project manages, implements and maintains enterprise-wide ICT solutions for GoRTT as well as provides value-added ICT support services to Government Ministries and Agencies.

The Company has also been charged with the responsibility of maintaining the tconnect programme, which is a suite of six (6) alternative means for interfacing with Government. The objective of tconnect is to bring Government information closer to citizens and making public services significantly more convenient and accessible through the medium of ICT.

ORGANISATIONAL STRUCTURE

iGovTT is headed by a Board of Directors ("the Board") which is responsible for charting the overall direction of the Company. The Board currently comprises nine (9) Directors. The Board Members are:

- Ms. Jacqueline Syms (Chairperson)
- Mr. Shiraz Mohammed (Deputy Chairman)
- Ms. Annessa Ali Bocas
- Mr. Daryl Ramkalawan

- Ms. Krishanna Badaloo
- Ms. Rachel Maikhoob
- Mr. Vishneu Koon Koon
- Mr. Vijay Persad
- Mr. William Archie

As at the review date, the Company employed One Hundred and Fifty-one (151) staff members, including a Chief Executive Officer. The Company is divided into eleven (11) functional Units and is structured as depicted in the approved Organisational structure below.

DETAILS OF RESPONSIBILITY CENTRES:

1. Chief Executive Officer's Office (CEO)

The CEO ensures the sustainable growth and profitability of the Company. The CEO has the overall responsibility for the efficient operation of all line functions and is accountable for strategic management. The CEO ensures that approved strategies, plans, policies and systems are implemented and that the Company is in compliance with all laws and regulations governing its operation. The CEO reports to the Board of Directors and ensures widespread collaboration with key stakeholders.

2. Deputy Chief Executive Officer (DCEO)

The DCEO supports and advises the CEO on all core unit affairs, organisation development efforts, and initiatives and activities aimed at achieving short and long-term Company goals. The DCEO directly oversees and is responsible for the operations of the Company's core lines of business, comprised namely of Consulting, Delivery, Operations, and tconnect.

3. Internal Audit Unit

This Unit is responsible for independent audits on all of the Company's operational functions to ensure compliance with approved and published company policies and processes and compliance with statutory requirements. The Internal Audit Unit reports functionally to the Audit Committee of the Board of Directors and administratively to the CEO of the Company. Internal Audit assists the organization in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The Internal Audit function at iGovTT executes a wide range of audit engagements including but not limited to, audits of Compliance, Governance, Risk Management, Financial, Operational and Information Technology.

4. Corporate Affairs & Governance Unit

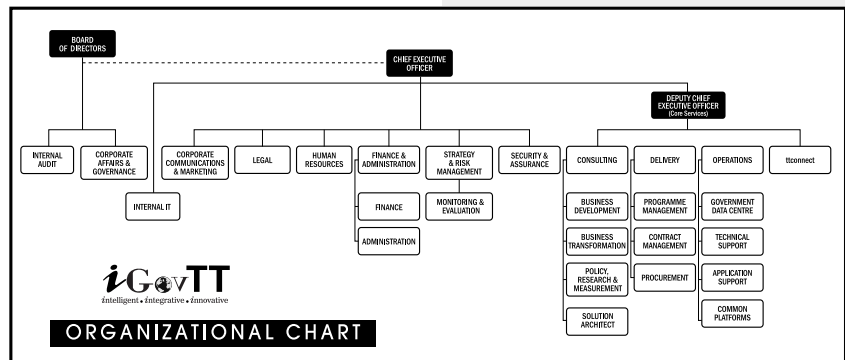
The Corporate Affairs & Governance Unit is accountable to the Board through the Chairman for all matters relating to Corporate Governance and the Company's secretarial duties. The Corporate Affairs & Governance Unit serves as the secretariat for Board meetings and meetings of the sub-committees of the Board as well as develops and implements a corporate governance framework for iGovTT. The Corporate Affairs & Governance Unit ensures that the details of the resolutions and decisions of the Board are communicated to the Company. The Unit also collates the relevant information regarding the Company's compliance with the legislative and regulatory requirements of a State-Owned Enterprise and ensures that the necessary documents are filed with the proper authorities. It controls the security and application of the corporate seal, and maintains the corporate books and records.

5. Corporate Communications & Marketing Unit

The Corporate Communications and Marketing Unit (CCM) is responsible for strategic communications and marketing strategies as well as the internal and external communication with stakeholders in support of the Company's endeavor to become the premier ICT company in the Caribbean.

The CCM is also responsible for:

- Managing iGovTT's corporate identity and developing corporate collateral such as brochures, annual reports, speeches and press releases;
- Managing internal staff communications;
- Managing the look and feel and content for all iGovTT web-based platforms;
- Organizing and executing stakeholder events;
- Coordinating market research;
- Developing and implementing marketing strategies for iGovTT's products and services;
- Managing product marketing directed at Government stakeholders;
- Building and maintaining relationships with Government stakeholders;



ORGANIZATIONAL CHART


NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

- Developing and implementing communication strategies and initiatives to support the Company's overall business objectives and goals.

6. Legal Unit

The Legal Unit is responsible for:

- Providing legal advice, support and service which enables iGovTT to achieve its business objectives in a lawful manner without exposing itself to inappropriate legal risks;
- Minimizing the Company's exposure to legal risk by providing legal strategic and advisory support to the various Business and Functional Units of the Company;
- Managing the provision of competent, cost-effective and timely legal services through the external advisors who advise or represent the Company;
- Preparing briefs, legal documents and contracts for the Company.

7. Human Resources (HR) Unit

The Human Resources (HR) Unit is responsible for:

- Working with iGovTT's leadership and lines of business to plan and perform HR recruitment and selection (including performing HR research on competitive rewards and recognition systems);
- Developing, implementing and maintaining HR policies, procedures and process flows;
- Planning and organizing staff development programmes and training;
- Planning, implementing and maintaining a performance appraisal system for iGovTT;
- Developing and implementing organisational development programmes; and
- Manage the employee relation and industrial relation functions of the Company.

8. Finance & Administration Unit

The Finance & Administration Unit comprises two (2) sub-teams; namely, the Finance Team and the Administration Team

Finance Team

This team is responsible for:

- Leading the Company's budgetary process;
- Facilitating the payroll function within iGovTT;
- Managing corporate income and expenditure;
- Strategizing and operationalizing finance policies and procedures;
- Performing internal accounting functions;
- Other related duties as outlined in the State Enterprise Performance Monitoring Manual;
- Developing, implementing and maintaining finance related policies;
- Maintaining financial reports
- Managing the Company's financial filing system;
- Managing subvention funds.

Administration Team

This team is responsible for:

- Strategizing and operationalizing office management policies and procedures;
- Providing general office administrative support to all iGovTT Units;
- Introducing a facilities management system to maintain the Company's physical infrastructure;
- Ensuring on-going compliance with the Company's HSE policies and procedures, which is in keeping with the Occupational Safety and Health Act;
- Ensuring that all accidents/incidents are properly investigated and that the appropriate corrective actions are implemented as far as is reasonable and practicable;
- Introducing, implementing and maintaining a corporate record management system in an efficient and professional manner with the strictest confidentiality.

9. Strategic Planning Unit

The **Strategy & Risk Management Unit** is responsible for:

- Working with iGovTT's leadership to perform strategic planning at the corporate level, and developing strategies to move iGovTT towards its corporate vision, mission and objectives;
- Owning and operationalizing the annual corporate work-planning process on behalf of iGovTT's leadership team;
- Leading activities to evaluate issues and problems of strategic significance;
- Supporting the CEO in monitoring and evaluating progress towards the achievement of deliverables linked to the corporate strategic objectives;
- Supporting the CEO in regular progress updates to the iGovTT Board of Directors and the Company's Line Ministry;
- Supporting the business units in analysing and documenting best practices, lessons learned, trends, and effective implementation strategies;
- Performing research for the purpose of internal policy formulation and updates, as well as for the purpose of business innovation, to ensure corporate competitiveness (for example, scanning the local, regional and global ICT landscapes and advising iGovTT's leadership, on opportunities & threats, evaluating the impact of these developments on business operations and suggesting adjustments to corporate plans & directions, as required);
- Working closely with the other Units in the Company to analyse work systems and champion the use of performance enhancing ICT tools and services where relevant;
- Risk management issues that directly impact the strategic direction of iGovTT;
- Working with Management to identify, assess, monitor and communicate total enterprise risk issues across the Company;
- Providing consultative services to Business Units to guide them on proper risk management strategies;
- Ensuring compliance with enterprise risk management policies and procedures approved by the Board of Directors;
- Facilitating risk assessment discussions and analyses with stakeholders throughout the Company;
- Developing, implementing, monitoring, and managing risk mitigation programs for the Company;
- Overseeing iGovTT's Monitoring and Evaluation System (both quantitative and qualitative) and maintaining a corporate performance management dashboard to track results and to ensure that business target are met;
- Ensuring that the Standard Operating Procedures (SOPs) and guidelines regarding monitoring and evaluation are developed and updated where necessary;
- Developing the annual Monitoring and Evaluation Plan.

10. Security & Assurance Unit

The Security & Assurance Unit monitors, measures and assesses risks and vulnerabilities associated with Government's information, ICT projects and ICT infrastructure assets. This unit possesses a wealth of information security expertise and knowledge within iGovTT's prevailing service model.

This Unit's main focus is to ensure that iGovTT and GoRTT's ICT assets are adequately protected from risk through policies, initiatives and programmes that seek to maintain the confidentiality, availability and integrity of information that is processed, stored and transported by GoRTT.

The **Security & Assurance Unit** is responsible for:

- Formulating National and Government level ICT security policies (covering physical and logical security concerning ICT infrastructure, information handling and Government application systems);

- Advising Cabinet, the Ministry responsible for Information Security and GoRTT on all ICT security matters such as cyber threats, risk exposure of social networking platforms, data privacy issues;
- Developing and executing programmes to create awareness and encourage the adoption of ICT security best practices at National and Government levels;
- Developing programmes and activities to monitor, measure and mitigate against vulnerabilities and threats to Government's ICT and information;
- Collaborating with relevant National authorities and Ministry agencies to implement a national computer security incident reporting & response system;
- Implementing a compliance management framework (including compliance audit) to monitor the adoption of all ICT policies (including ICT security) at the Government level;
- Actively researching/testing security solutions, tools and technological security advancements for the purpose of making informed recommendations to iGovTT and GoRTT;
- Supplying ICT security expertise to support the Consulting, Delivery and Operations Units and other iGovTT Units;
- Supplying ICT security expertise to Ministries, Ministerial Committees, State Bodies and Agencies in their ICT projects and operations as part of the Company's overall service model;
- Liaising with the iGovTT Internal Audit Unit where necessary and as requested.

11. Consulting Unit

The Consulting Unit engages Ministries and Agencies to ensure alignment with enterprise-wide ICT initiatives and provides strategic and advisory support for their ICT programmes and projects. Specific areas for consulting include ICT strategic planning, business process reengineering, change management, human capital development, ICT policy development and monitoring and evaluation. The Consulting Unit works closely with the Ministry of Science and Technology to ensure consistency with the holistic ICT policy framework as articulated by GoRTT.

This Unit is divided into four (4) sub-teams namely, the Business Development Team, Business Transformation Team, Policy, Research and Measurement Team and Solutions Architect Office.

Business Development Team (BD)

The BD team acts in the best interest of the client, delivering value to GoRTT Ministries and Agencies facilitated by the thorough understanding of the client's requirements, timeframes and coordination of iGovTT resources. By leveraging Government's ICT assets available, the team is responsible for the co-ordination of the usage of these assets by GoRTT Ministries and Agencies while aligning to the overall iGovTT strategic objectives.

The **BD** team is responsible for:

- Working with the Delivery Unit, the Operations Unit, the Consulting Unit and any other iGovTT Unit to develop and market service offerings to clients;
- Cultivating and maintaining client relationships to develop the necessary business development plans;
- Facilitating client engagements as it pertains to the uptake of iGovTT's and other Government agency's services;
- Providing a primary point of contact for GoRTT Ministries and Agencies;
- Fostering close collaboration among Government Ministries and Agencies with common ICT objectives to maximise GoRTT's ICT investments;
- Keeping abreast with all of GoRTT's ICT initiatives and enterprise agreements.

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Business Transformation Team (BT)

The BT team brings a closer alignment of people, processes and technology initiatives of the Government Ministries or Agencies with its business strategy and vision.

The BT team is responsible for:

- Researching international best practices and creating innovative project concepts to assist clients in achieving value through the utilization of ICT;
- Performing business process re-engineering/management, feasibility studies and cost benefit analyses;
- Working with key stakeholders to design technical solutions that meet the clients' business requirements;
- Providing advisory services for project implementation and funding approaches;
- Supporting the BD team and other key iGovTT units/teams in the establishment of e-Government programmes;
- Working with business process owners and project managers to identify areas requiring change, performing impact assessments and proposing suitable change management programmes;
- Consulting the Security and Assurance Unit to develop Business Continuity Plans (BCP's);
- Performing training and associated change management activities such as project branding, internal and external project communications, training manuals, FAQs among other things.

Policy, Research & Management Team

The Policy, Research and Measurement (PRM) team's overall mandate is to ensure the provision of high-quality, evidence-based ICT policy, advisory and research services to GoRTT as set out by the mandate. This includes the development of the National ICT Plan (smartTT).

The PRM team is responsible for:

- Assisting in the research of new developments and trends in ICT;
- Formulating National and Government level evidence-based ICT policies, utilizing the policy cycle to facilitate results related to ICT usage;
- Facilitating policy dialogue on ICT issues with GoRTT Ministries and Agencies;
- Working with the ICT Secretariat to introduce, update and retire ICT policies where appropriate;
- Creating measurement frameworks and developing Key Performance Indicators (KPI's) to derive the outcome and impact of National ICT programmes, as set out in smartTT;
- Assisting GoRTT Ministries and Agencies in the collection of data to populate measurement frameworks;
- Analysing data/metrics to inform policy formulation and revision;
- Working with professionals and project managers to identify areas of data collection exercises and policy changes;
- Tracking the Country's global competitiveness in terms of international ICT rankings;
- Producing periodic updates and briefs on the Country's ICT readiness;
- Consulting with key stakeholders within GoRTT Ministries and Agencies.

Solution Architect Office (SAO)

The (SAO) sets the National ICT infrastructure and technology directions and standards. It drives programmes and projects with the objective to ensure that GoRTT has a world-class ICT infrastructure, in support of the goals of smartTT and ensures that GoRTT becomes and remains a regional and international leader in the utilization of emerging and strategic technologies.

The SAO is responsible for:

- Supporting the Delivery, Consulting and Operations Units and any other iGovTT Unit by providing technical advice pertaining to system architecture for ICT projects and resolution of any escalated technical operational issues;
- Architecting enterprise-wide government solutions such as the Government Network of Trinidad & Tobago (GovNeTT), Foundation Services Infrastructure (FSI), the National e-Authentication Solution and the National e-Payment System;
- Developing strategies, directions and standards for Government-wide infrastructure and technologies so as to ensure that Government utilizes ICT in an efficient and effective manner;
- Soliciting consultations with stakeholders and GoRTT management to develop strategies, directions, guidelines, policies and standards;
- Driving and championing the experimentation of new and emerging ICTs within Government so as to push the boundaries of innovation that can cause GoRTT to become a world leader in e-Government;
- Providing strategic and technical advisory services to iGovTT's Units and GoRTT's Agencies;
- Providing reviews and technical design/architecture for existing and proposed ICT solutions;
- Providing guidance and recommendations for GoRTT's enterprise architecture;
- Providing position and research papers on relevant ICT systems for GoRTT;
- Working with key iGovTT units/teams to develop and synergize strategies;
- Identifying, conceptualizing, and working with the key iGovTT units/teams to plan, design and implement strategic programmes and projects for Government-wide infrastructure for GoRTT to be recognized as a global and/or regional leader in ICT.

12. Delivery Unit

The Delivery Unit is comprised of three (3) sub-teams namely the Project Management Office, the Contract Management Office and the Procurement Office.

Programme Management Office (PMO)

The Programme Management Office (PMO) is responsible for:

- The successful implementation of programmes/projects undertaken by iGovTT within an approved timeframe and budget;
- Providing regular consultation services, progress reports and programme dashboards to programme/project stakeholders;
- Ensuring compliance with iGovTT's Project Management Methodology & Standards, and Government-wide ICT policies;
- Periodic reviews and updates to iGovTT's Project Management Methodology & Standards;
- Performing programme/project risk management and issue management;
- Providing essential review of procurement documents;
- Performing vendor management tasks including first line response to vendors as it relates to projects being executed.

Contract Management Office (CMO)

The (CMO) is responsible for:

- The management of the Government-wide contracts, working in conjunction with the Finance, Legal, Operations and Consulting Units to perform the necessary contract management activities;
- Ensuring proper construction of ICT contracts which include performance metrics, clear, concise and measurable deliverables, and payment schedules in alignment with deliverables and service levels;
- The efficient management of contracts including: the review of Requests for Proposal, participation in negotiations, invoice certification, change management,

contract status reports, vendor/supplier relationships, vendor performance, contract completion reports;

- Guiding internal stakeholders on contractual matters to ensure compliance with the Terms and Conditions stipulated in the contracts.

Procurement Office

The Procurement Office is responsible for:

- Managing the overall direction, coordination and evaluation of procurement for iGovTT;
- Implementing procurement strategies to maintain the security of supply and optimum value for money;
- Performing all procurement and contracting activities (in conjunction with CMO) including pre-qualification, tender management, negotiation and the preparation of contracts;
- Setting policies and guidelines for delivering a transparent, commercial and cost-effective procuring process for iGovTT;
- Developing key relationships with business stakeholders and strategic supply partners to improve business;
- Identifying cost-reduction opportunities to achieve iGovTT's financial goals;
- Analysing market and delivery trends so as to develop procurement technologies and processes that support those trends;
- Conducting business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost-reduction and improvement opportunities;
- Providing periodic reporting to the iGovTT Executive Management on procurement controls and processes;
- Training and educating managers and staff about procurement processes and controls.

13. Operations Unit

The Operations Unit comprises three (3) sub-teams; namely the Government Data Centre Team, Technical Support Team and Application Support Team.

Government Data Centre (GDC)

The GDC team is responsible for:

- Collaborating with other units within the Company and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the design, setup, operation and maintenance of the Data Centre facilities and other hosting services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation;
- Collaborating with the Application Support team and Technical Support team for proactive client and vendor engagement to reduce system related challenges and enhance client satisfaction;
- Collaborating with the CCM team and the BD team in the marketing of their services to clients and ensuring competitive pricing of Data Centre's Services;
- Engaging in and facilitating research on new Data Centre technologies, and planning for capacity growth and technology refreshers for the GDC;
- Collaborating with the Delivery Unit, the Security and Assurance Unit, and the other relevant units within iGovTT in the development of Disaster Recovery Plans as part of the Business Continuity Plans (BCP's) for iGovTT and clients, and conducting exercises to ensure effectiveness of Disaster Recovery Plans;
- Ensuring effective management of Service Level Agreements (SLAs) and other agreements with sub-contractors, vendors and clients (Internal and external).

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Technical Support

The Technical Support team is responsible for:

- Collaborating with other units and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the proper installation, setup and maintenance of the applications and other desktop services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system maintenance, backup & recovery, system monitoring, problem escalation;
- Collaborating with the GDC team and the Application Support team for proactive client and vendor engagement to reduce risk and increase value and thereby enhance client satisfaction (internal and external);
- Collaborating with the CCM and the BD teams in the marketing of support services to clients, ensuring competitive pricing of support services as developed by iGovTT and embodied in the agreements managed by iGovTT for GoRTT (i.e. Microsoft (MS) Enterprise Agreement, Oracle Enterprise Agreement, etc.);
- Engaging in and facilitating research on new technologies and applications and plan for capacity growth and technology refreshers for installed applications;
- Collaborating with the Delivery Unit, the Security and Assurance Unit, and the other relevant units in the development of proactive training plans for clients (internal and external) as provided under various agreements managed by iGovTT;
- Ensuring the effective management of Service Level Agreements (SLAs) and other agreements with sub-contractors, vendors and clients (Internal and external).

Application Support

The Application Support Team is responsible for:

- Collaborating with other units within the Company and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the design, setup, operation and maintenance of the applications and other business related application services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation;
- Collaborating with the Data Centre team and the Technical Support team for proactive client and vendor engagement to reduce system related challenges and enhancing client satisfaction;
- Collaborating with the Marketing and Business Development teams in the marketing of portal related services to clients, ensuring competitive pricing of Portal and other application services as developed by iGovTT and embodied in the agreements managed by iGovTT for GoRTT (i.e. SharePoint under the MS Enterprise Agreement, and Oracle Enterprise Agreement);
- Engaging in and facilitating research on new technologies and applications, and planning for capacity growth and technology refresh for installed services and applications;

- Collaborating with the Marketing unit, the Business Transformation unit, the Security and Assurance units, and the other relevant units in the development of Disaster Recovery Plans as part of Business Continuity Plans (BCPs) for iGovTT and clients, and conduct exercises to ensure effectiveness of Disaster Recovery Plans for applications under the purview of the unit;
- Ensuring effective management of SLA's and other agreements with sub-contractors, vendors and clients (internal and external).

14. Itconnect Unit

The Itconnect Unit is responsible for:

- Operating under the brand of "Itconnect" to provide a one-stop shop for the public to access public services. This Unit focuses on operationalizing the public interfaces and delivers customer-facing information and services to citizens and businesses on behalf of its clients (such as Government Entities, Non-Government Organizations and Commercial Merchants where feasible);
- Operating multiple delivery channels namely the Service Centres and Express Bus to deliver public services while the Portal, Mobile Portal, Kiosks and Hotline provide information on Government services;
- Working with the BD team to expand its current client base of Government entities and the services they provide to the public via Itconnect's multiple channels as appropriate;
- Working with the BD team to expand its client base beyond GoRTT to merchants in the commercial sector.

15. Internal IT Unit

The Internal IT Unit is responsible for:

- Internal ICT and information systems of iGovTT;
- Engaging executives and reviews patterns of business activities to envision and strategize the implementation of Information Technology (IT) solutions;
- Advising on the adoption and investment of available technologies to enable the efficiency of business processes and improving the Company's competitive advantage;
- Identifying risks associated with the use of IT systems and maintaining risk mitigation solutions;
- Managing vendors and suppliers of IT goods and services to ensure quality and value of services;
- Managing the transition of IT services to minimize the impact to business processes;
- Developing and maintaining policies, procedures and guidelines governing the use of ICT tools and information systems within the Company;
- Ensuring compliance of iGovTT with the approved IT standards and legislation;
- Auditing and maintaining standards for performance, security and availability of ICT services in accordance with agreed levels of service;
- Planning for and maintaining systems to mitigate against the loss of corporate information in the event of infrastructure failure or disaster;
- Raising awareness of deployed ICT systems, tools and standards governing their sustainable usage;
- Providing operational support to Company stakeholders in their use of ICT;
- Managing and maintaining the software and hardware ICT assets of iGovTT.

**EFFECTS OF SCOPE OF BUSINESS
ON MEMBERS OF THE PUBLIC:**

The Company's operating policies and procedures are developed in accordance with the rules and guidelines established by the Ministry of Finance and the Company's line Ministry, the Ministry of Science and Technology. As such, in the matter of operating policies and procedures, public consultations are not held as the standards are pre-determined by the Ministries.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of iGovTT:**

- Files regarding administrative support and general administrative documents for the operations of the Company;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to the accounting and financial management function of the Company;
- Financial records (cheques, vouchers, receipts, journals, and so on);
- Files relating to the procurement of supplies, services and equipment;
- Cabinet Minutes and supporting documents;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Company;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files;
- Registers/certificates.

Section 7 (1) (a) (iii)**Material prepared for publication or inspection.****Education and Informational Material:**

- iGovTT Company brochure - March, 2010;
- Press Release on the Itconnect Express;
- Mobile winning CANTO Project of the Year 2010 - August, 2010;
- Itconnect Services Brochure.
- iGovTT – Providing Public Sector ICT Solutions;
- GovNetT – The Platform for Connected Government;
- iGovTT - 2010 -2011 Annual Report;
- Customer Satisfaction Survey Report (2012);
- CT Business & Innovation Symposium 2012 – Realizing the Future: From Vision to Reality;
- Microsoft Home Use Program-Software Download Instructions (for Government Employees);
- Microsoft Home Use Program Microsoft Office Professional Installation Guide (for Government Employees);
- Planning Your Career in ICT Flyer (for Returning Scholars);
- Executive Summary - smarTT (Draft National ICT Plan);
- iGovTT - 2011 -2012 Annual Report.

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

The Company does not publish material to which members of the public may subscribe. As such, this Section is not applicable at this time.

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

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

HOW TO REQUEST INFORMATION**General Procedure**

iGovTT's policy is to answer all written requests for information. In order to utilize the rights granted under the Freedom of Information Act (FOIA) (for example the right to challenge a decision if a request for information is refused) the request must be made in writing. The applicant must therefore, complete the appropriate form entitled Request for Access to Official Documents, for information that is not readily available to the public. These forms can be obtained from the receptionist at iGovTT's Head Office, Lord Harris Court, No. 52 Pembroke Street, Port of Spain or online at www.foia.gov.tt.

Section 7 (1) (a) (vi)

Officers in iGovTT responsible for:-

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

The Designated Officer is:
Head, Corporate Affairs and Governance
Level 1, Lord Harris Court
No. 52 Pembroke Street
Port of Spain
Tel: (868) 627-5600 Ext. 3119
Fax: (868) 624-8001
E-mail: FOIAOfficer1@igovtt.tt

The Alternate Officer is:
Chief Executive Officer
Level 3, Lord Harris Court
No. 52 Pembroke Street
Port-of-Spain
Tel: (868) 627-5600 Ext. 3301
Fax: (868) 624-8001
E-mail: FOIAOfficer2@igovtt.tt

Section 7 (1) (a)(vii)

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

This Section is not applicable at this time

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Company will provide a room or suitable space for the inspection of documents and persons will also be able to obtain copies of specific material which will be made available between the hours of 8a.m. - 4p.m. on normal working days at the National Information and Communication Technology Company Limited, Office 2, Level 1, Lord Harris Court, 52 Pembroke Street, Port of Spain.

Policy of iGovTT for provision of copies of documents:

A fee of twenty-five (25) cents per page will be incurred for photocopies. However, no fee will be incurred if applicants provide their own paper.

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

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

This Section is not applicable at this time.

Section 8 (1) (a) (ii)

Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the National Information and Communication Technology Company Limited, or similar documents containing rules, policies, guidelines, practices or precedents.

The Company has produced the following documents for public consumption:

- Procurement Rules and Procedures - September, 2009
- fconnect Customer Service Charter
- iGovTT - 2010 - 2011 Annual Report
- GovNaTT - The Platform for Connected Government;
- iGovTT - Providing Public Sector ICT Solutions.

Section 8 (1) (b)

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

This Section is not applicable at this time.

• Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of National Information and Communication Technology Company Limited.

(See Section 7 (1)(a)(vi) for further details)

• Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure of how to write a request or what details should be included, communication should be initiated with the Designated Officer who will then provide guidance and direction.

Requests not handled under the FOIA

A request under the FOIA will not be processed if it asks for information which is readily available to the public, either from iGovTT or from another public authority, for example, brochures, pamphlets, reports, and so on.

Responding to your Request**• Retrieving Documents**

iGovTT is required to furnish copies of documents only when they are in the Company's possession or if they can be retrieved from storage. iGovTT will also access information stored in the National Archives or another storage center in order to process requests.

• Furnishing Documents

An applicant is entitled to copies of documents that iGovTT has in its possession or documents that are published under the Organisation's custody or power. iGovTT is required to furnish at least one copy of a document. If a legible copy cannot be located, iGovTT may not attempt to reconstruct the document. Instead, the best copy possible will be furnished and iGovTT will inform the applicant via official correspondence.

Please note that iGovTT is not compelled to do the following:-

- (a) Create new documents.
- (b) Perform research on behalf of the applicant.

Time Limits**• General**

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If an Organisation fails to meet this deadline, the FOIA grants the applicant the right to proceed as though the request has been denied. In this regard, iGovTT will be diligent in complying as closely as possible with the time limit. If processing of the request seems to be stretching beyond the statutory limit, iGovTT will advise the applicant of the delay. It is important to note that requests may sometimes be incorrectly addressed or misdirected. Consequently, applicants are welcome to call or write to iGovTT to confirm that the request was received and to ascertain its status.

• Time Allowed

iGovTT will determine whether requests for access to information will be granted within the statutory timeframe "as soon as practicable but no later than thirty (30) calendar days" as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

SECTION 9 STATEMENTS:**Section 9 (1) (a)**

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

This Section is not applicable at this time.

Section 9 (1) (b)

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

- State Enterprises Performance Monitoring Manual, 2011.
- A Guide to the 1999 Freedom of Information Act Chapter 22:02, 2011

Section 9 (1) (c)

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

This Section is not applicable at this time.

Section 9 (1) (d)

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

This Section is not applicable at this time.

Section 9 (1) (e)

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

This Section is not applicable at this time.



NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
**PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
 IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
 THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

Section 9 (1) (f)

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

- Reports prepared by IDA International Pte. Ltd;
- Requirements study report for e-birth certificate application - March, 2010;
- Requirements Study Report for Population Registry - March, 2010;
- Project plan for fastforward Stock Take;
- iGovTT structure and design SWOT analysis report - December, 2009;
- Reports prepared by Simplicity Consulting regarding Compensation Benchmarks;
- Reports prepared by Caribbean Resourcing Solutions (CRS);
- Reports prepared by Government Human Resources Services Limited (GHRS);
- Cizmic Consulting Inc. assessing the business and financial implications to support the National Broadband Implementation Plan for Trinidad and Tobago and analyzing the estimated Capital and Recurring Costs associated with the implementation of the initiatives under the National Broadband Implementation Plan.

Section 9 (1) (g)

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

No such documentation has been formulated by iGovTT for disclosure to members of the public.

Section 9 (1) (h)

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

This Section is not applicable at this time.

Section 9 (1) (i)

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

Reports and Policies approved by the Board of Directors:

- Human Resources Issues and Organisational Structure;
- iGovTT Finance and Accounting Policy Manual
- iGovTT Internal ICT Policy Manual
- iGovTT Whistle Blowing Policy
- Non-Executive Overseas Travel Policy
- Credit Card Policy
- Anti-Fraud Policy
- Code of Compliance
- Board and Executive Overseas Travel Policy
- Board and Executive Local Travel Policy
- Non-Executive Local Travel Policy
- Mobile Phone Policy
- Human Resources Policy Manual
- Board Governance and Communications Policy

Section 9 (1) (j)

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

This section is not applicable at this time.

Section 9 (1) (k)

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

This section is not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the iGovTT.

This section is not applicable at this time.

Section 9 (1) (m)

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

This section is not applicable at this time.

Submitted at 25th June 2014



**National Information and Communication
 Technology Company Limited**
 Lord Harris Court, 52 Pembroke Street, Port of Spain
 Republic of Trinidad and Tobago
 • Tel: 868-627-5600 • Fax: 868-624-8001

www.igovtt.tt



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PUBLIC ADMINISTRATION

Government of the Republic of Trinidad and Tobago
Updated Public Statement 2013 of the Ministry of Public Administration
In compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

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

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

- (1) A legal right for each person to access information held by the Ministry of Public Administration;
- (2) A legal right for each person to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to 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 Public Administration (MPA): -

The Ministry of Public Administration last published its statement in September 2013 in respect of the year 2012 in accordance with Section 7 of the FOIA. This statement has been updated reflecting changes in the Ministry for the year 2013.

The assignment of responsibilities and functions for the Ministry of Public Administration remained focused on transformation of the Public Service and on human resource management.

The mission of this Ministry is to facilitate and lead the renewal and modernisation of a citizen-centric public service. This is a long term and continuous activity to ensure the delivery of high quality public services to citizens. Its vision is to be the champion of service delivery excellence.

The Ministry is a facilitating partner to Government Ministries, Departments and Agencies dedicated to supporting and developing a stronger and more versatile Public Service. The Ministry also manages several valuable scholarship programmes which promotes national human resource development.

The Ministry's Head Office is located at Levels 5-7, National Library Building, Corner Hart and Abercromby Streets, Port of Spain.

The Ministry of Public Administration is comprised of the following core Divisions and support Divisions: -

- Public Management Consulting Division *
- Scholarships and Advanced Training Division
- Public Service Academy
- Public Service Transformation Division
- Strategic Human Resource Management Division
- Corporate Services Division
- Finance and Accounts Division
- Corporate Communications Division
- Internal Audit
- Human Resource Management Division
- Legal Services Division
- Programme Management Division
- Strategic Services and Information Technology Division
- Diamond Division

"For the purposes of this statement, with this exception all Divisions are grouped under the designation "Head Office".

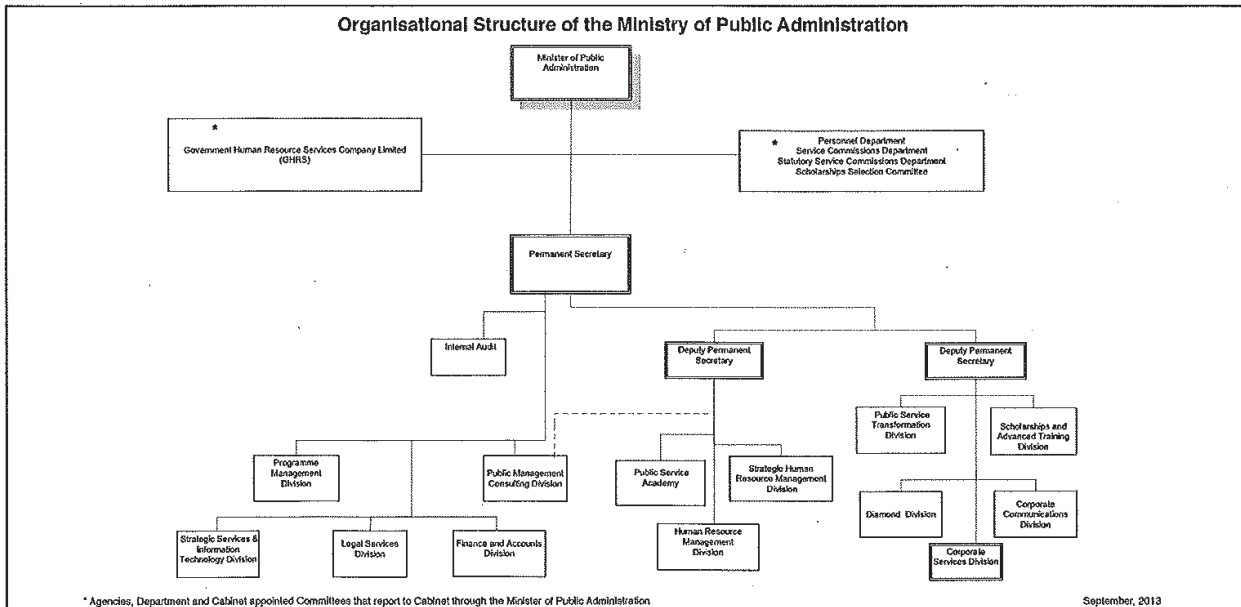
Section 7 (1) (a) (i)

Functions of the Divisions of the Ministry of Public Administration: -

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

The Corporate Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. Its activities include internal communications, public relations, media relations, events management, branding, crisis and issues management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Organisational Structure of the Ministry of Public Administration





GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
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Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers; pay sheets for employees and coordinates the submission of budgets and estimates.

The Human Resource Management Division aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate to lead/guide public sector transformation. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organisational development, training and development and employee relations of the Ministry's employees.

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

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

The Programme Management Division is responsible for managing a portfolio of interdependent projects aimed at advancing public sector transformation and eGovernment services. It is the Executing Agency and focal point for the Inter- American Development Bank (IDB) Loan Programmes- Public Sector Reform Initiation Programme (PSRIP) and the eGovernment Knowledge Brokering Fund (eGKBF). The Division provides project management and oversight support for these projects. The Division also reviews all of the Ministry's PSIP projects to ensure proper design, implementation and monitoring and evaluation mechanisms are in place.

The Public Management Consulting Division provides management consulting services to the Cabinet, Ministries/Departments and associated agencies. Its primary mandate is the review of submissions from Ministries relating to their organizational structures.

The Public Service Academy is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. It also administers offers of technical cooperation training from foreign governments and International agencies to the Government of the Republic of Trinidad and Tobago.

The Public Service Transformation Division facilitates change and transformation within the Public Service of Trinidad and Tobago by engaging in activities that guide and support the development of innovative solutions for the delivery of consistently high quality public goods and services.

The aim of the Division is to create a more efficient, effective, integrated and customer- friendly Public Service that is able to meet the needs of all sectors of the national community. The Division strives to achieve this through a process of research, development and partnership with a variety of stakeholder groups that include Ministry and public service – wide partners, as well as parties outside of the public service where such opportunities arise.

The Scholarships and Advanced Training Division manages the award of scholarships on a competitive basis to citizens who wish to pursue studies in key areas targeted for national development. These scholarships are offered by the Government of the Republic of Trinidad and Tobago or in partnership with foreign governments and international organisations. The Division also manages scholarships awarded by the Ministry of Education based on CAPE and Advanced Level Examinations; scholarships offered to primary school Teachers to pursue the Bachelor of Education; and scholarships offered to foreign citizens based on bilateral and other arrangements.

The Strategic Services and Information Technology Division is responsible for coordinating and providing operational support for internal Information and Communications Technology projects and systems along with strategic planning and statutory reporting activities required of the Ministry of Public Administration. The Division is also responsible for coordinating the Ministry's strategic planning process and collaborating with the other Divisions in the Ministry to ensure monitoring and evaluating mechanisms are established to measure performance.

The Strategic Human Resource Management Division is responsible for coordinating a programme for the enhancement of the Public Service Human Resource Management function. These responsibilities will be achieved through collaboration with the central Human

Resource Management (HRM) agencies and the line HRM Divisions in the Public Service. The Division's mandate is the renewal and modernization of the HRM Architecture (structures, systems, processes and people) in the Public Service.

The Diamond Division is focused on improving the standard of services offered to the public through enhanced citizen-centric service delivery. The Division implements, manages and champions the Trinidad and Tobago Diamond Standard, a public service certification programme. It provides Ministries and Agencies with technical advice and assistance for service delivery enhancement. The Diamond Division guides Ministries and Agencies to become Diamond Standard certified. The Division is also responsible for engaging and training Assessors who conduct assessments on agencies that have registered to be Diamond Standard certified.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Ministry of Public Administration:-

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry
4. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
5. Cabinet Documents
6. Policy and Procedure Documents
7. Internal and external correspondence files
8. Customer files
9. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
10. Files dealing with matters relating to the procurement of supplies, services and equipment
11. Legal opinions and related matters
12. Minutes/Agenda of meetings
13. Files dealing with circulars, memoranda, notices, bulletins
14. Files dealing with official functions, conferences and events hosted and attended by the Ministry of Public Administration
15. Complaint/suggestion files
16. Periodicals and publications
17. Newsletters
18. Surveys
19. Reports
20. Manuals

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

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

Ministry of Public Administration
Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Telephone: 623-4724
Fax: 624-9482

The following documents may be accessed at the website www.mpa.gov.tt

- Survey Reports and newsletters of the Opinion Leaders' Panel and the World Values Survey.
- Ministry of Public Administration Annual Reports for the period 2009-2012.
- A list of Awardees for the 50th Anniversary of Public Service.

The Scholarship and Advanced Training Division publishes information on all scholarships offered and awarded on its website: www.scholarships.gov.tt



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Section 7(1) (a) (iv)

Literature available by Subscription: -

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

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Public Administration: -

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*) for information that is not readily available to the public. The form is available in our Reception/Lobby area on the ground floor, and may be downloaded from the website: www.ttcconnect.gov.tt

• **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Public Administration (see Section 7 (1) (a) (vi)). Please note that the following Division/Agency has appointed its own designated officer: -

- Public Management Consulting Division

• **Details in the Request**

You 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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

Requests not handled under 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 this public authority or from another public authority, for example, brochures, pamphlets, reports etc.

Responding to your Request

• **Retrieving Documents**

The public authority 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.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, for example, The Exchequer and Audit Act, Chap. 69:01.

• **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following: -

- (a) Create new documents, for example, we are not required to write a new program so that a computer will print information in the format preferred.
- (b) Perform research for the applicant.

Time Limits

• **General**

The FOIA sets a time limit of thirty (30) 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 Ministry responsible for: -

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

The Designated Officers for the Ministry are: -

Head Office

Ms. Dhanmattee Ramdath
Director Corporate Services
Ministry of Public Administration
Level 6
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Tel: 625-6724 ext. 2131
E-mail: ramdathd@mpa.gov.tt

Ms. Helaine Boodoosingh (Alternate)
Administrative Officer II
Level 6
National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2103
E-mail: boodoosingh@mpa.gov.tt

Public Management Consulting Division

Mr. Chester Claxton
Administrative Officer II (Ag)
Gaston Court
Gaston Street
Lange Park
Chaguanas
Tel: 671-PMCD (7623)
Fax: 665-6536
E-mail: claxtonc@mpa.gov.tt

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities: -

At the present time, the Ministry of Public Administration does not have a Library or Reading Room in which information in the public domain can be accessed. However, we will accommodate as best we can, any person requesting information from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m. You may make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi).

Policy of the Public Authority for provision of copies of documents that are readily available to the public: -



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
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- Charge for Photocopyers is \$0.20 cents per page, however, if you provide your own paper (optional) no fee will be charged.
- Provision of documents may be subject to a charge to cover administrative costs.

Section 8 Statements

Section 8 (1) (a) (i)

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

There are no statements to be published under this section

Section 8 (1) (a) (ii)

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

- Handbook of Rules for Training Award, Manuals
- Human Resource Development Needs List for Trinidad and Tobago
- GORTT Office Outfitting Policy
- Operating Policy Governing Payment of the Equivalent for Recipients of Additional Scholarships.
- Revised Postgraduate Policy.
- Achieving the Trinidad and Tobago Diamond Standard: A Pocket Guide
- Questions and Answers on the Trinidad and Tobago Diamond Standard
- Policy governing the fulfilment of contractual obligation in respect to the President's Medal Award Winners.
- Obligatory Service in respect of Scholarships and other training awards policy.

These are available on the Ministry's website – www.mpa.gov.tt and www.scholarships.gov.tt

Section 8 (1) (b)

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

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

Section 9 Statements

Section 9 (1)

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

- Market and Opinion Research International - Opinion Leaders' Reports – Baseline & Panel Waves II to XVI
- World Values Survey Reports 2006 and 2010
- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Public Service Employee Surveys
 - Public Service Employee Survey Reports 2004 and 2008
 - Teaching Service Employee Survey Report 2007
 - Health Service Survey Report 2007

Section 9 (1) (f)

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

Adam Smith International Reports:

- Public Service Reform- Communication and Dialogue Support (2010)
- Public Service Transformation Agenda – Building Institutional Capacity (2011)
- Progressing the Public Service Transformation Agenda Phase 2-Recommendation (2009)

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Ministry of Public Administration –Annual Reports 2009 to 2010, 2010 to 2011 and 2011 to 2012

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority

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

Section 9 (1) (m)

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

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

1866

Form 16
[Rule 34(1)(c)]

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No.—CV2014—01535

IN THE MATTER OF

THE CARIBBEAN DESIGN GROUP LIMITED

And

In the Matter of

THE COMPANIES ACT CHAPTER 81:01 OF THE LAWS
OF THE REPUBLIC OF TRINIDAD AND TOBAGO

And

In the Matter of

THE PETITION CHARLES ANTHONY BRASH JR. FOR
WINDING UP OF THE CARIBBEAN DESIGN GROUP
LIMITED BY THE COURT

NOTICE OF ORDER TO WINDING-UP

Winding up Order made 29th day of May, 2014.

DATE AND PLACE OF FIRST MEETINGS:

Creditors 2014 at

Contributors 2014 at

Dated this 23rd day of November, 2014.

N. SMART
for Official Receiver

1867

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED POLICIES

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued.

Name of Insured	Policy Number
TRICIA RANSOME	D00115223
KENRICK GEORGE	U00119186
DHANIRAM TIKASINGH	D00147596
SHIRLEEN GITTENS	D00151710
NIGEL SLINGER	U00170543
KHAMA BLACKMAN	U00113745
ROSLYN RAMDEEN	D00140823
JAVAN LYNCH	U00148779
FARAH STACY ALI	D00147151

SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED

56-58, Richmond Street
Port-of-Spain.

1868

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

CAROL TARRADATH having made sworn declaration that Policy Number 280 399 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.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

1869

CAROL TARRADATH having made sworn declaration that Policy Number 257 739 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.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

1870

CAROL TARRADATH having made sworn declaration that Policy Number 311 635 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.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

1871

RASHEED MOHAMED having made sworn declaration that Policy Number 284 600 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.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

1872

CATHERINE HOSEIN-MOHAMED having made sworn declaration that Policy Number 313 753 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.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.