



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 57

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1279

## SUPPLEMENT TO THIS ISSUE

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

National Insurance (First Schedule) (Amendment) Order, 2018—(Legal Notice No. 132 of 2018).

1280

## APPOINTMENT TO ACT AS ATTORNEY GENERAL

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed THE HONOURABLE FITZGERALD HINDS, a member of the House of Representatives who is a Minister, to act in the Office of Honourable Faris Al-Rawi, M.P., Attorney General, with effect from 5th September, 2018 and continuing during the absence from Trinidad and Tobago of the Honourable Faris Al-Rawi, M.P., Attorney General, in the said Ministry of the Attorney General.

6th September, 2018

G. SERRETTE  
*Secretary to Her Excellency  
the Acting President*

1281

## APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed STUART YOUNG, a member of the House of Representatives who is a Minister, to act in the Office of Senator the Honourable DENNIS MOSES, Minister of Foreign and CARICOM Affairs, with effect from 4th September, 2018 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dennis Moses, in addition to the discharge of his normal duties.

6th September, 2018.

G. SERRETTE  
*Secretary to Her Excellency  
the Acting President*

1282

## APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed CLARENCE RAMBHARAT, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable PAULA GOPEE-SCOON, Minister of Trade and Industry, with effect from 2nd September, 2018 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Paula Gopee-Scoon, in addition to the discharge of his normal duties.

6th September, 2018.

G. SERRETTE  
*Secretary to Her Excellency  
the Acting President*



## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

In the Matter of Section 21 of the Securities Act, Chapter 83:02

and

In the Matter of the Appointment of a Hearing Panel and a Pre-Hearing Conference Panel  
and in accordance with the Securities Industry (Hearings and Settlements) Practice Rules  
2008

### ORDER OF THE COMMISSION

Dated this <sup>17</sup>18 day of July, 2018

#### WHEREAS:

1. The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) is the regulator of the securities industry in Trinidad and Tobago and is empowered under Sections 154-156 of the Securities Act, Chapter 83:02 (“the Act”) to make orders to cease trading or distribution of securities; orders made in the public interest or orders for administrative fines;
2. Under Section 157 of the Act the Commission is required to provide a reasonable opportunity for a person to make either oral or written representations before making an adverse decision, finding or order;
3. The Commission shall, before making an order, provide a reasonable opportunity for a hearing to each person directly affected and shall give reasonable notice to such person and to any interested market actor in accordance with Section 159 of the Act.

## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

## APPOINTMENT OF A HEARING PANEL—CONTINUED

**AND WHEREAS:**

4. The Commission is empowered under Section 21(e) of the Act to make rules, with the approval of the Minister, respecting procedure for the initiation and holding of hearings by the Commission;
5. The Commission has made the Securities Industry (Hearings and Settlement) Practice Rules 2008 (“the Rules”) for the purpose of conducting hearings in accordance with Section 21 of the Act;
6. Rule 4(4) of the Rules provides for the appointment by the Commission of Commissioners to:
  - a) sit on a Hearing Panel;
  - b) sit on Settlement Panel; or
  - c) act as a Pre-Hearing Commissioner;
7. Rule 4(5) of the Rules requires that:
  - a) a Hearing Panel be comprised of at least two Commissioners; and
  - b) a Settlement Panel shall be comprised of at least one Commissioner.
8. Rule 12(4) requires that at least one Commissioner shall preside at a Pre-Hearing Conference.
9. By Order of the Commission dated the 13<sup>th</sup> day of January 2017, the Board of Commissioners made the following appointments:
  - a) Commissioners Douglas Mendes, S.C. and Imtiaz Hosein as the Commission’s Hearing Panel;
  - b) Commissioner Patrick Solomon as the Commission’s Settlement Panel; and
  - c) Commissioner Suzette Taylor-Lee Chee as the Commission’s Pre-Hearing Conference Panelwith effect from 9<sup>th</sup> January 2017;

## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

## APPOINTMENT OF A HEARING PANEL—CONTINUED

**AND WHEREAS:**

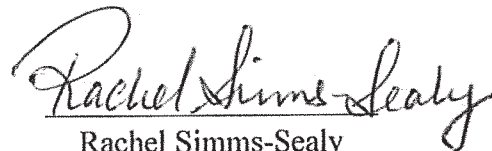
10. The Board of Commissioners is satisfied that the proposed appointments satisfy the requirements of the Rules.

**IT IS HEREBY ORDERED THAT:**

- I. Commissioner Elaine Green is hereby appointed as a member of the Pre-Hearing Conference Panel;
- II. Commissioner Suzette Taylor-Lee Chee shall continue to sit on the Pre-Hearing Conference Panel;
- III. Commissioner Patrick Solomon shall continue to sit as the Settlement Panel;
- IV. Commissioners Douglas Mendes, S.C and Imtiaz Hosein shall continue to sit as the Hearing Panel;
- V. This Order shall take effect from July 18, 2018; and
- VI. This Order shall continue until further Order.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
Corporate Secretary

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

Updated Public Statement for 2017 in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999.

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

The Act gives the members of the public:

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

#### SECTION 7 STATEMENTS

##### Section 7 (1) (a) (i)

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

The functions of the Ministry are to:

- Serve as a central coordinating body for the social sector with respect to the conduct of research, policy and programme planning and development; and monitoring and evaluation;
- Deliver social services and provide social support for vulnerable groups, towards sustainable enhancement of their well-being;
- Develop systems, strategies and programmes to realize the requisite values, attitudes and behaviours in the citizenry;
- Identify gaps and make recommendations for the drafting and/or amendment of legislation relevant to the effective functioning of the social sector and the target groups under the remit of the Ministry;
- Foster good governance through citizen engagement, the promotion of participatory development approaches and collaboration with the NGO/CBO sector for the delivery of services to the vulnerable and attainment of social development objectives;

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Provide information and advice to the Government on regional and international conventions/agreements and issues pertaining to social development.

Vision Statement: A dynamic, people-centred organization achieving sustainable human and social development.

Mission Statement: To lead in the enhancement of the lives of citizens, with emphasis on the vulnerable, through a network of integrated, effective and accessible social services.

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

- Integrated social services
- Poverty eradication
- NGO/Government relations relative to the provision of social services to the poor and indigent and other vulnerable groups.

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

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

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

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

## Divisions:

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

## Units:

- Corporate Communications and Education
- Disability Affairs
- Piparo Empowerment Centre
- Social Displacement
- Food Support Programme
- HIV/AIDS Coordinating
- New Horizons Centre
- Internal Audit
- Project Implementation
- National Social Development Programme
- Non-Governmental Organisation
- Development Support
- Geriatric Adolescent Partnership Programme (GAPP)

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Retiree Adolescent Partnership Programme (RAPP)
- Inter-Disciplinary Child Development Centre
- Adult Education

## DIVISIONS

## Social Investigations (Research)

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

The core functions of this Division are to:

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

## LOCATION/CONTACT INFORMATION

Director

Social Investigations Unit

NAHOUS Building

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

Tel: (PBX) (868) 624-6695, 625-5515, 623-2608

Ext. 1170/1173/1172



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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Policy and Programme Planning and Development

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

- Develop social sector policies in keeping with the national macro-planning framework;
- Develop appropriate programmes and projects based on social research;
- Assess current policies of the social sector to determine their performance and relevance;
- Facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Non-governmental Organizations and Community Based Organizations;
- Establish and maintain structures for participatory development through continuous dialogue with civil society organizations;
- Review planning and policy agendas of external agencies to identify areas for collaboration; and
- Provide chairmanship of and secretariat support to the Social Policy Committee.

## LOCATION/CONTACT INFORMATION

Director, Social Planning and Research

2nd Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1448, 1451

## Monitoring and Evaluation

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

The core functions of this Division are to:

- Oversee the application of structured monitoring and evaluation systems in the social sector;
- Set standards for monitoring and evaluation;
- Provide guidance, advice on best practices and support to Social Sector Ministries, Departments and civil society organizations in the effective utilization of evaluation as a management tool;

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

## LOCATION/CONTACT INFORMATION

Director

Monitoring and Evaluation Division

2nd Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Information Technology

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

The core functions of this Division are to:

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

## LOCATION/CONTACT INFORMATION

Manager, Information Technology

2nd Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## General Administration

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

The core function of this Division is to provide administrative and other support services to the executive, senior staff and the divisions which fall under their control.

The main areas of responsibility are as follows:

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

## LOCATION/CONTACT INFORMATION

Administrative Officer V

2nd Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608 Ext. 1425

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## Human Resource Management

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

The core functions of this Division are:

- Human Resource Planning & Organisational Development
  - HR Research

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Job Analysis/Descriptions/Specifications
- Job Evaluation
- Succession Planning
- HR Information System
- Acting Appointments/Transfers
- Leave Administration
- Contract Employment
- Short Listing
- Interviews
- Advertisements
  
- Human Resource Development
  - Career Planning
  - Training Needs Analysis
  - Training Design/Delivery
  - Training Evaluation
  - Management Development
  - Orientation/Induction
  - Training Administration and Delivery
  - Performance/Potential Assessments
  - Increment Administration
  - Maintenance and Updating of Database on Performance Management
  
- Employee Relations/Industrial Relations
  - Grievance management
  - Conciliation
  - JNC Agreement Administration
  - Employee Rewards and Recognition
  - Industrial Safety

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Occupational Health/Wellness
- Employee Assistance Programme
- Pension Administration
- Retirement Counselling
- Non-Crisis Consultation

## LOCATION/CONTACT INFORMATION

Director, Human Resource Management

5th Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

Tel: (PBX) (868) 623-2608

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## Social Welfare

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

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

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Prosthetics Grant

*All grants have specific criteria.*

LOCATION/CONTACT INFORMATION

Director, Social Welfare

ABMA Building

55-57 St. Vincent Street, Port of Spain

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

Fax : (868) 625-8291

LOCAL BOARD OFFICES - SOCIAL WELFARE DIVISION

St. George Central (Barataria)

MTS Plaza, Aranguez Road, Aranguez.

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

St. George East (Tunapuna)

Tunapuna Social Services Centre

Chai Building, 107 Eastern Main Road

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

Fax: (868) 662-5347

Caroni (Chaguanas)

Eleanor Street

Tel: (868) 623-2608 (2102-2107, 6200-6203)

Fax: 671-4978

St. Andrew/ St. David (Sangre Grande)

Cor. Savi Street & Boodooville Circular Road

Tel: (868) 668-3366/623-2608 (1902-1908)

Fax: 668-7929

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Nariva/Mayaro (Rio Claro)

Lot 11 Naparima-Mayaro Road

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

Fax: 644-1053

Victoria West (San Fernando)

Omardeen Building, 59-61 Ciperó Street

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

Fax: (868) 653-4319

Victoria East (Princes Town)

Marlson's Building, 97 High Street

Tel: (868) 623-2608 (2402-2408)/ (6500-6503)/4319

Fax: 655-4319

St. Patrick East (Siparia)

Siparia Administrative Complex, Cor. Allies and High Streets

Tel: (868) 649-2428/649-3869

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

11 Richardson Street, Mahaica

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

Fax: (868) 648-6135

St. George West (Port-of-Spain)

Cor. Richmond and Duke Streets

Tel. (868) 623-0503/623-2608 (5900-5903).



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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Tobago (Scarborough)

Tam Building,, Glen Road, Scarborough

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

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Accounts

This Unit is responsible for the following functions:

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Prepare daily notification of expenditure;
- Prepare monthly expenditure statement and list of unpaid cheques;
- Maintain remittance register and deposit all returned cheques;
- Reconcile Treasury deposits accounts;
- Maintain register/ledger in respect of void cheques;
- Prepare list of cheques due to become void for publication in the press;
- Submit listing of all void cheques to COA;
- Request for change of signature re cheque writing system;
- Prepare annual Appropriation Accounts;
- Prepare a statement of outstanding balances on advances at the end of fiscal year for COA;
- Prepare reports on overpayments for inclusion in the Appropriation of Accounts;
- Investigate all Audit queries and submit appropriate responses to the Auditor General;
- Store and maintain all financial records in the vault;
- Process outstanding arrears to public officers.

## LOCATION/CONTACT INFORMATION

Accounting Executive I

1st Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

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

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Ageing

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

The core functions of this Division are to:

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

## LOCATION/CONTACT INFORMATION

Director, Division of Ageing

Ground Floor, CL Financial Building

39-43 St. Vincent Street, Port of Spain

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

Older Persons Information Centre (OPIC)

800-OPIC (6742)

[opiccentre@gmail.com](mailto:opiccentre@gmail.com)

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## National Family Services Division

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

The core functions of this Division are to:

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

## LOCATION/CONTACT INFORMATION

## Port of Spain

95-97 Frederick Street, Port of Spain

(at the Law Association Building, opposite EBC)

Tel. 794-7483 or 784-5538

## Point Fortin

Rotel Building, Neverson St., Pt. Fortin

Tel. (868) 648-6747

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Sangre Grande

Savi Street, Sangre Grande

Tel. (868) 691-3503

Port of Spain

ABMA Building, 55 57 St. Vincent Street

Tel. (868) 624-8218

Tunapuna

Social Welfare Building, Eastern Main Road, Tunapuna

Tel. (868) 662-5327

San Fernando

Social Welfare Building, Independence Ave., San F'do

Tel. (868) 653-0991

Rio Claro

Social Welfare Building, Rio Claro

Tel. (868) 644-0813

Couva

Couva Social Services Centre, Camden Road, Couva

Tel. (868) 636-3206

Chaguanas

Social Welfare Building, Delta Trading Building

Eleanore Street, Chaguanas

Tel. (868) 671-3526

1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Tobago

Children and Family Services Unit

Department of Social Services, Tobago House of Assembly

TLH Complex, Montessori Drive, Glen Road, Scarborough

Tel. (868) 639-2673 / 1512, 631-1439

## UNITS

## Corporate Communications and Education

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

The core functions of this Unit are:

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

## LOCATION/CONTACT INFORMATION

1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Manager

Corporate Communications and Education

4th Floor, CL Building

39-43 St. Vincent Street, Port of Spain

Tel: (868) 623-2608 Ext: 5432

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Disability Affairs

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

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Director, Disability Affairs Unit

Nahous Building

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

Tel (PBX): (868) 6234-1983 / 623-2608

Ext. 1150/1152/1157

Fax: (868)623-2379

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Piparo Empowerment Centre

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

The core functions of this Unit are to:

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

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

- Treatment
- Therapeutic Community Counselling/Training
- Peer Counselling
- Intake/Assessment and Referrals
- Individual and Group Counselling
- Family Therapy Counselling
- Behaviour Modification



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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Social Re-integration Training
- Remedial Education
- Vocational Counselling
- Vocational and Occupational Skills Development (internal and external)
  - Skills Training (e.g. Agriculture, Lands and Maintenance, House-keeping, Food Preparation, Communication)
- Accessing Medical Treatment, Psychiatric Support, Dental Care and Optical Services
- Accessing Micro-Enterprise Grants for business start up
- Job Placement
- Accessing Transitional Housing for graduating residents as needed
- Follow-up and After Care Services

LOCATION/CONTACT INFORMATION

Programme Director

Piparo Empowerment Centre

Dindial Trace, Piparo

Tel: (868) 656-0328 / 656-0876

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

PIPARO TELECENTRE

LP75, Corner Pascal Road and Sookoormany Trace, Piparo

Tel: (868) 656-0674 Email: piparomct@gmail.com

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Social Displacement

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

The core functions of this Unit are to:

1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

## LOCATION/CONTACT INFORMATION

Executive Director

Social Displacement Unit

2nd Floor, ABMA Building

55-57 St. Vincent Street, Port of Spain

Tel: (868) 623-2608 Exts. 5700 - 5702

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Food Support Programme

Provides short to medium-term assistance to disadvantaged families through access to finance for the purchase of food items and to facilitate the achievement of sustainable growth towards empowerment and self-sufficiency.

The core objectives of this Programme are to:

- Provide conditional cash transfers to eligible recipients;
- Give Food Support recipients the ability to purchase food items they need to meet the daily nutritional and other requirements of their households;
- Ensure all employable beneficiaries are registered with an employment agency to actively seek employment;
- Engage a minimum of 80% of recipients in life skills training programmes such as family and budgetary planning;
- Engage a minimum of 50% of recipients in employment training programmes;
- Empower beneficiaries to become socially and economically independent;

1284—Continued

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Enhance the income earning capacity of vulnerable households;
- Reduce the psychosocial barriers to development for vulnerable households;
- Move vulnerable households from social exclusion to social inclusion; and
- Transform households into self-sustaining entities with improved quality of life for all its members.

\*The Food Support Programme is now administered under the Social Welfare Division at the Social Welfare Local Boards located across Trinidad and Tobago\*

LOCATION/CONTACT INFORMATION

Director, Social Welfare

ABMA Building

55-57 St. Vincent Street, Port of Spain

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

Fax : (868) 625-8291

LOCAL BOARD OFFICES - SOCIAL WELFARE DIVISION

St. George Central (Barataria)

MTS Plaza, Aranguez Road, Aranguez.

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

Fax: (868) 675-4728

St. George East (Tunapuna)

Tunapuna Social Services Centre

Chai Building, 107 Eastern Main Road

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

Fax: (868) 662-5347

1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Caroni (Chaguanas)

Eleanor Street

Tel: (868) 623-2608 (2102-2107, 6200-6203)

Fax: 671-4978

St. Andrew/ St. David (Sangre Grande)

Cor. Savi Street & Boodooville Circular Road

Tel: (868) 668-3366/623-2608 (1902-1908)

Fax: 668-7929

Nariva/Mayaro (Rio Claro)

Lot 11 Naparima-Mayaro Road

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

Fax: 644-1053

Victoria West (San Fernando)

Omardeen Building, 59-61 Ciperó Street

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

Fax: (868) 653-4319

Victoria East (Princes Town)

Marlson's Building, 97 High Street

Tel: (868) 623-2608 (2402-2408)/ (6500-6503)/4319

Fax: 655-4319

St. Patrick East (Siparia)

Siparia Administrative Complex, Cor. Allies and High Streets

Tel: (868) 649-2428/649-3869

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

11 Richardson Street, Mahaica

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

Fax: (868) 648-6135

St. George West (Port-of-Spain)

Cor. Richmond and Duke Streets

Tel. (868) 623-0503/623-2608 (5900-5903).

Tobago (Scarborough)

Tam Building,, Glen Road, Scarborough

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

HIV/AIDS Co-ordinating

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

The core functions of this Unit are to:

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

1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## LOCATION/CONTACT INFORMATION

HIV/AIDS Coordinator

1st Floor Nahous Building,

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

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

## New Horizons Centre

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

The core functions of this Centre are to:

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

## LOCATION/CONTACT INFORMATION

Programme Director, New Horizons Centre

Dindial Trace, Piparo

Tel: (868) 623-2608 Ext. 5707 or 656-0339 / 0096

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Internal Audit

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

The core functions of Internal Audit are to:

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

## LOCATION/CONTACT INFORMATION

Auditor II, Internal Auditor

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

Tel: (868) 625-9709

## Project Implementation

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

The core functions of this Unit are to:

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## LOCATION/CONTACT INFORMATION

Project Manager

2nd Floor CL Financial Building,

39-43 St. Vincent Street, Port of Spain

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

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## National Social Development Programme

The core functions of this Programme include:

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

The Programme offers different services including:

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

## LOCATION/CONTACT INFORMATION

National Director

National Social Development Programme

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

Tel: (868) 623-2608 Exts. 1437 / 1433

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1284—Continued

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Non-Governmental Organisation

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

The core functions of this Unit are to:

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

## LOCATION/CONTACT INFORMATION

Coordinator

Non-Governmental Organisation (NGO) Unit

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

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

Email: ngounit@mpsd.gov.tt

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

Development Support

The core functions of this Unit are to:

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

LOCATION/CONTACT INFORMATION

Development Support Unit

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

Tel. (PBX) 623-2608 ext. 1103

Fax. 623-3717

Geriatric Adolescent Partnership Programme (GAPP)

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

The core aspects of this Programme include:

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## LOCATION/CONTACT INFORMATION

Coordinator Geriatric Adolescent Partnership Programme

ABMA Building

55-57 St. Vincent Street, Port of Spain

Tel.: (868) 623-2608 exts. 1280-1252

## Retiree Adolescent Partnership Programme (RAPP)

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

The core functions Unit are:

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

## LOCATION/CONTACT INFORMATION

Coordinator

Retiree Adolescent Partnership Programme

ABMA Building

55-57 St. Vincent Street, Port of Spain

Tel: (868) 621-0884 / Cell: (868) 727-6647

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## SERVICE CENTRES

## Couva

Lisas Gardens Community Centre, Balisier Street

Tel: (868) 339-1554

## Belmont

Belmont Community Centre, Jerningham Avenue

Tel: (868) 767-9455

## La Horquetta

La Horquetta Regional Complex

Marjorie Padmore Avenue, Phase II

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

## Valencia

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

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

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The Interdisciplinary Child Development Centre (ICDC)

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

## LOCATION/CONTACT INFORMATION

## Manager

The Interdisciplinary Child Development Centre

#6 De Gannes Street, Couva

Tel: 636-3605

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## Adult Education

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

The core functions of this Unit are to:

- Raise national levels of literacy and numeracy through organized programmes;
- Provide support and technical assistance to community groups desirous of developing and delivering their own programmes but with the aim of making such groups self-reliant.

## LOCATION/CONTACT INFORMATION

Education Extension Facilitator

Adult Education Programme

Tel.: (868) 621-2435

## SECTION 7(1) (a) (II)

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

1. Files dealing with administrative support and general administration documents for the operations of the Ministry
2. Files dealing with the accounting and financial management function of the Ministry
3. Financial Records (Cheques, Vouchers, Receipts, Journals)
4. Files dealing with matters relating to the procurement of supplies, services and equipment
5. Cabinet Notes and Minutes
6. Maps/Charts/Photographs/Compact Disks/ Diskettes/Abstracts/Tapes/Catalogues
7. News Releases, speeches originating from the Ministry
8. Policy and Procedure Documents

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## SECTION 7 (1) (a) (III)

Material prepared for publication or inspection

The public may generally inspect and/or obtain copies of the Ministry's Publications between the hours of 8.00 a.m. and 4:00 p.m. (Monday – Friday) at the Ministry's Library.

## LOCATION/CONTACT INFORMATION

Ministry of Social Development and Family Services

Library Services

Level 2, ABMA Building

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

Tel: (868) 623-2608 (Exts. 1474/1475)

## SECTION 7(1) (a) (IV)

Literature available by subscription

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

## SECTION 7(1)(a) (V)

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

## HOW TO REQUEST INFORMATION

- General Procedure

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Addressing Requests

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

- Details in the Request

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

## REQUESTS NOT HANDLED UNDER FOIA

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

## RESPONDING TO YOUR REQUESTS

- Retrieving Documents

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

- Furnishing Documents

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

Please note we are not compelled to do the following:

- (a) Create new documents. For example we are not required to write a new program so that a computer will print information in the format you prefer.



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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## TIME LIMITS

- General

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

- Time Allowed

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

- Fees and Refund

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

## THE REQUEST FOR ACCESS TO OFFICIAL DOCUMENTS

In making a Freedom of Information Request, forms can be accessed at our Reception/Lobby areas or it may be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt).

## SECTION 7 STATEMENTS

## SECTION 7(1) (a) (VI)

Officers in the Ministry of Social Development and Family Services responsible for:

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## THE DESIGNATED OFFICER IS:

Ms. Angelique Taylor

Ministry of Social Development and Family Services

Head Office: CL Financial Building

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

Tel. 623-2608 Ext. 1484

## THE ALTERNATE OFFICER IS:

Mr. Andy Hawkins

Ministry of Social Development and Family Services

Head Office: CL Financial Building

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

Tel. 623-2608 Ext. 1423

## SECTION 7(1) (a) (VII)

Advisory Boards, Councils, Committees, and Other Bodies (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(1) (a) (VIII)

Library/Reading Room Facilities

Information in the public domain is generally accessed in our Library, on the 2nd Floor, ABMA Building, 55-57 St. Vincent Street, Port of Spain. Standard Business Hours will be applicable to the Library : Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

Copies of the Ministry of Social Development and Family Services' policies are also provided in the public domain at [www.mpsd.gov.tt](http://www.mpsd.gov.tt).

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- No Smoking, Eating or Drinking is allowed in the Library
- No Bags are allowed in the Library
- Cell phones are to be kept on mute mode

## LOCATION/CONTACT INFORMATION

Librarian

2nd Floor ABMA Building,

55-57 St. Vincent Street, Port of Spain

Tel: (868) 623-2608 Exts. 1474 / 1475

## SECTION 8 STATEMENTS

## Section 8 (1) (a) (i)

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

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act and Regulations, 1966 Chapter 23:0, Laws of Trinidad and Tobago
- Public Service Commission Regulation, 1966, Chapter 88:01, Laws of Trinidad and Tobago
- The Audit and Exchequer Act 20 of 1959, Chapter 69:01
- Freedom of Information Act 26 of 1999
- Senior Citizens Pension Act Chapter 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, 2000
- Homes for Older Persons Act, 2007
- Occupational Safety and Health Act, 2004
- Domestic Violence Act 27 of 1999 Chapter 45:56, Amended by 8 of 2006
- Sexual Offences Act 27 of 1986 chapter 11:28, amended by Act 31 of 2000

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- Matrimonial Proceedings and Property Act Chapter 45:51, Act 2 of 1972
- Cohabitation Relationship Act Chapter 45:55 Act. No. 30 of 1998

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

Additionally these statutes may also be found / downloaded from the Digital Legislative Library System from [www.laws.gov.tt](http://www.laws.gov.tt)

SECTION 8 (1) (a) (ii)

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

- Standard Operating Procedures Manual for the Means Test Assessment (2017)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- A Framework for Monitoring and Evaluating in the Social Sector (2006)
- A Framework for Monitoring and Evaluating Social Sector Interventions (2006)
- Monitoring and Evaluation Policy for the Social Sector (2006)
- National Policy on Persons with Disabilities (2005)
- National Policy on Ageing for Trinidad and Tobago (2003)
- National Parenting Policy (2017) - Green Paper
- National Social Mitigation Plan 2017 - 2022
- A Guide to Social Programmes and Services of the Ministry of Social Development and Family Services

SECTION 8 (1) (b)

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

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

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

## SECTION 9 STATEMENTS

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

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

## SECTION 9 (1) (e)

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

- Multiple Indicators Cluster Survey 3: Monitoring the Situation of Children and Women.
- Trinidad and Tobago Survey of Living Conditions 2005
- Survey on status of males in Trinidad and Tobago
- Nationwide study on the effects of gambling in Trinidad
- Survey on norms and values

## SECTION 9 (1) (f)

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

- Report on National Consultation on Social Development
- Report on the Social Mitigation Plan Consultations (2017)
- National Social Mitigation Plan 2017 - 2022
- Evaluation of the Senior Activity Centres

## SECTION 9 (1) (h)

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

- Social Sector Investment Programme 2018

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES—CONTINUED

- National Social Mitigation Plan (2017)
- Street Dwellers' Working Committee Report (2017)
- Annual Administrative Reports 2012/ 2013
- Final reports on Social Displacement Unit's programmes/projects
- Report on the Holistic Plan for addressing social displacement in Trinidad and Tobago

## SECTION 9 (1) (i)

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

- National Policy on Persons with Disabilities (2005)
- National Ageing Policy (2003)
- National Social Mitigation Plan 2017 - 2022

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES (MSDFS)

[www.social.gov.tt](http://www.social.gov.tt)

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