



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Friday 19th August, 2022—Price \$1.00

No. 148

1233

NOTIFICATION OF APPOINTMENT OF CHAIRMAN TO THE BOARD OF DIRECTORS OF THE TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

IT IS HEREBY NOTIFIED that in accordance with section 7(7) of the Unit Trust Corporation Act, Chap. 83:03 that Ms. JO-ANNE JULIEN has been appointed as Chairman of the Trinidad and Tobago Unit Trust Corporation under section 7(1)(a) and 10(1) of the Act, for a period of three (3) years with effect from 8th August, 2022.

Made this 10th day of August, 2022.

D. SEEPERSAD
General Counsel and Corporate Secretary

1234

EXPIRATION OF APPOINTMENT OF COMMISSIONER OF THE TRINIDAD AND TOBAGO FAIR TRADING COMMISSION

IT IS HEREBY NOTIFIED that in accordance with the provisions of section 28(2) of the Fair Trading Act, Chap. 81:13 of the Laws of the Republic of Trinidad and Tobago, the appointment of Ms. DAWN CALLENDER as a Commissioner of the Fair Trading Commission expired due to the effluxion of time on 11th August, 2022.

12th day of August, 2022.

A. ALLEYNE-OVID
*Permanent Secretary
Ministry of Trade and Industry*

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NOTICE SAN FERNANDO CITY CORPORATION

RE-NAMING OF A STREET WITHIN THE CITY OF SAN FERNANDO

IT IS HEREBY NOTIFIED as required by sections 138, 139 and 140 of the Municipal Corporations Act, No. 21 of 1990, that the following Street listed hereunder was renamed on the respective date:

<i>Prior Street Name / Description</i>	<i>New Name / Renamed to</i>	<i>Date</i>
Short Street	Ras Shorty I Street	28th July, 2022

H. CRAWFORD
Acting Chief Executive Officer

Government of the Republic of Trinidad and Tobago

**Public Statement of the Ministry of Housing and Urban Development as at December
31st 2021**

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 Housing and Urban Development (MHUD) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:-

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

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Section 7 (1) (a) (i)

Function and Structure of the Ministry of Housing and Urban Development

Vision of the Ministry of Housing and Urban Development

The MHUD is a premier state entity facilitating the development of, and access to, healthy sustainable communities in which citizens may thrive and grow.

Mission of the Ministry of Housing and Urban Development

The MHUD facilitates the development of sustainable communities through the formulation, communication and administration of Government's policy for the Housing and Urban Development sectors, in collaboration with its partners and stakeholders, for the benefit of the citizens of Trinidad and Tobago.

Function

The Housing Portfolio of the Ministry of Housing and Urban Development involves the provision of appropriate housing and land solutions for low and lower middle-income families through the direct construction and distribution of new homes, the development of appropriate home financing mechanisms and development of sustainable communities.

The Ministry has also placed emphasis on the maintenance of the existing housing stock through the distribution of grants and subsidies, regularization of eligible squatters through the issuance of land tenure instruments and the upgrading of infrastructure in Government housing developments. This is intended to improve the social conditions of low and middle income families, enhance the aesthetic quality of Government developments and reduce the annual national demand for new homes.

The Ministry strongly believes in education as it relates to the housing sector, and has embarked on an education drive providing relevant information on various aspects of this sector to the public.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Effects of Functions on Members of the Public

The work of the Ministry of Housing and Urban Development directly impacts on social and economic sectors in the country. Moreover, the Ministry's functions are geared towards long term sustainable development by:

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Creating opportunities for the proper maintenance of homes;
- Regeneration, upgrading and rehabilitation of East Port-of-Spain;
- Regularizing the tenure of eligible squatters as outlined in the State Land (Regularisation of Tenure) Act Chapter 57:05; and
- The accumulation of wealth, through property ownership.

ORGANIZATIONAL STRUCTURE AND STAFFING

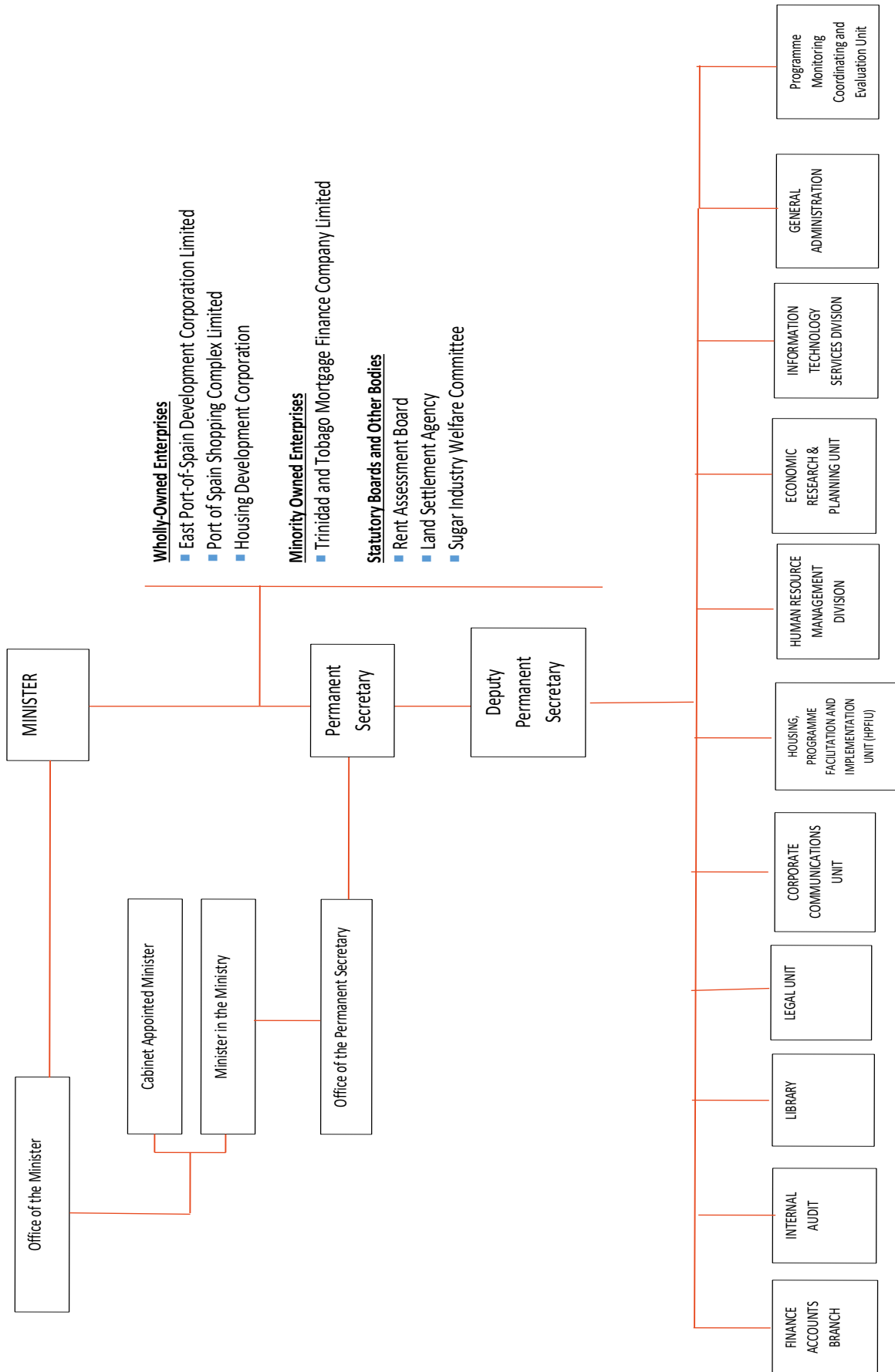
The Ministry of Housing and Urban Development is headed by the Permanent Secretary and has ninety-six (96) established and fifty-four (54) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units; as outlined in the organizational chart attached.

Organizational Chart

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Organizational Chart of the Ministry of Housing and Urban Development



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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Functions of the Divisions of the Ministry of Housing and Urban Development.**Human Resource Management Division**

This Division is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The Division's functions include recruitment, human resource planning, training and development, performance evaluation and management, discipline, development of human resource management policies, industrial and employee relations and compensation.

General Administration Unit

The General Administration Unit is responsible for providing administrative services including the procurement of goods and services. This Unit also provides corporate and support services to the various divisions of the Ministry. Its work is mainly recurrent and its services (Records Management and General Services) are provided on an on-going basis.

- i. Records Management is overseen by the Registry who effectively maintain files and file and document storage; and
- ii. General Services include-
 - a. Procurement of Goods and Services (Recurrent Expenditure), Office Equipment, Furniture and Furnishings, Other Minor Equipment and Vehicles;
 - b. Management of the Office Inventory, Furniture and Equipment in accordance with Financial Regulations and Instructions;
 - c. Maintenance of stocks and goods in accordance with the Financial Regulations and Instructions;
 - d. Support services in the acquisition of catering services, arrangements for meetings and events, arrangements for grant of access and parking accommodation;
 - e. General Housekeeping Services;
 - f. Support services in relation to transportation of correspondence vis a vis dispatch and receipt (Messenger), transport of Officers for site visits and outreach programmes.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Economic Research and Planning Unit

The Economic Research and Planning Unit is responsible for assisting in the formulation of policies, programmes and projects in the housing sector and ensuring that these policies, programmes and projects are executed in accordance with Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements of the divisions and agencies under the purview of the Ministry of Housing and Urban Development. Some of the focus areas the Economic Research and Planning Unit are as follows:

- Oversight of the implementation of the Public Service Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital);
- Monitoring of the Ministry's performance under Government's Policy Framework for Sustainable Development;
- Provision of data and advice on ongoing projects to the Minister/Permanent Secretary;
- Submission of comments on reports and documents (in-house or from other Ministries/agencies);
- Developing initiatives to ensure that goals are achieved including liaising with other departments within the Ministry;
- Serving on Committees; and
- Preparation of comprehensive reports on the Ministry (e.g. Action Plan report, Administrative reports).

Finance Accounts Branch

The functions of the Accounts unit include:

- The processing of the Ministry's payroll;
- Processing payments to all suppliers of goods and services to the Ministry;
- Processing payments to the Ministry's Agencies for their operational and capital projects; and
- Preparing statutory and other reports for the Ministry of Finance, the Comptroller of Accounts and the Auditor General.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Information Technology Services Division

The Information Technology Services Division ('I.T Unit') is responsible for the Ministry's IT platform, which allows the Ministry and its support agencies to share information in real-time, and so improves the public's access to housing information through the internet interface. The four (4) broad areas of services provided by the IT Unit are:

- ICT Infrastructure Management which includes LAN/WAN, Data Center, Voice (Telephone System), ICT Infrastructure Support Desk, Application Server Maintenance, Email and Voice Conferencing;
- Business Solutions Administration which includes Business Systems Analysis and Design, Training and Documentation, Project Management, Acquisition, Application Testing and Quality Assurance;
- Systems Engineering which includes Application Support Desk, Web and Intranet Development, Systems Development and Systems Administration; and
- Database Architecture and Management which includes Database Design, Database Implementation, Database Administration and Database Support.

Programme Monitoring Coordinating and Evaluation Unit (PMCEU)

The PMCEU:

- i. Provides technical support and advice to the Permanent Secretary in relation to the IDB loan funded "Urban Upgrading and Revitalization Programme";
- ii. Manages project implementation, monitors and reports on activities of complex project(s) of the Ministry's Public Sector Investment Programme (PSIP);
- iii. Oversees the projects undertaken under the various loan components that are executed by the respective Agencies of the Ministry;
- iv. Monitors, evaluates and measures project performance; and
- v. Performs quality and risk performance audits as requested by the Permanent Secretary.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

These projects are funded by the Government, as well as by external and international funding agencies. Among the major projects are:

- Urban Regeneration (*one of four components under the IADB Loan Programme*);
- Upgrade of one (1) of the shopping entities under the Port of Spain Shopping Complex Limited; and
- IDB funded Urban Upgrading and Revitalization Programme- proposed Inter-American Development Bank (IDB) Loan funding.

Housing Programme Facilitation and Implementation Unit (HPFIU)

The Housing Programme Facilitation and Implementation Unit is responsible for the Administration of current, new and emerging housing programmes including, *inter alia*, the Home Improvement Grant (HIG) Programme and the Emergency Shelter Relief Fund (ESRF). The Grants are awarded through a random selection/need based process to applicants who meet the eligibility criteria. Successful applicants receive the sum of Fifteen Thousand Dollars (\$15,000.00) to carry out repairs and upgrades to their homes.

Additionally, the HPFIU's mandate extends to the implementation, facilitation and monitoring of housing programmes, including:

- Increasing public awareness of housing issues;
- Providing technical support as it relates to home construction, repairs and improvement; and
- Engaging stakeholders, including the fostering and maintaining of liaisons with relevant housing associations, community based housing organizations and communities.

Corporate Communications Unit

The Corporate Communications Unit of the Ministry of Housing and Urban Development is responsible for the creation, implementation and management of all internal and external communication programmes, which are designed to raise awareness of the Ministry's mandate and the activities which are being undertaken to fulfil its mandate. Some of the specific duties of this Unit include strategic communication planning, reputation management, image and branding, media relations, digital media management, event planning and management, protocol, stakeholder engagement and internal communications.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Legal Unit

The Legal Services Unit provides legal opinions, oversight and guidance to the Ministry and its agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its agencies legislative agenda as well as the examination of policy from a legal standpoint in relation to housing and urban development. Officers of the Unit function as Instructing Attorneys to the Solicitor General and Chief State Departments for all litigious matters in which the Ministry is involved.

Internal Audit

The Internal Audit Unit's responsibility is to provide independent and objective assurance and consulting services to the Accounting Officer, designed to add value and improve the organization's operations, by evaluating the effectiveness of risk management, governance and control processes.

Library Services

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

BUSINESS OF THE MINISTRY

- Home Improvement Grants Programme
- Government Subsidized Housing
- Regularisation of Squatters
- Land Settlement
- Urban Development
- Urban Upgrading and Revitalization

Statutory Boards and Other Bodies

- Rent Assessment Board
- Sugar Industry Labour Welfare Committee
- Land Settlement Agency

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited
- Port of Spain Shopping Complex Limited
- Trinidad and Tobago Housing Development Corporation

Minority Owned Enterprises

- Trinidad and Tobago Mortgage Finance Company Limited

Programmes

- Accelerated Housing Programme
- Government Aided Self Help Housing Programme
- The Housing and Village Improvement Programme
- Public Awareness and Education Programme
- Tenancy Programme
- Home Improvement Programme
- Squatter Regularization Programme
- Urban Upgrading and Revitalization Programme

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED AND MIINORITY OWNED ENTERPRISES OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT**Rent Assessment Board**

The Rent Assessment Board is not operational at this time.

Sugar Industry Labour Welfare Committee (SILWC)

The Sugar Industry Labour Welfare Committee (SILWC) was formally established by Act No 64:05 of 1951 to administer and manage the Sugar Industry Labour Welfare Fund to Caroni workers. Its main focus was the improvement of housing for persons involved in the sugar industry.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Under the said Act, the (SILWC) exercises the powers to:

- Acquire by purchase, transfer, assignment, donation, exchange, demise, gift, bequest, grant, conveyance or otherwise, any real or personal property in Trinidad and Tobago and any estate or interest therein; and
- Sell, demise, grant, convey, exchange or otherwise dispose of and deal with all property which may from time to time, be vested in or acquired by the committee.

The main focus of the work of the SILWC is the improvement of housing for former workers in the sugar industry.

Land Settlement Agency (LSA)

The Land Settlement Agency (LSA) was established by an Act of Parliament No. 25 of 1998, and commenced formal operations in 1999. It operates under the jurisdiction of the Ministry of Housing and Urban Development. Its mandate is to:

- Protect certain squatters from ejection from State Lands;
- Facilitate the acquisition of leasehold titles by both squatters and tenants in designated areas meaning, approved sites scheduled in the Act for the purpose of squatter and tenant regularization; and
- Provide for the establishment of land settlement areas and infrastructure to facilitate the provision of shelter to landless persons and for the relocation of certain squatters.

East Port-of- Spain Development Company Limited

East Port-of-Spain Development Company Limited is a wholly-owned, limited liability Special Purpose State Enterprise which was incorporated to fulfill the following mandate:

- To develop and re-develop a zone in East Port-of-Spain bounded by Charlotte Street, Lady Young Road and Eastern Main Road and including Morvant, Never Dirty, Caledonia, Sea Lots, Beetham/Katanga to improve the economic, social and physical environment of those areas.

Port-of-Spain Shopping Complex Limited (POSSCL)

The Port-of-Spain Shopping Complex Limited (POSSCL) was incorporated as a Limited Liability Company under the Companies Act, Chap. 21:01 on February 26th 2020. It comprises three (3) Malls located at:

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

- No. 32 Charlotte Street, Port of Spain (formerly known as ‘Eastside Plaza’);
- No. 41 Independence Square, 3 Charlotte Street, Port-of-Spain. (formerly known as ‘New City Mall’); and
- No. 43 Independence Square.

The Malls of the Port-of-Spain Shopping Complex are strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad & Tobago.

The primary objective is to create more comfortable, secure commercial space to facilitate viable micro-entrepreneurial businesses among residents of East Port-of-Spain. The mission includes the following:

- Provision of modern commercial spaces with adequate services for tenants and facilities for micro/small and traditional businesses;
- Business support for tenants to ensure their financial viability; and
- Improved customer shopping experience.

The Trinidad & Tobago Housing Development Corporation (HDC)/the Corporation

The Trinidad and Tobago Housing Development Corporation (“HDC” or “the Corporation”), is an Agency of the Ministry of Housing and Urban Development, that was established by Act No. 24 of 2005 of the Laws of the Republic of Trinidad and Tobago. The business of the Corporation is managed by its Board of Directors. The functions of the Corporation include the following:

- Do all things necessary and convenient for or in connection with the provision of affordable shelter and associated community facilities for low and lower-middle income persons;
- Carry on any business activity that is incidental to or which may be performed conveniently by the Corporation or which may assist the Corporation in connection with its delivery of the services referred to above;

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

- Implement the broad policy of the Government in relation to housing as may be directed by the Minister, with whom responsibility for the HDC is assigned;
- Provision of quality, affordable housing solutions, shelter and associated community facilities for first-time home-owners who fall within the lower to middle income brackets;
- Carry out the broad policy of the Government in relation to home construction;
- Stimulation of private sector investment activities with respect to public sector housing construction;
- Develop sustainable communities; and
- Acquisition of land for housing development.

Trinidad and Tobago Mortgage Finance Company Limited (TTMF)

TTMF is a minority owned enterprise. It is a mortgage lender, committed to assisting citizens realize their dreams of home ownership and is the preferred lender under the Government of Trinidad and Tobago's Housing Programme. TTMF offers mortgages to purchase or construct a home, purchase land or facilitate home improvement and home equity loans for major expenses.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Ministry of Housing and Urban Development

1. Files
2. Financial records
3. Documents
 - Copies of legislation
 - Legal notes
 - Reports
4. Digital Data
 - CD's
 - DVD's etc.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Legislation

- Administration of Estates Act, Chapter 9:01;
- Condominium Act, Act No. 23 of 1981;
- Conveyancing and Law of Property Act, Chapter 56:01;
- Housing Act Chapter 33:01;
- Land Tenants (Security of Tenure) Act, Chapter 59:54;
- Land Acquisition Act, Chapter 58:01;
- Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010;
- Real Property Act, Chapter 56:02;
- Real Property Limitation Act, Chapter 56:03;
- Registration of Deeds Act, Chapter 19:06;
- Rent Restriction (Dwelling Houses) Act, Chapter 59:55;
- Slum Clearance and Housing Act, Chapter 33:02;
- State Lands Act, Chapter 57:01;

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

- State Land (Regularisation of Tenure) Act, Chapter 57:05;
- Succession Act, Chapter 9:02;
- Sugar Industry Special Funds Act, Chapter 64:04;
- Sugar Industry Labour Welfare Committee (Incorporation) Act, Chapter 64:05;
- Town and Country Planning Act, Chapter 35:01;
- Trinidad and Tobago Housing Development Corporation Act Chapter 33:03;
- Trinidad and Tobago Housing Development Corporation (Vesting) Act Chapter 33:06; and
- Wills and Probate Act, Chapter 9:03.

Reports

- The Administrative Report of 2016-2017

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

- At this time, the Ministry of Housing and Urban Development has no such materials.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Section 7 (1) (a) (iv)**Literature Available by Subscription**

- The Ministry of Housing and Urban Development offers no literature by way of subscription services.

Section 7 (1) (a) (v)**Procedure to be followed when a request for access to a document is made to the Ministry of Housing and Urban Development.**

Applications to the Ministry of Housing and Urban Development must be made in writing. The Request for Access to Official Documents form can be downloaded from the website www.foia.gov.tt. The application should include:

- Name of the Applicant
- Contact information for the Applicant
- The information requested and the format in which the information is to be provided
- Date of the request
- Signature of Applicant
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Ministry of Housing and Urban Development (see Section 7(1)(a)(vi)). If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Housing and Urban Development or another public authority, or if the said information is exempted.

The Ministry of Housing and Urban Development is required to furnish copies of documents only when they are in its possession.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

The Ministry of Housing and Urban Development is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The Ministry of Housing and Urban Development will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than statutory limit, the Ministry of Housing and Urban Development will acknowledge the request and advise the applicant of its status. If the Ministry fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)

Procedure to be followed when a request for access to a document is made to the Ministry of Housing and Urban Development.

Officers in the Ministry of Housing and Urban Development are responsible for:

1. The initial receipt of, and action upon notices under Section 10;
2. Processing requests for access to documents under Section 13; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

The Designated Officer for the Ministry is:

Name Mr. Justin Dwarika
Job Title Legal Officer I
Address Legal Unit, Ministry of Housing and Urban Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2182
Fax 623-5827
e-mail justin.dwarika@housing.gov.tt

The Alternate Officer for the Ministry is:

Name Ms. Lynette Mansingh
Job Title Senior Human Resource Officer
Address Human Resources Management Division, Ministry of Housing and Urban
Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2028
Fax 624-3060
e-mail lynette.mansingh@housing.gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies (Where Meetings/Minutes are****Open to Members of the Public**

- There are no bodies which fall within the meaning of this Section at this time.

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

The Library and Information Services Unit of the Ministry of Housing and Urban Development is located on the 2nd Floor of the HDC Building at Nos. 44-46 South Quay, Port of Spain. The library's main clients include Heads of Departments and their staff, members

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

of state agencies of the Ministry, other government Ministries and external researchers. External researchers can access the library via appointment from Monday to Friday between the hours 9:00 a.m. to 3:00p.m. It is also recommended that requests to use the library facility are made in advance. The library can accommodate up to five (5) persons at a time for reading or research purposes; and two computers with internet access are also available for use.

Public Policy for the provision of Copies of Documents held in the public domain

- At this time, the Ministry of Housing and Urban Development has no such documents.

STATEMENTS

Section 8 (1) (a) (i)

Documents that are provided for the use of guidance of the Ministry of Housing and Urban Development.

Certain Documents to be Made Available for Inspection and Purchase:

- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Policies of Sectoral Agencies;
- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;
- Guidance on Implementation of FOIA; and

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2022 PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONTINUED

Section 8 (1) (a) (ii)**Documents containing interpretations or particulars of written laws or schemes administered by the public authority**

- At this time, the Ministry of Housing and Urban Development has no such documents.

Section 8 (1) (b)**Documents on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.**

- At this time, the Ministry of Housing and Urban Development has no such documents.

Section 9**Statement of Possession of Certain Documents to Be Published**

- At this time, the Ministry of Housing and Urban Development has no such reports or statements.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT¹

¹ This Compliance Statement will be published in the daily newspaper at a later date.

PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT



Public Statement of the Ministry of Works and Transport as at December 31st 2021

In Compliance with Section 7 (4) of
The Freedom of Information Act (FOIA) Chap. 22:02

Reasons for the failure to publish statements as required under section 7 for the period 2016-2021

The Ministry of Works and Transport ("the Ministry") regrets to advise that for the period 2016 to 2021, it was unable to publish its statements as is required under Section 7(1) of the Freedom of Information Act, Chap 22:02 ("the Act"). The inability to publish the Ministry's Statements was due to the following reasons:

1. In September 2015, the Government of the Republic of Trinidad and Tobago undertook the exercise of merging the former Ministry of Works and Infrastructure and the Ministry of Transport into one Ministry, now called the Ministry of Works and Transport. As a result of such a resource intensive exercise, and in the interest of preventing any disruptions to the provision and access of services to the citizens of the Republic of Trinidad and Tobago, the Ministry resolved to focus its resources on the following:

- i. The reallocation and relocation of staff from the previous two (2) Ministries to one (1) central location at the Head Office, Nos. 2-4 London Street, Port-of-Spain;
- ii. Reclassification and harmonization of job functions;
- iii. Incorporation and harmonization of services; and
- iv. Specialist training of staff.

While the physical merging of the Ministries took about two years, the logistical restructuring and harmonization of resources of the Ministry required a considerable amount of time which spanned four (4) years. Consequently, the Ministry was incapacitated in its ability to draft and publish the required statements from 2015 to 2019.

2. On 31 January 2020, Her Excellency Paula-Mae Weekes ORTT President of the Republic of Trinidad and Tobago declared the 2019 Novel Coronavirus (2019-nCov) to be a dangerous infectious disease. On 11 March 2020, the World Health Organization declared the 2019-nCov a global pandemic. Furthermore, on 12 March 2020, Trinidad and Tobago confirmed its first case of the 2019-nCov.

3. The Government of the Republic of Trinidad and Tobago in response instituted a number of measures to limit the spread of the 2019-nCov. Some of the significant measures involved a number of stay at home orders, operating at a reduced capacity and furthermore, restricting of working operations to those authorities that provided essential services only.

4. The Ministry wishes to highlight that since 2020, its services have continuously been affected by mandatory office closure, restrictions in operating hours, restrictions in service provision, staff quarantine orders, staff rotations and office sanitations. Consequently, the Ministry has been constrained in directing its limited resources to the provision of essential services.

5. This was further compounded by four different officers performing the function of FOIA Designated Officer during the period 2020 to 2022. Each officer did not hold the position for long periods of time and this impeded the preparation of the Statements required under the Act.

The Ministry sincerely apologises for any inconvenience caused by the non-publication of its required statements for the period 2016-2021 and assures that its statement for 2022 will be published at the earliest opportunity.

Sen. The Honourable Rohan Sinanan

Minister of Works and Transport

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT 2022

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (FOIA) the Ministry of Works and Transport (Ministry) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public: -

- i. A legal right to access information held by the Ministry;
- ii. A legal right to have official information relating to himself amended where it is incomplete, incorrect or not relevant for the purpose for which the document is
- iii. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- iv. 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

MISSION STATEMENT

Through a motivated team, provide modern and reliable public infrastructure and transportation services, promoting economic development and enhancing the social well-being of the people of Trinidad and Tobago.

VISION STATEMENT

An efficient, effective, innovative, client-oriented organization geared toward the provision of safe, high-quality infrastructure and an integrated transportation system that meet the needs of Trinidad and Tobago.

STRUCTURE OF THE MINISTRY

The Ministry is one of the largest Ministries of Government, and a major generator of employment opportunities in the country. The organization impacts directly and indirectly on all citizens of the country and continually strives to enhance the quality and timely delivery of the services, which it provides to the national community.

The Ministry's Head Office is located at the Nos. 2-4 London Street, Port of Spain 100623. The Ministry's District Offices are located throughout the country.

The Ministry is comprised of an administrative arm that includes the following departments/units/divisions:

- Accounts
- Central Planning
- Corporate Communications
- Facilities Management
- General Administration
- Procurement
- Human Resource Management
- Information and Communication Technology
- Internal Audit
- Legal Services
- Permanent Secretary's Secretariat
- Priority Bus Route Administration

The operational arm of the Ministry is comprised of two main elements, namely, the Works component and the Transport component.

The Works component of the Ministry is associated with those Agencies and Divisions of the Ministry engaged in the provision and maintenance of physical infrastructure relating to the road network that includes main roads, special roads, secondary roads and any other highway constructed by the Minister and dedicated by the Minister to the public use.

The Transport component is associated with those Agencies and Divisions engaged in the regulation of air, sea and land transport and includes the Statutory Boards and similar bodies.

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

It is thus authorised to manage:

Roads and highways
Traffic management
National transportation
Ports
Public transportation
Coastal erosion
Drainage
Bridges
Construction

WORKS COMPONENT**i. COASTAL PROTECTION UNIT**

The Ministry's Coastal Protection Unit (CPU) was established to tackle issues of coastal erosion and flooding in Trinidad. As a small island state, our coastlines are important and require protection and maintenance. Within the CPU, a Coastal Protection Programme has been formulated to address the most crucial aspects of coastal erosion, instability, and flooding incidents along the coastlines of Trinidad.

The core activities of the CPU include the:

Prevention of coastal erosion and flooding;
Design and construction of hydraulic and coastal structures;
Development and implementation of policies, plans, standards, regulations, rules and requirements for the prevention of coastal erosion; and
Maintenance of sea defences.

ii. CONSTRUCTION DIVISION

The Construction Division is responsible for the design, planning and execution of works relating to the construction and rehabilitation of public buildings and facilities, the restoration of historical buildings and sites, and the procurement and provision of furniture fittings and equipment for these buildings.

The Division is also responsible for providing building consultancy and advisory services to Government, and design consultancy and contract administration in the implementation of major building projects.

iii. DRAINAGE DIVISION

The Drainage Division is responsible for the development and maintenance of main watercourses, the provision and maintenance of irrigation systems, land reclamation and protection of lands against water, which includes coastal protection. The Division also provides advice to government agencies which implement and approve development projects.

iv. ENVIRONMENTAL HEALTH AND SAFETY UNIT

The Environmental Health and Safety Unit was established in 1996 in order to oversee the Environmental Health and Safety Management of infrastructure projects in the Ministry. The Unit procures Certificates of Environmental Clearance and monitors projects to ensure compliance with laws and regulations.

v. HIGHWAYS DIVISION

The Highways Division is responsible for the planning, design, construction, preservation, maintenance and repair of the existing road network that includes highways, main, special and secondary roads under the purview of the Minister as the Highway Authority. This responsibility also includes maintenance works such as widening and altering road levels, upgrading verges and culverts and construction and maintenance of bridges.

vi. MAINTENANCE DIVISION

The Maintenance Division's core function is the provision of maintenance services to government buildings and facilities towards achieving a comfortable, safe, healthy, and functional work environment in compliance with the Occupational Safety and Health Act, Chapter 88:08.

Services provided by the Maintenance Division include:

Masonry;
Painting/Finishing;
Electrical;
Refrigeration/Air Conditioning;
Carpentry/Woodworking;
Plumbing/Drainage; and
Landscaping

vii. MECHANICAL SERVICES DIVISION

The Mechanical Services Division is responsible for repairing, servicing, maintaining and transporting vehicles, plant and equipment belonging to the Ministry and other agencies in a reliable, effective, efficient and safe manner. It also provides sound technical advisory services to other Government Departments and Agencies as and when required.

viii. PROGRAMME FOR UPGRADING ROADS EFFICIENCY

The Programme for Upgrading Roads Efficiency Unit (PURE) is a Project Management Unit of the Highways Division in the Ministry. Driven by public demand for improved and additional road infrastructure, PURE was designed to ensure that Trinidad's road network continues to evolve into a user-oriented, safe and

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

py of the Highway Code and Hand Signals are given free
large with the purchase of the study guides.

public can access additional documents via the Ministry's
site at <http://www.mowt.gov.tt>.

tion 8(1)(b)

nforcing written laws or schemes administered by the
lic authority where a member of the public might be
ctly affected by that enforcement, being documents
aining information on the procedures to be employed
re objectives to be pursued in the enforcement of, the
en laws or schemes:

applicable at this time.

TION 9 – POSSESSION OF REPORTS AND STATEMENTS

uments created since February 20, 2001

t of the reports may be available upon request from the
gnated Officer:

Sharon-Mae Armoogan, Administrative Officer II (Ag.)
1 Floor, Ministry of Works and Transport Head Office
2-4 London Street, Port of Spain 100623
No: 625-1225 ext 10928;
il: sarmoogan@mowt.gov.tt

MINISTRY OF WORKS AND TRANSPORT 2022 STATEMENT

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

SPECIAL ADMINISTRATIVE BODIES

The Special Administrative Bodies, which fall under the purview of the Ministry are as follows:

Trinidad Transport Board;
Air Transport Licensing Authority; and
Pilotage Authority.

Trinidad Transport Board, the Air Transport Licensing Authority and the Pilotage Authority are dependent on the Ministry for administrative support and are therefore not classified as public authorities under the FOIA. They do not publish a public statement and requests for information under the FOIA are to be made through the Designated Officer of the Ministry.

i. TRINIDAD TRANSPORT BOARD

The Trinidad Transport Board is a body established in accordance with the Motor Vehicles and Road Traffic Act, Chapter 48:50. It is an advisory body, appointed by the President, with the Chief Technical Officer of the Ministry being the Chairman. Other members of the Board include nominations from the Police Service (First Division), Licensing Authority, the Road Safety Association, the Automobile Association and representatives of local government, commerce, industry, agriculture and labour.

The Board advises the President on all matters of road traffic, hears and determines any appeal submitted by an aggrieved person against any order or decision of the Licensing Authority.

ii. AIR TRANSPORT LICENSING AUTHORITY

The Air Transport Licensing Authority is a body established under the Air Navigation (Licensing of Air Services) Regulations, 1951-1953. This Authority consists of at least three members, appointed by the President, and is responsible for the granting of licences to carry passengers, mail or cargo by air, subject to such conditions as may be specified in the licence.

iii. PILOTAGE AUTHORITY

The Pilotage Authority, appointed by the Minister and under the chairmanship of the Director of Maritime Services, is responsible for overseeing all matters relating to the licensing and conduct of pilots.

STATUTORY AUTHORITIES

The Statutory Authorities which fall under the purview of the Ministry are as follows:

Airport Authority of Trinidad and Tobago
Port Authority of Trinidad and Tobago
Public Transport Service Corporation
Trinidad and Tobago Civil Aviation Authority

These entities are classified as public authorities under the FOIA and therefore publish their own public statements and requests for information are to be made directly to their respective Designated Officers.

STATE ENTERPRISES

There are five (5) State Enterprises which fall under the purview of the Ministry, namely:

The Vehicle Maintenance Corporation of Trinidad and Tobago Limited
The National Infrastructure Development Company Limited
The National Helicopter Services Limited
The Point Lisas Industrial Port Development Corporation Limited
Lake Asphalt of Trinidad and Tobago (1978) Limited

These Enterprises are classified as public authorities under the FOIA and will publish statements on their own behalf.

ORGANISATIONAL STRUCTURE

The organisational structure of the Ministry is depicted at Appendix I.

Section 7(1)(a)(ii)

Categories of documents in the possession of the Ministry

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, etc.).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps, Charts and Photographs.
8. News releases, and speeches originating in the Ministry.

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

9. Policy and Procedure documents.
10. Internal and External correspondence files.
11. Customer files
12. Documents relating to a strategic review of the Ministry.
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, Consultant, Technical, Valuation.
19. Environmental Impact Assessment
20. Briefing Papers.
21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Inventories.
23. Files dealing with complaints.
24. Registers, Certificates, Permits, Licences etc.
25. Periodicals and publications

Section 7(1)(a)(iii)

Material prepared for publication or inspection

Maritime Services Division

The public may inspect and/or obtain copies of certain documents with respect to the functions and operations of the Maritime Services Division as well as the Pilotage Authority, between the hours of 8.00 a.m. and 12.00 p.m. on Monday, Wednesday and Friday at:

Maritime Services Division
 Clarence House
 #127-129 Duke Street
 Port of Spain

An administrative cost of \$1.00 per page may be charged. A list of information available can be obtained at the Maritime Services Division.

Section 7(1)(a)(iv)

Literature available by subscription

Not applicable at this time.

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from the Ministry

How to Request Information:

General Procedure

The policy is to respond to all requests for information both oral and written. However, in order for an applicant to exercise the rights codified by the FOIA (for example, the right to challenge a decision where a request for information is refused), the applicant must make his/her initial request in writing. The applicant ought therefore to complete the appropriate form

(Request for Access to Official Documents) available in the Reception area, or from the Designated Officer, for information that is not readily available in the public domain. [See Section 7(1)(a)(vi) below].

Addressing Requests

To facilitate prompt handling of a request, please address same to the Designated Officer of the Ministry. [See Section 7(1)(a)(vi) below].

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided to enable the Ministry to properly respond to the Applicant's request, clarification will be sought from the applicant. If the applicant is uncertain as to how his/her request should be structured or uncertain regarding the details that should be included, he/she is invited to communicate with the Designated Officer for guidance.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information either from this Ministry or from another public authority (e.g. brochures and pamphlets etc.), a document that is:

- open to public access;
- available for purchase by the public;
- available for public inspection in a registry maintained by a public authority; and
- stored for preservation or safe custody.

Responding to your Request

Retrieving Documents

The Ministry is required to furnish copies of documents only when they are in its possession or when the Ministry can retrieve them from storage.

Furnishing Documents

An applicant is entitled to copies of the information that the Ministry has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If the Ministry cannot make a legible copy of a document to be released, the Ministry may not attempt to reconstruct it. Instead, the Ministry will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of reproduction.

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

- i. Create new documents; or
- ii. Perform research for the applicant.

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

Time Limits**General**

The FOIA sets certain time limits for the Ministry to decide whether to disclose the documents you have requested. If the Ministry fails to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. If it appears that processing your request may take longer than the statutory limit, the Ministry will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, you may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

Time Allowed

The Ministry 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.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. The applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. Should the Ministry fail to provide the information within seven working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.

Section 7(1)(a)(vi)

Officers in the Ministry are responsible for: -

- i. The initial receipt of and action upon notices under Section 10 of the FOIA;
- ii. Requests for access to documents under Section 13 of the FOIA; and
- iii. Applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is: -

Ms. Sharon-Mae Armoogan, Administrative Officer II (Ag.)
Sixth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Street, Port of Spain 100623
Tel. No: 625-1225 ext 10928; email: sarmoogan@mowt.gov.tt

The Alternate Officer is: -

Mrs. Asha Roopnarine-Seegulam, Administrative Assistant (Ag.) Fifth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Streets, Port of Spain 100623
Tel. No: 625-1225 ext 10766; email: aseegulam@mowt.gov.tt

Section 7(1)(a)(vii)

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

Section 7(1)(a)(viii)

Information can be accessed through the Designated Officer or Alternate Officer during the hours of 8:30a.m. and 3:00p.m. from Mondays to Fridays, at the contacts listed previously.

SECTION 8 - STATEMENTS**Section 8(1)(a)(i)**Governing Legislation

Motor Vehicles and Road Traffic Act, Chapter 48:50
Maxi Taxi Act, Chapter 48:53

Pilotage Act, Chapter 51:02
Harbours Act, Chapter 50:06
Motor Launches Act, Chapter 50:08
Droghers Act, Chapter 50:07
Port Authority Act, Chapter 51:01
Civil Aviation Act, Chapter 49:03
Shipping Act, Chapter 50:10
Civil Service Act, Chapter 23:01
Air Navigation (Licensing of Air Services) Regulations, 1951-1953
Public Service Commission Regulations, 1966
Industrial Relations Act, Chapter 88:01
Exchequer and Audit Act, Chapter 69:01
Financial Regulations, 1965
Travelling Allowances Act, Chapter 23:50
Central Tenders Board Act, Chapter 71:91
Freedom of Information Act, Chapter 22:02
Land Acquisition Act, Chapter 58:01
Highways Act, Chapter 48:01
Waterworks and Water Conservation Act, Chapter 54:41
Engineering Profession Act, Chapter 90:01
Architecture Profession Act, Chapter 90:02
Land Surveyors Act, Chapter 58:04
Occupational Safety and Health Act, Chapter 88:08

These are available for purchase at the Government Printery or online at <https://agla.gov.tt/law-revision-commission/classified-table-of-chapters/> or <http://www.ttparliament.org/> or <http://laws.gov.tt/>

Section 8(1)(a)(iii)

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:

Transport Division

The public may purchase copies of the following publications at the various offices of the Licensing Division:

- i. Light Motor Vehicle Driver: Examination Study Guide - \$15.00
- ii. Goods Vehicle: Study Guide - \$15.00
- iii. Public Service Vehicles: Study Guide - \$15.00

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2022 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

A copy of the Highway Code and Hand Signals are given free of charge with the purchase of the study guides.

The public can access additional documents via the Ministry's website at <http://www.mowt.gov.tt>.

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:

Not applicable at this time.

SECTION 9 – POSSESSION OF REPORTS AND STATEMENTS

Documents created since February 20, 2001

A list of the reports may be available upon request from the Designated Officer:

Ms. Sharon-Mae Armoogan, Administrative Officer II (Ag.)
Sixth Floor, Ministry of Works and Transport Head Office
Nos. 2-4 London Street, Port of Spain 100623
Tel. No: 625-1225 ext 10928;
email: sarmoogan@mowt.gov.tt

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