



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Tuesday 31st May, 2022—Price \$1.00

No. 99

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## APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

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 section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed HARVEY BORRIS, to be temporarily a member of the Senate, with effect from 17th May, 2022 and continuing during the acting appointment of Senator the Honourable CHRISTINE KANGALOO as President of the Republic of Trinidad and Tobago.

16th May, 2022.

C. MAHADEO  
*Acting Secretary to Her Excellency  
the Acting President*

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## DEADLINE FOR SUBMISSION OF REQUESTS FOR AWARD OF CONTRACTS

REQUESTS for award of contracts for works, service and articles for which payment must be effected from the 2021/2022 Appropriation, must reach the Central Tenders Board, not later than Friday 1st July, 2022.

The Board's Legislation stipulates a minimum period of fourteen (14) days' notice to prospective tenderers before the close of tender, added to which, time must be allowed for the evaluation, consideration and award by the Central Tenders Board. Accordingly, it will not be possible for requests received after the closing date to be processed in sufficient time to permit settlement of contractors' accounts before the deadline fixed by the Comptroller of Accounts in September.

To this end, Ministries/Departments/Statutory Bodies/Corporations are reminded that only completed tender packages/documents would be considered for processing. Correspondence requesting the tender/proposals to be invited should be signed by the Permanent Secretary or the relevant Accounting Officer and should be accompanied by the following:

Confirmation of funds from the Budget Division, Ministry of Finance

- Specifications/Scope of works or Services/Terms of Reference
- Evaluation Criteria
- Conditions of Contracts where necessary
- Draft Agreement
- Names and designation of officers nominated to serve on the Evaluation Committee
- Name, designation and contact information of an officer to answer technical queries

In light of the foregoing, client Ministries/Departments/Statutory Bodies/Corporations are required to submit requests by Friday 1st July, 2022 in order to allow sufficient time to award contracts before the end of the fiscal year.

A. DWARIKA-LOCHAN  
*Acting Director of Contracts  
Central Tenders Board*

TENDER FOR CONSULTANCY SERVICES FOR THE CONDUCT OF A JOB EVALUATION/CLASSIFICATION EXERCISE IN RESPECT OF OFFICES IN THE TRINIDAD AND TOBAGO PRISON SERVICE INCLUDING THE DEVELOPMENT OF A CLASSIFICATION AND COMPENSATION PLAN RELEVANT TO THE NEEDS OF THE PRISON SERVICE FOR THE PERSONNEL DEPARTMENT (OFFICE OF THE CHIEF PERSONNEL OFFICER)

PROPOSALS are invited for Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer).

Bidding documents can be collected during normal working hours from Monday to Friday during 8.00 a.m. to 4.00 p.m. (local time) at the Central Tenders Board's Office at address (1) below or requested by Email to Lydia.D-Cruickshank@gov.tt.

Any further technical information can be obtained during normal working hours from Monday to Friday during 8.00 a.m. to 4.00 p.m. (local time) at address (2) below.

A pre-bid meeting will be held for prospective bidders at 10.00 a.m. (local time) on Friday 3rd June, 2022 at the Personnel Department (Office of the Chief Personnel Officer), No. 3 Alexandra Street, St. Clair, Newtown 190129, Port-of-Spain. The meeting will also be streamed via Microsoft Teams and the link will be provided two (2) days prior to the meeting.

Proposals must be accompanied by the following:

- (i) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender. (Applicable to local Firms only).
- (ii) valid Certificate of Compliance issued in accordance with the National Insurance Act (Applicable to local Firms only).

The original and nine (9) copies each of the Technical and Financial Proposals together with a copy on USB stick should be placed in separate sealed envelopes clearly marked on the outside:

Envelope No. 1—Technical Proposal “Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer).”

Envelope No. 2—Financial Proposal “Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer).”

The name and address of the Firm must be printed on Envelope No. 2—Financial Proposal.

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, Republic of Trinidad and Tobago and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. (local time) on Thursday 21st July, 2022.

The Technical Proposal will be opened shortly thereafter. The Consultant or an authorized representative may be present at the opening.

Consultants should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and as such, proposals should be packaged accordingly.

Late proposals will not be considered under any circumstances.

The Board does not bind itself to accept any proposal.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

Prospective consultants are advised that they can visit website <http://www.finance.gov.tt> for all published Tender Notices.

Address 1

Central Tenders Board  
116, Frederick Street  
Port-of-Spain  
Republic of Trinidad and Tobago  
Telephone No.: 1-868-625-3565  
Facsimile: 1-868-625-1809  
Email: mofctb@gov.tt

Address 2

Mrs. Vera Deonanan-Balkaran  
Deputy Chief Personnel Officer (Ag.)  
Personnel Department  
No. 3 Alexandra Street  
St. Clair  
Newtown 190129  
Port-of-Spain  
Tel: 1-868-612-7446 Ext. 2000  
Email: vera.deonanan@gov.tt

A. DWARIKA-LOCHAN  
Chairman  
Central Tenders Board

Government of the Republic of Trinidad and Tobago

Made under Section 35 of the Environmental Management Act, Chap, 35:05



**NOTICE OF SUBMISSION FOR PUBLIC COMMENT ON AN APPLICATION FOR A CERTIFICATE OF ENVIRONMENTAL CLEARANCE WHICH REQUIRES AN ENVIRONMENTAL IMPACT ASSESSMENT SUBMITTED BY THE NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY ON BEHALF OF THE MINISTRY OF WORKS AND TRANSPORT**

**NOTICE** is hereby given that the Ministry of Works and Transport (“MOWT”) of the Government of the Republic of Trinidad and Tobago is desirous of the establishment of a fishing port along with associated dredging, reclamation, other earthworks and infrastructural works at Gran Chemin, Moruga. This project is deemed a designated activity pursuant to the Certificate of Environmental Clearance (Designated Activities) Order thus requiring a Certificate of Environmental Clearance pursuant to **Section 35 of the Environmental Management Act, Chapter 35:05 (“the Act”)**. The MOWT has applied for a Certificate of Environmental Clearance (“the Certificate”) from the Environmental Management Authority (“the Authority”) for this project.

**And take notice** that the comments of the public are hereby invited on the application for the establishment of a fishing port along with associated dredging, reclamation, other earthworks and infrastructural works at Gran Chemin, Moruga, which requires an Environmental Impact Assessment.

**And take notice** that the Authority has, for the purposes of the Certificate and pursuant to **Section 28(1)(b)** of the Act, established an Administrative Record that includes a written description of the proposed action, the major environmental issues involved in the matter under consideration, copies of relevant documents or other supporting materials which the Authority believes would assist the public in developing a reasonable understanding of those issues and a statement of the Authority’s reasons for the proposed action.

**And take notice** that the Administrative Record is available to the public for viewing from **Monday 13<sup>th</sup> June, 2022 to Friday 15<sup>th</sup> July, 2022 on Mondays to Fridays:**

- i. **At the Authority’s offices BY APPOINTMENT ONLY (see below) between the hours 8:00 a.m. to 4:00 p.m.;**

- ii. **At the Regional Corporations' offices** between the hours 8:00 a.m. to 4:00 p.m.; and
- iii. **At the Moruga Public Library** between the hours 8:30 a.m. to 4:00 p.m.

Specifically,

- a) The Environmental Management Authority, #8 Elizabeth Street, St. Clair, Port-of-Spain [contact: 226-4EMA (4362) Ext. 2228];
- b) The Environmental Management Authority, 3<sup>rd</sup> Floor, Agate Building, #2 Adesh Drive, S.S Erin Road, Duncan Village, San Fernando [contact: 226-4EMA (4362) Ext. 3253];
- c) The Environmental Management Authority, Unit 1, Tobago Water and General Supplies Building, Carnbee Main Road, Carnbee, Tobago (contact: 238-6717);
- d) The Princes Town Regional Corporation, Hosein Mall, High Street, Princes Town;
- e) The Mayaro/Rio Claro Regional Corporation, Rann's Plaza, High Street, Rio Claro;
- f) The Siparia Regional Corporation, High Street, Siparia;
- g) The Moruga Public Library, Building No. 3, L'Anse Mitan Road, Gran Chemin, Moruga; and
- h) EMA's website: [www.ema.co.tt](http://www.ema.co.tt). (documents available from **Monday 13<sup>th</sup> June, 2022**, at any time during the prescribed period).

**And take notice** that the comments of the public are hereby invited on the application and that any person wishing to submit comments must do so, **formally**, in writing addressed to the Corporate Secretary, Environmental Management Authority, #8 Elizabeth Street, St. Clair, Port-of-Spain or electronically, through submission of a **formal** letter to [corpsec@ema.co.tt](mailto:corpsec@ema.co.tt).

The Authority will receive public comments on the application from **Monday 13<sup>th</sup> June, 2022** to **Friday 15<sup>th</sup> July, 2022**.

Dated this 24<sup>th</sup> day of May, 2022

  
Helen P. Joseph  
Corporate Secretary  
Environmental Management Authority



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Social Development and Family Services**

**UPDATED PUBLIC STATEMENT FOR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

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

The Act gives the members of the public:

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

**SECTION 7 STATEMENTS**

Section 7 (1) (a) (i)

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

The **functions** of the Ministry are to:

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

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

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

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

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

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

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

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

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

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

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

- Units:**
- Corporate Communications and Education
  - Legal
  - Disability Affairs
  - Social Displacement
  - HIV/AIDS Coordinating
  - Internal Audit
  - Project Implementation
  - Procurement Unit
  - Non-Governmental Organisation Development Support
  - Investigations and Compliance
  - Community Outreach

**The Ministry currently administers the following Programmes:**

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

**DIVISIONS**  
**Social Investigations (Research)**

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

The core functions of this Division are to:

- Undertake research into major social issues and conduct investigative and specialized research for the purpose

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

**LOCATION/CONTACT INFORMATION**

**Director**  
**Social Investigations Division**  
**Nahous Building**  
**45A-C St. Vincent Street, Port of Spain**  
**Tel: (PBX) (868) 625-5515, 623-2608 Ext. 1300/1301/1302/1303/1305/1306/1307/1308**

**Policy and Programme Planning and Development**

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

- Develop social sector policies in keeping with the national macro-planning framework;
- Develop appropriate programmes and projects based on social research;
- Assess current policies of the social sector to determine their performance and relevance;
- Facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Nongovernmental Organizations and Community Based Organizations;
- Establish and maintain structures for participatory development through continuous dialogue with civil society organizations;





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**Ministry of Social Development and Family Services**

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- 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. 3200,  
 3201, 3202, 3203, 3204, 3205, 3206,  
 3207, 3208, 3209, 3210, 3210**

**Monitoring and Evaluation**

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

The core functions of this Division are to:

- Oversee the application of structured monitoring and evaluation systems in the social sector;
- Set standards for monitoring and evaluation;
- Provide guidance, advice on best practices and support to Social Sector Ministries, Departments and civil society organizations in the effective utilization of evaluation as a management tool;
- Promote the use of evaluation findings among Social Sector Ministries, Departments and civil society organizations, to improve the quality of social interventions;
- Assess M&E capacity within the social sector on a systematic basis;
- Conduct periodic training with Social Sector Agencies to build capacity in monitoring and evaluation;
- Conduct thematic/sector evaluations that cover cross cutting themes or issues pertinent to the social sector;
- Conduct evaluations with significant implications for national policy and other strategic evaluations requested by the Minister or Permanent Secretary in the MSDFS;
- Conduct an evaluation of an intervention in special circumstances where an independent assessment is requested, through the Minister of Social Development and Family Services or by a Minister in the Ministry responsible for the social intervention;

- Develop a multi-year evaluation plan for a period of five years. The multi-year plan which is to be approved by Cabinet, will identify the evaluations to be undertaken and the Agencies responsible for the conduct of these evaluations. This plan will not preclude the conduct of evaluations at the discretion of Ministries/Departments;
- Conduct evaluations where required. The MED will provide technical support to programme managers to carry out non-strategic oriented evaluations;
- Develop and maintain a Management Information System for Social Programmes (MISSP), which will serve as a comprehensive central database on social programmes and projects and evaluations initiated in the social sector;
- Assess new projects and programmes (above a specified band of estimated expenditure) to ensure that M&E is embedded into the design;
- Establish a repository of evaluation findings in the social sector; and
- Provide assistance to the Policy, Programme Planning and Development Division of the Ministry of Social Development and Family Services in the monitoring and evaluation of social policies.

**LOCATION/CONTACT INFORMATION**

**Director  
 Monitoring and Evaluation Division  
 4th Floor CL Financial Building,  
 39-43 St. Vincent Street, Port of Spain  
 Tel: (PBX) (868) 623-2608  
 Ext. 1550-1599**

**Information Technology**

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

The core functions of this Division are to:

- Develop and implement specific IT policies;
- Prepare need assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware, software and

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

**LOCATION/CONTACT INFORMATION**

**Manager, Information Technology  
 3rd Floor, CL Financial Building  
 #39-43 St. Vincent Street, Port of Spain  
 Tel: (PBX) (868) 623-2608 Ext. 5304/530  
 8/5305/5336/5340/5337/5320/5307/53  
 21/5333/5309/5310**

**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)
- Basic 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. 1400,  
 1401, 1403-1413**

**Human Resource Management**

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

The core functions of this Division are:

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



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Social Development and Family Services**

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- Pension Administration
- Retirement Counselling
- Non-Crisis Consultation

**LOCATION/CONTACT INFORMATION**  
**Director, Human Resource Management**

5th Floor, CL Financial Building  
 39-43 St. Vincent Street, Port of Spain  
 Tel: (PBX) (868) 623-2608 Ext. 5500, 5510, 5501-5519, 5521, 5522, 5523, 5525, 5526, 5527, 5529

**Social Welfare Division**

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

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

All grants have specific criteria.

**LOCATION/CONTACT INFORMATION**  
**Director, Social Welfare**

ABMA Building  
 #55-57 St. Vincent Street, Port of Spain  
 Tel: (PBX) (868) 623-2608 Ext 1200-1259  
 Fax: (868) 625-8291

St. George West (Port-of-Spain)  
 Cor. Richmond Street and 128 Duke Street  
 Tel. (868) 623-0503/623-2608  
 Ext. 5900-5914,

**LOCAL BOARD OFFICES - SOCIAL WELFARE DIVISION**

St. George Central (Barataria)  
 MTS Plaza, Aranguez Road, Aranguez.  
 Tel: (868) 623-2608 Ext: 1600-1616, 1619, 1620 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. 1700-1721**  
**Fax: (868) 662-5347**

**Caroni (Chaguanas)**  
**Delta Building, Eleanore Street**  
**Tel: (868) 623-2608 Ext. 6200, 6209, 6202, 6210-6220 Fax: 671-4978**

**St. Andrew/ St. David (Sangre Grande)**  
**Corner Savi Street & Boodooville Circular Road**  
**Tel: (868) 668-3366/623-2608 Ext.1900-1999 Fax: 668-7929**

**Nariva/Mayaro (Rio Claro)**  
**Lot 11 Naparima-Mayaro Road**  
**Tel: (868) 644-3120/644-2659/623-2608 Ext. 2500 - 2518**  
**Fax: 644-1053**

**Victoria West (San Fernando)**  
**Omardeen Building, 59-61 Cipero Street**  
**Tel: (868) 657-5866, 653-6068, 623-2608 Ext. 2300-2374**  
**Fax: (868) 653-4319**

**Victoria East (Princes Town)**  
**Marlson's Building, 97 High Street**  
**Tel: (868) 623-2608 Ext.2400 - 2459**  
**Fax: 655-4319**

**St. Patrick East (Penal & Siparia)**  
**#27 B Rock Road, Penal**  
**Tel: (868) 649-2428/649-3869; 623-2608 Ext. 2800-2816**

**St. Patrick West (La Brea/Cedros/Point Fortin)**  
**10-12 Richardson Street, Mahaica. Point Fortin**  
**Tel: (868) 648-3295/623-2608 Ext. 2600-2699**  
**Fax: (868) 648-6135**

**Couva Social Services Centre**  
**Campden Road Couva.**  
**Tel: PBX 636-4453/679-8266 Ext. 105, 121**

**Tobago (Scarborough)**  
**Tam Building, Glen Road, Scarborough**  
**Tel. (868) 639-2673 Fax. (868) 639-2673**

**Accounts**

This Unit is responsible for the following functions:

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

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

**LOCATION/CONTACT INFORMATION**  
**Director of Finance**  
**1st Floor, CL Financial Building**  
**#39-43 St. Vincent Street, Port of Spain**  
**Tel (PBX) (868) 623-2608 Ext. 5100-5199**

**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 according to the Central Statistical Office Population Census, 2011 T&T's older population, which is 60 years and over represents 13.4% or 177,676 of the total population, of which 9% are over 65 years. The older population is projected to be 17.7% in 2025, and is expected to increase to 30.1% in 2050. This means that the total number of pensioners is projected to increase from 200,000 to 400,000 by 2050. More recent information from the CSO mid-year estimates of population by age group for 2018-2020 suggest that there was an increase of 0.55% (7,532 persons) in the Total Population of older persons from the year 2018 to 2020.

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





**Government of the Republic of Trinidad and Tobago**  
**Ministry of Social Development and Family Services**

**UPDATED PUBLIC STATEMENT FOR 2022 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 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. 2000-2099

**Older Persons Information Centre (OPIC)**  
 opiccentre@gmail.com

**National Family Services Division**

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

- The core functions of this Division are to:
- Manage cases of individuals and families at risk;
  - Provide individual, group and family counselling;
  - Make referrals to relevant agencies, both Ministerial and external, in the management of cases;
  - Develop and conduct public education programs and training, including sensitisation campaigns, lectures and workshops on social issues throughout Trinidad & Tobago, on matters impacting family functioning;

- Assist in the research and analysis of matters pertaining to the family and to disseminate information on issues affecting the family in Trinidad and Tobago;
- Network and collaborate with local, regional and international agencies to promote healthy functioning families;
- Provide practicum experience for university students desirous of entering the field of social services and on the job training for graduates; and
- Respond and engage in crisis intervention in cases of homicides, suicides and accidents.

**LOCATION/CONTACT INFORMATION**  
**Assistant Director**  
**Port of Spain**  
 #95-97 Frederick Street,  
 Law Association Building (opposite EBC)  
**Port of Spain**  
 Tel. PBX. 623-2608 Ext. 6701 -6707

**Point Fortin**  
 Rotel Building, Neverson St.  
 Pt. Fortin  
 Tel. (868) 648-6747; 623-2608 ext 2600 -2699

**Tunapuna**  
 Tunpuna Social Services Centre, Eastern Main Road, Tunapuna  
 Tel. (868) 662-6364, 623-2608 Ext. 1760-1765

**San Fernando**  
 Social Welfare Building, Omardeen Building, Cipero Street, San Fernando  
 Tel. (868) 653-0991; 623-2608 Ext. 2317, 2305, 2307, 2300, 2304, 2316

**Rio Claro**  
 #2458 Naparima Road, Rio Claro  
 Rio Claro Social Welfare, Rio Claro  
 Tel. (868) 644-3053;

**Couva**  
 Couva Social Services Centre, Camdeen Road, Couva  
 Tel. (868) 636-4453; 623-2608 ext 6150-6199

**Chaguanas**  
 Mc Coon Building, (Delta Trading Building)  
 Eleanore Street, Chaguanas  
 Social Welfare Building  
 Tel. (868) 671-3526; 623-2608 Ext 6275

**Princes Town**  
 98 Marlson's Building  
 High Street, Princes Town  
 655-4741. 623-2608 ext 2460

**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**  
**Manager**  
 Corporate Communications and Education  
 4th Floor, CL Building  
 39-43 St. Vincent Street, Port of Spain  
 Tel: (868) 623-2608 Ext: 5400, 5402, 5403, 5404, 5405, 5406, 5407, 5408, 5409, 5410, 5411

**Legal**

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

- The core functions of this Unit are to:
- Provide legal advice to the Minister, Permanent Secretary and Heads of Divisions on matters pertinent to the mandate of the Ministry;
  - Provide legal services for the Ministry such as assisting with the drafting of contracts and the development of legal documents;

- Liaise with the Office of the Attorney General, the Legal Affairs Ministry and other external agencies on legislation and other legal matters relevant to the Ministry's portfolio;
- Undertake reviews of existing legislation pertinent to the social sector and the Ministry's mandate and make recommendations for amendment where necessary;
- Undertakes Research on legal issues pertinent to the Ministry's mandate and prepares Legal Opinions on issues affecting the Ministry and its units; and
- Provide comments on the legal aspects of policies and programmes recommended for implementation.

**LOCATION/CONTACT INFORMATION**  
**Legal Officer**  
 4th Floor CL Financial Building,  
 #39-43 St. Vincent Street, Port of Spain  
 Tel: (PBX) (868) 623-2608 Ext. 5450, 5451, 5452, 5453, 5454, 5455

**Disability Affairs**

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

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

**LOCATION/CONTACT INFORMATION**  
**Director, Disability Affairs Unit**  
 Ground Floor  
 Nahous Building







**Government of the Republic of Trinidad and Tobago**  
**Ministry of Social Development and Family Services**

**UPDATED PUBLIC STATEMENT FOR 2022 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.

**45A-45C St. Vincent Street, Port of Spain**  
**Tel (PBX): (868) 6234-1983 / 623-2608**  
**Ext. 1150, 1151, 1152, 1153, 1155, 1156, 1157, 1158**  
**Fax: (868)623-2379**

**Social Displacement**

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

The core functions of this Unit are to:

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

**LOCATION/CONTACT INFORMATION**

**Executive Director**  
**Social Displacement Unit**  
**Nahous Building**  
**45A – 45C St. Vincent Street, Port of Spain**  
**Tel: (868) 623-2608 Exts. 5700, 5701, 5702, 5704, 5705, 5706**

**HIV/AIDS Co-ordinating**

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

The core functions of this Unit are to:

- Mainstream HIV/AIDS within the Ministry;
- Facilitate the development of Information, Education and Communication (IEC) Material and other Behaviour Change Communication

- (BCG) strategies on HIV/AIDS;
- Promote opportunities for mainstreaming advocacy efforts on HIV and AIDS among staff as well as among external stakeholders and clients;
- Coordinate programmes for the delivery of HIV and AIDS education services internally (staff) and externally (the Ministry's clients);
- Develop the Research Project which speaks to psycho- social issues within the HIV/AIDS epidemic; and
- Facilitate the implementation of the HIV Workplace Policy within the Ministry.

**LOCATION/CONTACT INFORMATION**

**HIV/AIDS Coordinator**  
**1st Floor Nahous Building,**  
**45 A-C St. Vincent Street, Port of Spain.**  
**Tel: (PBX) (868) 623-2608;**  
**Exts. 1450-1499**

**Internal Audit**

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

The core functions of Internal Audit are to:

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

**LOCATION/CONTACT INFORMATION**

**Auditor II, Internal Auditor**  
**ABMA Building**  
**55-57 St Vincent Street, Port of Spain**  
**Tel: (868) 625-9709; 623-2608**  
**Exts. 1260-1274**

**Procurement Unit**

Cabinet by Minute No. 1200 of July 6, 2017, agreed to the establishment of Procurement Units under each Accounting Head in Ministries, Departments and Agencies based on set organisational structures, the

primary function and duties in respect of the Procurement Units is to prepare the Ministry for the full proclamation of the Public Procurement and Disposal of Public Property Act 2015. The Unit is to facilitate the new approach to procurement and disposal functions and will endeavour to build the requisite capacity to implement the organisation's Annual Procurement Plan. Additionally, the Unit's role is:

- To develop procurement processes, policies, procedures, templates and guidelines to bring alignment to the new procurement system.
- To utilise procurement planning tools and techniques in determining relevant procurement methods for goods and services (Annual Procurement Plan, Procurement and Disposal/Evaluation Workflow Processes and Policies)
- To develop Training, qualifications, and certification of relevant Divisional Staff (included on Fiscal Training Plan).
- To monitor, measure and evaluate contractors and vendors performance and maintain a database of findings
- To sensitize delegated units of procurement on their new roles and responsibilities
- To ensure that zero offences and penalties are incurred by ensuring compliance with the Office of the Procurement Regulator's handbooks and guidelines.

**LOCATION/CONTACT INFORMATION**

**Public Procurement Officer**  
**CL Financial Building**  
**#39-43 St Vincent Street, Port of Spain**  
**Tel: 623-2608 Exts. 2050 - 2099**

**Project Implementation**

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

The core functions of this Unit are to:

- Manage the relationships between internal and external stakeholders of the Ministry's projects. In so doing, it operates both as an Agent of the Ministry and as a Client to the various Units/Departments of the Ministry;
- Provide technical expertise in areas

such as Designs – spatial layout for, and preparation of scope of works for the Ministry's infrastructural type projects, thereby ensuring that they are implemented on time, within budget and in accordance with best practices and high quality standards;

- Coordinate site visits and meetings with all stakeholders and contractors to ensure that projects are implemented according to planned scope of works and in conformance with policies and procedures of the Government of Trinidad & Tobago;
- Assists the Policy and Research Division in the preparation of Notes for Cabinet, the Annual Development Programme Estimates, midterm review, and monthly status reports of the PSIP.

**LOCATION/CONTACT INFORMATION**

**Programme Manager**  
**2nd Floor CL Financial Building,**  
**#39-43 St. Vincent Street, Port of Spain**  
**Tel: (PBX) (868) 623-2608**  
**Ext. 3250 - 3299**

**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





Government of the Republic of Trinidad and Tobago  
Ministry of Social Development and Family Services

UPDATED PUBLIC STATEMENT FOR 2022 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.

- other organisations in receipt of financial assistance;
- Conduct research into matters pertaining to the non-governmental sector in order to advise State agencies on the operations of various NGOs;
  - Promote training and capacity building programmes for NGOs so that they would be better equipped to serve the delivery mandate; and
  - Maintain an NGO database.

**LOCATION/CONTACT INFORMATION**

**Coordinator**

**Non-Governmental Organisation (NGO) Unit**

**2nd Floor**

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

**Tel: (PBX) 623-2608 Ext. 5020, 5023, 5031-5036**

**Email: ngounit@social.gov.tt**

**Development Support Unit**

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**

**Change Management Officer**

**(Unit Head)**

**Development Support Unit**

**3rd Floor**

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

**Tel. (PBX) 623-2608  
ext. 2150-2151, 3152-3153  
Fax. 623-3717**

**National Social Development Programme**

The core functions of this Programme include:

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

quality of life of under-privileged citizens.

The Programme offers different services including:

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

**LOCATION/CONTACT INFORMATION**

**National Director**

**National Social Development**

**Programme**

**2nd Floor**

**Nahous Building**

**45A-45C St. Vincent Street, Port of Spain  
Tel: (868) 624-2608 Ext. 1500-1517,  
1535-1540**

The Sowing Empowerment through Entrepreneurial Development (SEED) Programme is another key programme that would address poverty and vulnerability/sustainability at individual and community levels.

**National Director**

**National Social Development Programme**

**2nd Floor**

**Nahous Building**

**45A-45C St. Vincent Street, Port of Spain  
Tel: (868) 624-2608 Ext. 1500-1517**

**SECTION 7(1) (a) (II)**

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

1. Files dealing with administrative support and general administration documents for the operations of the Ministry
2. Files dealing with the accounting and financial management function of the Ministry
3. Financial Records (Cheques, Vouchers, Receipts, Journals)
4. Files dealing with matters relating to the procurement of supplies, services and equipment

5. Cabinet Notes and Minutes
6. Maps/Charts/Photographs/Compact Disks/ Diskettes/Abstracts/Tapes/ Catalogues
7. News Releases, speeches originating from the Ministry
8. Policy and Procedure Documents
9. Internal and External correspondence files
10. Documents relating to strategic review of the Ministry
11. Documents relating to Training plans
12. Documents relating to Information Technology
13. Legislation and Legal Instruments
14. Legal Opinions and related matters
15. Files dealing with training - local and foreign and technical co-operation
16. Minutes/Agenda of meetings
17. Files dealing with Circulars, memoranda, notices, bulletins, etc.
18. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation etc.
19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
20. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
21. Inventories
22. Periodicals and publications
23. Complaint/suggestion files
24. Research Studies
25. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
26. Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister
- Print Notices
- Videos
- Photos
- Information on the services provided to the public

**SECTION 7 (1) (a) (III)**

Material prepared for publication or inspection

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

**LOCATION/CONTACT INFORMATION**  
**Ministry of Social Development and Family Services**  
**Library Services**  
**ABMA Building**  
**#55-57 St. Vincent Street, Port- of Spain**  
**Tel: (868) 623-2608 Ext. 2100; 2101**

**SECTION 7(1) (a) (IV)**

Literature available by subscription

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

**SECTION 7(1)(a) (V)**

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

**HOW TO REQUEST INFORMATION**

- General Procedure

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

- Addressing Requests

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

- Details in the Request

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

**REQUESTS NOT HANDLED UNDER FOIA**



Government of the Republic of Trinidad and Tobago  
Ministry of Social Development and Family Services

**UPDATED PUBLIC STATEMENT FOR 2022 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.

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

**RESPONDING TO YOUR REQUESTS**

**Retrieving Documents**

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

**Furnishing Documents**

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

Please note we are not compelled to do the following:

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

**TIME LIMITS**

**General**

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

**Time Allowed**

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

to inspect the documents or be provided with copies if you request.

**Fees and Refund**

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

**THE REQUEST FOR ACCESS TO OFFICIAL DOCUMENTS**

The Making a Freedom of Information Request Forms can be accessed at our Reception/Lobby areas or it may be downloaded from the website [www.foia.gov.tt](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:
- The initial receipt of and action upon notices under Section 10;
  - Requests for access to documents under Section 13 and;
  - Applications for correction of personal information under Section 36 of the FOIA.

**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:**

Ms. Jill Abdul

Ministry of Social Development and Family Services Head Office: Nahous Building 2nd Floor Nahous Building, 45-A-45C St Vincent Street, Port of Spain. Tel. 623-2608 Ext. 5032

**SECTION 7(1) (a) (VII)**

Advisory Boards, Councils, Committees, and Other Bodies (when Meetings/ Minutes are open to the public)

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

**SECTION 7(1) (a) (VIII)**

Library/Reading Room Facilities

Information in the public domain is generally accessed in our Library, standard business hours will be applicable to the Library: Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

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

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

**LOCATION/CONTACT INFORMATION Librarian**

2nd Floor ABMA Building, 55-57 St. Vincent Street, Port of Spain Tel: (868) 623-2608 Ext. 1474; 1475

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

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

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act and Regulations, 1966 Chapter 23:0, Laws of Trinidad and Tobago
- Public Service Commission Regulation, 1966, Chapter 88:01, Laws of Trinidad and Tobago
- The Audit and Exchequer Act 20 of 1959, Chapter 69:01
- Freedom of Information Act 26 of 1999
- Senior Citizens Pension Act Chapter 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, 2000
- Homes for Older Persons Act, 2007
- Occupational Safety and Health Act, 2004

- Domestic Violence Act 27 of 1999 Chapter 45:56, Amended by 8 of 2006
- Sexual Offences Act 27 of 1986 chapter 11:28, amended by Act 31 of 2000
- Matrimonial Proceedings and Property Act Chapter 45:51, Act 2 of 1972
- Co-habitation Relationships 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.

- Manual for Homes for Older Persons (2020)
- Diagnostic Assessment of Social Welfare Division (2020)
- National Policy on Persons with Disabilities (2019)
- National Parenting Policy- Green Paper (2017)
- Standard Operating Procedures Manual for the Means Test Assessment (2017)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- A Framework for Monitoring and Evaluating in the Social Sector (2006)
- A Framework for Monitoring & Evaluating Social Sector Interventions (2006)
- Monitoring and Evaluation Policy for the Social Sector (2006)
- National Policy on Ageing for Trinidad and Tobago (2003)

**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.



**PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED**

**As at December 2021**

**In Compliance with Section 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) 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 to access information held by PLIPDECO;
2. A legal right to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; 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.

**PLIPDECO publishes the following statement as approved by the Minister of the Ministry of Works and Transport.**

**SECTION 7 STATEMENTS**

**SECTION 7 (1) (a) (i)**

Purpose and Functions of PLIPDECO.

PLIPDECO also referred to as (the Corporation) is a public company owned 51% by the Government of the Republic of Trinidad and Tobago and 49% by private shareholders including banks, insurance companies, financial institutions, company employees and the general public. The Corporation was incorporated on 16<sup>th</sup> September, 1966.

PLIPDECO's three (3) core activities are:

- Port Operations;
- Warehousing and Logistics Services; and
- Industrial Estate Management.

PLIPDECO is the owner and landlord of the 862.613-hectare Point Lisas Industrial Estate, located on the west coast of central Trinidad. The Estate houses more than one hundred and three (103) tenants comprising a mix of world-class methanol, ammonia and urea plants, a steel plant, a power plant, and smaller light manufacturing and service companies.

The Port of Point Lisas (Port) consists of six (6) commercial berths. The Port handles a variety of cargo including containerised, break bulk, lumber, paper, consumables, dry bulk and steel.

The Port is the proud winner of the Caribbean Shipping Association's (CSA) Port of the Year Award for three successive years - 2000, 2001, & 2002 and also in the year 2018. The Port was also the recipient of the CSA's Growth and Development Award in 2008. In 2016 and 2017 the Port was the recipient of the CSA's Award in recognition of Excellence in Port Dependability and Flexibility.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT  
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**PLIPDECO's MISSION**

"To develop, market and operate port, logistics and industrial estate infrastructure for optimal economic growth."

**PLIPDECO's VISION**

"A global Leader in port and estate management - consistently providing superior, innovative service."

**PLIPDECO's VALUES**

- Integrity
- Innovation
- Equity
- Service Excellence
- Health, Service & Environment

**Integrity**

"We will act with honesty, without compromising the truth and be personally accountable for the highest standards of behaviour."

**Innovation**

"We will convert knowledge and ideas to new approaches that will revolutionise the way we work."

**Equity**

"We are committed to acting with equity when dealing with our employees and other stakeholders, so that we continue to maintain the trust and confidence of those with whom we do business."

**Service Excellence**

"We will provide our customers with service and professionalism that far surpasses their expectations."

**Health, Safety & Environment**

"We are committed to ensuring that the working environment is safe and that all individuals take responsibility for achieving this."

**Registered Office**

PLIPDECO's Head Office is located at PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva.

**Board of Directors**

PLIPDECO is governed by a Board of Directors appointed by the Corporation's shareholders. Its Members are:

Mr. Daniel Dookie	Chairman
Mr. Richardo Garcia	Director
Mr. Haydn Jones	Director

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT  
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Mr. Ricardo K Lewis	Director
Mr. Sunil Maharaj	Director
Ms. Cindy Manson	Director
Ms. Ayanna Miguel	Director
Mr. St. Clair O'Neil	Director

There are five (5) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board of Directors on matters relating to Tenders, Audit, Finance and Investment, Security and Human Resource.

#### **ORGANIZATIONAL STRUCTURE AND STAFFING**

PLIPDECO is headed by the President of the Corporation and has approximately nine hundred and twenty-seven (927) employees. The Corporation is divided into 19 Divisions/Sections/ Units; as outlined in the organizational chart detailed in the subsequent sections.

#### **FUNCTIONS OF THE DIVISIONS OF PLIPDECO**

##### **OFFICE OF THE PRESIDENT**

The President is responsible for the overall management of the Corporation, conformity with policies agreed upon by the Board of Directors, leading the development and implementation of the overall organization's strategy, oversees the ongoing operations of all divisions of the Corporation, formulating and implementing the strategic plan that guides the direction of the Corporation to attain its primary goals and objectives.

##### **OFFICE OF THE CORPORATE SECRETARY**

The Corporate Secretary is responsible for ensuring that the Corporation stays in compliance with both regulatory and statutory requirements while also executing all of the decisions, resolutions and changes put forth by the Corporation's Board of Directors.

##### **Cargo Handling**

The Cargo Handling Department is responsible for the receipt, storage and delivery of cargo (containerized and general cargo) effectively tracking and monitoring the movement and storage of containers. This entails the loading and discharging of cargo from and to vessels in an efficient and effective manner and providing labour resources required for cargo handling operations.

##### **Planning**

The Planning Department is responsible for the planning, execution and monitoring of vessel loading and discharging operations, yard planning and management and gate management at the Port with the use of a terminal operating system.

##### **Harbour & Marine**

The Harbour and Marine Department is responsible for efficient berthing and unberthing of vessels in a safe, secure and timely manner. Its functions include the coordination of all movement of vessels at the Port by tracking arrivals to the port, including the specialized berths owned by the National Energy (NE) and the safe mooring and unmooring services for the berthing/unberthing of vessels.

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**Container Examination Station**

The Container Examination Station (CES) is a Customs facility that is managed by PLIPDECO providing cargo handling services for the examination of cargo. CES is supported by Government Agencies namely Plant Quarantine, Bureau of Standards, Public Health and Food & Drugs.

**Less-than-Container-Load (LCL) Warehouse**

The LCL Warehouse Department is a Customs Bonded facility responsible for the stuffing and unstuffing, storage and delivery of trade and non-trade LCL cargo.

**Port Civil Maintenance**

The Port Civil Maintenance Department's function is to consistently provide efficient infrastructural and facilities maintenance services to ensure operational continuity.

**Engineering & Maintenance**

The Engineering & Maintenance Department's function is to optimize equipment reliability and availability to facilitate the provision of services via a proactive maintenance approach.

**Health, Safety & Environment**

The Health Safety & Environment (HSE) Department ensures a safe and healthy working environment, executes the HSE Management System of the Corporation and ensures regulatory compliance.

**Information Technology**

The Information Technology Department is responsible for the effective development and maintenance of IT infrastructure in order to ensure confidentiality, integrity, security and availability of the information assets for the Corporation and related stakeholders.

**Financial Services**

The Financial Services Department provides accurate and timely information that guides the Corporation's performance; and financial reporting in compliance with international financial reporting standards and statutory regulations.

**Purchasing**

The Purchasing Department is responsible for Purchasing (Goods & Services) and the Storage of Purchased Goods for the Corporation.

**Legal Services**

The Legal Services Department is responsible for ensuring that there are sufficient legal provisions (written or verbal) to either enforce rights or mitigate risk exposure for PLIPDECO in all its operations.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT  
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**Internal Audit Services**

The Internal Audit Service Department is responsible for assessing the efficacy of risk management, control and governance processes, to achieve the Corporation's objectives.

**Security Services**

The Security Services Department is responsible for proactively managing all risks associated with personnel, information & physical assets of the Corporation. This process involves anticipating threats and deploying countermeasures to nullify any major risk to the Corporation.

**Marketing & Business Development**

The Marketing and Business Development Department is responsible for effectively planning and conducting marketing and business development activities to enhance and improve the competitiveness of the Corporation's business. This process consists of enhancing port trade and estate management services; developing and introducing new business and building brand awareness. The Department is also responsible for all communication, event management and corporate social responsibility activities.

**Estate & Facilities**

The Estate and Facilities Department is responsible for maintenance of the roadway and drainage and lease arrangements with tenants on the Point Lisas Industrial Estate.

**Human Resources**

The Human Resource Department is responsible for the management of the Corporation's human capital. The functions include the following;

- i. Recruitment
- ii. Performance Management
- iii. Compensation & Benefits
- iv. Industrial and employee relations
- v. Training

**SECTION 7 (1) (a) ii)**

**Categories of Documents in the possession of PLIPDECO**

The following documents are in the possession of PLIPDECO, in accordance with section 7 (1) (a) (ii) of the FOIA;

- Files regarding administrative support and general administrative documents;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to accounting and financial management functions;
- Financial records (cheques, vouchers, receipts, journals, etc.);
- Files relating to the procurement of supplies, services and equipment;



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- Cabinet Minutes and supporting documents;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Corporation;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files; and
- Registers/certificates.

**SECTION 7 (1) (a) (iii)**

Material prepared for publication, broadcast and/ or inspection

If in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

PLIPDECO House

Orinoco Drive

Point Lisas Industrial Estate

Couva

Telephone: (868) 636-2201

Fax: (868) 636-4008

- Financial Statements
- Annual Returns
- News letters
- PLIPDECO Handbook
- Standard Operating Guidelines and Procedures for users of the Port and Estate
- Traffic Management Plan
- Emergency Evacuation Procedures
- Incident Reporting
- Claim or Complaint Procedures
- Documents in relation to provision of services
- General marketing and promotional material

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**SECTION 7 (1) (a) (iv)**

Literature available by subscription

- PLIPDECO offers no literature by way of subscription services.

**SECTION 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from PLIPDECO.**

PLIPDECO intends to respond to all information requests. However, in order to have the rights given to the applicant by the FOIA, the applicant must make the request in writing and the following procedure should be followed when making a request;

How to request information:

- **General Procedure**  
Obtain a FOIA application Form. The request for access to official documents form can be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt)
- **Addressing requests**  
To facilitate prompt handling of the request, please address it to the Designated Officer of the Corporation (see Section 7(1) (a) (vi).
- **Details in the request**  
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If an applicant is unsure of how to write your request or what details to include, please communicate with the Designated Officer.
- **Requests not handled under the FOIA**  
A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from PLIPDECO or from another public authority, or if the said information is exempted.

Responding to Applicant's Request:

- **Retrieving Documents**  
PLIPDECO is required to only furnish copies when they are in possession or can be retrieved from storage.
- **Furnishing Documents**  
An applicant is entitled to copies of information PLIPDECO has in its possession, custody or power. PLIPDECO is required to furnish only one copy of a document. If a legible copy of the document cannot be released PLIPDECO may not attempt to reconstruct it. Instead, PLIPDECO will furnish the best copy and note its quality in its reply.

Please note that PLIPDECO is not compelled to do the following:

- Create new documents, for example, PLIPDECO is not required to write a new program so that a computer will print information in the format an applicant prefers; or
- Perform research for an Applicant.

Time Limits

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- **General**  
The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of the request for access to documents. If PLIPDECO fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request was denied. PLIPDECO will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, PLIPDECO will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that PLIPDECO has received the request and to ascertain its status.
- Upon any consultation between the Applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Section 21 (7)) of the FOIA.

**Fees and Charges**

- Section 17 (1) of the FOIA stipulates that no fees 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 a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by the duplication of the said material.

**SECTION 7 (1) (a) (vi)**

Procedure to be followed when a request for access to documents is made to PLIPDECO.

Officers in PLIPDECO are responsible for:

1. The initial receipt of and action upon notices under Section 10 of the FOIA,
2. Request for access to documents under Section 13 of the FOIA, and
3. Applications for corrections of personal information under Section 36 of the FOIA.

The Designated Officer for PLIPDECO is:

Mrs. Deowattee Dilraj-Batoosingh  
Manager Legal Services  
PLIPDECO  
Orinoco Drive,  
Point Lisas Industrial Estate,  
Couva  
Telephone: 636 2201 Ext 3212  
Email: [ddbatoosingh@plipdeco.com](mailto:ddbatoosingh@plipdeco.com)

The Alternate Officer for PLIPDECO is:

Mrs. Kelly Jackson-Baynes  
Legal Counsel  
PLIPDECO  
Orinoco Drive,  
Point Lisas Industrial Estate,  
Couva  
Telephone: 636 2201 Ext 3211  
Email: [kjbaynes@plipdeco.com](mailto:kjbaynes@plipdeco.com)

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**SECTION 7 (1) (a) (vii)**

Advisory Boards, Councils, Committees and other Bodies (where meetings/ minutes are open to 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

Certain information may be readily available in PLIPDECO's library or through its website at [www.plipdeco.com](http://www.plipdeco.com).

The Reading Room at the PLIPDECO is located on the ground floor, PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 3:30 p.m.

**Policy of the FOIA for the provision of copies of documents which are readily available to the public**

Members of the public may:

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required; and
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Corporation.

**SECTION 8 STATEMENTS**

**SECTION 8 (1) (a) (i)**

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

- Companies Act, Chapter 81:01
- The Income Tax Act, Chapter 75:01
- The Exchequer and Audit Act, Chapter 69:01
- Freedom of Information Act, Chapter 22:02
- Environmental Management Act, Chapter 35:05
- Occupational Safety and Health Act, Chapter 88:08
- Industrial Relations Act, Chapter 88:01
- Shipping Act, Chapter 50:10
- The Public Procurement and Disposal of Property Act No. 1 of 2015
- Customs Act, Chapter 78:01
- Real Property Act, Chapter 56:02
- Conveyancing and Law of Property Act, Chapter 56:01
- Landlord and Tenant Ordinance Chapter 27 No. 16
- Data Protection Act, Chapter 22:04
- Disposal of Uncleaned Goods Act, Chapter 51:05
- Harbours Act, Chapter 50:06

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- State Lands Act, Chapter 57:01
- Securities Act, Chapter 83:02

**SECTION 8 (1) (a) (ii)**

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

- Board and Sub-Committee Minutes
- Quality and Control Policy and Procedures
- HR Policies & Procedures
- Purchasing Policy & Procedures
- Standard Work Procedures
- Records Management Manual
- Guidelines and Procedures for Tenants and users of the Point Lisas Industrial Estate
- Emergency Evacuation Routes
- HSE Policies and Procedures
- Leasing Policy
- Customer Service Policies and Procedures
- UAS (Drone) Policy
- Standard Operating Rules, Guidelines and Procedures to Govern the Port

**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.**

There are no statements to be published under this sub-section.

**SECTION 9 STATEMENTS**

**SECTION 9 (1) (a)**

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

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (b)**

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

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (c)**

**A report, or a statement containing the advice or recommendations of an Inter-Departmental Committee whose membership includes an officer of the public authority.**

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At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (d)**

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

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (e)**

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

At this time, there are no reports under this sub-section.

**Section 9 (1) (f)**

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

- The PLIPDECO is in possession of Auditor's Report on Financial Statements

**Section 9 (1) (g)**

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

At this time, there are no reports under this sub-section.

**Section 9 (1) (h)**

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

At this time, there are no reports under this sub-section.

**Section 9 (1) (i)**

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

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At this time, there are no reports under this sub-section.

**Section 9 (1) (i)**

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

At this time, there are no statements under this sub-section.

**Section 9 (1) (k)**

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

At this time, there are no reports under this sub-section.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the public authority.**

At this time, there are no statements under this sub-section.

**Section 9 (1) (m)**

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

- PLIPDECO is in possession of Valuation Reports (Property and Pension Plan)

**PLIPDECO 2021 FOIA Statement Update.**