



**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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- 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. 5304/5308/
5305/5336/5340/5337/5320/5307/5321/
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



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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.



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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)
opicentre@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



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**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



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

- Cabinet Notes and Minutes
- Maps/Charts/Photographs/Compact Disks/ Diskettes/Abstracts/Tapes/ Catalogues
- News Releases, speeches originating from the Ministry
- Policy and Procedure Documents
- Internal and External correspondence files
- Documents relating to strategic review of the Ministry
- Documents relating to Training plans
- Documents relating to Information Technology
- Legislation and Legal Instruments
- Legal Opinions and related matters
- Files dealing with training - local and foreign and technical co-operation
- Minutes/Agenda of meetings
- Files dealing with Circulars, memoranda, notices, bulletins, etc.
- Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation etc.
- Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
- Files dealing with official functions, conferences and events hosted and attended by the Ministry.
- Inventories
- Periodicals and publications
- Complaint/suggestion files
- Research Studies
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- 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



**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.

**SECTION 7 STATEMENTS
SECTION 7(1) (a) (VI)**

- Officers in the Ministry of Social Development and Family Services responsible for:
- (1). The initial receipt of and action upon notices under Section 10;
 - (2). Requests for access to documents under Section 13 and;
 - (3). Applications for correction of personal information under Section 36 of the FOIA.

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.

- 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

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.