



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

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

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

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

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

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration (MPA): -

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

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

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

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

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

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

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

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

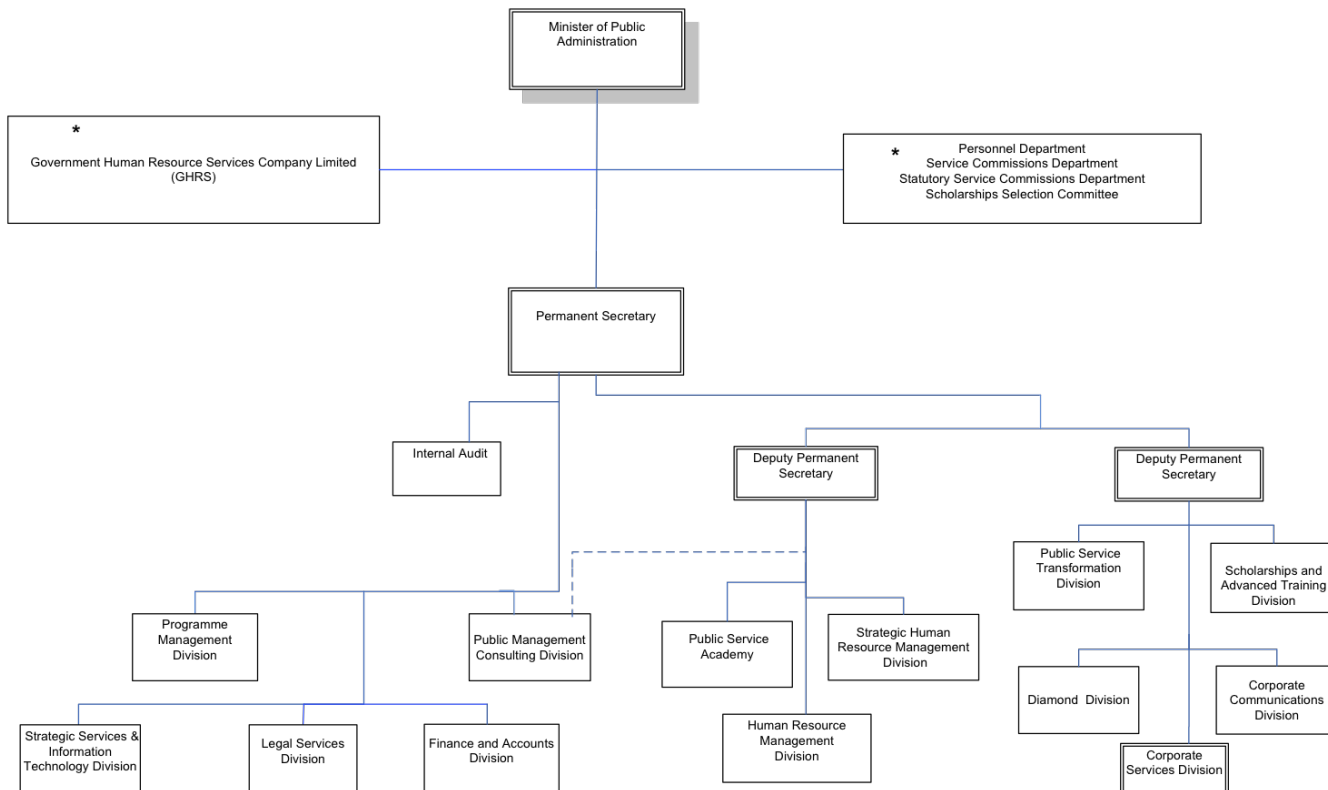
Section 7 (1) (a) (i)

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

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

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

Organisational Structure of the Ministry of Public Administration



* Agencies, Department and Cabinet appointed Committees that report to Cabinet through the Minister of Public Administration



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Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers; pay sheets for employees and coordinates the submission of budgets and estimates.

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 7 (1) (a) (ii)

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

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

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

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

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

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

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

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



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Section 7(1) (a) (iv)

Literature available by Subscription: -

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

Section 7 (1) (a) (v)

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

How to Request Information: -

• **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. The form is available in our Reception/Lobby area on the ground floor, and may be downloaded from the website: www.ttconnect.gov.tt

• **Addressing Requests**

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

- Public Management Consulting Division

• **Details in the Request**

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

Requests not handled under the FOIA

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

Responding to your Request

• **Retrieving Documents**

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

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

• **Furnishing Documents**

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

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

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

Time Limits

• **General**

The FOIA sets a time limit of thirty (30) days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply

with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

• **Time Allowed**

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

Section 7 (1) (a) (vi)

Officers in the Ministry responsible for: -

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

The Designated Officers for the Ministry are: -

Head Office

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

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

Public Management Consulting Division

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

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities: -

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

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



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

Section 8 Statements

Section 8 (1) (a) (i)

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

There are no statements to be published under this section

Section 8 (1) (a) (ii)

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

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

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

Section 8 (1) (b)

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

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

Section 9 Statements

Section 9 (1)

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

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

Adam Smith International Reports:

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

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

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority

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

Section 9 (1) (m)

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

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