



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

Government of the Republic of Trinidad and Tobago
Public Statement 2018
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 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.

The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)

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

The Public Statement of the Ministry of Public Administration (MPA) was last published in January, 2017 in accordance with Section 7 of the FOIA and as per Gazette Notice No. 35 of March 17th, 2016, when the then Ministry of Public Administration and Communications existed.

Following the re-alignment of Ministerial portfolios and as per Gazette Notice No. 77 of June 12th, 2018, the then Ministry of Public Administration and Communications was split into the Ministry of Public Administration and the Ministry of Communications and the appointment and assignment of responsibilities were made to the Honourable Minister and the Minister in the Ministry of Public Administration. Subsequently, in accordance with Gazette Notice No. 108 of 2018, the assignment of responsibilities of the Minister in the Ministry of Public Administration had been re-assigned as the Parliamentary Secretary in the Ministry of Public Administration with effect from August 5th, 2018.

This statement is in respect of the Ministry of Public Administration and covers the period June 7th, 2018 to December 31st, 2018 only. Matters related to the Ministry of Communications for the period June 7th, 2018 and beyond falls to the then Ministry of Communications.

The mandate of MPA consists of:-

- Public Service Transformation
- National ICT

Public Service Modernisation facilitates and leads the public service reform agenda including Public Service policy and legislation and HRM modernization policy and strategy coordination. There is also the provision of Institutional Strengthening services such as:

- Redesigning organizational structures
- Increasing competency through training & development
- Business Process Reengineering
- e-Government
- Property and facilities management

National ICT builds the National ICT sector by developing and coordinating National ICT policy and strategy, including legislation. This includes:

- Oversight of ICT-related agencies
- ICT stakeholders' relations.

The Vision of the MPA is:

"To be the regional leader in public service transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPA is:

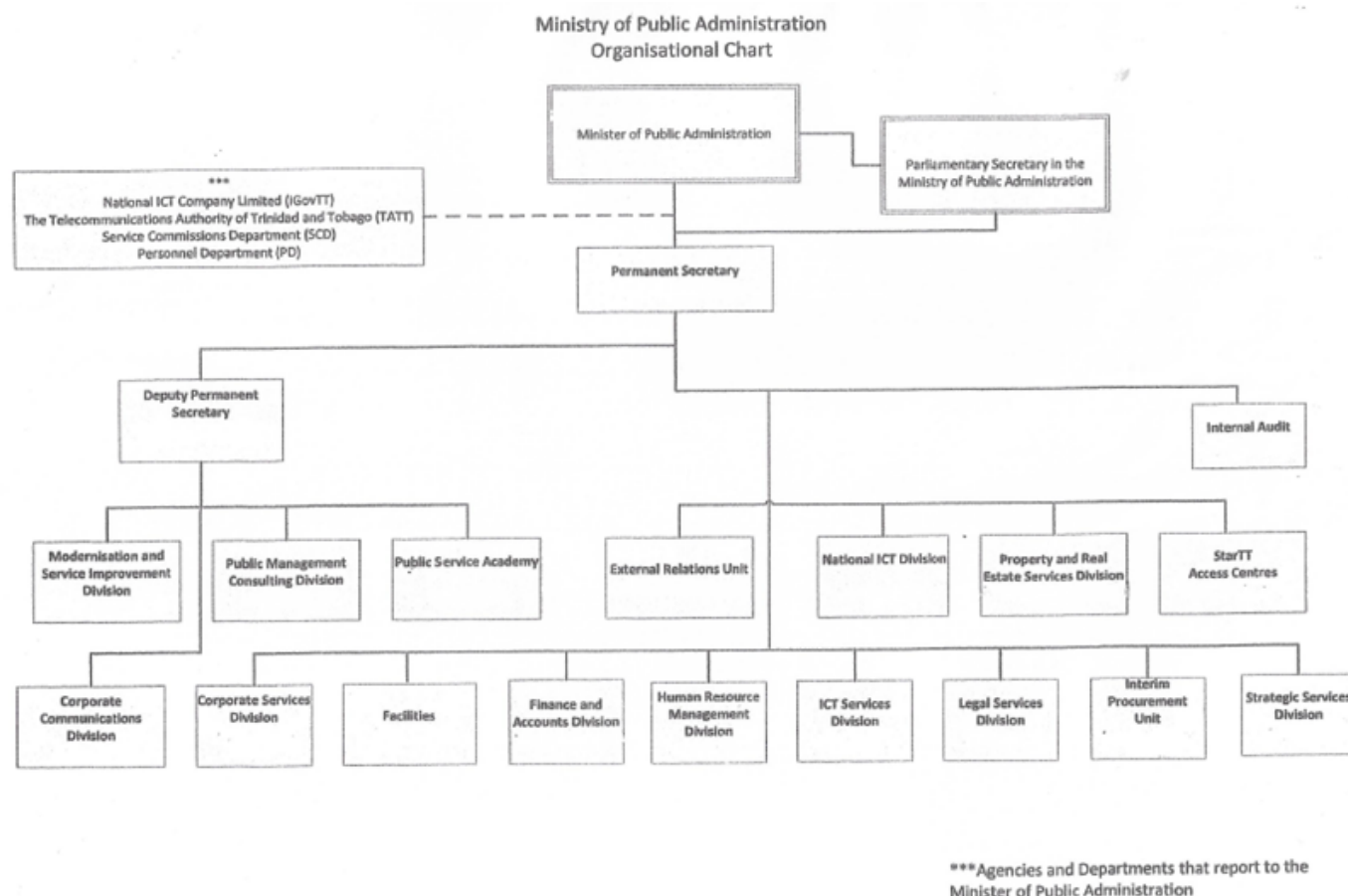
"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management and public administration solutions."

The MPA is comprised of the following Divisions: -
Core Divisions:

- The Modernization and Service Improvement Division (MSID)
- National Information and Communication Technology Division (NICT)
- Property and Real Estate Services Division (PRESD)
- Public Management Consulting Division (PMCD)
- Public Service Academy (PSA)
- Access Centres

Support Divisions:

- Executive Secretariat (Exec Sec)
- External Relations Unit (ERU)
- Corporate Services (CSD)
- Internal Audit
- Corporate Communications Division (CCD)
- Facilities Unit
- Finance and Accounts Division
- Interim Procurement Unit (IPU)
- Human Resource Management Division (HRM)
- Information Communication Technology Services Division (ICT)
- Legal Services Division
- Strategic Services Division (SSD)



Section 7 (1) (a) (i)

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

The Modernization and Service Improvement Division's (MSID) strategic objective is to facilitate a fit-for-purpose and client-centric public service. Accordingly, the MSID develops policy, legislation, guidelines and standards, facilitates service improvement in key public services and establishes and operates whole-of-government solutions.

National Information and Communication Technology Division is responsible for supporting the implementation, monitoring and evaluation of the National ICT Plan. The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT; and ICT Regulatory Compliance and Standards. The ICT Governance, Policy and Strategy functional area is responsible for policy and strategy development to address gaps in terms of national hardware and software requirements as well as providing strategic coordination and oversight of the National ICT planning process. The Public Sector ICT functional area provides oversight for the growth and development of the ICT Sector, the advancement of the ICT knowledge sector through capacity building and the integration and standardization of e-services across the Trinidad and Tobago Public Service. The ICT Regulatory Compliance and Standards functional area is responsible for providing regulatory review for the TATT and iGovTT and develops ICT standards for all Ministries and Departments.

The Property and Real Estate Services Division is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum socio-economic returns from assets. It has an advisory role to the State on property matters.

The Public Management Consulting Division provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its core business is to act as an internal consulting agency with the responsibility of providing the following services:-

- i. The delivery of Executive Advisory Services to Cabinet and Government Ministries and Departments through the preparation of comments and reports for Cabinet's consideration.
- ii. The management of job positions across the Public Service, including improving the reliability of the Public Service-wide database of positions in iHRIS (The Public Service Human Resource Information System).
- iii. The review of structures, staffing and systems of Government Ministries & Departments.
- iv. The provision of advice on the reengineering of operational processes.

- v. Working with agencies where there is need to design new organizational units.
- vi. Conducting diagnostic assessments, strategic reviews and management audits.
- vii. Advising on records management.
- viii. Conducting organizational development interventions.
- ix. Conducting training interventions when necessary.
- x. Assisting Ministries and Departments in the development of their Terms of Reference and Requests for Proposals whenever there are major consultancy projects.

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.

Star.tt Access Centres - four (4) ICT Access Centres provide computers with internet access, a Wi-Fi pavilion for those with their own devices and ICT training to rural underserved communities. Sessions focused on remedial education, homework support as well as fun, practical interactive sessions are also provided.

SUPPORT DIVISIONS

The Executive Secretariat (Exec Sec) is comprised of the Minister of Public Administration, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry. The Exec Sec reviews and submits Notes for the consideration of Cabinet which have been prepared by divisions and receives and distributes Cabinet Minutes for action or information within the Ministry. Amongst their various activities, the Administrative support staff in the Exec Sec coordinates all meetings and schedules of the Executive.

The External Relations Unit (ERU) has primary responsibility for the Ministry's regional and international engagements, international cooperation activities and related policy coherence with specific focus on Public Administration and Management (PAM) and Information and Communication Technology (ICT), two complementary areas of the Ministry's mandate which are identified nationally and internationally as critical success factors for economic diversification and sustainable development.

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.

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.

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

Facilities Unit provides services and support related to the maintenance, upgrades, asset management and security of property occupied by the Ministry.

Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

The Interim Procurement Unit (IPU) was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit, spearheaded by the Permanent Secretary, is responsible for governing all Procurement Activities carried out by the Ministry, proactively meeting the mandate of the Public Procurement and Disposal of Public Property Act (2015), standardising and guide procurement practices and procedures throughout the Ministry, maintaining good governance and creating an environment of compliance as it relates to procurement, adhering to Public Procurement best Practices, and ensuring transparency and fairness and the attainment of Value for Money in the expenditure of Public Funds.

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. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organizational development, training and development and employee relations of the Ministry's employees.

Information Communication Technology Services Division (ICT) is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

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.

Strategic Services Division (SSD) is responsible for coordinating the Ministry's strategic plan, developing and reviewing policies, coordinating the Ministry's PSIP projects and monitoring and evaluation of the Ministry's work programme. SSD supports the Permanent Secretary in the administrative oversight of the agencies under the purview of the Ministry. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to ensure statutory reporting requirements.

Section 7 (1) (a) (ii)

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

a. Files, Records, Manuals, Documents:

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. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with official functions, conferences and events hosted
6. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Customer files
10. Complaint/suggestion files

11. Inventory Management files
12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
13. Contracts, agreements, leases, deeds, concessions and licences.
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act forms
2. Customer Feedback Forms

d. Audio Visuals:

1. Reels and tapes

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public was able to inspect and/or obtain copies of material between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following offices:

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

At the time, the following resources were accessible at the website **www.mpa.gov.tt**

Legislation:

- Freedom of Information Act Chapter 22:02
- Legal Notice No. 64 – The Telecommunications (Accounting Separation) Regulations, 2015
- Legal Notice No. 63 – The Telecommunications (Universal Service) Regulations, 2015
- Finance Act No. 4 of 2014
- Electronic Funds Transfer Regulations 2015
- Computer Misuse Act Chapter 11:17
- Copyright Act Chapter 82:80
- Data Protection Act Chapter 22:04
- Electronic Transactions Act No. 6 of 2011
- Finance Act No. 2 of 2015
- Proclamation No. 1 of 2012
- Proclamation No. 2 of 2012
- Proclamation No. 3 of 2012
- Telecommunications Act Chapter 47:31
- Proceeds of Crime Act Chapter 11:27
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act Chapter 22:05
- Civil Service Act Chapter 23:01

Publications:

- Public Service Day 2018 – Folio book
- Policy: Electronic Records Management for GoRTT Internet Presences (2018)
- Policy on e-Government Inter-operability Framework (2018)
- Business Continuity Management Policy for the Public Service – August 2015
- Business Continuity Management Strategy for the Public Service – August 2015
- MPA Strategic Plan 2018 - 2020
- Requesting Lease/Rental of Private Property for the Accommodation of Government Premises (2018)
- National ICT Plan: ICT Blueprint 2018-2022
- ICT Blueprint – A Quick Look

Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration
- Print Notices

- Videos
- Photos
- Information on the services provided to citizens and the government:
 - o PSA Training course schedules and Technical Cooperation programmes
 - o Government Property and Real Estate services
 - o Public Sector Organizational Design and Development
 - o Community ICT access centres
 - o TT WiFi
 - o Transformation Initiatives

Additionally, the following documents can be accessed on The Freedom of Information Unit's website www.foia.gov.tt :

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

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: -

General Procedure

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- Documents which contain information which is open to public access, as part of a public register
- Documents which contain information that is available for purchase by the public
- Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- Documents which are stored for preservation or safe custody

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.

The Designated Officers for the Ministry at the time were: -

*Mrs. Sasha Pancham-Bentinck (Designate)
Research Officer II (Ag)
Ministry of Public Administration
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port of Spain

Tel: 625-6724 ext. 2074
E-mail: panchams@mpa.gov.tt

Ms. Charlene Jeffrey (Alternate)

Clerk Stenographer IV (Ag)
Ministry of Public Administration
Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 31007
E-mail: charlene.jeffrey@gov.tt

***Ms. Marlene Inniss-Joseph (Alternate)**

Administrative Officer IV (Ag.)
Ministry of Public Administration
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2173, 2102
E-mail: inniss-josephm@mpa.gov.tt

***These officers are no longer associated with the FOI Portfolio.**

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: -

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPA for provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i)

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

- Telecommunications (Amendments) Act Chapter 37:42
- Electronic Transactions (Amendments) Act Chapter 22:05
- Data Protection (Amendments) Act No. 13 of 2011

Section 8 (1) (a) (ii)

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

- GoRTT Office Outfitting Policy 2012 as well as Guide to the Application for Accommodation Form, Application for Accommodation Form and Request for Site Visit Form
- Achieving the Trinidad and Tobago Diamond Standard (TTDS): A Pocket Guide 2013
- Frequently Asked Questions and Answers on the Trinidad and Tobago Diamond Standard
- Government of the Republic of Trinidad and Tobago Business Continuity Management Policy and Strategy for the Public Service 2015
- Updated Terms and Conditions for standard Government deed of lease for private office space 2015
- National ICT Plan SmarTT 2014-2018
- MPA Strategic Plan 2018 - 2020
- Government of the Republic of Trinidad and Tobago (GoRTT) Information and Communication Technology (ICT) Technical Standards and Guidelines:
 - o e-Government Interoperability Framework (e-GIF) (2015)
 - o e-Government Omnibus Technical Standards (e-GOTS) (2015)
 - o Information Security Technical Standards(2015)
 - o Domain Name Usage (2015)
 - o Document File Formats (2015)
 - o Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences (Revised) (2015)
 - o Government Cloud Initiative (2015)
 - o GoRTT Policy and Procedural Guidelines for Email and Internet Usage

- (2015)
- o Open Source Software (OSS) (2015)
- o GoRTT Email and Internet Usage (2015)
- o Computer Hardware and Software Standards (2015)

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPA 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 documents to be published under this subsection at this time.

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 MPA.

There are no statements to be published under this subsection 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 MPA 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 MPA 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 MPA.

- Strategic Human Resource Management Council

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MPA to submit a report, provide advice or make recommendations to the responsible Minister of MPA or to another officer of the MPA 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 MPA by a scientific or technical expert, whether employed within the MPA 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 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 MPA by a consultant who was paid for preparing the report.

a. Adam Smith International Reports:

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

b. Pricewaterhouse Coopers:

- o Scholarship Allowance Review 2013 Survey Results Report
- o MPA Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report 2015
- o MPA Business Continuity and Disaster Recovery Test and Exercise Report 2015
- o MPA Business Continuity and Disaster Recovery Strategy Report 2015

- o MPA BCM Guidance Handbook 2015

c. Deloitte in collaboration with the Institute of Public Administration of Canada (IPAC): Institutional strengthening of the Service Commissions Department (2015-2017)

d. KPMG – Business Process Management Programme (2015-2016)

Section 9 (1) (g)

A report prepared within the MPA 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 reports to be published under this subsection at this time.

Section 9 (1) (h)

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

- o Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- o Ministry of Public Administration – Annual Administrative Reports for the fiscal years 2010, 2011, 2012, 2013, 2014
- o Ministry of Science and Technology – Annual Administrative Report for the fiscal years 2014, 2015.

Section 9 (1) (i)

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

- o Strategic Plan of the Ministry of Public Administration FY 2018-2020

Section 9 (1) (j)

A statement prepared within the MPA 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 MPA 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 MPA

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

Section 9 (1) (m)

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

- o Valuation reports on state owned properties
- o Valuation reports on privately owned properties rented by the State