



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

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Public Statement 2020 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.

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 June 2019 in accordance with Section 7 of the FOIA. The Gazette Notice No. 136 dated October 07, 2019 notes the Appointment and Assignment of responsibility to the Minister of Public Administration and thus the mandate of the Ministry.

The MPA's Strategic Plan for fiscals 2018 to 2020 outlines a programme to enhance:

- the Ministry's capacity;
- become client-centric;
- improve public service architecture and thus;
- delivery of public services with a view to becoming a regional leader.

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:

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

The MPA comprises the following Divisions:

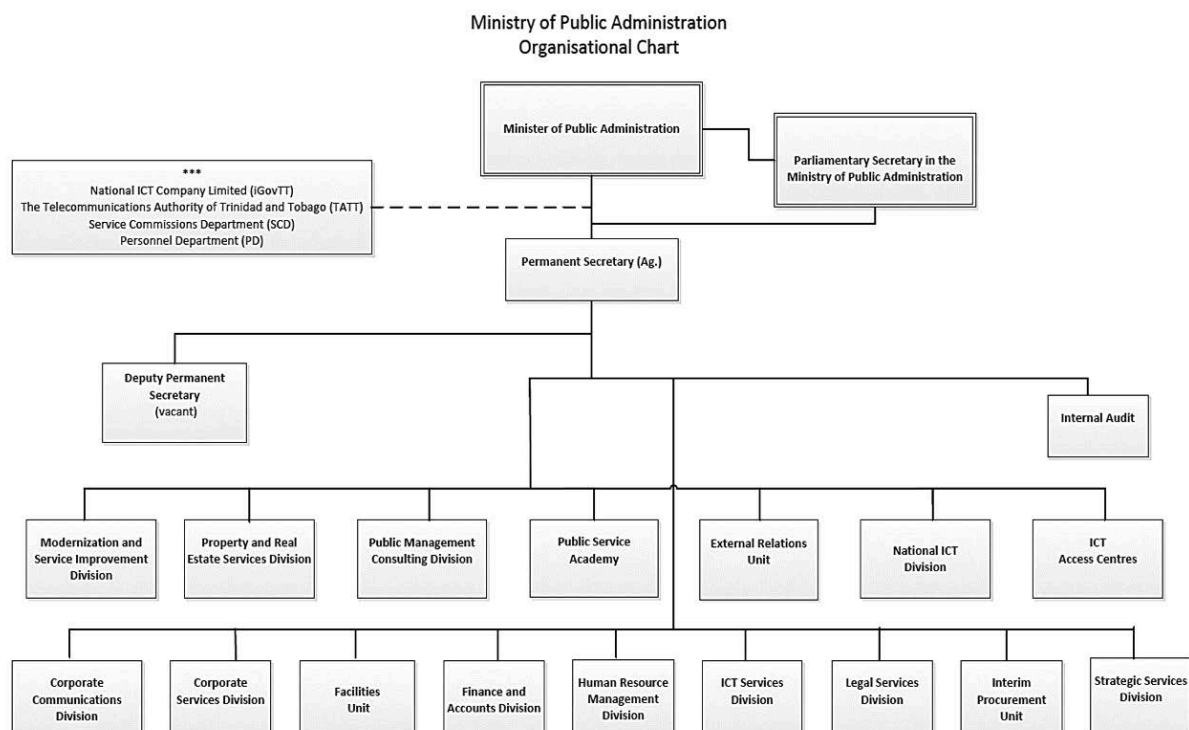
1.Core Divisions and Services:

- Modernization and Service Improvement Division
- National Information and Communication Technology Division
- Property and Real Estate Services Division
- Public Management Consulting Division
- Public Service Academy
- ICT Access Centres (Services)

2.Support Divisions/Units:

- * Executive Secretariat
- External Relations Unit
- Internal Audit
- Facilities Unit
- Interim Procurement Unit
- Corporate Communications Division
- Corporate Services Division
- Finance and Accounts
- Human Resource Management Division
- Information and Communications Technology (ICT) Services Division
- Legal Services Division
- Strategic Services Division

Organisational Structure of the Ministry of Public Administration



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

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, guidelines and standards, facilitates service improvement in key public services and establishes and operates whole-of-government solutions.

National Information and Communication Technology Division (NICTD) 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 (PRESD) 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. The Division has an advisory role to the State on property matters.

The Public Management Consulting Division (PMCD) provides management consulting services to the Cabinet, Government Ministries, Departments and Agencies. Its primary mandate is the review of submissions from Ministries relating to their organizational structures.

The Public Service Academy (PSA) 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. The Academy also administers offers of Technical Cooperation Training from foreign governments and international agencies.

ICT Access Centres - five (5) ICT Access Centres provides government services (including access to TTConnect services, free internet access, ICT and community 'needs based' training, conference facilities and other services to the citizens and business communities in the remote regions of the country.

SUPPORT DIVISIONS

The Executive Secretariat comprises the Minister, the Parliamentary Secretary, the Permanent Secretary, the Deputy Permanent Secretary and the Administrative Support Teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry, which includes reviews and submission of 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.

External Relations Unit 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.

Facilities Unit provides services and support related to the maintenance, upgrades, asset management and security of property occupied by the Ministry. The Interim Procurement Unit was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the prequalification of suppliers and the procuring of all goods and services for the Ministry.

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, and 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, and customer service) that support the business goals of the Ministry and contributes to its efficiency.

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 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 functions recruitment of contract personnel, performance management, organisational development, training and development and employee relations.

Information Communication Technology Services Division 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 is responsible for coordinating the Ministry's Strategic Plan and developing various internal policies. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to monitor and evaluate/measure performance and meet statutory reporting requirements. The Division is also responsible for managing the Ministry's PSIP and other projects to ensure proper design, implementation and monitoring and evaluation mechanisms are in place.

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
 - 21. Training Files
- b. Publications:
 - 1. Periodicals and publications
 - 2. Newsletters
 - 3. Surveys
 - 4. Reports
- c. Forms:
 - 1. Freedom of Information Act Request Forms
 - 2. Application for Accommodation Forms
 - 3. Request for Site Visit Forms

Section 7 (1) (a) (iii)
Material prepared for publication or inspection

The public may 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 (Head Office)
Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Telephone: 623-4724
Fax: 624-9482

The following (additional) resources may be accessed at the website www.mpac.gov.tt:

- Publications:
- Cloud Computing Policy
 - 2019 FOIA Statement
 - Public Service Day 2018 Folio Book
 - Policy Electronic Records Management for GORTT International Presences
 - Policy on e-Gov't inter-operability Framework
 - ICT Blueprint- A Quick Look
 - National ICT Plan 2018-2022 ICT Blueprint
 - Ministry of Public Administration Strategic Plan FY 2018 to 2020

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
- Information on the services provided to citizens and the government:
 - PSA Training course schedules and Technical Cooperation programmes schedules
 - Government Property and Real Estate services
 - Public Sector Organizational Design and Development
 - Community ICT Access Centres
 - Telecom Regulations
 - ICT Access Centre

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 the applicant. If applicants are not sure how to write a request or uncertain about the details to include, they should 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:

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

The Designated Officers for the Ministry are:

Ms. Lisa O'Brady (Designate)

Administrative Officer II (Ag)
Ministry of Public Administration
Level 5, National Library Building
Corner Hart and Abercromby Streets

Port of Spain

Tel: 623-4724 ext. 31963

E-mail: foimatters@mpa.gov.tt

Ms. Elizabeth Thomas (Alternate)

Administrative Officer II (Ag)
Ministry of Public Administration
Level 6, National Library Building
Corner Hart and Abercromby Streets

Port of Spain

Tel: 623-4724 ext. 31214

E-mail: foimatters@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:

Any applicant requesting to view information can make general enquiries by calling the Designated Officer/s 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 with respect to the 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

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:

- Cloud Computing Policy
- National ICT Plan 2018-2022 ICT Blueprint
- Ministry of Public Administration Strategic Plan FY 2018 to 2020

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 statements 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.

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 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.

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

Section 9 (1) (f)

A report prepared for the MPA by a consultant who was paid for preparing the report

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

Section 9 (1) (g)

A report 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 statements to be published under this subsection at this time.

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.

- 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:

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