



TRINIDAD AND TOBAGO GAZETTE

VOL. 52

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CORRIGENDA

In *Trinidad and Tobago Gazette*, Vol. 50, No. 132, dated Thursday 6th October, 2011, Page 967, Item No. 1663, under the heading “Notice of Intended Removal of Defunct Companies from Register, [Section 461(3) of the Companies Act, 1995]” and also in *Trinidad and Tobago Gazette, (Extraordinary)*, Vol. 51, No. 92, dated Monday 21st May, 2012, Page 714, Item No. 910, under the heading “Notice of Removal of Defunct Companies from Register, [Section 461(5) of the Companies Act, 1995]”, the company “FLETCHER VINCENT SERVICES LIMITED—F 1167 (95)”, was incorrectly published and should have read “FLETCHER VINCENT INSURANCE SERVICES LIMITED—F 1167 (95)”. These errors are regretted.

THE FOLLOWING HAS BEEN ISSUED:

ACT No. 13 of 2013—An Act to amend the Municipal Corporations Act, Chap. 25:04—(\$1.20 cents).

1814

SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part A—

Act No. 13 of 2013—An Act to amend the Municipal Corporations Act, Chap. 25:04.

Legal Supplement Part B—

Traffic Restriction (Temporary Provisions) (Formal Opening of the 2013–2014 Law Term of the Supreme Court of Judicature of the Republic of Trinidad and Tobago) Order, 2013—(Legal Notice No. 202 of 2013).

Classification of Highways (Amendment) (No. 4) Order, 2013—(Legal Notice No. 203 of 2013).

1815

ASSENT TO ACT

THE UNDERMENTIONED ACT enacted by His Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by His Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

Number of Act	Short Title of Act	Date of Assent
13 of 2013	The Municipal Corporations (Amendment) Act, 2013	11th September, 2013

12th September, 2013.

N. ATIBA-DILCHAN
Acting Clerk of the House of Representatives

1816

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate and/or Letters of Administration:

- LETTERS OF ADMINISTRATION of the estate of LENNARD LOVELL otherwise LENNARD EGBERT LOVELL otherwise EGBERT LOVELL of 108, Ridgewood Avenue, 11208 Brooklyn, Kings, New York, United States of America, who died on the 6th day of February, 2006, by DAVID EDMUND LOVELL otherwise DAVID LOVELL of 36, Stibbs Crescent, Plaisance Park, Pointe-a-Pierre, Trinidad, his lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION with Will dated the 20th day of February, 2002, annexed of the estate of EUNICE GOBERDHAN of 144, Rushworth Street, San Fernando, Trinidad, who died on the 10th day of June, 2008, by ANDRE CHRISTIAN GOBERDHAN of 15, Blanche Fraser Street, San Fernando, Trinidad, grandson of deceased, one of the devisees and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of EDWIN RUSSELL JOEFIELD otherwise RUSSELL JOEFIELD of 83, Omarees Avenue, Pepper Village, Fyzabad, Siparia, Trinidad, who died on the 5th day of May, 2012, by HENDERSON JOEFIELD of the same place, his lawful son and one of the next of kin;
- PROBATE of the Will dated the 9th day of September, 2004, of VERA DONATIEN otherwise VERA DONNATIEN of 37, Eastern Main Road, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 20th day of April, 2012, by RICHARD DONATIEN of the same place, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of CARROLL GEORGE of 9, Sampath Street, Siparia, Trinidad, who died on the 24th day of November, 2012, by CANDACE ALEXIS GEORGE of 6, La Brea Trace, Siparia, Trinidad, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of EZEKIEL RAMNARINE of Light Pole No. 20, Upper Cunapo Road, Coalmine, Sangre Grande, Manzanilla, Trinidad, who died on the 30th day of March, 2013, by NEIL RYAN RAMNARINE of the same place, his lawful son and one of the next of kin;
- PROBATE of the Will dated the 11th day of April, 2008, of ENESLIES JOHN of 14, Fazalali Street, Aranguez, San Juan, St. Ann's, Trinidad, who died on the 26th day of January, 2013, by ROSANNA SHARMA of 46, First Street, Five Rivers, Arouca, Tacarigua, Trinidad, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of ALDWYN AGUILERA of 7, Elliot Street, Nettoville, Arima, Trinidad, who died on the 9th day of February, 2011, by CAROL WHITE AGUILERA of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of NERISSA GRAHAM of 343, Southem Main Road, Enterprise Village, Chaguanas, Trinidad, who died on the 28th day of November, 2007, by JOYLIND GRAHAM-JOSEPH of 164, Mahogany Boulevard, Homeland Gardens, Cunupia, Trinidad, her lawful daughter and the only next of kin;
- PROBATE of the Will dated the 22nd day of May, 2012, by OUSMAN MOHAMMED of 138-140, Mandingo Road, Princes Town, Savana Grande, Trinidad, who died on the 20th day of May, 2013, by ZORIDA MOHAMMED of the same place, daughter of deceased, the sole executrix named in the Will;
- PROBATE of the Will dated the 17th day of September, 2002, of STEVE RENWICK POLLONAIIS otherwise STEVE POLLONAIIS of 4, La Chaumiere Road, Maracas Royal Road, St. Joseph, Tacarigua, Trinidad, who died on the 31st day of July, 2012, by CAROL AWONG-POLLONAIIS otherwise CAROL POLLONAIIS otherwise CARROL POLLONAIIS of the same place, widow, relict of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of FRANK HAMEL WALSTON APPLEWHITE otherwise FRANK HAMEL APPLEWHITE otherwise FRANK APPLEWHITE of 5, Bushe Street, Curepe, Tacarigua, Trinidad, who died on the 3rd day of September, 2012, by BRENDA GLORIA APPLEWHITE of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of HENRY CYRUS otherwise HENRY VINCENT CYRUS of 53, Pashley Street, Laventille, St. Ann's, Trinidad, who died on the 4th day of February, 2011, by JOANNE HERNANDEZ-CYRUS of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of RAYMOND TOM PACK of 333A, President Weizman Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 6th day of December, 2012, by JULIET TOM PACK of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of FELIX PHILIP LEE SAM of 596, Guaracara-Tabaquite Road, Williamsville, Savana Grande, Trinidad, who died on the 26th day of May, 2009, by RAMDOOLARIE LEE SAM of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of JOSEPH FRANCOIS of 20, Old Dam Road, Egypt Village, Point Fortin, La Brea, Trinidad, who died on the 22nd day of September, 2005, by SHERAN FRANCOIS of the same place, his lawful daughter and one of the next of kin;

1816—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of INSHAN ALI of 14, Sankar Trace, St. Croix Road, Princes Town, Savana Grande, Trinidad, who died on the 20th day of December, 2012, by ZORAH ALI of the same place, his lawful mother and the only next of kin;
- LETTERS OF ADMINISTRATION of the estate of RASIFF MOHAMMED of 10, Paynter Trace, Cunjal Road, Barrackpore, Naparima, Trinidad, who died on the 28th day of September, 2012, by KHAIROOL MOHAMMED of the same place, his brother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of RAWLE FRANCIS otherwise ROHL FRANCIS otherwise RAWLE GEORGE FRANCIS of 69, Thackoorie Street, Marabella, Naparima, Trinidad, who died on the 24th day of January, 2013, by HELEN FRANCIS of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 20th day of March, 2012, of EUSTACE SMITH of 721, Chinese Village, La Brea, Trinidad, who died on the 23rd day of May, 2012, by PRINCILLA ANTOINE of 1134A, Vessigny Village, La Brea, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 1st day of February, 2004, of PRISCILLA BEARD of Big Yard, Carenage, Diego Martin, Trinidad, who died on the 10th day of September, 2006, by MICHAEL JOHN of 6, Harding Place, Cocorite, Port-of-Spain, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 13th day of April, 2011, of VERONICA NICHOLS of 89, Harrier Drive, Bon Air Gardens, Arouca, Tacarigua, Trinidad, who died on the 17th day of May, 2013, by INGRID NICHOLLS-BECKLES otherwise INGRID NICHOLLS of the same place, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of SOONDARBASSIE RAMOUTAR otherwise SOONDARBASSE RAMOUTAR of 458, Southern Main Road, Rousillac, La Brea, Trinidad, who died on the 24th day of October, 2010, by KRISHENDATH RAMOUTAR otherwise KRISNDATH RAMOUTAR of 4, Recreation Road, Rousillac Village, La Brea, Trinidad, her lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of BERNADINE HEADLEY of 156, Woodstar Avenue, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 10th day of January, 2012, by ERLENE BENJAMIN of 13, Arcadia Villas, Nirvana Drive, via Crown Street, Tacarigua, Trinidad, the lawfully appointed attorney of AMOS HEADLEY;
- PROBATE of the Will dated the 29th day of September, 2011, of HARRYNANAN HEERALAL otherwise HARRINANAN HEERALAL of 33, Mungroo Trace, Mon Desir-Delhi Road, Fyzabad, Siparia, Trinidad, who died on the 30th day of April, 2013, by SHANTI HARRYNANAN of Building 1, Apartment 2, Flamingo Crescent, Pleasantville, San Fernando, Trinidad, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of CLIBERT LENNARD otherwise CLIBERT ETHELBERT LENNARD of 40, Lothians Road, Princes Town, Savana Grande, Trinidad, who died on the 17th day of September, 2012, by HAYDEN LENNARD otherwise HAYDEN HENRY LENNARD of the same place, the lawfully appointed attorney of EYZRA LENNARD otherwise GAIL LENNARD;
- LETTERS OF ADMINISTRATION of the estate of BICKRAM SINGH of Light Pole No. 55, Mohammed Street, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 1st day of September, 2012, by SHIRLEY SINGH of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SOOMATIE SANKAR of Light Pole No. 1055, Eastern Main Road, Manzanilla, Trinidad, who died on the 27th day of February, 2009, by MUMLAL SANKAR of the same place, her lawful husband;
- PROBATE of the Will dated the 15th day of November, 2011, of BHOLA RAMBARAN of Light Pole No. 1, BM Singh Street, Carapichaima, Chaguanas, Trinidad, who died on the 1st day of February, 2013, by CHANADAYE RAMBARAN of the same place, widow, relict of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of JAMES JOHN PANCHOO otherwise JAMES PANCHOO otherwise JIMMY PANCHOO of 26, Pascual Road, Piparo, Pointe-a-Pierre, Trinidad, who died on the 17th day of June, 2011, by ZORIDA PANCHOO of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SHERRIFA RAHAMAN of 2, Rahaman Drive, Bamboo Village, La Romain, Naparima, Trinidad, who died on the 26th day of September, 2009, by ARSHAD RAHAMAN of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of SCILAL PARASRAM of 967, Ciperio Road, Lengua Village, St. Croix Road, Princes Town, Savana Grande, Trinidad, who died on the 4th day of December, 2010, by INDRA SECHARAN-PARASRAM of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 7th day of January, 2011, of HILTON ROBERTSON of 22, Second Avenue, Mt. Lambert, St. Ann's, Trinidad, who died on the 1st day of January, 2013, by JAMES ROBERTS of 14, Mc Kay Hill, Scarborough, Tobago, the sole executor named in the Will;

1816—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of RAMRAGIE RAMLAKHAN otherwise RAMRAGIE KATTIC otherwise RAMRAGIE MUNGALEE otherwise RAMRAJIE MUNGALEE otherwise RAMRAJIE MANGARILIE of 292, Manahambre Road, St. Charles Village, Princes Town, Savana Grande, Trinidad, who died on the 4th day of September, 2010, by OMATTI CYNTHIA RAMLAKHAN otherwise OMATTI RAMLAKHAN of the same place, her lawful daughter and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of SYLVIA ALLUM otherwise SYLVIA VALLARUEL otherwise SYLVIA VIERRA otherwise SYLVIA MODESTINE VALLARUEL otherwise SYLVIA MODESTINE ALLUM otherwise SYLVIA MODESTINE VIERRA of 12, Brieves Road, Maraval, Diego Martin, Trinidad, who died on the 25th day of August, 1983, by MARY MAXIMIN of the same place and GREER SMITH of 38, Citrine Drive, Diamond Vale, Diego Martin, Trinidad, her daughters and two of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of STEPHANIE RAMJIT of 8B, El Tucuche Gardens, Royal Road, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 24th day of October, 2012, by STEFAN RYDELL SAMUEL RAMJIT of the same place, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of RUDOLPH CHUNILAL BEEPATSINGH otherwise RUDOLPH BEEPATSINGH of 142, Edinburgh Viliage, Chaguanas, Trinidad, who died on the 6th day of October, 2011, by LATIFFA KHAN-BEEPATSINGH of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of FILMORE ASHWORTH ROBERTS otherwise FILMORE ROBERTS of 193, Seventh Street, Techier Village, Point Fortin, La Brea, Trinidad, who died on the 22nd day of May, 2009, by ANTON R. ROBERTS of the same place, the lawfully appointed attorney of JAMES ROBERTS;
- LETTERS OF ADMINISTRATION of the estate of THEODORE PIERRE of 6, Morne Roche Road, Le Platte Village, Maraval, Diego Martin, Trinidad, who died on the 15th day of November, 2010, by RIA GINGA LOPEZ of Light Pole No. 87, Beau Preas Road, Paramin, Maraval, Diego Martin, Trinidad, his lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 4th day of April, 2002, of JAMIRAN JAHOOOR otherwise JAMEERAN JAHOOOR otherwise JAMAN of 7, Jereton Avenue, Coconut Drive, San Fernando, Trinidad, who died on the 17th day of April, 2005, by ZAID JAHOOOR and ZORAIDA COOLMAN, both of 3, Jereton Avenue, Coconut Drive, San Fernando, Trinidad, son and daughter of deceased respectively, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of LETICIA THOMAS-MARCELLIN otherwise LETICIA MARCELLIN of Light Pole No. 65, Quash Trace, Foster Road, Sangre Grande, Manzanilla, Trinidad, who died on the 3rd day of November, 2011, by MICHELLE MARCELLIN of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of ANN LISA MAHABIR-MERIEZ of Erin Road, Rancho Quemado, Erin, Trinidad, who died on the 29th day of July, 2012, by NEIL MERIEZ of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of KOWNSIL MAHABIR otherwise COWNSILL MAHABIR otherwise KOWSIL MAHABIR of Pentecostal Road, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 10th day of November, 2006, by DAVID JOHN KRISHENDATH MAHABIR of the same place, her lawful son and the only next of kin;
- LETTERS OF ADMINISTRATION of the estate of MICHELLE INGRID BORNEO of Light Pole No. 52, Pipiol Road, Upper Santa Cruz, St. Ann's, Trinidad, who died on the 24th day of July, 2012, by DAWNISIA CRYSTAL JAMEELIA BORNEO of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of LANA GERVAIS AHYE otherwise LANA GERVAIS otherwise LANA AHYE of 1380, Cato Hill, Rancho Quemado, Erin, Trinidad, who died on the 20th day of April, 2004, by LEONID LLOYD GERVAIS otherwise LEONID GERVAIS otherwise LEONID LACHLAN LLOYD GERVAIS of 19, Teak End, Pleasantville, San Fernando, Trinidad, the lawfully appointed attorney of IAN MATTHEW, JUNIOR AHYE, ADRIAN AHYE otherwise ADRIAN LAWRENCE AHYE and KRISTAL RENEE AHYEE;
- PROBATE of the Will dated the 24th day of March, 2000, of JAGGERNAUTH BULLER of 3, First Street, Maingot Road, Tunapuna, Tacarigua, Trinidad, who died on the 26th day of February, 2012, by WALLACE MUNGAROO RAMDIN of the same place, brother of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of SEBASTIAN MADHOSINGH otherwise SEBASTIAN RADEGUNDE MADHOSINGH otherwise SEBASTIAN RODIGAN MADHOSINGH of Brierley Street, Sangre Grande, Manzanilla, Trinidad, who died on the 4th day of April, 2010, by SIMON MADHOSINGH of 271, Bonne Aventure, Gasparillo, Pointe-a-Pierre, Trinidad and ANTHONY MADHOSINGH of 1, Parforce Street, Gasparillo, Pointe-a-Pierre, Trinidad, his lawful brothers and two of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of HENRY DANIEL of 237, Southern Main Road, La Romain, Naparima, Trinidad, who died on the 15th day of May, 2002, by PETER JUNIOR ALCANTARA REMY otherwise PETER ALCANTARA REMY otherwise JUNIOR REMY of 301, Bonne Aventure Road, Gasparillo, Pointe-a-Pierre, Trinidad, his son and one of the persons entitled to share in the estate;

1816—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 15th day of July, 1999, of ANGELA ROJAS WALDRON otherwise ANGELA WALDRON of 35, Santa Rosa Springs, Off Richard Trace, Tumpuna Road, Arima, Trinidad, who died on the 11th day of December, 2003, by STEVE WALDRON otherwise STEVE LUCAS WALDRON of the same place, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of KISHEN RAMROOP of 10, Beach Road, Palo Seco, Erin, Trinidad, who died on the 26th day of November, 2011, by JAIKARAN RAMROOP of the same place, his lawful father and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of ALDWIN SINASWEE otherwise ALDWIN BENJAMIN SINASWEE otherwise ALDWYN SINASWEE otherwise ALWIN SINASWEE otherwise ALVIN SINASWEE of Light Pole No. 4, Volman Road Extension, St. Mary's Village, Carapichaima, Chaguanas, Trinidad, who died on the 17th day of July, 2012, by WENDELL ALWIN SINASWEE of the same place, his lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of JOSEPH CEPHAS FLETCHER otherwise JOSEPH FLETCHER of 200, Eastern Main Road, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 17th day of November, 2011, by SLYBERT FLETCHER of 302, Seales Avenue, Success Village, Laventille, St. Ann's, Trinidad, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 7th day of September, 1998, of POORAN LALGEE of $\frac{3}{4}$ Mile Mark, Grants Trace, Rousillac, La Brea, Trinidad, who died on the 22nd day of October, 2003, by SEECHAN LALGEE of the same place, son of deceased, the surviving executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of SHEIK FAZAN ALI of 102, Southern Main Road, Plaisance Park, Pointe-a-Pierre, Trinidad, who died on the 11th day of December, 2011, by SHERRIFFA ALI of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SAMDAY MARAJ otherwise ROSE SAMDAYE MARAJH otherwise ROSE SAMDAY MARAJH otherwise ROSE MARAJH otherwise PRANDAY MARAJ otherwise PRANDAYE MARAJH otherwise SANDRA MARAJH of 116, Tumpuna Road, Guanapo, Arima, Trinidad, who died on the 3rd day of December, 2011, by SANDRA MARAJH of the same place, her lawful daughter and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of CHRISTOPHER ARCHIBALD of 16, Boissiere Lane, Belmont, Port-of-Spain, Trinidad, who died on the 31st day of August, 1999, by MAUREEN GITTENS of 4, Isaac Terrace, Upper Bournes Road, St. James, Port-of-Spain, Trinidad, his sister and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 10th day of November, 1999, of BASDEO SEENATH of 7, Dhanie Avenue, Endeavour Road, Chaguanas, Trinidad, who died on the 7th day of June, 2011, by MINAWATEE DHANIE of the same place, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of KISSOON LUTCHMANSINGH of 77, Raju Branch Trace, San Francique Road, Penal, Siparia, Trinidad, who died on 30th day of June, 2006, by SITA LUTCHMANSINGH of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SAVITRI BOVELL of 9B, Sinanan Flats, Bellesmythe Street, Curepe, Tacarigua, Trinidad, who died on the 8th day of April, 2012, by HANNAH RUTH BOVELL of the same place, her lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 12th day of September, 1989, of SYLVIA PRICE of 62, Coral Gardens, Diamond Vale, Diego Martin, Trinidad, who died on the 8th day of February, 2006, by DAWN NADIA ROXANN WILLIAMS and NADINE SYLVIA PRICE, both of 8A, Cipriani Boulevard, Port-of-Spain, Trinidad, niece and great niece of deceased respectively, the executrices named in the Will;
- PROBATE of the Will dated the 10th day of July, 2007, of DINDIAL RAJNATH otherwise DINDIAL RAJNAUTH of 59, Ramoutar Street, Munroe Road, Cunupia, Trinidad, who died on the 23rd day of December, 2009, by DARREN RANDY RAJNATH of the same place, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of VICTOR DELWYN of 8, Ruby Roberts Lane, Khan Street, Fyzabad, Siparia, Trinidad, who died on the 3rd day of August, 2011, by SHIRLEY DELWYN of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of GLORIA KHAN of Cumuto Main Road, Cumuto, Tamana, Trinidad, who died on the 31st day of March, 1991, by AHILLAH SANTO otherwise PEARL SANTO otherwise PEARLY SANTO of St. Helena Village, Piarco, Tacarigua, Trinidad, her lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 7th day of February, 2007, of MARY CUPID SMITH otherwise MARY CUPID-SMITH otherwise MARY LEONTINE CUPID-SMITH of Light Pole No. 62A, Gopaul Avenue Extension, Diego Martin, Trinidad, who died on the 18th day of February, 2011, by MARTHA CUPID-DANIEL of the same place, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of ALMA FRASER otherwise ALMA CLARIS FRASER of 23, Cipriani Boulevard, Newtown, Port-of-Spain, Trinidad, who died on the 14th day of January, 2011, by HELLIN MARCIA FRASER otherwise HELEN MARCIA FRASER of 270, Doctor Jonas Salk Avenue, Petit Valley, Diego Martin, Trinidad, her lawful daughter and one of the next of kin;

1816—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 15th day of November, 2008, of IMELDA EMMA RICHARDS otherwise IMELDA RICHARDS of Light Pole No. 100, Morne Coco Road, Le Platte Village, Maraval, Diego Martin, Trinidad, who died on the 16th day of November, 2008, by BLAYNE RICHARDS of 82, Quarry Street, East Dry River, Port-of-Spain, Trinidad and TIFFANY RICHARDS of Light Pole No. 100, Morne Coco Road, Le Platte Village, Maraval, Diego Martin, Trinidad, son and daughter of deceased respectively, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of CHANDAYE RAMKISSOON otherwise CHANDARDAYE RAMKISSOON otherwise CHANARDAYE RAMKISSOON otherwise CHANARDAYE JAWAN of Rampaul Trace, Navet Village, Rio Claro, Charuma, Trinidad, who died on the 23rd day of December, 1989, by BHAJAN RAMKISSOON of the same place, her lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of LEAH JOHNSON otherwise LEA JOHNSON of Balmain Village, Couva, Trinidad, who died on the 10th day of December, 1953, by HUGH THEODORE HACKETT of 84, Allamanda Drive, Malabar, Arima, Trinidad, her grandson and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of ALFRED CAMACHO otherwise ALFREDO CAMACHO otherwise ALFRED FERNANDES CAMACHO otherwise ALFREDO FERNANDES CAMACHO of La Pastora, Santa Cruz, St. Ann's, Trinidad, who died on the 15th day of October, 1997, by AMELIA THERESA BONES of 66, Elm Avenue, Bayshore, Point Cumana, Diego Martin, Trinidad, his lawful sister and the only next of kin;
- LETTERS OF ADMINISTRATION of the estate of HOLLY MARTIN MATTHEWS of 2, Main Road, Mamoral, Montserrat, Trinidad, who died on the 6th day of August, 2011, by RICHARD MATTHEWS of Light Pole No. 86, Main Road, Mamoral No. 2, Montserrat, Trinidad, his father and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of KELVIN ABDOOL of 7A, Lower Hillside, San Fernando, Trinidad, who died on the 24th day of October, 2011, by KEVIN ABDOOL of the same place, his lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of SEAN CASSA of 259, Lantana Court, La Horquetta, Arima, Trinidad, who died on the 19th day of September, 2008, by KYLE CASSA of the same place, his brother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 9th day of May, 2007, annexed of the estate of MIRIAM MURPHY of 15, Jacamar Boulevard, *via* Tumpuna Road, Arima, Trinidad, who died on the 17th day of June, 2008, by ERNEST BAILEY of 14, Allamanda Drive, Malabar, Arima, Trinidad, the sole residuary devisee and/or legatee named in the Will;
- LETTERS OF ADMINISTRATION of the estate of RAMLAKHAN HARRIKISSOON of 1/4 Mile Mark, Guayaguayare Road, Mayaro, Guayaguayare, Trinidad, who died on the 5th day of June, 2011, by ELLEN DANA HARRIKISSOON of the same place, his lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 26th day of May, 2011, of CARL MATHIEU of 52, Warren Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 21st day of January, 2012, by MARLENE ENCINAS of 35, Commodore Court, Westmoorings, Diego Martin, Trinidad, niece of deceased, the sole executrix named in the Will;
- PROBATE of the Will dated the 13th day of July, 2011, of JOSEPHINE JONES of 17, Fourth Street, Barataria, St. Ann's, Trinidad, who died on the 27th day of November, 2012, by HILARY McDONALD OLANDO RAPHAEL of the same place, son of deceased, the other executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of BRIAN MARIO BOVELL of 9B, Sinanan Flats, Bellesmythe Street, Curepe, Tacarigua, Trinidad, who died on the 8th day of April, 2012, by HANNAH RUTH BOVELL of the same place, his lawful daughter and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of ANGELA GIBSON-PATRICK otherwise ANGELA GIBSON PATRICK otherwise ANGELA GIBSON otherwise ANGELA CHRISTINA GIBSON otherwise ANGELA CHRISTINA GIBSON-PATRICK of Building A, Apartment A1–B, Plaisance Road, John John Towers, East Dry River, Port-of-Spain, Trinidad, who died on the 17th day of August, 2012, by ANNAMARIE MAUREEN GIBSON otherwise MAUREEN GIBSON of Building A, Apartment A4–B, Plaisance Road, John John Towers, East Dry River, Port-of-Spain, Trinidad, TANEISHA TREVLENE PATRICK-GREAUX of Building A, Apartment A1–B, Plaisance Road, John John Towers, East Dry River, Port-of-Spain, Trinidad, GAIL ALTHEA GIBSON-RODRIGUEZ otherwise GALE ALTHEA GIBSON and KIERON BURTON GIBSON, both of Apartment 16, Fourteen Street, Beetham Gardens, Port-of-Spain, Trinidad, her daughters and son respectively and the persons entitled to share in the estate;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court of Judicature, through whom the above-mentioned applications have been made, Probate and/or Letters of Administration, as the case may be, in respect of the said applications, will be granted accordingly.

Dated the 12th day of September, 2013.

M. ROBERTSON
Registrar, Supreme Court of Judicature

1817

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 4TH SEPTEMBER, 2013

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
62,081,356	Balances, Investments, etc.	61,962,012
3,257,051	Subscriptions to I.M.F.	3,257,051
2,675,735	I.M.F.—S.D.R. Holdings	2,675,735
68,014,142		67,894,798
	Trinidad and Tobago Government Securities:	
100	Treasury Bills (Face Value)	100
20,316	Marketable Securities	20,316
20,416		20,416
	Other Assets:	
255,778	Trinidad and Tobago Dollar Securities	255,778
142,127	Advances to Government Authorities	142,127
3,125,357	Other Assets	3,511,783
3,523,262		3,909,688
197,213	Fixed Assets:	195,397
71,755,033		72,020,299
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
6,248,892	Notes	6,443,796
194,727	Coins	194,940
6,443,619		6,638,736
	Demand Liabilities:	
25,090,215	Commercial Banks	26,293,626
325,613	Financial Institutions (Non-Banking)	328,786
(4,077,528)	Government and Governmental Organisations	(6,185,767)
35,206	International Organisations	35,172
219,858	Foreign Currency	219,852
2,999,091	Other	3,580,307
24,592,455		24,271,976
	Other Liabilities:	
3,116,665	Government S.D.R. Allocations	3,116,665
34,079,256	Other Liabilities	34,296,596
2,020,081	Specific Provisions	2,193,369
39,216,002		39,606,630
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
702,957	General Reserve Fund	702,957
1,502,957		1,502,957
71,755,033		72,020,299

C. SUBRYAN
Assistant Manager,
Finance and Accounting

1818

TENDER FOR THE PROVISION OF INTEGRATED SECURITY SURVEILLANCE SERVICES FOR ALL PRIMARY AND SECONDARY SCHOOLS THROUGHOUT TRINIDAD AND TOBAGO UNDER THE SCHOOL'S CONNECTIVITY MANAGED SERVICE FOR THE MINISTRY OF EDUCATION

PROPOSALS are invited for the provision of Integrated Security Surveillance Managed Services for all Primary and Secondary Schools throughout Trinidad and Tobago under the School's Connectivity Managed Service for the Ministry of Education.

Bidding documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-4330.

Any further technical information can be obtained during normal working hours from Mr. Rajnath Singh, Programme Director, Information and Communication Technology Division, Ministry of Education, 12-14, London Street, Port-of-Spain. Telephone Numbers 623-5724/789-7130. Email: rajnathsingh@gov.tt.

Tenderers are required to pay a tender deposit of five thousand dollars (\$5,000.00) either by cash or certified cheque to the Director of Contracts and attach the original receipt to their tender. This tender deposit will be received from Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m.

A pre-tender meeting will be held for prospective tenderers on Wednesday 25th September, 2013 at 10.00 a.m. at the Rudranath Capildeo Learning Resource Centre, Southern Main Road, Mc Bean, Couva.

Tenders must be accompanied by the following:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date for the submission of Tenders (Local Firms);
- (b) valid Certificate of Compliance issued in accordance with National Insurance Act (Local Firms).

The original tender and six (6) printed copies each of the Technical and Financial Proposals together with an electronic copy of both technical and financial submissions must be placed in separate sealed envelopes clearly marked on the outside—

Envelope Number 1—Technical Proposal—“Provision of Intergrated Security Surveillance Services for all Primary and Secondary Schools throughout Trinidad and Tobago under the School's Connectivity Managed Service for the Ministry of Education”.

Envelope Number 2—Financial Proposal—“Provision of Intergrated Security Surveillance Services for all Primary and Secondary Schools throughout Trinidad and Tobago under the School's Connectivity Managed Service for the Ministry of Education”.

The name and address of the firm must be printed on Envelope 2—Financial Proposal.

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 10th October, 2013.

Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and tenders should therefore be packaged accordingly.

The Technical Proposals will be opened shortly thereafter. The tenderer or authorized representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

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

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

I. RAMPERSAD
Chairman,
Central Tenders Board

4th September, 2013.

1819

Ministry of the People and Social Development
Updated Public Statement 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 the People and Social Development 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 the People and Social Development;
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 the People and Social Development.

Mission Statement:

The Ministry of the People and Social Development's Mission is to transform the lives of citizens through the resolution of people's issues utilising a network of effective and efficient integrated social services thereby facilitating sustainable growth of the vulnerable in society towards self-sufficiency and a better quality of life.

The Ministry's Head Office is located at Ansa Mc Al Building, 69 Independence Square, Port of Spain.

The Ministry of the People and Social Development 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
- Social Welfare
- Probation Services
- Accounts
- Ageing

UNITS

- People Issues Resolution Coordinating Unit
- Corporate Communications and Education
- Legal
- Disability Affairs
- Poverty Reduction Programme - The Poverty Reduction and Eradication Research and Policy Unit and the National Poverty Reduction and Eradication Programmes Coordinating Unit
- Piparo Empowerment Centre
- Social Displacement
- Targeted Conditional Cash Transfer Programme (TCCTP)
- Couva Social Services Centre
- New Horizons Centre
- Internal Audit
- Project Implementation
- Inter-Agency
- URP (Social)
- National Social Development Programme
- Non-Governmental Organisation

DIVISIONS

Social Investigations (Research)

The primary responsibility of the Social Investigations Division is to coordinate and spearhead development related to 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:

- Initiate and conduct where appropriate investigative and specialised research in collaboration with social sector ministries for the purpose of identifying social problems;
- Determine in collaboration with social sector ministries a research agenda for the sector and recommend programmes and projects for implementation;
- Liaise with regional and international funding agencies to identify areas for collaboration;
- Keep abreast of current local and international research studies relevant to the social sector;
- Develop and maintain a central database on socio-economic indicators;
- Monitor socio-economic trends and indicators and keep abreast of current local and international research studies relevant to the social sector;
- Over-see the assessment of requests for subventions from NGOs.

1819—Continued

Policy and Programme Planning and Development

This Division has responsibility for developing policies, programmes and projects for the Ministry and for coordinating these activities in the social sector.

The core functions of this Division are to:

- Develop social sector policies to achieve the socio-economic goals and objectives of Government's framework for sustainable development;
- Assess the general programming, project development and implementation functions in the social sector to ensure that it is relevant to national social objectives;
- Identify and develop programmes and projects to treat with changing trends in the social environment and to facilitate their implementation;
- Facilitate development of policies and policy guidelines for the sector and monitor and evaluate such policies to determine impact;
- Facilitate establishment of formal and informal networks for collaboration among Ministries and with other external agencies.

Monitoring and Evaluation

The Monitoring and Evaluation 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 include:

- Oversight of the application of structured monitoring and evaluation systems in the social sector;
- Setting standards for monitoring and evaluation and provision of guidance, advice on best practices and support to social sector ministries, departments and civil society organizations in the effective utilisation of evaluation as a management tool;
- Promotion and the use of evaluation findings among social sector ministries, departments and civil society organisations to improve the quality of social interventions;
- Assessment of monitoring and evaluation capacity within the social sector on a systematic basis;
- Conduct of periodic training with social sector agencies to build capacity in monitoring and evaluation;
- Conduct of thematic/sector evaluations that cover cross cutting themes or issues pertinent to the social sector;
- Development and maintenance of a Management Information System for social programmes;
- Development of a skills bank of evaluation consultants available to social sector ministries/departments.

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;
- Establish Local Area Networks;
- Establish and maintain website for the Ministry;
- Provide software training;
- Develop and implement a Management Information System;
- Develop policies on IT Management and IT Organisation Transformation and implement same;
- Coordinate the development and implementation of a Strategic Information Technology Plan for the Ministry;
- Procure hardware maintenance and ongoing services;
- Establish appropriate data bases in collaboration with the various Technical Divisions;
- Provide Internet Research Facility;
- Provide user support facilities;
- Organize and participate in the training of technical and support staff of the Ministry;
- Develop procedures for the acquisition of new hardware and software and peripheral equipment;
- Prepare needs assessments for divisions of the Ministry and procure the appropriate IT requirements.

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 functions of this Division are 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)
- Procurement and Stores Management
- Records Management and Registry Services
- Library Services

Human Resource

The Human Resource 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.

1819—Continued

Social Welfare

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
- 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

Local Board Offices - Social Welfare Division

St. George Central (Barataria)
MTS Plaza, Aranguez Road, Aranguez.
Trinidad, West Indies
Tel: (868) 674-3144; 675 – 4728

St. George East (Tunapuna)
Tunapuna Social Services Centre
233 Eastern Main Road
Chai Building
Tunapuna
Trinidad, West Indies
Tel. (868) 662-5347
Fax. (868) 662-3560

Caroni (Chaguanas)
Eleanor Street, Chaguanas
Tel. (868) 665-3282
Fax. (868) 671-4978

St. Andrew/ St. David (Sangre Grande)
Cor. Savi Street & Boodooville Circular Road, Sangre Grande
Tel: (868) 668-3366 Fax: (868) 668-7929
Nariva/Mayaro (Rio Claro)
2458 Naparima-Mayaro Road, Rio Claro
Tel: (868) 644-2389 Fax: (868) 644-0724

Victoria West (San Fernando)
82 Independence Avenue
San Fernando
Trinidad, West Indies
Tel. (868) 657-5866, 653-6068
Fax. (868) 653-6068

Victoria East (Princes Town)
Marlson's Building
97 High Street
Princes Town
Trinidad, West Indies
Tel. (868) 655-2377/4319
Fax. (868) 655-4319

St. Patrick East (Siparia)
Siparia Administrative Complex
Cor. Allies and High Streets
Siparia
Trinidad, West Indies
Tel. (868) 649-2428/1942

St. Patrick West (La Brea/Cedros/Point Fortin)
4 Furlonge Street
Mahaica
Point Fortin
Trinidad, West Indies
Tel. (868) 648-3295/1751
Fax. (868) 648-1751

St. George West (Port-of-Spain)
St. George West (Port of Spain)
Cor. Richmond and Duke Streets
Port of Spain
Trinidad, West Indies
Tel. (868) 623-0503/3875.

Probation Services

The Probation Services of Trinidad was established by the Probation of Offenders, Chapter 13:51. However, other laws that guide the work of the Probation Division are –

- a. the Children's Act;
- b. the Matrimonial Proceedings and Property Act, Chapter 45:51 and the Matrimonial causes Rules 1980; and the Family Law Act No. 15 of 1981
- c. the Domestic Violence Act No. 27 of 1999;
- d. the Community Services Orders Act No. 19 of 1997; and
- e. the Family Court – Pilot Project 2004.

Probation Officers serve as Social Workers to the Courts of Trinidad and Tobago supplying social history reports in both criminal and family matters such as domestic violence, child maintenance and custody.

1819—Continued

The core functions of this Unit are:

- To prepare pre-sentence reports on persons found guilty of criminal offences in both the Magistrates Courts and the High Courts in order to assist the Courts in sentencing offenders;
- To supervise and facilitate the rehabilitation of those offenders who are placed on statutory probation to prevent recidivism;
- To prepare suitability reports in Legal Custody and Access Applications made to the Court;
- To supervise access orders in accordance with the Family Law Act No. 15 of 1981;
- To mediate in Maintenance and other Matrimonial Applications made to the Court;
- To counsel parties in Domestic Violence matters and submit reports to the Court to determine a course of action;
- To counsel parties referred by the court in all family related matters and submit reports where necessary;
- To prepare suitability reports and supervise persons placed on Community Service;
- To prepare Probation Officer's Reports on all matters referred by the Juvenile Court and make the necessary recommendations for (a) Committals to Orphanages and Children's Homes and (b) Fit Person's Orders;
- To supervise children at risk at the request of the Court;
- To counsel walk-in clients referred by agencies/persons outside of the court system. To make referrals where necessary.

Priority Projects of the Division

Community Service Orders

The Community Service Orders Act was implemented under the Probation Services Division in 2002 and provides a viable alternative to custodial sentencing. Its main objectives are:

- To prevent recidivism
- To bring the offender to a sense of reality
- To help offenders to overcome insecurities
- To promote family life values
- To assist offenders to develop character
- To build self-worth in offenders
- To promote social interaction between offender and community

Services not Court Related

Reports are prepared for agencies external to the Court system in which the Probation Services operate. These are:

1. Ministry of National Security, Mercy Committee
2. Comptroller of Accounts, Widows and Orphan's Pension Committee

LOCATION/CONTACT INFORMATION

Head Office
3RD Floor, ANSA House
Henry Street, Port of Spain

Tel: (868) 623-8248/625-9925/623-8180

Fax: (868) 624-3988

District Probation Offices are located in the 12 Magisterial Courts in Trinidad and one in Tobago.

DISTRICT PROBATION OFFICES

Tunapuna Probation Office
Tunapuna Court
Tunapuna Administrative Complex
Eastern Main Road,
Tunapuna
Tel: (868) 662-1016
Arima Probation Office

Arima Court
Prince Street,
Arima
Tel: (868) 667-5338
Sangre Grande/Toco Probation Office
Sangre Grande Court
Corner Savi Street and Boodooville Circular Road
Sangre Grande
Tel: (868) 668-0648
Chaguanas Probation Office
Chaguanas Court
Railway Road
Chaguanas
Tel: (868) 672-0242/672-7909

Couva Probation Office
Couva Social Services Centre
Camden Road
Couva
Tel: (868) 636-5267

San Fernando Probation Office
24 Harris Street
San Fernando
Tel: (868) 653-0123

Rio Claro Probation Office
11 Naparima/Mayaro Road,
Rio Claro
Tel: (868) 644-2838

Princes Town/Moruga Probation Office
c/o Princes Town Magistrate's Court,
Corner Railway Road and High Street
Princes Town

Tel: (868) 655-5306

Siparia Probation Office
c/o Siparia Magistrate's Court
High Street
Siparia
Tel: (868) 649-0527

1819—Continued

Accounts

This Division is responsible for payment of:

- Emoluments to all those who fall within the establishment of the Ministry;
- Clients of the Ministry who provide the required goods and services;
- Subvention / grants to the various Statutory Boards and other bodies which fall within its purview.

Ageing

The Division of Ageing, established in August 2003, serves as an umbrella agency within the Ministry of the People and Social Development 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 current statistics indicate that there are over 130,000 persons over the age of 60 in Trinidad and Tobago and this figure is set to double by the year 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.

Role and Functions

- To develop standards of care for older persons and facilitate compliance with standards
- To monitor and coordinate the implementation of the National Policy on Ageing
- To organise and coordinate training programmes, seminars and workshops for care providers of older persons
- To develop and implement programmes and projects for the benefit of older persons
- To conduct research on matters pertaining to ageing and older persons
- To conduct public sensitisation programmes nationwide on ageing issues
- To operate an Older Persons Information Centre (Help Desk) to provide information on products and services available to older persons.
- To 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

2nd Floor, ANSA McAL Building

69 Independence Square

Port of Spain

Tel: (PBX) 623-9385 / 625-9221

Fax: 625-9419

Older Persons Information Centre (OPIC)

2nd Floor ANSA McAl Building

69 Independence Square

Port of Spain

Tel: 800-OPIC (6742)

Senior Activity Centres

Woodbrook Senior Activity Centre

c/o YMCA

Benbow Road (off Wrightson Road)

Port of Spain

Tel: (868) 627-6930

Fax: (868) 627-8764

Rio Claro Senior Activity Centre

#44 Grant Street

Rio Claro

Tel/Fax: (868) 644-3776

Chaguanas Senior Activity Centre

#41 Jasmine Drive

Edinburgh, Chaguanas

Tel: (868) 672-1478 / 671-6144

Fax: (868) 628-8842

Maloney Senior Activity Centre

#569 Jacana Avenue

Maloney Gardens, D'Abadie

Tel: (868) 642-8231 / 222-7817

Fax: (868) 222-7817

Barataria Senior Activity Centre

#77 8th Street Barataria

Tel/Fax: (868) 674-2853

Tobago Senior Activity Centre

Rocklyvale, Tobago

Tel: (868) 635-2381

Fax: (868) 639-2673

Pointe-a-Pierre (Margaret Crandahl) Senior Activity Centre)

#15 Railway Avenue Plaisance Village

Pointe-a-Pierre

Tel: (868) 659-2584 / 659-3070

Fax: (868) 653-3416

Princes Town (St. Stephens Senior Activity Centre)

Corner High Street & Lothians Road

Princes Town

Tel: (868) 655-2540 / 685-5284

Fax: (868) 685-5284

1819—Continued

UNITS**People Issues Resolution Coordinating Unit**

The Ministry of the People and Social Development, working in tandem with other Government agencies is mandated to provide resolution to people's issues in a comprehensive and timely manner and is responsible for facilitating this initiative. Its core functions are to:

- Provide Secretariat and other support services, in particular, coordinating functions to the Inter-Ministerial People Issues Resolution Committee;
- Play a vital coordinating role with other Government agencies in conjunction with the Inter-Ministerial People Resolution Committee;
- Serve as a clearing house for issues raised by citizens about services offered by Government agencies;
- Monitor and evaluate Government agencies and the response time of the relevant Government agencies with respect to dealing with the issues by the citizenry.

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 Division are to:

- Design, organise and implement an effective communications strategy for the Ministry;
- Develop and execute related communication plans in the context of wider National Communications Strategy of the public sector;
- Develop and execute programmes geared towards disseminating information about the Ministry and its work;
- Establish communications networks within the Ministries of the social sector to keep the Ministry informed of ongoing activities, programmes etc.;
- Participate in planning, co-coordinating and organising public consultations, conferences, seminars, workshops and similar events;
- Liaise with the media and the Government Information Services Limited (GISL) to arrange for media coverage of events.

Legal

The Legal Unit renders legal advice to the Ministry of the People and Social Development 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 and opinions to the Minister, Permanent Secretary and Heads of Division with respect to matters pertinent to the Ministry's functions;

- Advise the Ministry on Legislation and rules relevant to its portfolio;
- Draft and vet legal documents including contracts, leases and memoranda of understanding;
- Evaluate current legislation and recommend reforms of same;
- Participate in the development of policy to inform the drafting of legislation and other initiatives;
- Collaborate with external agencies to produce draft legislation;
- Provide legal advice and opinions with a view to protecting the Ministry from legal liability and ensuring compliance with statutory and common law obligations;
- Provide representation to the Ministry before the Courts and committees; and
- Provide Parliamentary support to the Minister of the People and Social Development.

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:

- Coordinate and monitor implementation of the National Policy on Persons with Disabilities;
- Provide technical support and referrals for persons with disabilities, their families and all other persons interested in learning about disabilities;
- Network with pertinent NGOs, mass media and international organisations to collect and disseminate information on disabilities;
- Sensitise and increase public awareness of issues pertaining to persons with disabilities;
- Conduct research and collect data on persons with disabilities;
- Implement programmes that empower persons with disabilities;
- Provide recommendations on requests for assistance from NGOs and individuals related to disabilities only.

Poverty Reduction Programme

The Poverty Reduction Programme supports the Government of Trinidad and Tobago in formulating and implementing national poverty reduction strategies and programmes that are most responsive to the needs of the most vulnerable groups in society.

The Programme is coordinated and implemented by a Programme Management Unit at the Head Office of the Ministry and Project Implementation Units which are located within the Municipal Regions across Trinidad. This structure allows for provision of a decentralised mechanism at the municipal level, for implementing a collaborative approach to the delivery of poverty reduction programmes to the population.

1819—Continued

In 2013, the Poverty Reduction Programme was divided into two core streams to facilitate improved delivery of services and greater focus on poverty research and policy development. The following summarises the units and their functions:

1) The Poverty Reduction and Eradication Research and Policy Unit

- To develop and manage the implementation of a relevant poverty reduction strategy for Trinidad and Tobago
- To provide current data/information on poverty at national, municipal and community levels that is accessible to all stakeholders through ongoing research activities
- To facilitate the continuous exchange of information on poverty reduction strategies/programmes between national, regional and international agencies for comparability and developing best practices
- To be the national repository for poverty information from all Government and quasi-governmental organisations with programmes which target the reduction of poverty
- To implement Poverty Surveys (The Survey Of Living Conditions (SLC), Regional Poverty Profiles);

2. The National Poverty Reduction and Eradication Programmes Coordinating Unit

- To foster an integrated approach to poverty reduction, through stakeholder partnerships/collaboration through the Regional Social and Human Development Councils (RSHDCs)
- To engage civil society networks as strategic partners for poverty reduction in T & T
- To deliver key poverty eradication projects that would address poverty and vulnerability sustainability at individual and community levels, such projects to include the Micro Enterprise and Training Grant (MEG), The Micro Enterprise Loan Facility (MEL), Multi-purpose Community Based Telecentres and the Regional Micro Project Fund(RMPF).

Piparo Empowerment Centre

To provide for the total rehabilitation and empowerment of persons affected by substance abuse, employing the principles of responsible love and concern, with the highest professional standards using all available resources and networking with relevant agencies.

The core functions of this Unit are to:

- Receive referrals from Divisions within this Ministry as well as external institutions;
- Maintain linkages with relevant departments of the Ministry and other agencies;
- Provide rehabilitation and developmental services;

- Provide vocational skills training;
- Provide remedial education;
- Provide training opportunities for residents, staff and students;
- Prepare recovering persons for social integration.

Social Displacement Unit

To 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 to:

- Liaise with all agencies involved in the provision of services to the socially displaced with a view to ensuring the following:
 - The implementation of recommendations contained in the holistic plan
 - The maintenance of programmes for the socially displaced
 - The establishment of former linkages with other relevant agencies which provide services to the socially displaced
- Assess clients at the Assessment Centre;
- Implement rehabilitation programmes at the Assessment Centre for clients who await relocation;
- Make referrals or place clients at appropriate care facilities according to predetermined rehabilitation paths;
- Monitor clients' progress at referral agencies;
- Maintain a database on all clients;
- Monitor clients who are provided with housing;
- Establish a database of referral agencies including employment sources and skills development agencies;
- Monitor programme performance by agencies participating in the rehabilitation of socially displaced persons;
- Ensure that appropriate legislative strengthening vis-a-vis the needs of the programme for the socially displaced is carried out;
- Facilitate appropriate public education and promotion campaigns that highlight and motivate support for efforts to address social displacement;
- Mount programmes aimed at preventing social displacement;
- Negotiate financial support for social displacement projects;
- Provide advice to the Central Government on programmes to address social displacement;
- Provide reports to the Central Government on the progress of efforts to address social displacement.

Targeted Conditional Cash Transfer Programme (TCCTP)

To provide short to medium-term assistance to disadvantaged families through access to finance for the purchase of food items and to facilitate the achievement of sustainable growth towards empowerment and self-sufficiency.

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The core functions of this Unit are to:

- Give TCCTP recipients the ability to purchase food items they need to meet the daily nutritional and other requirements of their households;
- Ensure all employable beneficiaries are registered with an employment agency to actively seek employment;
- Provide conditional cash transfers to eligible recipients;
- To engage a minimum of 80% of recipients in life skills training programmes such as family and budgetary planning;
- Engage a minimum of 50% of recipients in employment training programmes;
- Enhance the income earning capacity of vulnerable households;
- Reduce the psychosocial barriers to development for vulnerable households;
- Move vulnerable households from social exclusion to social inclusion;
- Transform households into self-sustaining entities with improved quality of life for all its members.

Couva Social Services Centre

To provide integrated social services to the Couva / Tabaquite / Talparo Region in a decentralized setting.

The core functions of this unit are:

- To provide an institutionalised system of collaborative and participatory planning at the community/regional level;
- To develop a comprehensive database on the community of Couva/Tabaquite/Talparo;
- To provide a more timely and comprehensive system of social services delivery;
- To coordinate and monitor the delivery of social services at the Centre;
- To foster greater awareness of the social services available to members of the Couva/ Tabaquite/ Talparo Region;
- To develop and implement community initiated projects.
- To develop and implement integrated community intervention programmes to empower families and the community to become better adjusted citizens;
- To foster collaboration and avoid duplication with other government agencies operating in the region and with NGOs, CBOs and private sector representatives.

New Horizons Centre

To provide viable alternatives to street dwelling and to meet the long term care and rehabilitation needs of the socially displaced.

The core functions of this Unit are to:

- Provide temporary shelter and 24-hour care to former street dwellers;
- Provide rehabilitation interventions which would include counseling, advice, assessments, referrals and family

support to the residents of the shelter;

- Provide skill and retraining programmes in order to help increase self-esteem and self-sufficiency;
- Provide recreational activities in order to improve health and quality of life of the residents so as to better function in society.

Internal Audit

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

The main 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;
- 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.

Project Implementation

The Project Implementation Unit is responsible for the implementation of the programmes/projects of this Ministry consistent with customer satisfaction and Government's development policies.

The core functions of this Unit are to:

- Ensure that the Ministry's infrastructural projects are implemented on time, within budget and according to best practice;
- To monitor the Ministry's infrastructural projects to ensure they are implemented on time, within budget and in accordance with best practices and high quality standards
- To engage in site visits and meetings to ensure that projects are completed according to the planned Scope of Works and policies and procedures of the Government of Trinidad & Tobago
- To conduct tender analysis.

Inter-Agency

This Unit was established with the responsibility for the voluntary/involuntary removal of street dwellers from the streets, "move along" activity and for the referral/transfer of such street dweller for intervention and treatment as determined by the Unit. The Unit partners with NGOs and Private Organisations to provide harm reduction initiatives such as meals, baths and other basic amenities. This is to facilitate the "move along" activity, reduce the appearance of unkempt areas and manage and operate the Street Dweller Assistance and Accommodation Centres.

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Non-Governmental Organisation

The Non-Governmental Organisation (NGO) Unit was recently established within the Ministry of the People and Social Development. The unit began operations 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 role and 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 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
- Maintain an NGO database.

LOCATION/CONTACT INFORMATION

Non-Governmental Organisation (NGO) Unit
CL Financial Building (Ground Floor)
39-43 St. Vincent Street
Port of Spain
Tel: (PBX) 624-8820 Exts. 5003/5023
Email: ngounit@mpsd.gov.tt

NEW PROGRAMMES**a) Unemployment Relief Programme (URP) Social**

- To provide low-cost housing and employment for the poor and vulnerable; and
- To provide training and Skill enhancement opportunities for individuals enrolled in the programme, particularly single mothers of children with cerebral palsy.

b) National Social Development Programme

- 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
- To raise the standard of living and quality of life of underprivileged citizens.

The Programme offers different services including:

- Improving Water Supplies – Special consideration is given to areas where there are low income families. Facilities provided include: pipelaying (1 kilometer or less); installation of booster pumps; installation of communal water tanks and supplying truck borne water to areas adversely affected during the dry season.
- Electrification and Lighting of Community Facilities – aimed at providing a safe, reliable and economical supply of electricity. Facilities provided include: electrification and lighting of residential and community facilities; electrification and illumination of road ways and desolate areas.
- House Wiring Assistance – Provides access to an electricity supply to individuals, families and community facilities. One-time assistance is also provided for the purchase of materials and/or labour. Facilities accessed include: first time wiring; re-wiring and assistance with materials only.
- Materials for Sanitary Plumbing Assistance – assistance provided to purchase materials based on assessment of individual circumstances.
- Minor House Repair Assistance – provides persons with materials and/or labour in roof repairs and other minor structural repairs to their homes.
- Development and Improvement of Children's Play Parks – provides recreational options for children. The supply, maintenance and installation of equipment is done in collaboration with the respective Regional Corporations.

LOCATION/CONTACT INFORMATION

National Director
National Social Development Programme
ANSA Mc Al Building, 69 Independence Square
Port of Spain
Tel: (868) 624-6567 (Exts. 3700-3709)

SECTION 7(1) (a) (II)

Categories of documents in the possession of the Ministry of the People and Social Development

1. Files dealing with administrative support and general administration documents for the operations of the Ministry.
2. Files dealing with the accounting and financial management function of the Ministry.

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3. Financial Records (Cheques, Vouchers, Receipts, Journals)
4. Files dealing with matters relating to the procurement of supplies, services and equipment.
5. Cabinet Documents.
6. Maps/Charts/Photographs/Compact Disks/ Diskettes/ Abstracts/Tapes/Catalogues.
7. News Releases, speeches originating in the Ministry
8. Policy and Procedure Documents.
9. Internal and External correspondence files.
10. Documents relating to strategic review of the Ministry.
11. Documents relating to Training plans.
12. Documents relating to information Technology
13. Legislation and Legal Instruments
14. Legal Opinions and related matters.
15. Files dealing with training - local and foreign and technical co-operation.
16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, memoranda, notices, bulletins, etc.
18. Reports: Statistical, Annual/monthly/ quarterly, Audit, Consultants' / Technical, Corporate, Valuation etc.
19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
20. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
21. Inventories
22. Periodicals and publications
23. Complaint/ suggestion files.

SECTION 7 (1) (a) (III)

Material prepared for publication or inspection

The public may 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).

Ministry of the People and Social Development
Head Office

Ansa Mc Al Building
#69 Independence Square
Port- of Spain

Telephone: 625-9221/625-8565; Fax: 627-4853

SECTION 7(1) (a) (IV)

Literature available by subscription.

- The Ministry of the People and Social Development has no literature available by way of subscription.

SECTION 7(a) (V)

Procedure to be followed when accessing a document from the Ministry of the People and Social Development.

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 the People and Social Development (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:

- 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 the People and Social Development is required to furnish copies of documents only when they are in our possession or we can retrieve 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

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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.

SECTION 7 STATEMENTS

SECTION 7(1) (a) (VI)

Officers in the Ministry of the People and Social Development 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 the People and Social Development
Head Office
Ansa Mc Al Building
69 Independence Square
Port of Spain
Tel.: 625-9221 Ext. 3163

THE ALTERNATE OFFICER IS:

Mrs. Brenda Scott-Pedro
General Administration
Head Office
Ansa Mc Al Building
#69 Independence Square
Port of Spain
Tel.: 625-9221/8565 Ext. 3139

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 can be accessed in our Library which is located at Ansa Mc Al Building, 69 Independence Square, Port of Spain. The Library is open to the public from Mondays to Fridays between the hours of 8:00 am to 4:00pm.

Policy of the Ministry of the People and Social Development for provision of copies held in the public domain

- 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

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 Chap 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, Chap 69:01
- Freedom of Information Act 26 of 1999
- Senior Citizens Pension Act Chap 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, 2000
- Probation of Offenders Act, Chp 13:51
- Homes for Older Persons Act, 2007
- Occupational Safety and Health Act, 2004

N.B. All documents listed above are available for purchase at the Government Printery.

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.

- A Framework for Monitoring and Evaluating in the Social Sector (2006)

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.

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At this time, the Ministry has no documents which fall within the meaning of this section.

SECTION 9 STATEMENTS.

SECTION 9 (1) (a), (b), (c), (d), (g) (j), (k), (l), (m)

At this time, the Ministry has no documents which will fall within the meaning of these sections.

SECTION 9 (1) (e)

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

- Multiple Indicators Cluster Survey 3: Monitoring the Situation of Children and Women.
- Trinidad and Tobago Survey of Living Conditions 2005
- Survey on status of males in Trinidad and Tobago
- Nationwide study on the effects of gambling in Trinidad
- Survey on norms and values

SECTION 9 (1) (f)

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

- Report on National Consultation on Social Development

SECTION 9 (1) (h)

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

- Social Sector Investment Programme 2005-2013
- Final reports on Social Displacement Unit's programmes/projects
- Report on the Holistic Plan for addressing social displacement in Trinidad and Tobago

SECTION 9 (1) (i)

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

- National Policy on Persons with Disabilities (2005)
- National Ageing Policy (2003)