



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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543

**GOVERNMENT OF TRINIDAD AND TOBAGO**  
**Ministry of Social Development and Family Services**  
**Updated Public Statement for 2016 in Compliance**  
**With Sections 7, 8 and 9**  
**of the**  
**Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives the members of the public:

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

### **SECTION 7 STATEMENTS**

#### **Section 7 (1) (a) (i)**

The function and structure of the Ministry of Social Development and Family Services

#### **Vision Statement:**

A dynamic, people-centred organization achieving sustainable human and social development.

#### **Mission Statement:**

To lead in the enhancement of the lives of citizens, with emphasis on the vulnerable, through a network of integrated, effective and accessible social services.

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**Mandate:**

The Ministry of Social Development and Family Services is the core social sector Ministry charged with the responsibility for coordinating the implementation of Government's social and human development objectives.

The overarching goal of the Ministry is to ensure the effective and efficient functioning of the human and social sector towards improvement in the standard of living of all our nation's citizens, particularly those most at risk. Guided by the motto '*Helping...Empowering...Transforming Lives*', the programmes and services of the Ministry are designed to:

- (i) help citizens cope with the economic and social challenges of daily living in a holistic manner, so as to positively contribute to the development of society; and
- (ii) assist the clientele to become empowered through rehabilitative and skills enhancement programmes, which enable them to play an active role in transforming their own lives and that of their families and communities.

The core values of *Respect, Equity, Integrity, Compassion, Responsiveness, Innovativeness* and *Commitment* guide the daily decision making process and direct how employees, at all levels of our organization, interact with each other as well as our stakeholders and carry out the daily business of the organization.

The Ministry's Head Office is located at Colonial Life Building, 39-43 St Vincent Street, Port of Spain.

The Ministry of Social Development and Family Services comprises the following Divisions and Units:-

**DIVISIONS:**

- Social Investigations (Research)
- Policy and Programme Planning and Development
- Monitoring and Evaluation
- Information Technology
- General Administration
- Human Resource Management
- Social Welfare
- Accounts
- Ageing
- National Family Services

**UNITS**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
UPDATED PUBLIC STATEMENT FOR 2016—Continued

- People Issues Resolution Coordinating Unit (PIRCU)
- Corporate Communications and Education
- Legal
- Disability Affairs
- Poverty Reduction and Eradication Research and Policy
- National Poverty Reduction and Eradication Programmes Coordinating
- Piparo Empowerment Centre
- Social Displacement
- Targeted Conditional Cash Transfer Programme (TCCTP)
- HIV/AIDS Coordinating
- New Horizons Centre
- Internal Audit
- Project Implementation
- Inter-Agency
- National Social Development Programme
- Non-Governmental Organisation
- Development Support
- Geriatric Adolescent Partnership Programme (GAPP)
- Retired Adolescent Partnership Programme (RAPP)
- Inter-Disciplinary Child Development Centre
- Adult Education

## DIVISIONS

### Social Investigations (Research)

The primary responsibility of the Social Investigations Division is to coordinate and spearhead development related research in the social sector; to provide support through the generation of timely and relevant data on clients, client needs and services delivered by the Ministry in a collaborative and effective manner.

#### **The core functions of this Division are:**

- To undertake research into major social issues and conduct investigative and specialized research for the purpose of identifying social problems
- To monitor socio-economic trends and indicators; and keep abreast of current local and international research studies relevant to the Social Sector
- To determine in collaboration with Social Sector Ministries a research policy and agenda for the Sector, and to monitor its implementation
- To liaise with regional and international funding agencies to identify areas for collaboration

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- To develop and maintain a central database on socio-economic indicators including critical indicators
- To conduct annual reviews of socio-economic performance; and prepare reports examining social conditions, problems and needs at regional, national and community levels.

**Director**

Social Investigations Unit  
Nahous Building  
45A-C St. Vincent Street, Port of Spain  
Tel (PBX): (868) 625-5515; 624-6695 ext 213

**Policy and Programme Planning and Development**

This Division has responsibility for developing policies, programmes and projects that are culturally relevant, economically viable and sustainable for the Ministry and for coordinating these activities in the social sector.

**The core functions of this Division are:**

- To develop social sector policies in keeping with the national macro-planning framework;
- To develop appropriate programmes and projects based on social research;
- To assess current policies of the social sector to determine their performance and relevance;
- To facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Non-governmental Organizations and Community Based Organizations;
- To establish and maintain structures for participatory development through continuous dialogue with civil society organizations;
- To review planning and policy agendas of external agencies to identify areas for collaboration.
- To provide chairmanship of and secretariat support to the Social Policy Committee.

**LOCATION/CONTACT INFORMATION**

**Director, Social Planning and Research**  
Ansa Mc Al Building  
69 Independence Square, Port of Spain

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Tel: (PBX) (868) 625-8565 / 625-9487 (Exts. 3150/1404)

Fax: (868) 624-9875

**Monitoring and Evaluation**

The Monitoring and Evaluation (M&E) 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.
- The setting of standards for monitoring and evaluation.
- The provision of guidance, advice on best practices and support to Social Sector Ministries, Departments and civil society organizations in the effective utilization of evaluation as a management tool.
- Promotion of the use of evaluation findings among Social Sector Ministries, Departments and civil society organizations, to improve the quality of social interventions.
- Assessment of M&E 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.
- Conduct of evaluations with significant implications for national policy and other strategic evaluations requested by the Minister or Permanent Secretary in the MSDFS.
- Conduct of an evaluation of an intervention in special circumstances where an independent assessment is requested, through the Minister of Social Development and Family Services or by a Minister in the Ministry responsible for the social intervention.
- Development of a multi-year evaluation plan for a period of five years. The multi-year plan which is to be approved by Cabinet, will identify the evaluations to be undertaken and the Agencies responsible for the conduct of these evaluations. This plan will not preclude the conduct of evaluations at the discretion of Ministries / Departments.

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- Conduct of evaluations where required. The MED will provide technical support to programme managers to carry out non-strategic oriented evaluations.
- Development and maintenance of a Management Information System for Social Programmes (MISSP), which will serve as a comprehensive central database on social programmes and projects and evaluations initiated in the social sector.
- Assessment of new projects and programmes (above a specified band of estimated expenditure) to ensure that M&E is embedded into the design.
- Establishment of a repository of evaluation findings in the social sector.
- Provision of assistance to the Policy, Programme Planning and Development Division of the Ministry of Social Development and Family Services in the monitoring and evaluation of social policies.

**LOCATION/CONTACT INFORMATION**

**Senior Programme Officer**

Monitoring and Evaluation Division

Ansa Mc Al Building

69 Independence Square, Port of Spain

Tel: (PBX) (868) 625-8241

**Information Technology**

The Information Technology Division (IT) is responsible for the development of a professional Information Technology infrastructure and for providing client, system and business applications services, IT planning and administration for the Ministry.

**The core functions of this Division are to:**

- Develop and implement specific IT policies;
- Prepare need assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware, software and peripheral equipment;
- Organize and participate in the training of technical and support staff of the Ministry;
- Establish Local Area Networks (LANs);

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- Provide User Support Facilities;
- Establish and maintain a Website for the Ministry;
- Provide Software Training;
- Provide an Internet Research Facility;
- Establish appropriate databases in collaboration with the various Technical Divisions;
- Develop and implement a Management Information System (MIS);
- Develop policies on IT Management and IT Organization Transformation and implement the same;
- Procure Hardware Maintenance and Ongoing Services;
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.

**LOCATION/CONTACT INFORMATION**

**Manager,**  
Information Technology  
2<sup>nd</sup> Floor, CL Financial Building  
39-43 St. Vincent Street  
Port of Spain.

**General Administration**

The General Administration Division provides relevant and timely information, administrative and other support services to the Ministry's clientele in a safe, secure, accessible and healthy environment in support of the achievement of the Ministry's goals and objectives.

The core function of this Division 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

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- Library Services

**LOCATION/CONTACT INFORMATION**

**Administrative Officer V**

Ansa Mc Al Building  
69 Independence Square,  
Port of Spain  
Tel: (PBX) (868) 625-9221

**Human Resource Management**

The Human Resource Services has responsibility for human resource planning and development, employee relations and the integrated human resource information system. This Division is charged with the task of developing policies and plans that allow for the recruitment of staff with core skills, knowledge and competencies and to develop processes for regular monitoring and evaluation of staff performance.

**The core functions of this Division are:**

Human Resource Planning and Organisational Development;

- HR Research
- Job Analysis/Descriptions/Specifications
- Job Evaluation
- Succession Planning
- HR Information System
- Acting Appointments/Transfers
- Leave Administration
- Contract Employment
- Short Listing
- Interviews
- Advertisements

Human Resource Development;

- Career Planning
- Training Needs Analysis
- Training Design/Delivery
- Training Evaluation
- Management Development
- Orientation/Induction



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- Training Administration and Delivery
- Performance/Potential Assessments
- Increment Administration
- Maintenance and Updating of Database on Performance Management

Employee Relations/Industrial Relations

- Grievance management
- Conciliation
- JNC Agreement Administration
- Employee Rewards and Recognition
- Industrial Safety
- Occupational Health/Wellness
- Employee Assistance Programme
- Pension Administration
- Retirement Counselling
- Non-Crisis Consultation

**LOCATION/CONTACT INFORMATION**

**Director, Human Resource Management**

CL Financial Building

5<sup>th</sup> Floor

39-43 St. Vincent Street

Port of Spain

Tel: (PBX) 623-2608

**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

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- Funeral Grant
- Medical Equipment
- Clothing Grant
- Dietary Grant
- School Supplies Grant
- Education Grant
- Free Bus Pass
- Pharmaceutical Grant
- Urgent Temporary Assistance

All grants have specific criteria.

**LOCATION/CONTACT INFORMATION**

**Director, Social Welfare**

ABMA Building  
55-57 St. Vincent Street  
Port of Spain  
PBX (868) 623-6142  
Fax (868) 625-8291

**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  
107 Eastern Main Road  
Chai Building  
Tel. (868) 662-5347  
Fax. (868) 662-3560

**Caroni (Chaguanas)**

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

**St. Andrew/ St. David (Sangre Grande)**

Cor. Savi Street & Boodooville Circular Road  
Tel: (868) 668-3366  
Fax: (868) 668-7929

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**Nariva/Mayaro (Rio Claro)**

2458 Naparima-Mayaro Road

Tel: (868) 644-2389 Fax: (868) 644-0724

**Victoria West (San Fernando)**

Omardeen Building

59-61 Ciperio Street

Tel. (868) 657-5866, 653-6068

Fax. (868) 653-6068

**Victoria East (Princes Town)**

Marlson's Building

97 High Street

Tel. (868) 655-2377/4319

Fax. (868) 655-4319

**St. Patrick East (Siparia)**

Siparia Administrative Complex

Cor. Allies and High Streets

Tel. (868) 649-2428/1942

**St. Patrick West (La Brea/Cedros/Point Fortin)**

4 Furlonge Street

Mahaica

Tel. (868) 648-3295/1751

Fax. (868) 648-1751

**St. George West (Port-of-Spain)**

Cor. Richmond and Duke Streets

Tel. (868) 623-0503/3875.

**TOBAGO (SCARBOROUGH)**

Tam Building,

Glen Road

Scarborough

Tel. (868) 639-2673

Fax. (868) 639-2673

**Accounts**

This Unit is responsible for the following functions:

- Prepare/collate the Draft Estimates of Recurrent Expenditure;
- Allocate provisions/releases to Sub-Accounting Unit;

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- Request monthly release of funds from the Ministry of Finance (MOF);
- Maintain releases/allocation registers
- Apply for grant of credit on the exchequer account;
- Process all requests for virements and transfers of funds;
- Maintain register for approved transfers/virements
- Process all requests for Overseas/wire payments
- Commit invoice orders from Divisions/Units except the sub-accounting unit
- Approach MOF for the confirmation of the availability of funds where necessary
- Perform registry procedures for the Unit
- Process all pay sheets/payment vouchers
- Process all National Insurance Claims
- Calculate and report all overpayments to H.R., COA & Auditor General
- Maintain all pay record cards; overpayment and Advances ledgers; travelling, electricity, telephone, rent ledgers
- Issue TD4s
- Maintain Vote control
- Check and pass for payment all vouchers/pay sheets with related schedules of accounts
- Collect blank cheque forms from COA
- Maintain cheque Form Register
- Prepare and disburse cheques
- Prepare daily notification of expenditure
- Prepare monthly expenditure statement and list of unpaid cheques
- Maintain remittance register and deposit all returned cheques;
- Reconcile Treasury deposits accounts
- Maintain register/ledger in respect of void cheques;

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- Prepare list of cheques due to become void for publication in the press;
- Submit listing of all void cheques to COA;
- Request for change of signature re cheque writing system;
- Prepare annual Appropriation Accounts
- Prepare a statement of outstanding balances on advances at the end of fiscal year for COA
- Prepare reports on overpayments for inclusion in the Appropriation of Accounts
- Investigate all Audit queries and submit appropriate responses to the Auditor General
- Store and maintain all financial records in the vault
- Process outstanding arrears to public officers.

**LOCATION/CONTACT INFORMATION**

**Accounting Executive I**

1<sup>st</sup> Floor  
CL Financial Building  
39-43 St. Vincent Street  
Port of Spain  
Tel (PBX) 623-2608 (Exts: 5106/5105)

**Ageing**

The Division of Ageing, established in August 2003, serves as an umbrella agency within the Ministry of Social Development and Family Services to focus on ageing initiatives in Trinidad and Tobago. Its mission is to educate and sensitise key stakeholders and the general public on ageing issues as well as to enhance the quality of life of older persons throughout Trinidad and Tobago, by providing an enabling environment for their continued development. This mandate of the Division of Ageing is critical in view of the fact that 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.

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**The core functions of this Division are:**

- 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 organize 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 sensitization 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

Ground Floor

CL Financial Building

39-43 St. Vincent Street

Port of Spain

Tel: (PBX) 623-2608 ext. 1403, 1405, 1407, 1409

**Older Persons Information Centre (OPIC)**

[opiccentre@gmail.com](mailto:opiccentre@gmail.com)

**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

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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 8<sup>th</sup> 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 CRANDAH) 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

**LA HORQUETTA (GEMS) SENIOR ACTIVITY CENTRE**

#2 Marjorie Padmore Avenue,

Phase II, La Horquetta,

Arima

Tel:(868)643-6589.

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**National Family Services Division**

The National Family Services Division was established to promote healthy functioning families through the provision of preventive, developmental and remedial programs and services.

**The core functions of this Division are:**

- To manage cases of individuals and families at risk
- To provide individual, group and family counselling
- To make referrals to relevant agencies, both Ministerial and external, in the management of cases
- To develop and conduct public education programs and training, including sensitisation campaigns, lectures and workshops on social issues throughout Trinidad and Tobago, on matters impacting family functioning
- To assist in the research and analysis of matters pertaining to the family and to disseminate information on issues affecting the family in Trinidad and Tobago
- To network and collaborate with local, regional and international agencies to promote healthy functioning families
- To provide practicum experience for university students desirous of entering the field of social services and on the job training for graduates
- To respond and engage in crisis intervention in cases of homicides, suicides and accidents

**LOCATION/CONTACT INFORMATION**

**Family Services Offices:**

**POINT FORTIN**

Rotel Building  
Neverson Street  
Trinidad  
Tel. (868) 648-6747

**SANGRE GRANDE**

Savi Street  
Trinidad



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Tel. (868) 691-3503

**PORT OF SPAIN**

ABMA Building  
55 - 57 St. Vincent Street  
Trinidad  
Tel. (868) 624-8218

**TUNAPUNA**

Social Welfare Building  
Eastern Main Road  
Trinidad  
Tel. (868) 662-5483

**SAN FERNANDO**

Social Welfare Building  
Independence Avenue  
Trinidad  
Tel. (868) 653-0991

**RIO CLARO**

Social Welfare Building  
Trinidad  
Tel. (868) 644-0813

**COUVA**

Couva Social Services Centre  
Camdeen Road  
Trinidad  
Tel. (868) 636-3206

**CHAGUANAS**

Social Welfare Building  
Delta Trading Building  
Eleanore Street  
Trinidad  
Tel. (868) 671-3526

**Tobago**

Children and Family Services Unit  
Department of Social Services  
Tobago House of Assembly

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TLH Complex  
Montessori Drive, Glen Road  
Scarborough  
Tobago, West Indies  
Tel. (868) 639-2673 / 1512, 631-1439

### **UNITS**

#### **m-People Issues Resolution Coordinating Unit (PIRCU)**

The Ministry of Social Development and Family Services, working in tandem with other Government agencies has as its mandate the provision of resolution to people's issues in a comprehensive and timely manner and is responsible for facilitating this initiative.

#### **The core functions of this Unit are:**

- To investigate and facilitate resolution of customers' time sensitive issues (issues that have been lodged at government agencies for over three (3) months);
- To provide a high level of quality customer service to all clients;
- To maintain a database of client information for monthly and quarterly reporting;
- To educate clients on services provided by the government and the processes for obtaining them;
- To determine solutions and co-ordinate activities and actions identified by the Inter-Ministerial People's Issues Resolution Committee (IMPIRC) to resolve challenges including bottlenecks and insufficient resources;
- To prepare quarterly summary and evaluation reports for the Minister of Social Development and Family Services for submission to Cabinet;
- To establish procedural guidelines for use by and in the Ministries represented on the IMPIRC via their respective PIRCUs and in conjunction with the main Coordinating Unit in the Ministry of Social Development and Family Services;
- To gather information in communities as a means of being proactive in anticipating problems and responding to the needs of citizens.

#### **LOCATION/CONTACT INFORMATION**

Manager  
main-People Issues Resolution Coordinating Unit

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Second Floor, CL Financial Building  
39-43 St. Vincent Street, Port of Spain  
Tel: (868) 623-2608 (Exts. 5024)  
Hotline: (868) 800-4PPL (4775)

**Corporate Communications and Education**

The Corporate Communications and Education Unit is responsible for marketing, public relations, education and communications for promoting the role and responsibilities of the Ministry.

**The core functions of this Unit are:**

- Strategic Communications Planning
- Public Awareness Campaigns
- Media Relations Support Services
- Protocol and Event Planning Services
- Reputation management
- Internal Communication Support Services
- Graphic design services
- Speechwriting
- Crisis Communications & Issues Management
- Customer Relations
- Procurement of Corporate material.

**LOCATION/CONTACT INFORMATION**

**Manager**  
**Corporate Communications and Education**  
4<sup>th</sup> Floor, CL Building  
39-43 St. Vincent Street,  
Port of Spain  
Tel: (868) 623-2608 (ext: 5432)

**Legal**

The Legal Unit renders legal advice to the Ministry of Social Development and Family Services on matters pertinent to the mandate of the Ministry. The Unit performs general legal work within the scope of the Ministry and on behalf of Divisions and Units of the Ministry.

**The core functions of this Unit are to:**

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- Provide legal advice to the Minister, Permanent Secretary and Heads of Divisions on matters pertinent to the mandate of the Ministry;
- Provide legal services for the Ministry such as assisting with the drafting of contracts and the development of legal documents;
- Liaise with the Office of the Attorney General, the Legal Affairs Ministry and other external agencies on legislation and other legal matters relevant to the Ministry's portfolio;
- Undertake reviews of existing legislation pertinent to the social sector and the Ministry's mandate and make recommendations for amendment where necessary;
- Undertakes Research on legal issues pertinent to the Ministry's mandate and prepares Legal Opinions on issues affecting the Ministry and its units;
- Provide comments on the legal aspects of policies and programmes recommended for implementation.
- 

**LOCATION/CONTACT INFORMATION**

**Legal Officer II**

**Legal Unit**

Ansa Mc Al Building  
69 Independence Square,  
Port of Spain  
Tel: (PBX) (868) 625-9221 (ext 5303)

**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:**

- To co-ordinate and monitor implementation of the National Policy on Persons with Disabilities
- To provide technical support and referral for persons with disabilities, their families and all other persons interested in learning about disabilities
- To evaluate requests for assistance from Non-Governmental Organisations (NGOs) and individuals
- To network with pertinent NGOs, mass media and international organisations to collect and disseminate information on disabilities

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- To implement programmes that empower persons with disabilities
- To sensitise and increase public awareness of issues pertaining to persons with disabilities
- To conduct research and collect data on persons with disabilities.

**LOCATION/CONTACT INFORMATION**

**Director**

**Disability Affairs Unit**

Nahous Building

45A-C St. Vincent Street, Port of Spain

Tel (PBX): (868) 624-6567 / 623-1983 Ext. 2022/2023 and 2031-36

Fax: (868)623-2379

**Poverty Reduction and Eradication Research and Policy**

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

**The core functions of this Unit are:**

- 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 on-going 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 organizations with programmes which target the reduction of poverty.
- To implement Poverty Surveys (The Survey of Living Conditions (SLC), Regional Poverty Profiles).

**LOCATION/CONTACT INFORMATION**

**Director**

**Poverty Reduction and Eradication Research and Policy**

2nd Floor

CL Financial Building

St. Vincent Street, Port of Spain

Tel: (868) 625-5665

543—Continued

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
UPDATED PUBLIC STATEMENT FOR 2016—Continued

PBX: (868) 623-2608 Exts. 5230 - 5240  
Fax: 623-7851

**National Poverty Reduction and Eradication Programme Coordinating**

**The core functions of this Unit are:**

- 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 Sowing Empowerment Through Entrepreneurial Development (SEED), The Micro Enterprise Loan Facility (MEL), Multi-purpose Community Based Telecentres and the Regional Micro Project Fund (RMPF).

**LOCATION/CONTACT INFORMATION**

**Director**

**National Poverty Reduction and Eradication Programme Coordinating**

2nd Floor

CL Financial Building

St. Vincent Street, Port of Spain

Tel.PBX: (868) 623-2608; Exts. 5025, 5026, 5012, 5011

Note: Main point of contact in the Municipal Regions is the Regional Coordinator Project Implementation Unit.

**REGIONAL OFFICES**

**ARIMA**

Social Services Centre,

3rd Floor (Pennywise Building)

10A Devenish Street,

Arima 667-5413

Tel. 396-0650

Fax: 667-3865

**CHAGUANAS**

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MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Delta Trading Building,  
Eleanor Street,  
Chaguanas  
Tel. 672-3222  
396-0625

**COUVA/TABAQUITE/TALPARO**

Couva Social Services Centre,  
Camden Road,  
Couva  
Tel. 636-4809  
396-0712

**DIEGO MARTIN**

Nahous Building,  
45A-C St. Vincent Street,  
Port of Spain  
Tel. 623-9248 ext.2120  
Fax. 396-0627

**PENAL/DEBE**

27B Penal Rock Road,  
Penal  
Tel. 647-6849  
Fax. 396-0638

**POINT FORTIN**

No physical office space  
649-3311

**PORT OF SPAIN**

Nahous Building,  
45A-C St. Vincent Street,  
Port of Spain  
623-9248  
396-0684

**PRINCES TOWN**

Marlson Building,  
97 High Street  
Princes Town 655-5832  
Fax: 655-3861

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MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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396-1484

**RIO CLARO/MAYARO**

Rio Claro Social Services Centre,  
High Street, Rio Claro  
644-0242  
396-0673

**SAN FERNANDO**

Social Welfare Building  
Omardeen Building  
59-61 Ciperio Street  
San Fernando  
Trinidad, West Indies  
653-2941  
396-0682

**SAN JUAN/ LAVENTILLE**

Social Services Centre,  
Silver Mill, San Juan  
724-8300  
739-0352  
396-0647

**SIPARIA**

Social Welfare Building,  
High Street, Siparia  
649-3311  
396-0718

**TUNAPUNA PIARCO**

Social Services Centre,  
Cor. Eastern Main Road & Centenary Street,  
Tunapuna  
663-4704  
663-9051  
396-0796

**Telecentre Locations**



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MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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**COUVA**

Couva Social Services Centre, Camden Road, Couva

636-4453

[couvamct@gmail.com](mailto:couvamct@gmail.com)

**PENAL**

Ramkissoon Street, Penal

647-2630

[penaldebemct@gmail.com](mailto:penaldebemct@gmail.com)

**PIPARO**

LP75, Corner Pascal Road and Sookoormany Trace, Piparo

656-8086

656-0674

[piparomct@gmail.com](mailto:piparomct@gmail.com)

**PRINCES TOWN**

2 James Street, Princes Town

655-8922

[Princetownmct@gmail.com](mailto:Princetownmct@gmail.com)

**SAN JUAN/ LAVENTILLE**

60 Eastern Main Road, Silver Mill, San Juan

674-3021

**TUNAPUNA**

Social Services Centre,

107 Eastern Main Road,

Tunapuna

663-4704

[tunapunamct@gmail.com](mailto:tunapunamct@gmail.com)

**Piparo Empowerment Centre**

To provide residential treatment, rehabilitation services and skills training for male substance abusers by employing the principles of responsible love and concern with the highest professional standards using all available resources and networking with relevant agencies. The programme has a capacity to house fifty (50) residents, for the duration of nine (9) months to one (1) year. Clients enter the programme as referrals or as 'walk-ins'. The PEC also accepts court referrals – the opportunity for

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rehabilitation is offered as an alternative to sentencing and in this instance, completion of the programme is mandatory.

**The core functions of this Unit are:**

- To provide treatment and rehabilitation services for substance abusing clients, towards their successful social reintegration
- To provide clients with opportunities for building and/or rebuilding skills to make them more marketable and improve their chances at successful reintegration
- To provide continued moral, social and spiritual support of clients and their families, both during and after the treatment period.
- To provide clients with a comprehensive array of rehabilitative services, including vocational and remedial skills training
- To provide long-term residential rehabilitation services for males who have a chronic substance abuse problem, and who may have had several failed attempts at recovery
- To provide a safe physical environment for residents in treatment.

The PEC utilises the Therapeutic Community Model and provides the following services:

- Treatment
- Therapeutic Community Counselling/Training
- Peer Counselling
- Intake/Assessment and Referrals
- Individual and Group Counselling
- Family Therapy Counselling
- Behaviour Modification
- Social Re-integration Training
- Remedial Education
- Vocational Counselling
- Vocational and Occupational Skills Development (internal and external)
- Skills Training (e.g. Agriculture, Lands and Maintenance, House-keeping, Food preparation, Communication)
- Accessing Medical Treatment, Psychiatric Support, Dental Care and Optical Services
- Accessing Micro-Enterprise Grants for business start up
- Job Placement
- Accessing Transitional Housing for graduating residents as needed
- Follow-up and After Care Services

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**LOCATION/CONTACT INFORMATION**

**Programme Director**  
**Piparo Empowerment Centre**  
Dindial Trace, Piparo  
Tel: (868) 656-0328 / 656-0876  
Tel/Fax: (868) 656-0764/656-0797

**Social Displacement**

Create and monitor a network of treatment and rehabilitation alternatives that would empower socially displaced persons and facilitate their reintegration into society.

**The core functions of this Unit are:**

- To provide rehabilitation programmes and services to the socially displaced;
- To inform and advise on policies and programmes for socially displaced persons;
- To develop and coordinate rehabilitation programmes and services for socially displaced persons;
- To carry out public sensitization campaigns about persons who are socially displaced;
- To network with local, regional and international agencies;
- To monitor and evaluate services and programmes for the socially displaced.

**LOCATION/CONTACT INFORMATION**

**Executive Director**  
**Social Displacement Unit**  
2nd Floor, ABMA Building  
55-57 St. Vincent Street, Port of Spain  
Tel: (868) 624-6567 (Ext) 1242/1244/1249.

**Targeted Conditional Cash Transfer Programme (TCCTP)**

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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.

**The core functions of this Unit are:**

- To provide conditional cash transfers to eligible recipients;
- To give TCCTP recipients the ability to purchase food items they need to meet the daily nutritional and other requirements of their households
- To ensure all employable beneficiaries are registered with an employment agency to actively seek employment
- To engage a minimum of 80% of recipients in life skills training programmes such as family and budgetary planning
- To engage a minimum of 50% of recipients in employment training programmes
- To empower beneficiaries to become socially and economically independent
- To enhance the income earning capacity of vulnerable households
- To reduce the psychosocial barriers to development for vulnerable households
- To move vulnerable households from social exclusion to social inclusion
- To transform households into self-sustaining entities with improved quality of life for all its members.

**LOCATION/CONTACT INFORMATION**

**Director**

Targeted Conditional Cash Transfer Programme Secretariat  
3<sup>rd</sup> Floor, Nahous Building, 45-A-C St Vincent Street, Port of Spain  
Tel: (868) 623-4770

**Regional Offices:**

**ARIMA**

c/o Arima Social Service Centre  
10 Devenish Street  
(Upstairs Pennywise Building)  
Tel: (868) 664-2339

**CHAGUANAS**

Delta Building,  
Eleanor Street  
Tel: (868) 672-0769

**COUVA**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Couva Social Services Centre,  
Camden Road.  
Tel: (868) 636-4453 Exts. 102, 103

**DEBE/PENAL**

Ramkissoon Trace  
(Next to Dollar Value Supermarket)  
Tel: (868) 647-8796

**PORT OF SPAIN**

2<sup>nd</sup> Floor ABMA Building,  
57-A-C St Vincent Street.  
Tel: (868) 623-3777

**POINT FORTIN**

c/o Social Welfare Office  
4 Furlonge Street.  
Tel: (868) 648-3295

**PRINCES TOWN**

Marlson Building,  
97 High Street  
Tel: (868) 655-5615

**SAN FERNANDO**

Omardeen Building  
59-61 Cipero Street  
Tel: (868) 653-6248

**SANGRE GRANDE**

Corner Savi Street & Boodooville Circular Road  
Tel: (868) 691-5065

**SAN JUAN/LAVENTILLE**

69A Eastern Main Road,  
Silver Mill  
Tel: (868) 675-6049

**TOBAGO**

Caribana Building,

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
UPDATED PUBLIC STATEMENT FOR 2016—Continued

Bacolet Street  
Scarborough  
Tel: (868) 639-2673

**TUNAPUNA**

c/o Tunapuna Social Services Centre  
107 Eastern Main Road  
(Opposite Royal Castle)  
Tel: (868) 662-5347

**HIV/AIDS Co-ordinating**

Strengthen the implementation and coordinating capacity of the Ministry with regards to HIV/AIDS related activities.

The HIV Coordinating Unit works collaboratively with the Ministry's social services, Non-Governmental Organisations and other stakeholders to address the overarching goals of the National Strategic Plan for HIV/AIDS.

**The core functions of this Unit are to:**

- Mainstream HIV/AIDS within the Ministry.
- Facilitate the development of Information, Education and Communication (IEC) Material and other Behavior Change Communication (BCG) strategies on HIV/AIDS.
- Promote opportunities for mainstreaming advocacy efforts on HIV and AIDS among staff as well as among external stakeholders and clients.
- Coordinate programmes for the delivery of HIV and AIDS education services internally (staff) and externally (the Ministry's clients).
- Develop the Research Project which speaks to psycho-social issues within the HIV/AIDS epidemic
- Facilitate the implementation of the HIV Workplace Policy within the Ministry.

**LOCATION/CONTACT INFORMATION**

**HIV/AIDS Coordinator**

ANSA Mc Al Building  
69 Independence Square  
Port of Spain.

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Tel: (PBX) (868) 623-2608; (Exts. 1457/1458)

Fax: (868) 624-9875

**New Horizons Centre**

The Centre provides viable alternatives to street dwelling 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 assist them to better function in society.

**Programme Director**

**New Horizons Centre**

Dindial Trace, Piparo

Tel: (868) 656-0331

**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.

**Auditor I**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Internal Auditor  
Nahous Building  
45-A-C St Vincent Street,  
Port of Spain  
Tel: 625-9709

**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:**

- Manage the relationships between internal and external stakeholders of the Ministry's projects. In so doing, it operates both as an Agent of the Ministry and as a Client to the various Units/Departments of the Ministry;
- Provide technical expertise in areas such as Designs – spatial layout for, and preparation of scope of works for the Ministry's infrastructural type projects, thereby ensuring that they are implemented on time, within budget and in accordance with best practices and high quality standards;
- Coordinate site visits and meetings with all stakeholders and contractors to ensure that projects are implemented according to planned scope of works and in conformance with policies and procedures of the Government of Trinidad & Tobago;
- Assists the Policy and Research Division in the preparation of Notes for Cabinet, the Annual Development Programme Estimates, midterm review, and monthly status reports of the PSIP.

**LOCATION/CONTACT INFORMATION**

**Project Manager**

ANSA Mc Al Building  
69 Independence Square  
Port of Spain  
Tel: (PBX) (868) 623-2608  
Fax: (868) 624-9875

**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



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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.

**The core functions of this Unit include:**

- Monitoring the operations of the existing NGOs collaborating with the Ministry in the “Street Dweller Programme” to ensure that they fulfil their “Duty of Care”
- Ensuring that each client coming through the programme is given care and attention specific to his/her needs in order to promote their successful rehabilitation.
- Continuing with the “move-along” activity (the Special Reserve Police) on a daily basis and as needed.
- Assisting with any requests from the Minister or Junior Minister in the Ministry, once approved by the all reports of nuisances associated with street-dwelling from the general public.
- Providing Assistance to other Departments on request
- Channelling walk-in clients and other voluntary clients to the Transitional Housing Facility (e.g. Society St Vincent de Paul – CSDP) where they will access food, shelter and clothing.
- Responding to emergency requests where client is willing to accept assistance.
- The creation and maintenance of a complete Medical History (“Charts”) of every client, recorded in the individual client’s file within 36 hours of the client being admitted into the Residential Facility

**LOCATION/CONTACT INFORMATION**

**Manager**

Inter-Agency Unit (IAU)  
Head Office,  
ANSA Mc Al Building  
Independence Square, Port of Spain  
Tel: (868) 627-9487; 625-8565

**National Social Development Programme**

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**The core functions of this Programme include:**

- To ensure that needy citizens throughout the country have access in their homes, to a reliable and sustainable supply of pipe borne water and electricity as well as improved, sanitary plumbing facilities
- To assist in providing simple, useful, recreational facilities in underdeveloped communities
- To raise the standard of living and quality of life of underprivileged citizens.

**The Programme offers different services including:**

- Improved Water Supplies
- Electrification and Lighting of Community Facilities
- House Wiring Assistance Facility
- Materials for Sanitary Plumbing Assistance
- Improving Children's Play Parks and Senior Citizens Homes
- Minor House Repair Assistance – provides persons with materials and/or labour in roof repairs and other minor structural repairs to their homes.

**LOCATION/CONTACT INFORMATION**

**National Director**

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

**Non-Governmental Organisation**

The Non-Governmental Organisation (NGO) Unit was established within the Ministry of Social Development and Family Services in May 2013 with the mandate to manage the Ministry's relationship with service delivery partners involved in the delivery of social services to communities.

**The core functions of this Unit are to:**

- Identify suitable organisations to undertake the delivery of services or the conduct of social programmes and projects
- Manage contractual arrangements with organisations for the delivery of social services and programmes
- Register organisations involved in the delivery of social services
- Collaborate with relevant social service delivery agencies and divisions to ensure the effective and efficient delivery of services

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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- 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**

**Co-ordinator**  
**Non-Governmental Organisation (NGO) Unit**  
Nahous Building  
45-A-C St Vincent Street,  
Port of Spain  
Tel: (PBX) 624-8820 Exts. 5003/5023  
Email: [ngounit@mps.gov.tt](mailto:ngounit@mps.gov.tt)

**Development Support**

**The core functions of this Unit are to:**

- Support the wellness of the organisation and the wellbeing of its personnel – the internal clients of MSDFS.
- Facilitate the delivery of efficient and effective services by the MSDFS to external clients and stakeholders.

**LOCATION/CONTACT INFORMATION**

**Co-ordinator**  
Development Support Unit  
Nahous Building  
45-A-C St Vincent Street,  
Port of Spain.

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Tel. 627-4894; (PBX) 623-2608 ext. 1102;1104  
Fax. 623-3717

**The Programmes that are now under the purview of the Ministry of Social Development and Family Services:**

**a. Geriatric Adolescent Partnership Programme (GAPP)**

The Geriatric Adolescent Partnership Programme (GAPP) is an intensive short term training programme aimed at imparting knowledge and caring skills to young people between the ages of 17-35. Trainees are actively engaged in classroom sessions and supervised in field placements in private homes and institutional settings in the trainee's community. The assessment and support is ongoing.

**The core aspects of this Programme include:**

- Development of a sense of self-worth and self-discipline among young persons.
- Bridging the gap between young persons and the elderly thereby allowing for more effective interaction and positive outcomes.
- Development of caring skills in young people.
- Fostering national consciousness.
- Improving social interaction among people in communities.

**LOCATION/CONTACT INFORMATION**

**Coordinator**

GAPP Office

1 La Fantasie Road, St. Ann's

Community Development Education

Information, Training and Resource Centre

Tel: 624-8430/625-0512

Fax: 625-6592

**b. Retired Adolescent Partnership Programme (RAPP)**

The Retiree Adolescent Partnership Programme (RAPP) is a community-oriented programme developed by the Ministry of Community Development which seeks to utilize the skills and experience of retired persons to provide assistance and supervision for School age youth (9-21 yrs).

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**The core functions Unit are:**

- Selection of NGOs/CBOs to manage the programme
- In collaboration with the NGO/CBO, identifying appropriate locations for RAPP Centres
- Liaising with supporting social partners
- Providing resources- personnel furniture and equipment
- Monitoring activities at the centre to ensure that the policy objectives are met
- Training of resource persons and facilitators in non-threatening educational methodologies.

**LOCATION/CONTACT INFORMATION**

Coordinator

Head Office

Ministry of Social Development and Family Services

1 La Fantasie Road

St. Ann's

Tel.: (868) 621-3554

Fax: (868) 621-5126

**Service Centres:**

**COUVA**

Lisas Gardens Community Centre  
Balisier Street

**BELMONT**

Belmont Community Centre  
Jerningham Avenue

**LA HORQUETTA**

La Horquetta Regional Complex  
Marjorie Padmore Avenue  
Phase II

**VALENCIA**

Valencia Pentecostal Church  
L.P. 55, Kangalee Street

**c. The Interdisciplinary Child Development Centre (ICDC)**

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The Interdisciplinary Child Development Centre is a government-funded pre-school facility that serves the underprivileged in the Couva area.

The core function is to provide educational, nutritional and social services to low income children, from 1-5 years old.

**LOCATION/CONTACT INFORMATION**

**Manager**

#6 De Gannes Street,  
Couva  
Tel: 636-3605

**d. Adult Education**

The Adult Education Programme provides educational opportunities for adults and out of school young persons who have not graduated to further/higher education. Furthermore, allowing participants to develop skills that can make meaningful contributions to the development society.

**The core functions are:**

- Domestic Support - Skills enable trainees to engage in home-based production of goods and services
  - a. Reduce household expenditure
  - b. Allow for more effective use of scarce financial resources
- Employment Generation
- Self-employment

**LOCATION/CONTACT INFORMATION**

**Programme Coordinator**

#8 Jerningham Avenue  
Queen's Park East  
Port of Spain  
Tel. (868) 625-0639, 625-3012/3112  
Fax. (868) 623-5988

**District Offices:**

**PORT OF SPAIN**

JOBCO Building  
Fredrick Street  
Tel: (868) 623-6929

**AROUCA**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Arouca Community Centre  
Victory Street  
Arouca

**CUNUPIA**

Warrenville Regional Complex  
Warren/Munroe Road  
Tel: (868) 665-4252

**SANGRE GRANDE**

358 Brierley Street  
Tel: (868) 668-2538

**PRINCES TOWN**

Marlsons Building  
97 High Street  
Tel: (868) 655-2252

**SAN FERNANDO**

Mon Repos Regional Complex  
Mon Repos  
Tel: (868) 652-5203

**SIPARIA**

Administrative Complex  
Corner Allies Street & S.S. Erin Road  
Tel: (868) 649-2473

**POINT FORTIN**

20 Agard Road  
Tel: (868) 649-2473

**RIO CLARO**

Lot 11 Ramrattan Building  
Naparima/Mayaro Road  
(next to S and S Persad Supermarket)  
Tel: (868) 644-0849

**SECTION 7(1) (a) (II)**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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**Categories of documents in the possession of the Ministry of Social Development and Family Services**

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.
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.
24. Research Studies

**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) at the Ministry's Library.

LOCATION/CONTACT INFORMATION

Ministry of Social Development and Family Services  
Library Services  
Ansa Mc Al Building  
#69 Independence Square  
Port- of Spain



MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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Telephone: 625-9221/625-8565; Fax: 624-9875

**SECTION 7(1) (a) (IV)**

Literature available by subscription.

- The Ministry of Social Development and Family Services has no literature available by way of subscription.

**SECTION 7(a) (V)**

Procedure to be followed when accessing a document from the Ministry of Social Development Family Services.

**HOW TO REQUEST INFORMATION:**

- **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused) you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in any Public Authority in order to access information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Social Development and Family Services (see Section 7(1) (a) (VI)).

- **Details in the Request**

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

**REQUESTS NOT HANDLED UNDER FOIA:**

MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
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- A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

## RESPONDING TO YOUR REQUESTS

- **Retrieving Documents**

The Ministry of Social Development and Family Services is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

- **Furnishing Documents**

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

**Please note we are not compelled to do the following:**

- (a) Create new documents. For example we are not required to write a new program so that a computer will print information in the format you prefer.

## TIME LIMITS

- **General**

The FOIA sets time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status.

- **Time allowed**

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

- **Fees and Refund**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to

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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 Social Development and Family Services responsible for:

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

#### THE DESIGNATED OFFICER IS

**Ms. Angelique Taylor**  
Ministry of Social Development and Family Services  
Head Office  
Ansa Mc Al Building  
# 69 Independence Square  
Port of Spain

Tel.: 625-9221/8565 Ext. 3150

#### THE ALTERNATE OFFICER IS:

**Mr. Andy Hawkins**  
General Administration  
Head Office  
Ansa Mc Al Building  
#69 Independence Square  
Port of Spain

Tel.: 625-9221/8565 Ext. 3198

### 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.

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Copies of the Ministry of Social Development and Family Services' policies are also provided in the public domain at [www.mpsd.gov.tt](http://www.mpsd.gov.tt).

- No Smoking, Eating or Drinking is allowed in the Library.
- No Bags are allowed in the Library.
- Cell phones are to be kept on mute mode

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

**Documents containing interpretations or particulars of written laws or schemes administered by the Ministry, not being particulars contained in another written law.**

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act and Regulations, 1966 Chapter 23:0, Laws of Trinidad and Tobago
- Public Service Commission Regulation, 1966, Chapter 88:01, Laws of Trinidad and Tobago
- The Audit and Exchequer Act 20 of 1959, Chapter 69:01
- Freedom of Information Act 26 of 1999
- Senior Citizens Pension Act Chapter 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, 2000
- Homes for Older Persons Act, 2007
- Occupational Safety and Health Act, 2004
- Domestic Violence Act 27 of 1999 Chapter 45:56, Amended by 8 of 2006
- Children Authority Act No. 64 of 2000, Ch. 46:10 amended by Act No. 8 of 2003 and Act No. 14 of 2008
- Children's Community Residences, Foster Care and Nurseries Act, 2000 (No. 65 of 2000) Amended 31st December 2009
- Sexual Offences Act 27 of 1986 chapter 11:28, amended by Act 31 of 2000
- Matrimonial Proceedings and Property Act Chapter 45:51, Act 2 of 1972
- Co-habitation Relationship Act Chapter 45:55 Act. No. 30 of 1998

**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)
- National Policy on Persons with Disabilities (2005)

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- Monitoring and Evaluation Policy for the Social Sector (2006)
- A Framework for Monitoring & Evaluating Social Sector Interventions (2006)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- National Policy on Ageing for Trinidad and Tobago (2003)

**SECTION 8 (1) (b)**

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

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

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**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 2005-2015
- Annual Administrative Report 2010
- 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)

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