



**GOVERNMENT OF THE REPUBLIC OF
TRINIDAD & TOBAGO**
Public Statement of
Ministry of Community Development
In Compliance with Sections 7, 8 and 9 of
The Freedom of Information Act 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Community Development (hereinafter referred to as the MOCD) being a Public Authority is required by Law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the MOCD;
- (2) A legal right for each person to have personal/official information relating to him/herself amended where it is held by the MOCD and such information is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;

- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE PUBLIC AUTHORITY

Vision Statement:

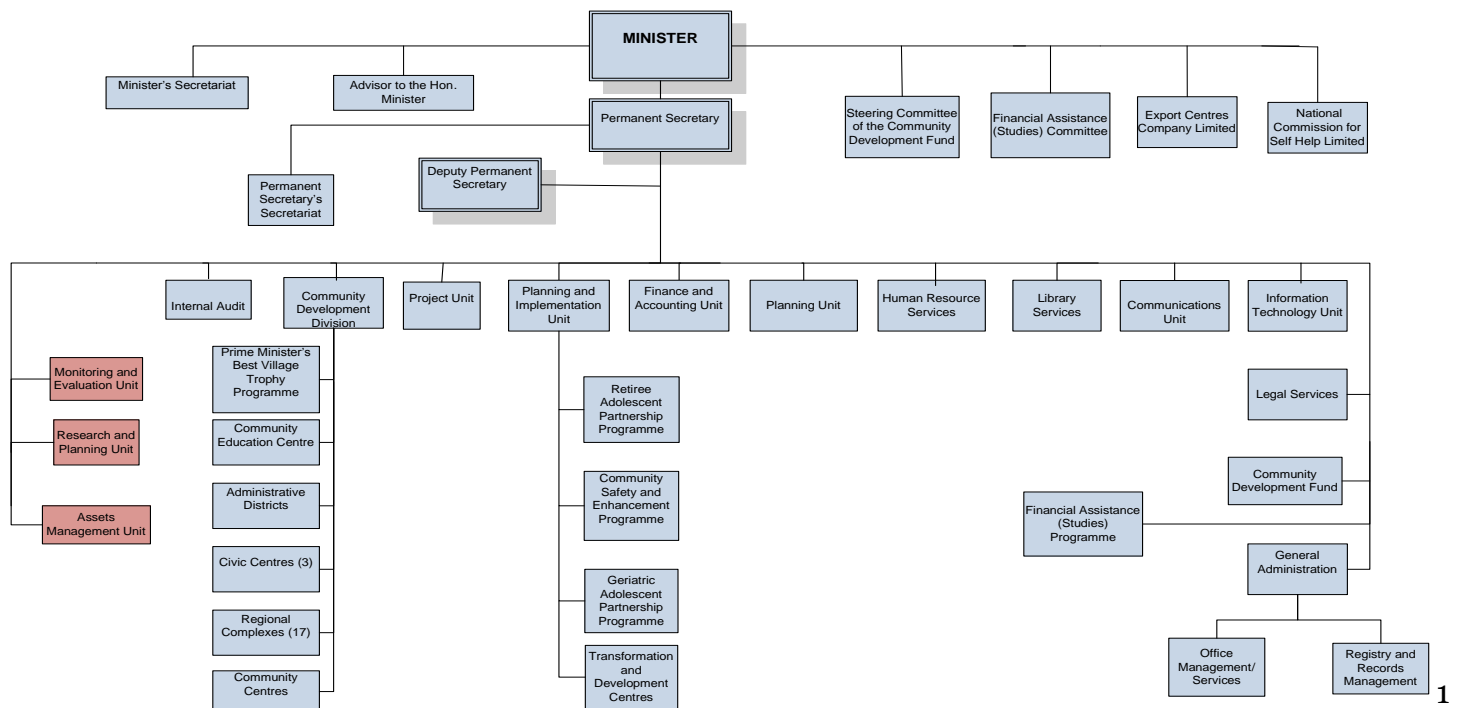
Our vision is a transformed community sector which is a proactive, self reliant contributor to national development.

Mission Statement:

To lead in the development of resilient communities by stimulating human and social capital through collaboration and the provision of innovative projects, programmes and services.

The MOCD is headed by the Minister who has responsibility for policy matters as well as the general direction and oversight of the Ministry. The Permanent Secretary is the financial and administrative head of the Ministry.

ORGANIZATIONAL CHART OF THE MINISTRY OF COMMUNITY DEVELOPMENT



The MOCD Head Office is located at 8 Queen's Park East, Port of Spain and comprises the following Units:

HEADQUARTERS' UNITS

- Community Development Unit
- Minister's Secretariat
- Permanent Secretary Secretariat
- Human Resource Management
- Finance and Accounting
- Administrative Services
- Communications Unit
- Library Services Unit
- Information Technology Unit
- Internal Audit
- Planning Unit
- Financial Assistance Studies Unit
- Legal Services Unit
- Planning and Implementation Unit

Section 7 (1) (a) (i)

Functions of the Units of the MOCD

Human Resource Management

This Unit is responsible for all the Human Resource requirements of the MOCD. It maintains personnel records of all members of staff and other matters relating to terms and conditions of employment.

Finance and Accounting

This Unit is responsible for the receipt and management of the financial resources allocated to the MOCD and for the management of the MOCD expenditures in accordance with the relevant financial legislation, established procedure and proper accounting standards and guidelines.

Administrative Services

This Unit is responsible for facilities, office and record management in the MOCD. It maintains an inventory of stationary and other equipment supplies that are required by the MOCD.

Communications Unit

This Unit is responsible for providing communication between the MOCD and its internal and external stakeholders using

various forms of media. It is also responsible for developing and implementing the MOCD communication strategy in support of the strategic plan of the MOCD.

Library Services

This Unit is responsible for storing, cataloguing and recording literature, including texts, periodicals, newsletters and other documents to be used by staff of the MOCD.

Information Technology Unit

This Unit provides administrative and technical support for the Ministry's electronic information systems.

Internal Audit

This Unit ensures that the MOCD is compliant with all relevant guidelines and procedures specific to its operations as prescribed by the Ministry of Finance and legislation. It is responsible for ensuring that there is accountability, efficiency and transparency in the financial operations and overall management of the MOCD.

Planning Unit

This Unit is responsible for the development, monitoring and implementation of the MOCD strategic policy.

Financial Assistance Studies Unit

This Unit is responsible for the administration and disbursement of funds under Financial Assistance (Studies) Programme.

Legal Services Unit

This Unit provides legal advice and representation to the MOCD on matters related to the operations of the departments of the Ministry. The Unit is also responsible for preparing, reviewing and negotiating various contracts and other legal documents. It advances the legislative agenda of the Ministry. The Unit liaises with external counsel on matters relevant to the MOCD.

Planning and Implementation Unit

This Unit is responsible for the administration of the following social programmes:

- Geriatric Adolescent Partnership Programme (GAPP);

- Community Safety and Enhancement Programme (CSEP);
- Retiree Adolescent Partnership Programme (RAPP);
- Transformation and Development Centres.

The Unit also undertakes research and performs monitoring and evaluation functions for the Ministry.

Community Development Unit

- (a) This Unit is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. In addition to the main administrative office situated at the Head Office, the division has offices at the following areas:

Division	Address	Phone
Caroni	Delta Building, Eleanor Street, Chaguanas	665-4252
Nariva/Mayaro	Ramsumair Building, Naparima/Mayaro Road, Rio Claro	644-2346
St. Andrew/St. David	357 Brierly Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-4241
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick	Siparia Administrative Complex, High Street, Siparia	649-2473
Victoria East	Marlson Building, High Street, Princess Town	655-2252
Victoria West	Upstairs Hoytes Electrical 146-148 Coffee Street, San Fernando	652-3141

- (b) This Community Development Unit is also responsible for the oversight and management of the following Community Centres, Civic Centres and Regional Complexes;

Regional Complexes	Address	Phone
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Road, Barrackpore	654-3379
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	Desperlie Crescent, Laventille Road, Port of Spain	624-9909
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glenco Avenue, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-2371
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

Caroni Division Community Centres	Address
Agostini Settlement Community Centre	Agostini Settlement Road, Chase Village
Balmain Community Centre	Main Road, Balmain, Couva
Brasso Venado Community Centre	Via Tabaquite
Carapichaima Community Centre	Sampson Street, Carapichaima
Cawnpore Community Centre	Mon Plasir Road, Cunupia
Chaguanas Community Centre	Saith Park, Chaguanas
Chickland Community Centre	Chickland Village, Caparo Road
Enterprise Community Centre	Bhadase Street, Enterprise
Felicity Community Centre	Boundary Road, Felicity
Flanagin Town Community Centre	Brasso Pedra Road, Flanagin Road
Frederick Settlement Community Centre	Gilbert Street, Frederick Settlement
Freeport/St. Mary Community Centre	Old Southern Main Road, St. Mary's Junction
Gordon Village Community Centre	Gordon Village, Couva
Gran Couva Community Centre	Back Street, Gran Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail
La Paille Community Centre	Tulloch Street, La Paille
La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, LAS Lomas #2
Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville
Longdenville North/East Community Centre	Ratance Trace, Longdenville
Mamoral #2 Community Centre	Luke Street, Mamoral #2

Caroni Division Community Centres	Address
Milton Community Centre	Rivulet Road, Couva
Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Main Road, Esperanza
Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance. Couva
Siewdass Road Community Centre	Siewdass Road, Freeport 1m.m
Spring Village Community Centre	Greig Street, Balmain, Couva
Springvale Community Centre	Mt. Plesant/Forres Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite
Todds Road Community Centre	Main Road, Todds Road
Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo

Nariva/Mayaro Division Community Centres	Address
Biche Community Centre	Baptiste Street, Settlement Village, Biche
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Road
Brothers Road Community Centre	1m.m. Torrib, Tabaquite Road, Brothers Road, Rio Claro, L.P.
Cushe Community Centre	21 ¾ m.m. School Street, Cushe Village, Cunapo Southern Main Road
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima / Mayaro Road, Rio Claro
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare

Nariva/Mayaro Division Community Centres	Address
Liberville Community Centre	Old Mayaro Road, Liberville
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro
Nayet Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro
Ortoire Community Centre	51m.m. Point Radix Road Extension, Manzanilla Mayaro Road, Ortoire Village, Mayaro
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162

St. Andrew/St. David Division Community Centres	Address
Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana
Cunaripo Community Centre	Guaico Tamana Road, Cunaripo
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere
Guiaco Tamana Community Centre	Guiaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2, Manzanilla
Maraj Hill Community Centre	Cunapo Southern Main Road, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot
Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo
Nestor Community Centre	Guiaco Tamana Road, Nestor
North Manzanilla Community Centre	North Manzanilla Road, North Manzanilla
Plum Mitan Community Centre	Plum Mitan Road, Plum Mitan

St. Andrew/St. David Division Community Centres	Address
Rampanalgas Community Centre	Toco Main Road, Rampanalgas
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito
Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road
Upper Sangre Grande Community Centre	Eastern Main Road, Upper Sangre Grande
Vega de Oropouche Community Centre	3 ½ Toco Main Road, Vega de Oropouche

St. George East Division Community Centres	Address
Arima Community Centre	3 Anglican Street, Arima
Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victoria Street, Arouca
Bamboo Grove #2 Community Centre	Jaffar Street, Bamboo Groove #2
Blanchisseuse Community Centre	Upper Village Blanchisseuse
Brass Seco Community Centre	Paria Road, Brasso Seco
Brazil Community Centre	Transport Street, Brazil
Calvary Hill Community Centre	Calvary Hill, Arima
Cane Farm / Kandahar Community Centre	Seecharan Street, Cane Farm
Carapo Community Centre	O'Meara Ferry Road, Carapo
Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie
El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	4th Street, Five Rivers
La Fillette Community Centre	72 m.m Paria Main Road, La Fillette
La Horquetta Community Centre	Phase III La Horquetta, Arima
La Seiva Community Centre	2 Community Centre Road, La Seiva
Las Cuevas Community Centre	Las Cuevas Village, Las Cuevas Road
Lluengo Community Centre	Lluengo, Maracas

St. George East Division Community Centres	Address
Lopinot Community Centre	Lopinot Village, Lopinot
Malabar Community Centre	Malabar Main Road, Arima
Maloney Community Centre	Maloney Boulevard, Maloney Gardens
Maracas Valley Community Centre	Maracas Royal Road, Maracas Valley
Maturita Street Community Centre	1 Pinto Road, Arima
Mausica Community Centre	Arima Old Road, Mausica
Morne La Croix Community Centre	14 m.m. Blanchisseuse Road
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo
Piarco Community Centre	Golden Grove Road, Piarco
Real Spring Community Centre	Real Spring Development Community
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie
San Raphael Community Centre	Arena Road San Raphael
Spring Valley Community Centre	Kalpoo Street, Spring Village
St. Augustine, South Community Centre	Freeman Road, St. Augustine
St. Joseph Community Centre	Market Street, St. Joseph
Surrey Community Centre	21 / 4mm. Surrey Village, Lopinot
Tacarigua Community Centre	Bally Street, Tacarigua
Talparo Community Centre	Todds Station Road, Talparo
Tunapuna Community Centre	Centenary Street, Tunapuna
Wharf Trace Community Centre	Wharf Trace Maracas, St. Joseph

St. George West Division Community Centres	Address
Aranguez Community Centre	Meahalal Trace, Aranguez
Bagatelle Community Centre	Bagatelle Road, Diego Martin
Bamboo Grove #3 Community Centre	Bamboo Grove Settlement #3, Valsayne
Barataria Community Centre	Lower 6th Avenue Extension, Barataria

St. George West Division Community Centres	Address
Beausejour Community Centre	Blue Basin Road Diego Martin
Beetham Community Centre	Phase 5, Beetham Gardens
Belle Vue Community Centre	Belle Vue Road, Long Circular Road, St. James
Belmont Community Centre	47 Jerningham Avenue, Belmont
Bourg Mulatresse Community Centre	Bourg Mulatresse, Lower Santa Cruz
Chinapoo	Chinapoo Village Morvant
El Socorro Central Community Centre	Shakir Trace, El Socorro Extension, Sand Juan
Febeau Community Centre	Laventille Road, San Juan
Gonzales Community Centre	Gonzales Circular Road, Gonzales
La Pastora / Susconusco Community Centre	Cutucupana Road, La Pastora
Laventille Extension Community Centre	Never Dirty Road, Morvant
Maitagual Community Centre	Bushe Street (North) Petit Bourg
Malick 6th Avenue Community Centre	Princess Royal Avenue
Maraval Community Centre	Morne Coco Road, Maraval
Misir Community Centre	St. Francois Valley Road, Morvant
Mt. D'Or Community Centre	Mt. D'Or Road, Champ Fleurs
Mt. Hope / Mt. Lambert Community Centre	Community Drive, Mt. Hope
North Diego Martin Community Centre	Church Street, Diego Martin
Panta / River Estate Community Centre	North Post Road Patna / River Estate
Petit Valley Community Centre	Morne Coco Road, Petit Valley
Quarry Drive / Champ Fleur Community Centre	Quarry Road, Champ Fleur
Red Hill Community Centre	St. Barb's Road
Sea Lots Community Centre	Sea Lots, Port of Spain
Shende Street Community Centre	Upper Shende Street, San Juan
Sogre Lands Community Centre	Sogre Trace, Laventille Road
South Diego Martin Community Centre	Senior Street, Four Roads, Diego Martin
South Port of Spain Community Centre	89 – 91 George Street, Port of Spain
St. Barb's Community Centre	St. Barb's Road, Belmont

St. George West Division Community Centres	Address
Straker / Silk Cotton Community Centre	Picton Road, Laventille
Success Central Community Centre	Marcella Street, Laventille
Trou Macaque Community Centre	Trou Macaque Road
Upper 9th Avenue Community Centre	Cipriani Avenue, 2nd Caledonia
Upper Bournes Road Community Centre	Upper Bournes Road, St. James
Upper La Canoa Community Centre	Upper La Canoa Road, Lower Santa Cruz
Upper Morvant / Pelican Extension Community Centre	Pelican Extension Road, Morvant
Upper Santa Cruz, Cantaro Community Centre	Cor. James and Charles Streets, Cantaro

St. Patrick Division Community Centres	Address
Buenos Ayres Community Centre	Jackson Trace, Buenos Ayres
Cap-de-Ville Community Centre	School Street, Cap-de-Ville, Main Road
Cedros Community Centre	Bonasse Village, Cedros
Chatham Community Centre	Beach Road, South Chatham
Clarke Rochard Community Centre	Rochard Road, Penal
Dalley's Village Community Centre	Community Centre Street, Dalley's Village, Santa Flora
Erin Community Centre	St. Francis Village, Erin
Fanny Village Community Centre	"E" Street, Fanny Village, Point Fortin
Granville Community Centre	Syphoo Trace, Granville Village, Cedros
Guapo Community Centre	Gonzales Village, Guapo, Point Fortin
Katwaroo Trace Community Centre	Katwaroo Trace, Penal
La Brea Community Centre	Point D'Or, Point Sable Road, La Brea

St. Patrick Division Community Centres	Address
Lachoos Road Community Centre	Lachoos Road, Penal
Mendez Community Centre	Mendez Village, via Siparia
Morne Diablo Community Centre	Scotts Road, Morne Diablo
Palo Seco Los Charos Community Centre	SS Erin Road, Palo Seco
Penal Central Community Centre	Community Centre Street, Clarke Road, Penal
Penal Rock Road 4 m.m. Community Centre	31 ¼ m.m. Rock Road
Point Fortin Community Centre	1-3 Churchill Road, La Fortune Estate Point Fortin
Rancho Quermado Community Centre	SS Erin Road, Rancho Quemado
Rousillac Community Centre	Happy Hill Road Southern Main Road, Rousillac
Siparia Community Centre	Grell Street, Siparia
Sobo Community Centre	Sobo Main Road, Sobo Village, La Brea
South Oropouche Community Centre	Tito Hill, South Oropouche
Techier Community Centre	Techier Main Road, Techier Village, Point Fortin
Thick Village Community Centre	Thick Village, Siparia Old Road
Vance River Community Centre	#6 Road, Vance River, Point Fortin
Vessigny Community Centre	Vessigny Village

Victoria East Division Community Centres	Address
Basseterre Community Centre	Moruga Road, Basseterre
Cunjal Community Centre	Cunjal Road, Barrackpore
Gran Chemin Community Centre	Corner La Retreat and Moruga Road, Gran Chemin, Moruga
Hardbargain Community Centre	Guaracara Tabaquite, Williamsville
La Lune Community Centre	Moruga Road, La Lune
Lengua Community Centre	St. Croix Road, Lengua
Lower Brothers Road Community Centre	Corner Nuckcheddy and Sisters Road, Princes Town

Victoria East Division Community Centres	Address
Manahambre Community Centre	Hope Road
Princes Town Community Centre	¼ m.m Rochard Bouglas, Barrackpore, High Street, Princes Town
Robert Village Community Centre	20 ¼ m.m. Naparima Mayaro Road, Princes Town
Sisters Road Community Centre	Sisters Road, Hardbargain
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town
Strange Community Centre	Cumuto Road, Barrackpore
Valley Line Community Centre	Torrib Tabaquite Road, Princes Town
Williamsville Community Centre	Princes Town

Victoria West Division Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Road, Bamboo Village, La Romaine
Caratal #2 Community Centre	Caratal Road, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue
Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Road, Diamond Village
Friendship Community Centre	Cipero Road, Friendship Village
Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage
Hermitage / Macaulay Community Centre	Macaulay Road
La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine
Marabella Community Centre	Market Street, Gopaul Lands, Marabella
Mayo Community Centre	Palm Street, Mayo Village, Mayo
Mon Repos Community Centre	Tyler Smith Street
Petit Morne Community Centre	7 Hibiscus Street, Petit Morne Settlement, Ste. Madeleine
Piparo Community Centre	L.P. 76 Pascal Road

Victoria West Division Community Centres	Address
Rambert Community Centre	Cedar Grove Road, Rambert Village, La Romaine
Reform Community Centre	Reform Village Reform
St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's
St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Union Community Centre	Union Recreation Ground Trace, Union Village Claxton Bay
Whiteland Community Centre	Whiteland Junction off Morne Roche Road, Whiteland
Woodland Community Centre	La Fortune Road, Woodland

Tobago Community Centres	Address
Argyle Community Centre	Argyle
Belle Garden Community Centre	Belle Garden
Bethel Community Centre	Bethel
Black Rock Multi – Purpose Community Centre	Black Rock
Bon Accord Community Centre	Bon Accord
Calder Hall Community Centre	Calder
Carnbee / Mt. Pleasant Community Centre	Mt. Pleasant
Castara Community Centre	Castara
Charlotteville Community Centre	Charlotteville
Delaford Community Centre	Delaford
Glen Road Community Centre	Glen Road
Goodwood Community Centre	Goodwood
Lambeau Community Centre	Lambeau
Lanse Fourmi Community Centre	Lanse Fourmi
Les Coteaux Community Centre	Les Coteaux
Mason Hall Community Centre	Mason Hall
Moriah Community Centre	Moriah
Mt. St. George Community Centre	Mt. St. George
Patience Hill Community Centre	Patience Hill
Pembroke Community Centre	Pembroke

Tobago Community Centres	Address
Plymouth Community Centre	Plymouth
Runnemedede Community Centre	Runnemedede
Signal Hill Community Centre	Signal Hill
Speyside Community Centre	Speyside
Whim Community Centre	Union

PROGRAMMES of the MOCD

Programme	Address	Phone
Best Village Programme	Carifesta House, 8 Stanmore Avenue, Port of Spain	627-0471
Community Action for Revival and Empowerment (CARE)	8 Queen's Park East, Port of Spain	625-3012 623-7032
Community Centres Construction and Refurbishment Programme	75 Abercromby Street, Port of Spain	623-8240
Community Safety and Enhancement Programme (CSEP)	Information, Training and Resource Centre, La Fantasie Road, St Anns	624-8430
Financial Assistance (CBOS, NGOS)	8 Queen's Park East, Port of Spain	625-3012
Financial Assistance Studies Programme	8 Queen's Park East, Port of Spain	625-3012 623-7032
Geriatric Adolescent Partnership Programme (GAPP)	Information, Training and Resource Centre, La Fantasie Road, St Anns	624-8430
Retirees Adolescent Partnership Programme (RAPP)	Information, Training and Resource Centre, La Fantasie Road, St Anns	624-8430
Community Education (Skills Training) Programme (CEP)	8 Queen's Park East, Port of Spain	625-3012

Programme	Address	Phone
The Basket Funding Products (BOFP)	Community Development Fund	
The Community Enhancement and Regeneration Programme (CERP)	Head Office: Level 4, Capital Plaza, 11-13 Frederick Street, Port of Spain	627-2337 627-3646
The Organizational Development Programme (ODP)	Tobago: 2 nd Floor East Ansa McAL Building Milford Road Scarborough, Tobago	635-0130
The National Organizational Mentoring Programme (NOMP)		
Infrastructure Projects for Poverty Alleviation		
The Community Volunteer Programme (CVP)		
The ComNett (Community Website Programme)		

AGENCIES under the Ministry of Comm Dev:-

Agencies	Address	Phone
Community Development Fund	Level 6, Capital Plaza, Frederick Street, Port of Spain	627-3646
Export Centres Company Limited	72-73 Eastern Main Road, Mt. Hope	674-0476
National Commission for Self Help Limited	75 Abercromby Street, Port of Spain	627-9519
Barataria Regional Complex	Third Avenue, Barataria	638-2585

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MOCD

The official documents in the MOCD relate to a diverse range of policy, administration and other matters that fall under the scope of the Ministry. These documents include:

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Personnel files, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Ministry
- Financial Records, (Votebooks, cheques, vouchers, receipts, journals, pay records etc.)
- Files dealing with matters relating to the procurement of goods and services
- Cabinet Documents
- Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/ Catalogues/ Brochures
- News releases and speeches originating in the Ministry
- Journals
- Policy Documents
- Registers of internal and external correspondence
- Minutes of Board and Management Meetings
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Files dealing with internal and external circulars, memoranda, notices, bulletins, etc.
- Inventories and listings
- Periodicals and publications
- Board Appointments
- Reports – Statistical, Annual/Quarterly, Audit, Technical, etc.
- Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications

- Files dealing with training – local and foreign and technical cooperation

Section 7 (1) (a) (iii)

MATERIAL PREPARED FOR PUBLICATION OR INSPECTION

The public may inspect and/or obtain copies of the following material between the hours of **9:00 a.m. and 3:00 p.m.** on normal working days at the MOCD Library is situated at :-

Ministry of Community Development

8 Queen's Park East,

Port-of-Spain

Telephone: 625-3112 ext 3037

- Annual Reports
- Brochures
- Advertisement
- Quarterly Newsletter- '*CommUnity*'
- Public Notices
- Press Releases

All general information can also be sourced at the MOCD website at <http://www.community.gov.tt/>

Section 7 (1) (a) (iv)

Literature Available by Subscription

The MOCD has no literature available by way of subscription.

Section 7 (1) (a) (v)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY OF COMM DEV

HOW TO REQUEST INFORMATION

The policy of the MOCD is to answer all requests, both oral and written, for information. However, to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the application must be made in writing. The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available at the MOCD Library and

Reception/Lobby area, for information that is not readily available to the public.

SUBMISSION OF REQUESTS

To facilitate prompt handling of the request, please address the application for information to the Designated Officer of the MOCD (see Section 7 (1) (a) (vi)).

DETAILS IN THE REQUEST

An applicant should provide details that would allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. For further assistance please communicate with the Designated Officer.

REQUESTS NOT HANDLED UNDER THE FOIA

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

HOW THE MOCD RESPONDS TO THE APPLICANT'S REQUESTS

RETRIEVING DOCUMENTS

The MOCD is required to furnish copies of documents only when they are in the Ministry's possession or they can be retrieved from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process the applicant's request.

DESTROYED DOCUMENTS

Prior to the commencement of the FOIA, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

FURNISHING DOCUMENTS

An applicant is entitled to copies of information in the Ministry's possession, custody or power. The MOCD is required to furnish

only one copy of a document. If the Ministry cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, the Ministry 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 programme so that a computer will print information in the format you prefer.
- (b) Conduct research.

TIME LIMITS

GENERAL

The FOIA gives a stipulated time for the MOCD to determine whether to disclose or refuse access to the requested documents. If the Ministry fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the applicant's request were denied. The MOCD will try diligently to comply with the time limit. If it appears that processing the request is taking longer than the statutory limit, the Ministry will acknowledge and advise the applicant of its status. Since there is the possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.

TIME ALLOWED

The MOCD will determine whether to grant the request for access to information as soon as practicable but no later than (30) calendar days from the date the request was received, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers on the MOCD are responsible for:

- (1) The initial receipt of and action upon notices under section 10 of the FOIA

- (2) Requests for access to documents under Section 13 of the FOIA and
- (3) Applications for corrections of personal information under Section 36 of the FOIA

THE DESIGNATED OFFICER IS:

Ms. Aisha Peters-Francis
 Legal Officer
 Legal Services Unit
 Ministry of Community Development
 8 Queen’s Park East
 Port of Spain
 Tel. no.: 625-3112 Ext. 3034

The Alternate Officer is:

Ms. Betty Ann Sieudath
 Librarian II,
 Ministry of Community Development
 8 Queen’s Park East
 Port of Spain
 Tel. no.: 625-3112 Ext. 3037, 3036

**Section 7 (1) (a) (vii)
 ADVISORY BOARD, COUNCIL, COMMITTEES AND OTHER BODIES**

At the present time there are no bodies under/in the MOCD that fall within the meaning of this section of the FOIA.

**Section 7 (1) (a) (viii)
 LIBRARY/READING ROOM FACILITIES**

Information can be accessed at our Library which is located on the ground floor of the MOCD at the corner of 8 Queen’s Park East, Port of Spain.

The Library is open to the public (for research purposes only) from Monday to Friday, between the hours of 9.00 a.m. to 3:00 p.m. In order to better serve your information needs, it is highly recommended that requests be made in advance either by telephone at 625-3112 ext. 3036 or 3037 or by email to betty.sieudath@commdev.gov.tt.

SECTION 8 STATEMENTS

**Section 8 (1) (a) (i)
 DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE PUBLIC AUTHORITY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW**

- Public Service Commission Regulations
- Civil Service Regulations
- Pension Act Chapter 23:52 and amendments thereto
- Public Services Code of Conduct
- Freedom of Information Act 1999
- Financial Regulations
- Financial Instructions

Some of these documents may be purchased from the Sales Office, Government Printery and others may be accessed online via www.ttparliament.org or www.ttconnect.gov.tt.

**Section 8 (1) (a) (ii)
 MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSON OUTSIDE THE PUBLIC AUTHORITY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS:**

The following internal documents can be made available for inspection only upon request to the Designated Officer (see section 7 (1) (a) (vi)):

- Department Circulars

**Section 8 (1) (b)
 In enforcing written laws or schemes administered by the MOCD 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, written laws or schemes.**

Procurement Policies and guidelines

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the Ministry

Not applicable at this time.

Section 9 (1) (b)

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

Not applicable at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, or an inter-departmental committee whose membership includes an officer of MOCD

Not applicable at this time.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the Ministry to submit a report, provide advice or make recommendations to the responsible Ministry of the MOCD or to another officer of the MOCD who is not a member of the committee

Not applicable at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the MOCD by a scientific or technical expert, whether employed within the MOCD or not,

including a report expressing the opinion of such an expert on scientific or technical matters.

Not applicable at this time.

Section 9 (1) (f)

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

Not applicable at this time.

Section 9 (1) (g)

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

Not applicable at this time.

Section 9 (1) (h)

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

Not applicable at this time.

Section 9 (1) (i)

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

The Ministry's Draft Strategic Plan

Section 9 (1) (j)

A statement prepared within the MOCD and containing policy directions for the drafting of legislation.

Not applicable at this time.

Section 9 (1) (k)

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

Not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MOCD.

Not applicable at this time.

Section 9 (1) (m)

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

Not applicable at this time.