
Government of the Republic of Trinidad and Tobago

Updated Public Statement of the Ministry of Planning and Development 2021

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 Planning and Development is required by law to publish the following statement, which lists the documents and information generally available to the public.

The statement also lists the categories of documents that are available for inspection by the public and how to access the documents.

The Ministry of Planning and Development was established in October 2015. The Ministry is responsible for the National Framework for Sustainable Development, Economic Management, Planning, Coordinating, Monitoring, Priority Setting and developing the Nation's Five Growth Poles, Coordinating and Monitoring Strategic Plans, National Human Development, National Innovation System, National Manpower Planning, Population, National Statistics, Town and Country Planning, Technical Co-operation (Projects and Programmes) the Public Sector Investment Programme (PSIP) and the Public Sector Maintenance Programme (PSMP), Development and Monitoring of the Environmental Management Policy and Coordinating the Implementation of Multilateral Environmental Agreements to which the Ministry of Planning and Development is assigned as a National Focal Point.

The following information is published by the Ministry of Planning and Development with the approval of the Minister of Planning and Development.

The FOIA gives members of the public:-

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

Section 7 (1) (a) (i)

Function and structure of the Ministry of Planning and Development

Mission and Vision Statements:-

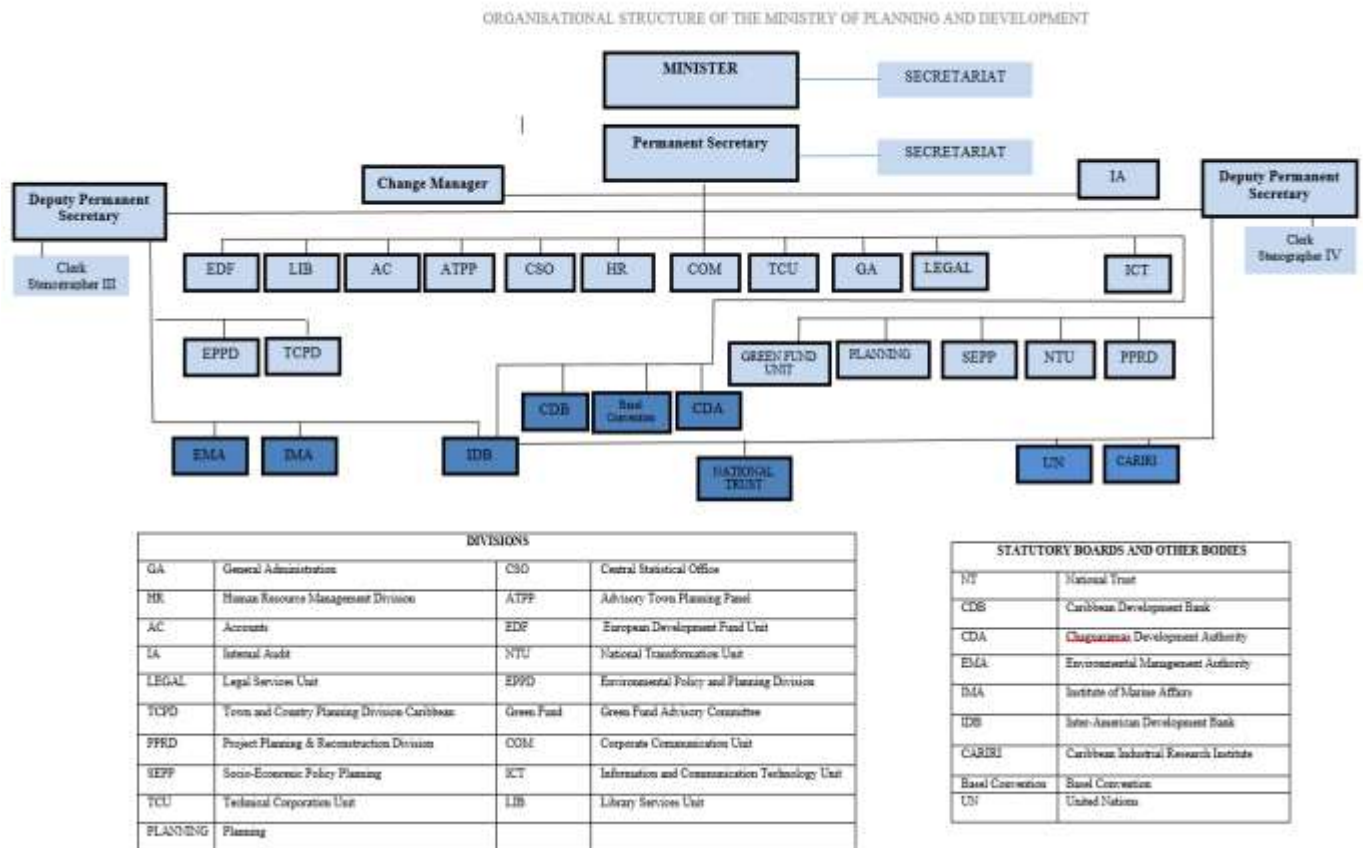
The Mission of the Ministry is to drive socio-economic transformation of Trinidad and Tobago by defining, coordinating and facilitating the implementation of the National Policy Agenda for sustainable development and prosperity for all citizens.

The Vision Statement of the Ministry is to be the cornerstone for National Policy Development providing strategic direction through innovation and dynamic leadership.

The Head Office of the Ministry of Planning and Development is located at Level 14, Eric Williams Finance Building, Independence Square, Port of Spain.

Organizational Structure and Staffing

The Ministry of Planning and Development is headed by the Permanent Secretary. The Ministry has established and contracted positions comprising Clerical, Technical/Professional, Secretarial, Administrative and Manipulative staff. The core Ministry is divided into Divisions/Sections/Units, as outlined in the following Organizational Chart:-



The Ministry's major functions include:-

- ▶ Developing, coordinating and reviewing the short, medium and long- term policy framework to guide economic and social development, in collaboration with key stakeholders.
- ▶ Advising on the allocation of financial resources consistent with national priorities for social and economic development.
- ▶ Preparing the Public Sector Investment Programme (PSIP), coordinating and monitoring PSIP implementation and reviewing the PSIP.
- ▶ Securing for the PSIP adequate loan and grant resources on the most beneficial terms and conditions.
- ▶ Liaising between Multi-lateral Agencies and Government on loan and grant programs and projects.
- ▶ Coordinating, accessing and allocating technical co-operation in support for National Institutions and Civil Society.
- ▶ Planning for the development of the Country's manpower resources and coordinating the national statistical system.
- ▶ Providing high quality, current information and statistics relevant to the societies need.
- ▶ Monitoring and Evaluation (M&E) of the implementation of the National Development Policy.
- ▶ Re-engineering the delivery system for land use and land development to ensure greater involvement of the Municipal and Regional Corporations and the public employing a comprehensive and accepted policy framework for decision-making on land use and land development.
- ▶ Assisting in the preparation and review of up-to-date planning legislation aimed at streamlining the planning system.
- ▶ Facilitating the implementation of urban development projects.
- ▶ Facilitating the implementation of a National Indicative Programme funded by the European Development Fund resources.
- ▶ Developing and monitoring the National Environmental Management Policy Framework.

To facilitate the conduct of its operations, the Ministry is organized into **ten (10)** functional Divisions/Units which target the specific areas of its portfolio, namely:-

1. Socio Economic Policy Planning Division
2. Project Planning and Reconstruction Division
3. Central Statistical Office
4. Town and Country Planning Division
5. National Transformation Unit
6. Technical Cooperation Unit
7. European Development Fund
8. Planning Division
9. Environmental Policy and Planning Division
10. Green Fund Executing Unit

Socio-Economic Policy Planning Division

The Socio-Economic Policy Planning Division is located at Level 17, Tower D, International Waterfront Centre, 1 Wrightson Road, Port of Spain.

The Division is responsible for the articulation and review of short-term, medium-term and long-term Socio-Economic Development Planning Frameworks for Trinidad and Tobago. These Policy Frameworks provide the parameters for the following:-

- ▶ Developing sectoral reform initiatives by Government Ministries and Agencies
- ▶ To address sectoral deficiencies
- ▶ Ensuring consistency between public policies, the PSIP and Central Government plans
- ▶ Coordinating inter-sectoral policies and strategies
- ▶ Research and analysis of domestic and international economic and socio-economic trends and issues
- ▶ On-going review and assessment of the impact of policies, programmes and projects

The Project Planning and Reconstruction Division

The Project Planning and Reconstruction Division is located on Level 17, Tower D, International Waterfront Centre, 1 Wrightson Road, Port of Spain. The Division is responsible for the preparation, monitoring and evaluation of the country's annual and three-year Public Sector Investment Programmes in accordance with the requirements of the Minister of Finance Call Circular.

The Core Functions of the Division include:-

- ▶ Allocating resources efficiently among a set of programmes and projects that have been vigorously and carefully selected on the basis of established criteria, such as job creation, foreign exchange generated, sustainability and propensity to achieve Government's macro policy objectives;
- ▶ Securing for the PSIP, adequate resources on the most beneficial terms and conditions, this includes both loan and grant resources from the major Multi- Lateral Agencies such as the Inter-American Development Bank (IDB), the World Bank, European Union (EU) and the Caribbean Development Bank (CDB);
- ▶ Developing the framework for planning, financing and implementing capital projects and in particular the procedures for screening project proposals (Project Screening Brief) of projects for inclusion in the PSIP;
- ▶ Evaluating the developmental impacts of projects and programmes based on resource utilization, benefits accrued, best practices learnt, strengths and weaknesses in project design;
- ▶ Developing proper mechanism to enable and encourage feedback from client Ministries and other key stakeholders on project implemented;
- ▶ Co-ordinating and managing PSIP implementation to facilitate optimization of the use of the resources, proactive monitoring, interaction and encouraging the timely flow of accurate and reliable information from client Ministries;
- ▶ Assisting executing Agencies in the effective implementation of the projects and programmes for which these resources have been allocated, by way of upgrading the skills and capabilities of implementing Agencies in project cycle management and operating systems and providing technical advice relating to project cycle;
- ▶ Acting as a liaison between Multi-lateral Agencies and the Government on matters relating to loan and grant programmes;
- ▶ Co-coordinating, Programming, Appraisal and Monitoring of Missions of Multi-lateral Agencies

- ▶ Providing support and information to the Minister in preparation for negotiations with Multi-lateral Agencies.

Central Statistical Office

The Central Statistical Office (CSO), Head Office is located at Plaza #47, Frederick Street, Port of Spain with Subsidiary Offices located at Scott Building, Park Street, Port of Spain and Carrington Street, Scarborough, Tobago. The CSO executes its functions in accordance with the Statistics Act, Chapter 19:02 of the revised Laws of the Republic of Trinidad and Tobago.

The core functions of the CSO in relation to the Statistics Act are:-

- ▶ Data collection - Collection of accurate primary and secondary data in a timely and efficient manner;
- ▶ Data processing - The transformation of raw data into information/data dissemination;
- ▶ Marketing - Building public awareness of available statistical products and promotion of interface with users;
- ▶ Monitoring and evaluation of the statistical function;
- ▶ Consultancy and Training - Provision of expert services on a commercial basis;
- ▶ Statistical co-ordination of the National Statistical Systems.

Town and Country Planning Division

The Town and Country Planning Division has a Head Office and Four Regional Offices at the following locations:-

Head Office	Level 17, Eric Williams Finance Building
Port of Spain Office	Level 12, Eric Williams Finance Building
East Office	Tunapuna Administrative Complex Eastern Main Road Tunapuna
South Office	Palms Club, OWTU Building Point a Pierre Road San Fernando
Tobago Office	Pump Mill Plaza #2 Pump Mill Trace and Wilson Road Scarborough Tobago

The functions of the Town and Country Planning Division derive from the mandate of the Minister, under the provisions of the Town and Country Planning Act, Chapter 35:01 of the Revised Laws of the Republic of Trinidad and Tobago.

The core functions of the Town and Country Planning Division are:

- ▶ Evaluating and determining planning applications on behalf of the Minister;
- ▶ Permission to develop land and for the display of advertisement;
- ▶ Providing an up-to-date database of land use planning data and information for decision making on land use and land development;
- ▶ Maintaining registers for planning decisions;

- ▶ Developing and keeping under review a comprehensive framework, local area, regional plans, and a national physical development framework to guide decision making on the use and development of land;
- ▶ Assisting in the preparation and review of relevant planning legislation;
- ▶ Enforcement of planning control.

National Transformation Unit (NTU)

The National Transformation Unit (NTU) is located at Level 17, Tower D, International Waterfront Centre, 1 Wrightson Road, Port of Spain.

The NTU was established by Cabinet Minute 1057 (2nd Session) of October 14, 2010 and is the overarching body for Monitoring and Evaluation in the public sector. The NTU is mandated 'inter alia to:-

- ▶ Implement the Medium Term Action Plan (MTAP) for building assessment and evaluation capability for Trinidad and Tobago, which includes building public sector capacity in M&E - tools, methods, approaches and concepts, developing indicators, setting targets, use of logic model for measuring outcomes and conduct of evaluations;
- ▶ Coordinate the implementation of the National Policy and Strategic Plans;
- ▶ Establish a reporting framework against the National Policy of the Government and Ministries' Strategic Plans;
- ▶ Produce an Annual Report on the progress of government policies, programmes and projects in accordance with agreed targets and performance measures;
- ▶ Develop an Information Technology System to track performance – data and outcomes;
- ▶ Serve as the management centre for national and sectoral evaluations of projects and programmes;
- ▶ Build a public sector wide Assessment and Evaluation Network;
- ▶ Build awareness of the evaluation and transformation processes and their value for development, good practices and successes.

Technical Co-operation Unit

The Technical Co-operation Unit is located on Level 22, Nicholas Tower, Corner of Independence Square and Abercrombie Streets, Port of Spain.

The Technical Co-operation Unit serves as the national focal point for interfacing with Governments, Regional and International agencies on technical cooperation, and for accessing and facilitating technical exchanges towards sustainable development.

The core functions of the Technical Co-operation Unit include:-

- ▶ Formulating programmes/projects of a technical cooperation nature in accordance with policy;
- ▶ Assessing the demand for and supply of technical cooperation to contribute to the priority needs of the country;

- ▶ Providing information on technical cooperation opportunities to public sector agencies and civil society;
- ▶ Accessing all possible sources of technical cooperation to meet identified needs;
- ▶ Coordination among donor agencies to ensure that there is no overlap or gaps;
- ▶ Facilitating Technical Cooperation between Trinidad and Tobago and other developing countries;
- ▶ Coordinating, monitoring and reporting on the operationalization of the Country Implementation Plan for Trinidad and Tobago (CIP-TT) under the Multi-country Sustainable Development Cooperation Framework (MSDCF) 2022 – 2026;
- ▶ Assist with all SDG-related matters.

European Development Fund (EDF) Unit

The EDF Unit is located at Level 7, Tower C, International Waterfront Centre, 1 Wrightson Road, Port of Spain. The Unit was established in January 2001 to co-ordinate and facilitate the implementation of the National Indicative Programme agreed between the GORTT and the European Development Fund.

The Permanent Secretary is designated as the National Authorizing Officer (NAO) for the Programme:

The core functions of the European Development Fund Unit include:-

- ▶ Assisting in the preparation of the Country Support Strategy and other documentation required for accessing EDF funds;
- ▶ Liaising with Ministries, Agencies, the private sector and NGO'S in order to identify projects that can lead to a commitment of funds;
- ▶ Assisting Ministries/Agencies, the private sector and NGO'S in preparing Terms of Reference, Tender Dossiers and project related documents.

Planning Division

The Planning Division is located at Level 13, Eric Williams Finance Building, Independence Square, Port of Spain. The Planning Division is tasked with guiding and coordinating the development and implementation of the Ministry's Development programme and monitoring, evaluation and reporting on projects directed towards aligning Divisional Projects in accordance with the Ministry's strategic objectives.

Environmental Policy and Planning Division

The Environmental Policy and Planning Division (EPPD) is located at Level 7, Tower C, International Waterfront Complex, 1 Wrightson Road, Port of Spain. The primary mission of the EPPD is to ensure that there is a balance between Government's efforts to increase the pace of socio-economic development and the need to ensure conservation of Trinidad and Tobago's natural resources. This is the heart of sustainable development and is the foundation of the mission, programmes and projects undertaken by the Division.

The core functions of the Environmental Policy Planning Division include:-

- ▶ Assistance in the formulation of environmental policy, through relevant research and preparation of papers;
- ▶ Provision of technical support to the Permanent Secretary through the preparation of Briefs, Notes for Cabinet, etc.;
- ▶ Monitoring and evaluation of the implementation and effectiveness of environmental policy;
- ▶ Promotion and facilitation of the harmonisation of social and economic policies with National Environmental Policy objectives;
- ▶ Design and implementation of programmes and projects pursuant to National Environmental Policy objectives;
- ▶ Conduct of research to inform the formulation of Environmental Policy;
- ▶ Promotion and facilitation of Government's efforts to promote Sustainable Development;
- ▶ Coordinating and monitoring the implementation of the Multilateral Environmental Agreements (MEAs) to which the Ministry of Planning and Development has been designated as National Focal Point;
- ▶ Working in close collaboration with the Governmental and Non-Governmental stakeholders in policy implementation;
- ▶ Assisting in the identification and mobilization of Financial and Technical assistance to support Government's efforts to promote Sustainable Development;
- ▶ Representing the Ministry on Technical Committees;
- ▶ Representing the Ministry/Government of the Republic of Trinidad and Tobago at Regional and International Meetings/Conferences.

Green Fund Executing Unit

The Green Fund Executing Unit is located at Level 7, Tower C, International Waterfront Centre, 1 Wrightson Road, Port of Spain.

The core functions of the Green Fund Executing Unit include:-

- ▶ Monitoring the implementation of projects approved for funding including evaluation of performance of projects;
- ▶ Auditing and reporting;
- ▶ Coordinating all activities with respect to the administration of the Green Fund;
- ▶ Receipt, processing, screening and evaluation of projects submitted for funding from resources of the Green Fund.

The Core Divisions of the Ministry are supported by the following Units:-

General Administration Division:

The General Administration Division is located at Level 14, Eric Williams Finance Building, Port of Spain. The primary responsibility of the Division is to provide timely Administrative Services in the areas of Records Management, Messenger and Driver support, Procurement of Office Machines and Supplies, staff safety and comfort, Facilities Management and Overseas Travel arrangements.

Library Services Unit:

The Library Services Unit is located on Level 6, Eric Williams Finance Building, Port-of-Spain, and provides information services to the Ministry of Planning and Development, the Ministry of Finance and all other Departments housed in the Eric Williams Finance Building. The Library also serves members of the public and other Ministries through “call-in” and “email” services.

The Library contains a collection of over 80,000 publications in the following fields:

- Applied Sciences
- Bibliographic and Online Services
- Current Affairs
- Economic Development
- Economics
- Financial and Business Management
- Human Resource Management and Public Administration
- Information Services
- International Trade
- Latin America and the Caribbean
- Project Management
- Urban and Regional Planning and Land Development

The Library serves as the depository for documentation arising from this Country's membership in the World Bank, the Inter-American Development Bank, the International Monetary Bank, and other International Agencies and carries out responsibilities associated with this designation.

The Library also houses the Laws of Trinidad and Tobago, Regulations Orders, Gazettes and Legal Instruments.

Information Technology Unit

This Unit provides administrative and technical support for the Ministry's electronic system. The Information Technology Unit's main responsibility and mandate is to effectively manage, integrate, support and facilitate solutions in support of the Ministry's strategic objectives.

Human Resources Services Unit

The Human Resource Unit is charged with the responsibility of aligning HR strategy, systems and processes with cooperate strategy.

The core functions of the Human Resource Unit are:-

- ▶ Human Resource Planning
- ▶ Recruitment
- ▶ Selection and Retention
- ▶ Training and Development

- ▶ Employee Relations
- ▶ Compensation and Benefits
- ▶ Performance Management
- ▶ Health and Safety
- ▶ Human Resource Administration

Accounts Division

The Accounts Division is responsible for Financial Reporting, Management Reporting, Payroll Processing, Cash Management and overall Budgeting and Control.

In performing these functions, the Accounts Unit is guided by the relevant Rules and Regulations to support these activities. These include - Monitoring, Evaluating, Budgeting and Control Systems.

Internal Audit Unit

The Internal Audit Unit ensures that the Ministry is compliant with all relevant guidelines and procedures specific to its operations as prescribed by the Ministry and Legislation.

Corporate Communications Unit

The Communications Unit is responsible for providing communication between the Ministry and its internal and external stakeholders using various forms of media. The Unit is also responsible for developing and implementing the Ministry's communication strategy in support of the strategic plan of the Ministry.

Legal Services Unit

The Unit provides legal advice and representation to the Ministry of Planning and Development 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 plays a pivotal role in advancing the legislative agenda of the Ministry. The Unit liaises with external Counsel on matters relevant to the Ministry.

Statutory Bodies, Committees and Other Bodies

The following Statutory Bodies, Committees and other Bodies also fall under the ambit of the Ministry of Planning and Development:-

- ▶ The Caribbean Industrial Research Institute
- ▶ Chaguaramas Development Authority
- ▶ Environmental Management Authority
- ▶ Institute of Marine Affairs
- ▶ National Trust of Trinidad and Tobago
- ▶ Green Fund Advisory Committee
- ▶ Advisory Town Planning Panel

The Caribbean Industrial Research Institute (CARIRI)

The Caribbean Industrial Research Institute (CARIRI) was established by Act 19 of 1971 and provides expertise services to small and large businesses in the areas of:-

- ▶ Laboratory and field analytical testing
- ▶ Consulting
- ▶ Calibration and testing of equipment Research and Development
- ▶ Innovation
- ▶ Training

Chaguaramas Development Authority

The Chaguaramas Development Authority (CDA) was established in accordance with Act 37 of 1972 and is principally responsible for the development of the northwestern Peninsula in accordance with its Development Plans and National Objectives.

Environmental Management Authority

The Environmental Management Authority was established in June 1995 under the Environmental Management Authority Act of 1995 and is mandated to educate the public about the nation's environmental issues through awareness programs.

Institute of Marine Affairs

The Institute of Marine Affairs was mandated to collect, analyze and disseminate information relating to the economic, technological, environmental, social and legal developments in Marine Affairs and to formulate and implement specific programmes/projects.

The National Trust of Trinidad and Tobago

The core functions of the National Trust include the following:-

- ▶ Listing and acquiring such heritage property as the Trust considers appropriate;
- ▶ Permanently preserving lands that are heritage sites and as far as practicable, retaining their natural features and conserving the animal and plant life;
- ▶ Making provision for the access to and enjoyment of heritage property by the public;
- ▶ Making the public aware of the importance of our heritage.

The Green Fund Advisory Committee

The Green Fund Advisory Committee was established by section 65A of the Miscellaneous Taxes Act, Ch. 77:01 and is located at Level 7, Tower C, International Waterfront Centre, 1 Wrightson Road, Port of Spain, the Committee advises the Honorable Minister on the certification of activities related to remediation, reforestation and conservation of the environment.

Advisory Town Planning Panel

The Advisory Town Planning Panel is located at Level 12, Eric Williams Finance Building, Independence Square, Port of Spain. The Advisory Town Planning Panel was established under the Town and

Country Planning Act, Chapter 35:01 for the sole purpose of advising the Minister on any matter within its knowledge or for which the Minister may seek its advice.

The Advisory Town Planning Panel's functions include the conduct of reviews on behalf of the decisions made on applications for planning permission to develop land, complaints against unauthorized development and on enforcement of planning control.

Decision Making Powers Affecting Members of the Public

The principal decision-making powers of the Ministry of Planning and Development which affect members of the public are:-

- ▶ Decision-making on applications for planning permission to develop land and the display of advertisements;
- ▶ Enforcement against unauthorized development;
- ▶ Authorization of funding of programmes and projects under the EDF programme. Other functions of the Ministry as it relates to internal work within the Ministry and the rest of the Public Service.

Arrangements for Public Consultation or Representation

The principal functional areas for which arrangements are in place for public consultation or representation are:-

- ▶ Town and Country Planning Division
- ▶ Socio Economic Policy Planning Division
- ▶ Project Planning and Reconstruction Division
- ▶ European Development Fund
- ▶ Advisory Town Planning Panel

The Town and Country Planning Division administers the legal mandate under the Town and Country Planning Act 35:01 to consult with local authorities in the course of preparing Local, Regional and National Physical Development plans for various areas and the public at large to have their formal representations and inputs into the National Physical Development plans. Public consultations are convened by the Town and Country Planning Division in accordance with the provisions of the Act, to provide the formal opportunity for public comment.

The Town and Country Planning Division encourages discussion by developers and members of the public through their 'Open Door' policy one day per week at each Regional Office and an on-going basis through field visits.

The Socio Economic Policy Planning Division arranges for public discussion and public input from the widest possible range of stakeholders and the public at large in the preparation of the development planning framework and the **VISION 2030 Plan**.

The Project Planning and Reconstruction Division in undertaking its work on the preparation of the PSIP and is informed by public consultations by the Minister to solicit information for incorporation into the annual budget. Such information is used for programming resources into appropriate programmes and projects for the following year.

The European Development Fund Unit pursuant to the requirements under the ACP=EU Partnership Agreement entitled the "Contonou Agreement" has promoted a participatory approach involving the private sector, civil society at large and other social actors in the formulation of the Country Support Strategy and will involve these parties in the implementation of EDF funded programmes and projects and in capacity building initiatives.

The Advisory Town Planning Panel invites persons requesting a review of the decision on their applications to appear in person or to be represented by professional, technical or legal advisers at the hearings of the Panel.

Section 7 (1) (a) (ii)

Categories of Documents held by the Ministry of Planning and Development

The documents in the Ministry of Planning and Development relate to a diverse range of Government policy matters in respect to Public Administration, Land Use Planning and Development, Statistics, Technical assistance, Agreements with International Agencies, Socio-Economic Planning, Programme and Project Management and other matters that falls under the purview of the Ministry. These documents include the following:-

1. Demographic and Socio-Economic Statistics.
2. Approved Physical Development Plans at the National, Regional and Local area levels.
3. Briefing papers for Senior Government officials.
4. Cabinet Documents.
5. Consultants/Technical Reports, Architectural and Engineering Designs and Feasibility Studies.
6. Approved documents dealing with Development Programmes, Estimates of Expenditure of all Ministries and Departments.
7. Approved and final documents relating to the country's membership in International Financial Institutions and Multi-Lateral entities.
8. Information Technology Strategy and Training Plans.
9. Accounting and Financial Management function files of the Ministry.
10. Appeal matters related to refusal of planning permission to develop land.
11. Applications for Planning Permission to develop land.
12. Approved General Administrative documents on the operations of the Ministry.
13. Official Circulars and Bulletins.
14. Approved documents relating to the procurement of supplies, services and equipment.
15. Approved documents relating to projects funded by International Organizations.
16. Maps, Charts, Aerial Photographs and Satellite Imagery.
17. National Spatial Development Strategy.
18. News Releases and or speeches originating from the Ministry of Planning and Development.
19. Periodicals and Publications.
20. Policy and Procedure Documents.

21. Project Studies.
22. National Reports on Implementation of specific Multilateral Environmental Agreements to which the Ministry of Planning and Development is the designated National Focal Point.
23. National Performance Frameworks.
24. Annual Reports on Performance
25. National Monitoring and Evaluation Policy 2015.
26. National Performance framework 2017-2020.
27. Vision 2030 Achievement Reports.
28. Revised Budget Statement – 2018.
29. PSIP Trinidad 2018.
30. PSIP Tobago – 2018.
31. Draft CARICOM Environmental and National Resources Action Plan.
32. Draft Final CARICOM Environmental and National Resources Action Plan.
33. Town and Country Planning Permission Form.
34. Vision 2030.

Section 7 (1) (a) (iii)

Material Prepared by the Divisions/Units of the Ministry of Planning and Development and where they can be inspected or obtained.

The following printed material can be inspected once not otherwise specified, at the Ministry's Library, Level 6, Eric Williams Finance Building, Port of Spain.

Socio-Economic Policy Planning Division

- ▶ Addresses by the Honorable Minister of Planning and Development and the Permanent Secretary.
- ▶ Responses by the Minister of Planning and Development to Motions in the House of Representatives.
- ▶ Comments on policy proposals of sectoral Ministries/Agencies.
- ▶ Country input into comments on documents on country social and economic situation and issues prepared by International Organizations - Annual Reports, implementation and completion.

The Project Planning and Reconstruction Division

- ▶ Public Sector Investment Programmes for each year.

Technical Co-operation Unit

Documents dealing with Technical Assistance from UNDP, UNICEF, OAS, CFTC, the Governments of Japan, China, India, Singapore, Malaysia, Israel, the Netherlands, Venezuela, Cuba, Argentina and Canada as follows:-

- ▶ Training/scholarships
- ▶ Seminars/Workshops
- ▶ Projects funded by International Agencies

European Development Fund (EDF) Unit

- ▶ Country Support Strategy Paper
- ▶ Manual on Project Cycle Management - European Commission
- ▶ Instruction Manual - General Seminar EDF Financial and Procurement
- ▶ Procedures

Central Statistical Office

The following material has been prepared by the Central Statistical Office (CSO) and is kept at the Library of the Central Statistical Office, Plaza 47, Frederick Street, Port of Spain:-

- ▶ Data on Trade
- ▶ Tourism
- ▶ Travel
- ▶ Labor force
- ▶ Population
- ▶ Vital Statistics
- ▶ Housing
- ▶ Economic indicators
- ▶ Fertility
- ▶ Education
- ▶ Business Establishments
- ▶ Crime
- ▶ Balance of Payments
- ▶ National Income
- ▶ Economic Activity
- ▶ Migration
- ▶ Social Indicators
- ▶ Departing and Incoming Visitors

The Town and Country Planning Division

The following material can be accessed for inspection by members of the public either online or through the respective Regional Offices:-

Related Legislation

- ▶ The Town and Country Planning Act Chapter 35:01
- ▶ The Town and Country Planning (Miscellaneous Licenses) Act, 1982

Physical Development Plans and Policy

Files dealing with

- ▶ The preparation of Land Use Plans at the national, regional, local area and action area level
- ▶ The preparation of Land Use Policies
- ▶ The review/up-date of Land Use Plans and Policies

Information relating to the Development of Land

- ▶ Map Registers, Alphabetical Index, and Application Register concerning all applications for Planning Permission for the development of land
- ▶ Complaints Register and Enforcement Register

Documents/Publications

National Physical Development Plan - 1985

- ▶ Development Plans at the Regional, Local Area Level for thirty-five (35) areas within Trinidad and Tobago
- ▶ Land Use Policies that serve to inform decision making on applications for development of land
- ▶ Mapped land use polices for built-areas of Trinidad and Tobago
- ▶ Reports on the status of complaint matters, ombudsman matters
- ▶ Environmental Management Authority Matters and Enforcement Matters Reports on Technical Matters, Land Use Surveys, Public Consultation on Land Use Plans and Policies

Section 7 (1) (a) (iv)

Literature available by subscription

The Ministry of Planning and Development does not currently publish any documents that are available by the way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the Public Authority

How to Request Information:-

General - The Ministry's Policy is to respond to all requests for information in writing. In order to have the rights provided under the FOIA a request must be made in writing on the appropriate form, that is, the "**Request for Access to Official Documents**" form.

Addressing Requests - To facilitate prompt handling of requests for access to information, the completed requisition form should be addressed to the Designated Officer, Ministry of Planning and Development.

Details in the Requests - Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If the applicant is unsure how to make the request or the details to be included, he or she should communicate with the Ministry's Designated Officer.

Requests Not Handled under the FOIA

A request under the FOIA to access information that is currently available in the public domain, for example in the form of Brochures and Pamphlets, will not be made available.

Responding to a Request for Access to Information

Retrieving Documents

The Ministry of Planning and Development is only required to furnish copies of documents currently in its possession or when the said documents could be retrieved from storage.

Time Limits

General - The FOIA establishes time limits for the Ministry to make a decision regarding its ability to disclose the documents requested. Requests will be acknowledged and the applicant advised of the status. If the time limit is not met, the FOIA gives the applicant the right to proceed as if his/her request has been denied.

The Ministry will diligently try to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the applicant will be asked to agree to an extension of time, since there is a possibility that requests might not have been addressed correctly or was misrouted, the applicant may wish to call or write to the Designated Officer to confirm that the Ministry received the request and to ascertain its status.

Time Allowed - in compliance with section 15 of the FOIA, the Ministry will determine whether **to grant or deny the request for access to information** as soon as practicable but no later than 30 days.

Section 7 (1) (a) (vi)

Officers in the Ministry of Planning and Development are responsible for:-

1. The initial receipt of and action upon notices under Section 10
2. Processing requests for access to documents under Section 13
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is Ms. Sandra Chulai-Seecharan

Job Title Records Manager II
Address Ministry of Planning and Development
Eric William Financial Complex
Independence Square
Port of Spain
Telephone 612-3000 Extension 2156
E-mail sandra.seecharan@planning.gov.tt

The Alternate Officer is Ms. Heather Roberts

Job Title Ag. Administrative Officer IV
Address Ministry of Planning and Development
Eric William Financial Complex
Independence Square
Port of Spain
Telephone 612-3000 Extension 2022
E-mail heather.roberts@planning.gov.tt

Section 7 (1) (a) (viii)

Advisory Boards, Councils, Committees and other Bodies whose Meetings are open to the Public or whose Minutes of Meetings are available for inspection.

At this time this section is not applicable.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library of the Ministry of Planning and Development is located at Level 6, Eric Williams Finance Building, Independence Square, Port of Spain.

Policy for the Public for the Provision of Copies of Documents held in the public domain

- No smoking, eating or drinking is permitted in the Library

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretation 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
- ▶ Pensions Act Chapter 23:52 and Amendments thereto
- ▶ Public Service Code of Conduct
- ▶ Freedom of Information Act 1999
- ▶ Financial Instructions and Financial Regulations
- ▶ Occupational Safety and Health Act Ch. 88:08
- ▶ The Constitution of Trinidad and Tobago
- ▶ Equal Opportunity Act Ch. 22:03
- ▶ Industrial Relations Act Ch. 88:01
- ▶ Town and Country Planning Act, CH.35:01
- ▶ Statistics Act, Ch19:02
- ▶ Miscellaneous Taxes Act, Ch. 77:01
- ▶ Circular Memoranda from the Minister of Finance, Comptroller of Accounts
- ▶ The Chief Personnel Officer, Director of Public Administration and other Departments
- ▶ Reports on Government Agencies Public Sector Investment Programme Medium Term Planning Framework
- ▶ Monthly, midterm and annual reports on the performance of the PSIP Documents providing guidance to the process and procedures in the preparation of the PSIP
- ▶ Quarterly project monitoring reports on programmes/projects financed wholly by or partly by International Financial Institutions

- ▶ Policies on Sectoral Agencies
- ▶ Estimates of Expenditure, Recurrent and Development Programme Implementation and Action Plans
- ▶ Procurement Policies and Guidelines, Land Use Plans and Policies
- ▶ Site Development Standards
- ▶ Codes for Building and Land Use Policy
- ▶ Handbooks for the Preparation of Development Plans and for the Development Control Function
- ▶ Maps, Aerial Photographs
- ▶ Guide to Developers and Applicants for Planning Permission (1988)

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions and letters of advice to persons outside the public authority, not being particulars contained in another written law:-

- ▶ Policies and procedure documents
- ▶ Internal Directives

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Public Authority where the member of the public might be directed 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, this section is not applicable.

SECTION 9 STATEMENTS

Section 9 (1) (a) Statement of Possession of certain Documents to be Published.

1. Town and Country Planning Division

- NSDS Public Consultation Report 2013
- RFP- Automated Construction Permitting System
- Automation of Construction Permit Administration
- Feasibility Study for the Re-development of the San Fernando Waterfront
- National Spatial Development Strategy for Trinidad and Tobago – Core Strategy and Regional Guidance
- Tender Notice for the San Fernando Waterfront Redevelopment Feasibility Study
- TOR San Fernando Waterfront Feasibility Study
- Consultancy contract for the San Fernando Waterfront Redevelopment Project
- National Physical Development Plan, Volume I
- National Physical Development Plan, Volume 2

- Town and Country Planning Division Advisory (Public Day Changed)
- Application Form (Pilot Project in Collaboration with the City Corporation for the City of Port of Spain)
- Application for Permission to Develop Land (Full Form)
- Outline Application for Permission to Erect Buildings and Sub Divide Lands
- Guide to Developers and Applicants for Planning Permission (1988)
- 20th Meeting of the Special Committee on Disaster Risk Reduction of the Association of Caribbean States (ACS)
- Stakeholders Engagement on the National Spatial Development Strategy
- The National Spatial Development Strategy for Trinidad and Tobago - Surveying the Scene
- The National Spatial Development Strategy for Trinidad and Tobago – Method, Statement and Integrated Sustainability Appraisal
- The National Spatial Development Strategy for Trinidad and Tobago - Core Strategy and Regional Guidance
- The National Spatial Development Strategy for Trinidad and Tobago - Executive Summary
- Configuring the Construction Permit Administration System
- Trinidad and Tobago Microzonation Project - Technical Report 1 - Port of Spain Metropolitan Area

2. Socio Economic Policy Planning Division

- Diversification Becoming a Reality
- Medium Term Policy Framework
- Development and Action Agenda for Diversification
- Request for Expression of Interest for Consulting Services for the Interior Design and Supervision of the Outfitting of the Global Services Internationalization Hub
- Building Competitive Advantage
- Countdown to Americas Competitiveness Forum VIII
- Working for Sustainable Development in Trinidad and Tobago
- Vision and Action (Making Sustainable Development Happen in Trinidad andTobago)
- Diversification Conference Programme and Downloads
- A New Approach to Diversification
- Working for and all our people

3. Central Statistical Office

- 2011 Population and Housing Census Preliminary Count
- Central Statistical Office Pocket Digest
- Census Report 2011
- Human Development Atlas

4. National Transformation Unit

- National Monitoring and Evaluation Policy of Trinidad and Tobago

- Government's Achievements
- Monitoring and Evaluation- Output to Outcome: Moving Beyond the Traditional
- Annual Report on Performance 2012
- Annual Report on Performance 2013
- National Performance Framework (2012-2015)
- National Performance Framework (2017-2020)
- Annual Report on Performance 2014
- Vision 2030 Progress Report 2015-2018
- Vision 2030 Achievement Report 2019

5. Project Planning and Reconstruction Division

- Public Sector Investment Programme (PSIP)2021/2022

6. European Development Fund

- Request for Proposals - Project Management Consultant for the Creative Hub of the EDB
- Draft Multiannual Indicative Programme 2014- 2020

Section 9 (1) (b,c,d,e,f,g,h,i,j,k,l,m)

At this time, these subsections are not applicable.

March, 2022

MINISTRY OF PLANNING AND DEVELOPMENT

