

**GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**PUBLIC STATEMENT OF THE  
MINISTRY OF PLANNING AND DEVELOPMENT**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Planning and Development is required to publish a Statement setting out certain information for the benefit of the public. The Statement describes the organisation, functions, decision-making powers and arrangements for consultation in the formulation of policy. The Statement also lists the categories of documents that are available for inspection by the public and how to access the documents which are eligible for public scrutiny under the FOIA.

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

**SECTION 7 STATEMENT**

**(i) STATEMENT OF THE ORGANIZATION AND FUNCTIONS**

The **Mission** of the Ministry of Planning and Development is -

*“to promote sustainable development aimed at improving the quality of life of all our citizens”.*

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

The Ministry’s major functions include:

- Developing, co-ordinating 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), co-ordinating 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
- Co-ordinating, accessing and allocating technical co-operation in support of national institutions and Civil Society
- Planning for the development of the country’s manpower resources
- Co-ordinating the national statistical system
- Providing high quality, current information and statistics relevant to the society’s needs
- 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 a streamlined planning system
- Re-engineering the delivery system for land use and land development to ensure greater involvement of the municipal and regional corporations and the public
- Facilitating the implementation of urban development projects
- Facilitating the implementation of a national indicative programme funded by the European Development Fund resources

The Ministry of Planning and Development is comprised of the following Divisions, Special Units and Agencies as shown on the Organizational Chart:

- Socio-Economic Policy Planning Division

- Project Planning and Reconstruction Division
- Technical Co-operation Unit

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- Central Statistical Office
- Urban and Regional Planning Division
- Population Council Secretariat
- Library Services
- Central Administrative Services

These Divisions are supported internally by Legal, Data, Information, Information Technology, Accounting and Internal Audit services.

The Special Units which function under the overall ambit of the Ministry are:

- The European Development Fund Unit
- The Advisory Town Planning Panel Secretariat
- The Interim National Physical Planning Commission

The Ministry is also assisted in its Urban Development mandate through its oversight and policy guidance to:

- Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT).
- The Chaguaramas Development Authority.

### **PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF PLANNING AND DEVELOPMENT**

#### **Socio-Economic Policy Planning Division**

This Division, located at Level 13, Eric Williams Finance Building, has as its core functions:

- The articulation and review of short, medium and long term Development Planning Frameworks through consultation with key stakeholders and civil society. These policy frameworks provide the parameters for the following:
  - developing sectoral reform initiatives by Government Ministries and agencies to address sectoral deficiencies
  - mobilising international financial and developmental support
  - ensuring consistency between public policies, the PSIP and central Government plans
  - co-ordinating inter-sectoral policy and strategies
  - research and analysis of domestic and international economic and socio-economic trends and issues
  - facilitating the mobilization of financial and technical resources from the multi-lateral financial institutions
  - on-going review and assessment of the impact of policies, programmes and projects

#### **Project Planning and Reconstruction Division**

The Project Planning and Reconstruction Division is located on Level 13, Eric Williams Finance Building. This Division complements the role played by the Socio-Economic Policy Planning Division. The Division is responsible for ensuring and managing the translation of the development strategies and policies conceived at the national and sectoral levels, into specific programmes and projects which are rigorously formulated to reflect national priorities adequately. The Division is an important instrument for fostering a systematic approach to the planning and resource allocation process. It also promotes an integrated approach to the micro and macro-economic aspects of public investment management.

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### **The Core Functions of this Division include:**

- Securing for the Public Sector Investment Programme, 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 (IBRD), European Union (EU), and the Caribbean Development Bank (CDB);
- Acting as liaison between Multi-lateral Agencies and the Government on matters relating to loan and grant programmes;
- Coordinating Programming, Appraisal and Monitoring Missions of Multi-lateral Agencies and report to the Minister;
- Providing support and information to the Minister in preparation for negotiations with Multi-lateral Agencies;
- Allocating those 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 savings, sustainability and propensity to achieve Government's macro policy objectives;
- 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 the project cycle;
- Co-ordinating and managing PSIP implementation to facilitate optimization of the use of the resources, pro-active monitoring, interaction, and encouraging the timely flow of accurate and reliable information from client Ministries;
- Developing proper mechanisms to enable and encourage feedback from client Ministries and other key stakeholders; and
- Evaluating the developmental impacts of projects and programmes based on resource utilization, benefits accrued, best practices learnt, strengths and weaknesses in project design etc.

### **Technical Co-operation Unit**

The Technical Co-operation Unit is located at Level 12, Eric Williams Finance Building. The Unit serves as the national focal point for interfacing with Governments, Regional and International agencies on technical co-operation, and facilitating technical exchanges towards sustainable development.

The Core Functions of this Unit include:

- formulating programmes/projects of a technical co-operation nature in accordance with policy
- assessing the demand for and supply of technical co-operation to contribute to the priority needs of the country
- providing information on technical co-operation opportunities to public sector agencies and civil society
- accessing all possible sources of technical co-operation to meet identified needs
- co-ordination among donor agencies to ensure that there is no overlap nor gaps
- facilitating Technical Co-operation between Trinidad and Tobago and other developing countries

### **Central Statistical Office**

The Central Statistical Office (CSO) is located in the National Statistics Building (former Guardian Life Building) at the corner of Independence Square North and Edward Street, Port of Spain. The CSO executes the provisions of the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad and Tobago, 1982.

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

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- 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 service on a commercial basis
- Statistical co-ordination – co-ordination of the national statistical system

### **Urban and Regional Planning (Town & Country Planning) Division**

The Urban and Regional Planning Division is comprised of a Head Office and four Regional Offices currently located as follows:

Head Office	-	Level 17, Eric Williams Finance Building,
Port of Spain Office	-	Ground Floor, Eric Williams Finance Building
East Office	-	Government Office Complex, Eastern Main Road, Tunapuna
South Office	-	OWTU Building, Pointe a Pierre Road, San Fernando
Tobago Office	-	Former Ministry of Works Building, Scarborough, Tobago.

The Urban and Regional Planning Division administers the Town & Country Planning Act, Chapter 35:01 of the Laws of Trinidad and Tobago under the direction of the Minister responsible for town and country planning, the Minister of Planning and Development.

The Core Functions of the Division are:

- Developing and keeping under review a comprehensive policy framework, local area, regional plans and a national physical development planning framework to guide decision making on the use and development of land
- Evaluating and determining on behalf of the Minister applications for planning permission to develop land and for the display of advertisement
- Enforcement of planning control
- Assisting in the preparation and review of relevant planning legislation
- Providing an up-to-date database of land use planning data and information for decision making on land use and land development
- Maintaining the register of planning applications

### **The Population Council Secretariat**

The Population Council Secretariat is located at Level 14, Eric Williams Finance Building.

The Population Council is a multi-sectoral body responsible for the dissemination of information on population and ensuring its appropriate use for planning and decision-making. The Council is also an advisory body to the Government on population matters, providing overall policy direction.

The Core Functions of the Population Council Secretariat are:

- Co-ordinating and monitoring the implementation of the national population policy

- Disseminating information on population matters

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- Promoting the use of demographic data in national socio-economic policy and programme formulation and planning
- Co-ordinating research on population issues

### **Library Services Unit**

The Library, located at Level 6, Eric Williams Finance Building, 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 of the Ministry of Planning and Development contains a collection of 78,000 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 Sciences, International Relations, 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 Caribbean Development Bank, the International Monetary Fund, and other international agencies, and carries out the responsibilities associated with this designation.

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

### **Central Administrative Services Unit**

The Central Administrative Services Unit is located at Level 14, Eric Williams Finance Building.

The Unit is responsible for providing administrative services, including the day-to-day supervision of the accounting function, for the efficient and effective functioning of the Ministry of Planning and Development.

### **European Development Fund (EDF) Unit**

The EDF Unit is located at Level 12, Eric Williams Finance Building

The Unit was established in January, 2001 to co-ordinate and facilitate the implementation of the National Indicative Programme agreed between the Government of Trinidad and Tobago and the European Commission, funded by grant resources under the European Development Fund.

The Permanent Secretary, Ministry of Planning and Development, is designated as the National Authorising Officer (NAO) for the EDF Programme.

The Core Functions of the EDF 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 and programmes that can lead to a commitment of funds in the 9<sup>th</sup> EDF
- Assisting Ministries/Agencies, the private sector and NGO's in preparing Terms of Reference, Tender Dossiers and project related documents
- Assisting line Ministries in the management of implementation of projects including monitoring and evaluation

### **Advisory Town Planning Panel**

The Advisory Town Planning Panel operates out of the Ministry of Housing and Settlements located at South Quay, Port of Spain.

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The Advisory Town Planning Panel was established under the Town & Country Planning Act Chapter 35:01 for the express purpose of advising the Minister on any matter within their knowledge or on which the Minister may seek their advice.

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

### **The Interim National Physical Planning Commission**

The Interim National Physical Planning Commission is located at the office of the Ministry of Housing and Settlements, South Quay, Port of Spain.

The Interim National Physical Planning Commission was established in October, 1996 pursuant to a decision of Cabinet to undertake the following functions:

- Preparation of an integrated physical plan for Trinidad and Tobago
- Development of codes of appropriate building construction and development standards and practices
- Ensuring adherence to the requirements of the National Plan and codes and standards as developed
- Reporting on the delineation of authority to local government bodies
- Modification of the draft Planning and Development Land Bill to provide for the composition and functions of a National Physical Planning Commission
- Invitation of public comments on the proposed Planning Bill

In summary, the INPPC has been involved in laying the framework for the enactment of the Planning and Development of Land Bill and for its subsequent administration.

### **Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)**

UDeCOTT is located at the Uptown Mall, First Floor, 44-58 Edward Street, Port of Spain

UDeCOTT is a wholly-owned State Company continued under Section 343 of the Companies Act, 1995. The Corporation comprises a Board of Directors responsible for policy matters, and Management and Staff who carry out the day to day operations. The Corporation is headed by a Chief Executive Officer.

The major functions of UDeCOTT include providing project management services mainly to Ministries and State Agencies. These services cover the full range of the project development process involving:

- co-ordinating the preparation of land use plans at the national, regional, local and action area levels to provide a context for project formulation, feasibility assessment, project design, financing and construction
- operating as a property developer by acquiring large parcels of land, and forming special purpose Development Companies to execute property development.

### **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 display of advertisements
- Enforcement against unauthorized development
- Authorisation of funding of programmes and projects under the EDF programme

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The other functions of the Ministry relate primarily to internal work within the Ministry and the rest of the Public Service.

UDeCOTT retains the services of professional firms and contractors in accordance with its procurement procedures which are available for scrutiny

### **ARRANGEMENTS FOR PUBLIC CONSULTATION OR REPRESENTATION**

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

- Socio Economic Policy Planning Division
- Project Planning and Reconstruction Division
- Urban and Regional Planning Division
- Advisory Town Planning Panel
- Interim National Physical Planning Commission
- Urban Development Corporation of Trinidad and Tobago
- European Development Fund Unit

**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 development planning framework.

**The Project Planning and Reconstruction Division** in undertaking its work on the preparation of the Public Sector Investment Programme is informed by the public consultations held annually 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 fiscal year.

**The Urban and Regional Planning Division** administers the legal mandate under the Town and Country Planning Act Chapter 35:01 to consult with the 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 physical development plans. Public consultations are convened by the Urban and Regional Planning Division and the Interim National Physical Planning Commission in accordance with the provisions of the Act, to provide the formal opportunity for public comment.

The Urban and Regional Planning Division encourages discussion by developers and members of the public on their applications for planning permission, and on Complaints through an 'Open Door' policy one day per week at each Regional Office and on an on-going basis through field visits.

**The European Development Fund Unit** pursuant to the requirements under the new ACP-EU Partnership Agreement entitled the "Cotonou Agreement" has promoted a participatory approach involving the private sector, civil society at large, and other economic and 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. In the formulation of local area, regional and national physical development policies and plans, formal representations are invited and public consultations are convened by the **Urban and Regional Planning Division and the INPPC**, in accordance with the provisions of the Town & Country Planning Act, to provide the opportunity for public comment.

**UDeCOTT** provides for public consultation whereby presentations on projects are made and feedback invited from the public. Such projects are advertised directly in the respective communities and in the press.

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### **(ii) CATEGORIES OF DOCUMENTS IN THE POSSESSION OF 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 of public administration, land use planning and development, statistics, technical co-operation, agreements with international agencies, socio-economic planning, programme and project management, and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:

- Files dealing with administrative support and staffing for the operations of the Minister and the Ministry
- Files dealing with the accounting and financial management function of the Ministry
- Files dealing with the procurement of services equipment and supplies
- Documents relating to Strategic Review of Ministry, Information Technology Strategy, Training Plans
- Documents relating to the country's membership in international financial institutions and multi-lateral entities
- Legal Agreements with international financial institutions
- Loan contracts and grants Agreements with international financial institutions
- Files dealing with Projects funded by International Organizations
- Documents dealing with Development Programme Estimates of Expenditure of all Ministries and Departments
- Project proposals from line Ministries/Departments/Executing agencies
- Briefing papers for Senior Government officials
- Consultants/Technical Reports, Architectural and Engineering Designs, and Feasibility Studies
- Project Studies
- Monthly/Annual Reports
- Cabinet documents
- Legislation and Legal Instruments
- Work Programmes and Implementation Schedules
- Files dealing with Circular Memoranda from other Government Ministries/Departments
- Demographic and Social Statistics
- Agricultural Statistics and Methodology
- Statistical Reports/Bulletins
- Files dealing with training - local and foreign, and technical co-operation
- Agenda/Minutes of Committee/Sub Committee meetings
- Physical Development Plans
- National Development Conceptual Framework and Local Area Plans
- Files dealing with Applications for Planning Permission to Develop Land
- Environmental Impact Assessments for Major Development Projects
- Files dealing with appeal matters
- Maps/Charts/Aerial Photographs
- Information and Requests for Data and Information
- External and Internal Boards and Committees

### **(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 Library of the Ministry of Planning and Development at Level 6, of the Eric Williams Finance Building in respect of the under-mentioned Divisions/Units.

#### **Socio-Economic Policy Planning Division**

**Addresses** by the Honourable Minister of Planning and Development and the Permanent Secretary.



- Responses by Ministers of Planning and Development to Motions in the House of Representatives
- Comments on policy proposals of sectoral Ministries/Agencies
- Launch of the Population and Housing Census 2000 by the Honourable Minister of Finance, Planning and Development

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- Submission of the Census Order 2000 to the House of Representatives by the Honourable Minister of Finance, Planning and Development
- Country input into comments on documents on country social and economic situation and issues prepared by international organizations – Annual Reports, Implementation Completion Reports

### **Reports**

- Managing the Resurgence of Growth – April 27, 1995
- 1989 – 1995 – Medium Term Macro Planning Framework
- National Strategic Development Planning Framework 2000-2006 (Draft)

### **Project Planning and Reconstruction Division**

- Public Sector Investment programme for each year

### **Technical Co-operation Unit**

Documents dealing with Technical Assistance from UNDP, UNICEF, OAS, CFTC, Government 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

Documents dealing with CARIFORUM matters.

### **Central Statistical Office**

The following material has been prepared by the Central Statistical Office (CSO) and is available for inspection at the Library of the CSO, corner Independence Square North and Edward Street, Port of Spain.

Data on trade, tourism, travel, labour force, population and vital statistics, housing, economic indicators, fertility, education, business establishments, crime, balance of payments, national income, economic activity, migration, social indicators and departing visitors.

### **Urban and Regional Planning (Town and Country Planning) Division**

The following material has been prepared for inspection by the public:

Inspection of documents relating to the specific geographic area of operations of the respective Regional Offices may be done at the relevant Regional Office of the Division.

### **Related Legislation**

Town & Country Planning Act Chapter 35:01 (1960)  
 Town & Country Planning (Miscellaneous Licenses) Act, 1982  
 Draft Planning and Development of Land Bill 2001

## **Reports**

- Annual reports on the Achievements of the Division
- Quarterly Reports on Development Control Statistics
- Quarterly Newsletter – “The Town Crier”

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- Reports on the status of Complaint Matters, Ombudsman Matters, Environmental Management Authority Matters and Enforcement Matters
- Reports on Technical matters- Land Use Surveys, Public Consultations on Land Use Plans and Policies

## **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 development of land**

- Map Register, Alphabetical Index and Application Register concerning all applications for planning permission for development of land
- Complaints Register and Enforcement Register.

## **Documents / Publications**

The following documents, publications were prepared by the Town and Country Planning Division:

- National Physical Development Plan - 1985
- Development Plans at the Regional, Local Area and Action Area Level for thirty-five (35) areas within Trinidad and Tobago.
- Land Use Policies that serve to inform decision-making on applications for planning for development of land
- “Guide to Developers and Applicants for Planning Permission” – 1990
- Mapped land use policies for built-up areas of Trinidad and Tobago.

## **Population Council Secretariat**

- National Population Policy
- White Paper on National Population Policy

## **European Development Fund (EDF) Unit**

- Country Support Strategy Paper
- Manual on Project Cycle Management – European Commission

## **Reports**

- Centre for Development of Industry – Annual Report 1999
- Annual Report on Co-operation Between the European Union and the Republic of Trinidad and Tobago
- ACP-EU Partnership Agreement signed in Cotonou on June 23, 2000
- Instruction Manual – General Seminar EDF Financial and Procurement Procedures

## **Interim National Physical Planning Commission**

Related Legislation administered by the INPPC or affecting the operation of the INPPC –

**Advisory Town Planning Panel**

- Annual Reports on the operations of the Advisory Town Planning Panel

**Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)**

The following material is available at the office of the Urban Development Corporation of Trinidad and Tobago:

- Layout Plan for Richmond Place

**Port of Spain International Conference Complex**

- Joint Venture Implementation Plan
- Valuation Report

**Government Office Accommodation**

- St. Joseph – Urban Development Plan and Cost Estimates
- Siparia Administrative Complex – Urban Development Plan
- Siparia Administrative Complex – Architectural and Engineering Designs and Cost Estimates
- Customs & Excise Head Office – Architectural & Engineering Designs Cost Estimates
- Layout Plan for Richmond Place

**Local Area Plans – Phase 2 – Interim Report**

- Chaguanas
- Greater Port of Spain
- San Fernando Waterfront

**Port of Spain Waterfront Development – Invaders Bay**

- Financial Feasibility Study
- Valuation Report
- Land Use Plan

**Churchill-Roosevelt/Uriah Butler Highways Interchange**

- Inception Report
- Traffic Studies
- Geometric Design Report
- Engineering Design Drawings
- Contracts 1 & 2

**National Archives**

- Architectural & Engineering Designs & Cost Estimates

**Las Cuevas Development**

- Incorporation Documents and Land Lease
- Valuation Report

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- Financial Feasibility Report
- Land Use Plan & Development Strategy

### **Oropune Development**

- Incorporation Documents & Land Lease

### **Mille Fleurs Restoration**

- Request for proposals

### **(iv) LISTING OF LITERATURE AVAILABLE BY WAY OF SUBSCRIPTIONS**

- Not applicable

### **(v) PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY OF PLANNING AND DEVELOPMENT**

To access a copy of a document from the Ministry of Planning and Development that is not readily available to the public, the applicant must fill the appropriate form available at any of the Divisions of the Ministry of Planning and Development.

Your request should provide sufficient information to enable the office to identify the document you wish to acquire.

You would be notified within thirty (30) days as to the approval or refusal of the request. Unless you choose to inspect the document, a fee will be charged and you should receive the document within seven (7) days of payment.

If the office of the Ministry of Planning and Development fails to produce the document within seven (7) days of payment, you will be refunded the fees paid.

### **(vi) OFFICERS IN THE MINISTRY OF PLANNING AND DEVELOPMENT RESPONSIBLE FOR THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10, AND REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 AND APPLICATIONS UNDER SECTION 36 OF THE FREEDOM OF INFORMATION ACT**

The designated officer for the Ministry of Planning and Development is Mrs. Claudette Matthews-Singh located at Level 14, Eric Williams Finance Building, Ministry of Integrated Planning and Development, Telephone No. 627-9700 ext. 2002.

The alternate is Mr. Ewart Serrant located at Level 12 Eric Williams Finance Building, Ministry of Integrated Planning and Development, Telephone No. 627-9700 ext. 2176.

At UDeCOTT arrangements may be made to obtain copies of documents or to inspect them by contacting the designated officer, Mrs. Brenda Alleyne-Wood.

### **(vii) DIVISIONS / UNITS WHOSE MEETINGS ARE OPEN TO THE PUBLIC**

The meetings of the Advisory Town Planning Panel, only, are open to the public.

### **(viii) LIBRARY AND READING ROOMS IN THE OFFICE OF THE MINISTRY OF PLANNING AND DEVELOPMENT**

The Library of the Ministry of Planning and Development is located at Level 6, Eric Williams Finance Building, Independence Square, Port of Spain. The Library is open to the public between the hours of 9:00 am to 3:00 pm.

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### **SECTION 8 STATEMENTS**

List of documents provided by the Ministry of Planning and Development for use by its officers

- Copies of all legislation, laws, regulations, orders
- Copies of Trinidad and Tobago Gazettes
- Circular Memoranda from the Minister of Finance, Comptroller of Accounts, the Chief Personnel Officer, Director of Public Administration and other Departments
- Reports of Government Agencies
- Medium Term Planning Framework
- Public Sector Investment Programme
- Reports of meetings attended on programming, monitoring and evaluating the PSIP
- Monthly, midterm and annual reports on the performance of the PSIP
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions
- Documents providing Guidance to the process and procedures in the preparation of the PSIP
- Building Cost Averages Manual
- Policies of Sectoral Agencies
- Estimates of Expenditure, Recurrent and Development Programme
- Implementation Plan and Action Plans
- Procurement Policies and Guidelines
- Land Use Plans and Policies
- Site development standards
- Codes for Building and Land Sub-Division
- Handbooks for the preparation of development plans and for the development control function
- Maps, Aerial Photographs
- Financial Regulations and Instructions
- Guidance on Implementation of FOIA
- Manual on Financial and Economic Analysis

These documents are available at the respective divisions of the Ministry of Planning and Development, Eric Williams Financial Complex.

### **SECTION 9 POSSESSION OF REPORTS AND STATEMENTS**

A list of the reports is available for inspection in the Library, Ministry of Planning and Development.

**LIST OF REPORTS AND STATEMENTS UNDER**  
**SECTION 9 POSSESSION OF REPORTS AND STATEMENTS**

- Brief for the Minister of Planning and Development on the Structure, Functions and Current Activities of the Ministry of Planning and Development
- Briefs from each Division, Unit on Structure Functions and Current Activities
- Briefs for the attendance of the Minister and Permanent Secretary at Meetings of the Inter-American Development Bank, CDB, European Commission and ACP
- Reports on the Attendance of Regional and International Meetings, Meetings by Personnel of the Ministry of Planning and Development
- Report of the Committee Established by the Minister of Planning and Development to Examine the Structure and Financing of the proposed Port of Spain International Conference Complex
- Final Evaluation Report of IDB Consultant on Ten School Buildings Constructed in 2000-01, Twelve school Buildings to be constructed in 2001-2002 and Performance and Capabilities Analysis of MTS
- Report prepared by Technical Consultant on Fourth Basic Education Programme – Rock Road Primary School – Technical Report on the Design and Tendering Process.
- Draft National Strategic Development Planning Framework 2000-2006 – dated November 2000
- Report of the IDB Portfolio Review Mission to Trinidad and Tobago, May 2002
- Country Support Strategy Paper between the Government of Trinidad and Tobago and the European Union
- Country Review of the EC funded Programmes and Projects in Trinidad and Tobago for 2001
- Review of the Country Co-operation Framework between the GORTT and the UNDP 1996-2001, 2002
- Country Co-operation Framework between the GORTT and the UNDP 2002-2006, 2002
- Five-Year National HIV/AIDS Strategic Plan
- “Report of the Committee to examine the Implications of the new Entry Requirements for the General Public Service, Teaching Service at the Primary Level and Government Training Institutions” – dated September 2001
- Draft Project Proposal for the Institutional Strengthening of the Central Statistical Office
- Report by IDB Consultant on a Review of Current Operations of the Central Statistical Office, 2001
- Report of the Committee on the Future Direction of Caroni (1975) Limited
- Reports of meetings attended on programming, monitoring and evaluation of the PSIP
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Lending Agencies
- Reports prepared as and when necessary on specific issues eg. proposed or ongoing programmes/projects in the public sector. These reports may be prepared either by consultants, by officers of the Unit or by the Unit officers and other Ministries.

Reports containing the advice and recommendations of the Environmental Impact Statement (EIS) Review Committee on EIS documents submitted in support of applications for planning permission for development of land.

- Coral Sands T9K 152/98
- Atlas Methanol T5M 1392/00
- Point Lisas Port Expansion T5M 1434/2000
- MHTL Methanol (5000) Plant T5M 1677/2000
- BP Bombax Gas Line T6G 1735/2000
- Minutes of Meetings of the Population Council
- Comments of the Population Council re: the Survey of Return Migration; and the Draft Report Survey of Living Conditions of Persons 60 years and over (1999)
- The Population Council’s Response re: 1996 World Food summit Status Report
- Report of Consultant on Farm-based Cocoa Rehabilitation Programme in Trinidad and Tobago proposed for EC funding, 2001
- Report of Consultant on Phase II Project for Caribbean Business Services Ltd proposed for EC funding, 2002
- Report of Consultant on Phase II Rural Electrification Project, proposed for EC funding, 2002
- Interim Report of Consultant on Phase II, Business Development Programme for Trinidad and Tobago, proposed for EC funding, 2002
- Terms of Reference and Project Proposals for the Analysis of the Survey of Living Conditions, 1997
- Final Report of the Committee appointed by the Trinidad and Tobago Society of Planners to conduct a Review of the Planning and Development of Land Bill, 2001
- Report by Consultants on the Mid-Term Review of the Community Development Fund, December 2001

- Reports of the Internal Auditor on the Implementation of Activities of the Work Programme of the Ministry of Planning and Development.