



**Public Statement  
of the Ministry of Digital Transformation  
(now Ministry of Public Administration and  
Artificial Intelligence)**  
for the period July 12 2024 to May 11, 2025  
In compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999

**Disclaimer:** By Gazette Notice No. 81, Vol. 64, dated May 23, 2025, the former Ministry of Public Administration (MPA) and the former Ministry of Digital Transformation (MDT) were officially merged to form the Ministry of Public Administration and Artificial Intelligence (MPAAI), effective May 12, 2025.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Digital Transformation (MDT), now the Ministry of Public Administration and Artificial Intelligence (MPAAI) is required, by law, to publish and annually update the statement which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public a legal right:

1. For each person to access information held by the Ministry of Digital Transformation;
2. For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. To obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. To complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Public Administration and Artificial Intelligence for the period July 12, 2024 to May 11, 2025.

## **Section 7 Statements**

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

Function and Structure of the Ministry of Digital Transformation (MDT): -

Pursuant to a Realignment of Ministerial Portfolios, as per Gazette No. 111 of July 12, 2021, the former Ministry of Public Administration and Digital Transformation was restructured and the responsibilities for digital transformation were assigned to a Minister of Digital Transformation including the administration and the business of the Departments of Government, as specified in the attached Schedule hereunder:

### **Schedule according to Gazette No. 111 of July 12, 2021**

Business Continuity  
Digital Government  
Digital Transformation

- Cyber-security
- E-identity
- Government Services On-line
- Public Service Information and Communications Technology ("ICT")

Governance

- Systems Interoperability

ICT Access Centres  
Information and Communication Technology

- ICT Policy, Strategy and Management
- National ICT Planning

Information and Data Protection

#### **Wholly Owned Enterprises:**

- National Information and Communication Technology Company Limited (iGovTT)

#### **Statutory Boards and Other Bodies:**

- Telecommunications Authority of Trinidad and Tobago (TATT)
- ttconnect Service Centre.

#### **MDT's Aim and Purpose**

- To establish Trinidad and Tobago as a regional model for digital transformation.
- To become a digitally stimulated local economy, strategically positioned for economic and technical resilience with reduced reliance on forex for international solutions, thereby creating better value for money.
- Increased access to ICT in underserved communities.
- Improved digital literacy.
- Improved governance and efficacy in the delivery of products and services
- Creation of opportunities for developers and entrepreneurs - lessening international risks and anchoring our ICT infrastructure at home.
- A strengthened Data Protection legislative framework to ensure the protection of citizens' right to privacy.

#### **Mandate:**

The mandate of the Ministry is to develop **"A new way to address the end-to-end consumption and delivery of goods and services to customers using appropriate digital technology."**

The work of the Ministry, therefore, has an impact on Government Agencies, private sector organisations and members of the public.

The MDT comprised the following Divisions and Units:

#### **1.Core Divisions/Units and Technical Services:**

- Digital Transformation Strategic and Advisory Office
- Executive Management Secretariat
- Programme Management Office
- External Relations Unit
- National Digital Strategy and Operations Division (NDSOD)
- Digital Delivery Unit
- Digital Research, Policy and Strategy Unit
- Digital Innovation and Infrastructure Unit
- Digital Security and Technology Unit
- Digital Performance and Engagement Unit
- ICT Access Centres Unit

#### **2.Business Support Services:**

- Procurement Unit
- Information and Communications Technology (ICT) Services Division
- Planning and Monitoring Unit
- Legal Services Division
- Engagement and Behavioural Communications Unit
- Internal Audit

- Facilities and Health, Safety, Security and the Environment (HSSE) Unit
- Corporate Services Division
  - Finance and Accounts Unit
  - General Administration Unit
  - Human Resource Management Unit
  - Knowledge Management Unit

**Functions of the Divisions and Units of the Ministry of Digital Transformation:**

**Core Divisions and Technical Services**

The **Executive Management Secretariat** comprises the Minister, the Permanent Secretary, the Deputy Permanent Secretary, and the supporting resources required to ensure the Secretariat operates at its maximum efficiency.

The **Digital Transformation Strategic and Advisory Office** holds responsibility for providing high-level policy advice relating to ICT strategy and governance, public policy, administration and law; participating in the formulation and implementation of a digital transformation strategy; and providing advice and assistance relative to the operations of the Ministry and the strategies to be implemented to achieve specific goals.

The **Programme Management Office (PMO)** is responsible for the management, coordination and implementation of the Ministry's portfolio of digital transformation programmes and projects; facilitating the enhancement of Ministries/Department/Agencies (MDAs) ICT portfolio requirements; establishing and operating a performance management framework; managing project risks and monitoring budgets.

The **External Relations Unit** is responsible for the execution of a specialised external/international relations portfolio including the active engagement of development partners in the context of increasing the importance of digital technology as a critical enabler of sustainable development at the national, regional and international levels.

The **National Digital Strategy and Operations Division (NDSOD)** is responsible for developing and implementing the key ICT policies and programmes necessary to support the continued delivery of efficient, effective and resilient public services that are responsive to the needs of citizens and businesses for the recovery of the economy and transformational national development.

The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT and ICT Regulatory Compliance and Standards. The NDSOD is also responsible for the governance, establishment and oversight of all Access TT Centres.

The Division comprises:

1. The **Digital Delivery Unit** - This Unit provides organisational design, change impact assessments, business process management and re-engineering, continuous improvement and advisory services to identified MDAs. The Unit also oversees individual projects under its portfolio and manages the respective human resources deployed in MDAs.

2. The **Digital Research, Policy and Strategy Unit** - This Unit comprises three (3) sub-sections in the areas of Policy and Strategy, Sectoral Assessment and Digital Economy. These sub-sections are responsible for:

• **Digital transformation research, policy and strategy development**

- working with agencies that produce performance indices and local stakeholders who are contributors to digital transformation and leading the national ICT and strategic planning processes to inform new and amended legislation and regulations aimed at achieving good governance of the State's ICT Sector;

• **Sectoral assessment** - collaborating with the sector regulator to ensure compliance with telecommunications policy measures with regard to the consideration, approval and management of concessions; and

• **Digital economy** - addressing economic stimulation in the ICT sector to increase its contribution to GDP.

3. The **Digital Innovation and Infrastructure Unit** - This Unit validates the technical specification of ICT initiatives and assesses the quality of vendor-provided solutions.

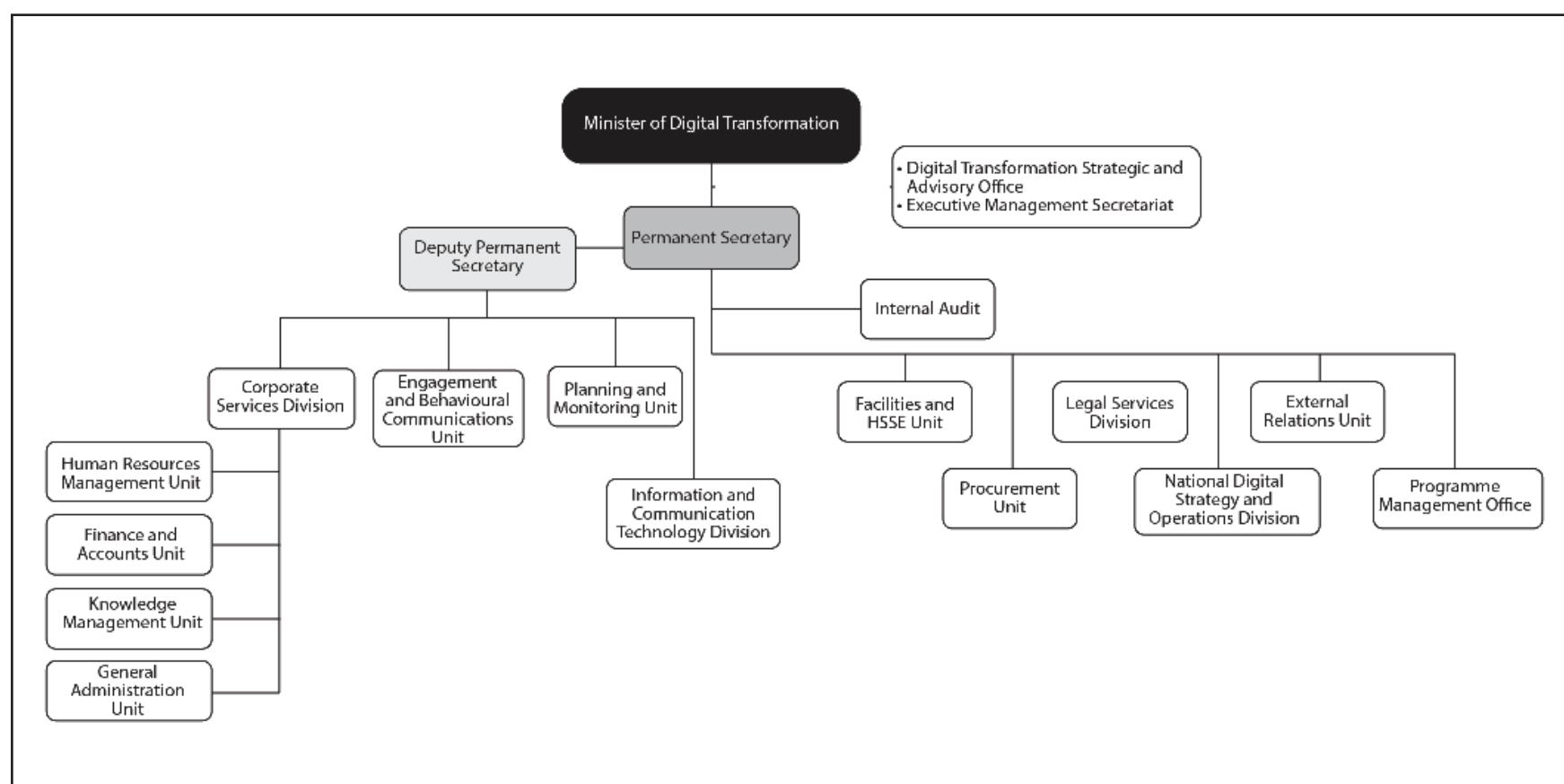
4. The **Digital Security and Technology Unit** - The Unit comprises two (2) Sections, the Cyber Security and the Business Continuity Section.

• Cybersecurity focuses extensively on Governance, Compliance and Policy Development. The functional arrangements will involve the conduct of extensive basic and applied research to inform the design of the security architecture for the Government of Trinidad and Tobago (GoRTT).

• Business Continuity serves as a specialist, advisory Section that centrally coordinates the development of a business continuity ethos and framework across GoRTT.

5. The **Digital Performance and Engagement Unit** - This Unit spearheads capacity building and resource development to position Trinidad and Tobago competitively with respect to digital literacy and the digital workforce.

**The High Level Organisational Structure of the Ministry of Digital Transformation as at May 11, 2025**



6. The **ICT Access Centres Unit** - This Unit centrally manages the logistics and operations of one of the major projects of the Ministry, the establishment and operationalisation of ICT Access Centres throughout the country. The ICT Access Centres are critical to achieving the overall objective of the MDT, that is, to create a functional digital society.

There are currently twenty-four (24) AccessTT Centres that provide government services, internet access, ICT and community 'needs-based' training and meeting facilities to citizens, residents, and micro and small business enterprises. Centres are currently located at:

Name of Access Centre	Address of Access Centre	Name of Access Centre	Address of Access Centre
<b>Carenage</b>	Carenage Police Youth Club and Homework Centre, Constabulary St.	<b>Penal</b>	Penal Central Community Centre, Ali Avenue, Clarke Road
<b>Cumana</b>	Cumana Community Centre, 23 3/4 mm Cumana Village	<b>Todd's Road</b>	Todd's Road #86 Main Road, Todd's Road Longdenville
<b>Guayaguayare</b>	Guayaguayare Community Centre, LP #61 Ferrier Circular Drive	<b>Belmont</b>	Belmont Community Centre, #47 Jerningham Avenue
<b>Marac</b>	Marac Community Centre, #14 Savannah Road, Marac Village Moruga	<b>Lisas Gardens</b>	Lisas Gardens Community Centre, Lisas Boulevard (East), Couva
<b>Maraval</b>	Maraval Community Centre, Morne Coco Road	<b>Belle Vue</b>	Belle Vue Community Centre, #9 Belle Vue Terrace, Maraval
<b>Cascade</b>	Cascade Community Centre, Cascade Main Road	<b>Diego Martin</b>	Diego Martin Community Centre, Church Street
<b>Tacarigua</b>	Tacarigua Community Centre, Bally Street	<b>Caiman</b>	Caiman Community Centre, Upper Caiman Road, St. Joseph
<b>Edinburgh 500</b>	Edinburgh 500 Community Centre, Corner Cassia Blvd & Periwinkle Ave.	<b>La Pastora</b>	La Pastora Community Centre, La Pastora Settlement
<b>Arima</b>	Arima Community Centre, 3 Anglican Street	<b>La Brea</b>	La Brea Community Centre, Cor. Pier Road & Point Sable Road
<b>Maitagual</b>	Maitagual Community Centre, Bushe Street (North), Petit Bourg, San Juan	<b>Tarodale</b>	Tarodale Community Centre, Green Hill Avenue, Tarodale Hills
<b>Waterloo</b>	Waterloo Community Centre, Cor. Waterloo Main Road & Butler Village	<b>Techier</b>	Techier Community Centre, Eastern Avenue, Techier Village, Point Fortin
<b>Trincity</b>	Trincity Community Centre, Cor. Trincity Blvd & Montague Avenue	<b>Harmony Hall</b>	Harmony Hall Community Centre, Malibu Crescent, Gasparillo

#### Business Support Services

1. The **Engagement and Behavioural Communications Unit** is responsible for developing and guiding the Ministry's Behavioural Change and Communications Strategy. The Unit's primary purpose is to establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholder, both internally and externally as well as enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

2. The **Internal Audit Unit** ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts. The function is carried out by the Internal Audit Unit of the Ministry of Public Administration as a shared service which ended in December 2023.

3. The **Corporate Services Division**:

- The **Finance and Accounts Unit** is responsible for the financial management practices and procedures of the Ministry. The Unit processes payments for suppliers and payroll for employees with the attendant financial recording. The Unit also coordinates the submission of budgets and prepares the Ministry's financial statements.
- The **General Administration Unit** has oversight of the following areas which contribute to effective internal operations: asset management, courier services, hospitality and frontline/customer services.
- The **Human Resource Management Unit** aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Unit has, as its core functions, recruitment of contract personnel, performance management, organisational development, training and development and employee relations.
- The **Knowledge Management Unit** is responsible for the management of documents and organisational records for providing an organisation knowledge base and Registry services.

4. The **Procurement Unit** is responsible for the procuring of all goods and services for the Ministry in accordance with the overarching procurement principles of accountability, integrity, transparency, value for money, efficiency, fairness and public confidence. The Procurement Unit also leads the review and establishment of the Ministry's procurement systems, and training of staff, in compliance with relevant Government legislation and regulation.

5. The **Information and Communication Technology Services Division** is responsible for coordinating and providing strategic and operational support for internal information and communications technology projects and systems.

6. The **Legal Services Division** plays a pivotal role in managing all legal matters relating to the Ministry. Its core responsibilities include drafting and reviewing a wide range of legal documents, such as contracts, memoranda of understanding, and policy frameworks, to ensure strict adherence to the laws of Trinidad and Tobago. The Division provides comprehensive legal advice and opinions to guide the Ministry's decision-making processes, helping to mitigate legal risks and ensure lawful governance in the digital transformation space.

7. The **Planning and Monitoring Unit** is charged with the responsibility of attending to statutory requirements in respect of reporting on the progress of projects funded under the Public Sector Investment Programme (PSIP); performance of the Ministry in the execution of its mandate, and any other reporting required on a routine or adhoc basis. The Unit engages in strategic planning; monitoring and evaluating; and coordinating all activities related to strategy development and the implementation of quality systems and models.

8. The **Facilities and Health, Safety, Security and the Environment Unit** is responsible for managing and maintaining the facilities and infrastructure of the MDT, including its Head Office and ICT Access Centres; facilitating a safe, secure, and suitable working environment through adequate health, safety and welfare facilities; managing security and janitorial arrangements; and ensuring that MDT's offices are compliant with relevant Government legislation.

#### Section 7 (1) (a) (ii) Categories of Documents maintained by the Ministry of Digital Transformation:

##### a. Files & Documents:

1. Files dealing with administrative support and general administrative documents and records of the Ministry
2. Documents and files dealing with the technical operations of the Ministry including technical reports, maps, charts, etc.
3. Personnel files, which detail all staff appointments, job applications, job specifications, terms of engagement and offers of employment, performance appraisals, promotions, transfers, resignations, deaths, retirements, leave, vacation, training, etc.
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with training (in-house, local, regional and international) and technical cooperation
6. Files dealing with official functions, conferences and events hosted
7. Files relating to organisations (international, regional and local) associated with the Ministry
8. Financial Records (schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders, journals, vote books, salary records, requests for release of funds, application for credit on the Exchequer Account, monthly expenditure statements, annual statement of budgetary proposals, annual financial statements, projections of expenditure etc.)
9. Files dealing with matters relating to the procurement of supplies, services and equipment, and asset management

- 10. Audit files
- 11. Files dealing with contracts for services and consultancy services
- 12. Customer/Client files
- 13. Complaint/suggestion files
- 14. Inventory Management files
- 15. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
- 16. Contracts, agreements, leases, deeds, concessions and licences
- 17. Legislation and legal documents(/instruments), legal opinions and related matters
- 18. Minutes/Agenda of meetings attended by the Ministry of Digital Transformation
- 19. News releases, speeches and presentations originating in the Ministry
- 20. Cabinet Documents (Notes and Minutes)
- 21. Policy and Procedure documents
- 22. Acts and Gazettes
- 23. Manuals

**b. Publications:**

- 1. Periodicals
- 2. Newsletters
- 3. Surveys
- 5. Published Statements

**c. Forms:**

- 1. Freedom of Information Act Request Forms

**Section 7 (1) (a) (iii)**

**Material prepared for publication or inspection**

The Public may inspect and/or obtain copies of material between the hours of **8:30 a.m. to 3:30 p.m.** on normal working days at the following office:

**Ministry of Public Administration and Artificial Intelligence**

Level 14, Tower C, Levels 13 and 14  
International Waterfront Centre,  
1a Wrightson Road,  
Port of Spain  
Telephone: 623-4MDT (4638)  
Email: digitaltransformation@gov.tt

The following (additional) resources may be accessed at the website: <https://mpaai.gov.tt/>

**Publications:**

- National ICT Plan 2018-2022 ICT Blueprint
- ICT Blueprint - A Quick Look 2018 -2022
- Business Continuity Management Policy – August 2015
- National Digital Transformation Strategy 2024-2027

Other information and documents that can be accessed at the Ministry's website include:

- News & Events
- Press Releases
- Videos
- Publications & Documents
- Presentations
- Recruitment: Job vacancies

Information on the services provided to citizens and Government Organisations:

- AccessTT Centres
- Telecommunications Regulations
- National ICT Plan 2018-2022
- Digital Solutions & Services
- e-Identity
- Connected Communities
- Developers' Hub
- TT WiFi
- WeLearnTT

**FOIA Statements:**

- 1. 2021 - Public Statement of the Ministry of Digital Transformation
- 2. 2022 - Public Statement of the Ministry of Digital Transformation
- 3. 2023 - Public Statement of the Ministry of Digital Transformation

**Section 7(1) (a) (iv)**

**Literature available by subscription:**

The Ministry of Digital Transformation 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 Digital Transformation:**

**1. How to Request Information**

**General Procedure**

In order to have the rights given to applicants by the FOI Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing (print or email). The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt). The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and the preferred format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry

**Addressing Requests**

**The Designated Officer for the Ministry is:**

**Ms. Rhoda A. Patiram (Designate)**

Deputy Permanent Secretary (Ag.)

Ministry of Digital Transformation

Level 13, Tower C International Waterfront Centre,

1a Wrightson Road, Port-of-Spain 100509

Tel: 623-4MDT (4638) ext. 1003

Email: [foiunit@mdt.gov.tt](mailto:foiunit@mdt.gov.tt)

**Details in the Request**

Applicants should provide details that allow for ready identification and location of the records that are being requested. If insufficient information is provided, the Ministry will seek clarification from the applicant. If applicants are not sure how to write a request or uncertain about the details to include, they should communicate with our Designated Officer.

**1. Responding to your Request**

The MDT is required to furnish copies of documents only when they are in its possession.

The MDT is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead, the best copy possible will be furnished.

**2. Time Limits**

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer whether the request has been approved or refused.

If it is determined that the records can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal), then the applicant is informed of the refusal, whether in whole or in part, the reasons for such refusal and the rights of the applicant to complain to the Ombudsman or to seek judicial review, in accordance respectively, with Sections 38A and 39 of the FOI Act.

**Fees and Charges**

Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

The applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. Should the Ministry fail to provide the information within seven working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.

**Requests not handled under the FOIA**

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a) Documents which are open to public access, as part of a public register;
- b) Documents which are available for purchase by the public;

c) Documents which are available for public inspection in a registry maintained by the Registrar General or other public authority;  
 d) Documents which are stored for preservation or safe custody.

**Section 7 (1) (a) (vi)**

**Procedure to be followed when a request for access to document is made to the Ministry of Digital Transformation**

Officers in the Ministry are responsible for:

1. the initial receipt of and action upon notices under Section 10;
2. requests for access to documents under Section 13; and
3. applications for correction of personal information under Section 36.

- Functions Delegated by the Public Service Commission
- Functions Devolved by the Chief Personnel Officer
- Guidelines for Contract Employment in Government Ministries, Departments, and Statutory Authorities, subject to Statutory Authorities Act, Chapter 24:01, issued by the Personnel Department
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Comprehensive Handbook on Procurement Retention & Disposal
- Basic Procurement Handbook
- Preparation of Handbook & Special Guidelines for Approval
- General Guidelines for Simplified Procurement
- Cloud Computing Policy
- National ICT Plan 2018-2022 ICT Blueprint
- Business Continuity Management Policy for the Public Service

**Section 7 (1) (a) (vii)**

**Advisory Boards, Councils, Committees, and other Bodies (where meetings/minutes are open to the public):**

At the present time, there are no bodies that fall within the meaning of this section.

**Section 8 (1) (b)**

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

There are no documents to be published under this subsection at this time.

**Section 8 (2) (a) (i)**

The Ministry will cause copies of documents to which this section applies, in respect of the public authority, to be made available for inspection and/or for purchase by members of the public.

**Section 8 (2) (a) (ii)**

Any applicant requesting to inspect documents can make general enquiries by contacting the Designated Officer listed under Section 7 (1) (a) (v). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 9:30 a.m. to 3:30 p.m. (except public holidays).

**Section 9 (1)**

**Section 9 (1) (a)**

**A Report or a statement containing the advice or recommendations, of a body or entity established within the MDT.**

There are no reports or statements to be published under this subsection at this time.

**Section 9 (1) (b)**

**A Report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MDT by or under a written law, (2) 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 MDT or to the responsible Minister of that public authority.**

There are no documents in the possession of the Ministry at this time, that are within the meaning of this section of the Act.

**Section 9 (1) (c)**

**A Report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MDT.**

There are no documents in the possession of the Ministry at this time, that are within the meaning of this section of the Act.

**Section 9 (1) (d)**

**A Report or a statement containing the advice or recommendations of a committee established within the MDT to submit a report, provide advice or make recommendations to the responsible Minister of MDT or to another officer of the MDT who is not a member of the committee.**

There are no reports or statements to be published under this subsection at this time.

**Section 9 (1) (e)**

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

There are no reports to be published under this subsection at this time.

**Section 8 (1) (a) (i)**

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

This Section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Freedom of Information Act, Chapter 22:02
- Civil Service Act, Chapter 23:01
- Public Service Commission Regulations, 1966
- Industrial Relations Act, Chapter 88:01
- Financial Regulations, 1965
- Exchequer and Audit Act, Chapter 69:01
- Mediation Act, Chapter 5:32
- Pensions Act, Chapter 23:52
- Public Procurement and Disposal of Public Property (Amendment and Validation) Act, Act 13 of 2023
- Public Procurement and Disposal of Public Property Regulations 2021
- Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations 2024
- Occupational Safety and Health Act, Chapter 88:08
- Data Protection Act, Chapter 22:04
- Electronic Transactions Act, Chapter 22:05
- Telecommunications Act, Chapter 47:31
- Legal Notices

Some of these documents can be purchased from the Government Printery or accessed online via [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt).

**Section 8 (1) (a) (ii)**

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MDT, or similar documents containing rules, policies, guidelines, practices or precedents:**

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments

**Section 9 (1) (f)**

**A Report prepared for the MDT by a consultant who was paid for preparing the report.**

There are no reports to be published under this subsection at this time.

**Section 9 (1) (g)**

**A Report prepared within the MDT 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.**

There were several consultations with members of the public in relation to the formulation of policy during the period under review. These are:

Consultation Group	Date	Platform
Blind Welfare Association	2nd November 2023	In Person
Persons with Disabilities	15th November 2023	Zoom
Civil Society	10th January 2024	Zoom
Tobago	24th January 2024	Zoom
Central	30th January 2024	Zoom
South	30th January 2024	Zoom
ICT Community	1st February 2024	Zoom
North	6th February 2024	Zoom
General	7th February 2024	Zoom
TTMA	8th February 2024	Zoom
Youth	8th February 2024	Zoom
Tobago Business Community	5th March 2024	Zoom

Consultations	Public Sector Attendees	Private Sector Attendees
<b>EU Consultations- Technical Assistance on Data Protection (Operationalisation of the Office of the Information Commissioner (OIC))</b>	1. Office of the Prime Minister (OPM) 2. Ministry of Planning and Development (MPD) 3. Ministry of Rural Development and Local Government (RDLG) 4. Ministry of Public Administration (MPA) 5. Tobago House of Assembly (THA) 6. Central Statistical Office (CSO) 7. Elections and Boundaries Commission (EBC) 8. Office of the Attorney General and Ministry of Legal Affairs (AGLA) 9. Ministry of Education (MoE) 10. National Insurance Board (NIB) 11. Ministry of National Security (MNS) 12. Ministry of Social Development and Family Services (MSDFS) 13. Ministry of Works and Transport (MWT) 14. Ministry of Health (MoH)	1. Human Resource Management of Trinidad and Tobago (HRMATT) 2. Trinidad and Tobago Manufacturers Association (TTMA) 3. Trinidad and Tobago Chamber of Commerce (TTCIC) 4. Trinidad and Tobago Coalition of Service Industries (TTCSI)

Consultations	Public Sector Attendees	Private Sector Attendees
<b>National Digital Identity (Policy and Legislation) Consultations</b>	1. Ministry of Health (MoH) 2. Ministry of National Security (MNS) 3. Ministry of Education (MoE) 4. Ministry of Social Development and Family Services (MSDFS) 5. Ministry of Public Administration (MPA) 6. Ministry of Labour (MoL) 7. Ministry of Trade and Industry (MTI) 8. Ministry of Sport and Community Development 9. Ministry of Tourism, Culture and the Arts 10. Service Commission Department Personnel Department (Office of the Chief Personnel Officer)	1. American Chamber of Commerce (AMCHAM) 2. Scotiabank 3. Republic Bank Limited 4. First Citizens Bank 5. Royal Bank of Canada

**Section 9 (1) (h)**

**A Report on the performance or efficiency of the MDT, or of an office, division or branch of the MDT, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MDT.**

There are no documents in the possession of the Ministry at this time, to which this section is applicable.

**Section 9 (1) (i)**

**A Report containing final plans or proposals for the re-organization of the functions of the MDT, the establishment of a new policy, programme or project to be administered by the MDT, or the alteration of an existing policy, programme or project administered by the MDT, whether or not the plans or proposals are subject to approval by an officer of the MDT or Cabinet.**

The Office of Procurement Regulation (OPR) Annual Schedule of Planned Procurement Activities for the period October 2023 to September 2024.

**Section 9 (1) (j)**

**A Statement prepared within the MDT and containing policy directions for the drafting of legislation.**

There are no statements to be published under this subsection at this time.

**Section 9 (1) (k)**

**A Report of a test carried out within the MDT on a product for the purpose of purchasing equipment.**

There are no reports to be published under this subsection at this time.

**Section 9 (1) (l)**

**An Environmental Impact Statement prepared within the MDT.**

There are no statements to be published under this subsection at this time.

**Section 9 (1) (m)**

**A Valuation Report prepared for the MDT by a valuator, whether or not the valuator is an officer of the MDT:**

There are no Reports to be published under this subsection at this time.

**December, 2025**

A copy of this Statement can be found on the Ministry of Public Administration and Artificial Intelligence website, <https://mpaai.gov.tt/>