



Government of the Republic of Trinidad and Tobago
Ministry of Digital Transformation

Public Statement

of the Ministry of Digital Transformation

for the period July 12 2021 to July 11, 2022

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 Digital Transformation (MDT) 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: -

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

Section 7 Statements

Section 7 (1) (a) (i)

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

Pursuant to a realignment exercise and as per Gazette No. 111 of 2021, the Ministry of Public Administration and Digital Transformation was redesignated and the responsibilities for digital transformation were assigned to a Minister of Digital Transformation.

Schedule according to Gazette No. 111 of 2021

Business Continuity

Digital Government

Digital Transformation

–Cyber-security

–E-identity

–Government Services On-line

–Public Service 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

There were no consultations with members of the public in relation to the formulation of policy during the period under review.

The Public Statement of the former Ministry of Public Administration and Digital Transformation was last published in April 2022 in accordance with Section 7 of the FOIA. This 2022 Public Statement for the Ministry of Digital Transformation covers the period July 12 2021 to July 11, 2022.

MDT's Aim and Purpose

- 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 ICT legislative framework - ensuring the protection of all citizens' rights to privacy and protection.
- A digitally stimulated local economy, strategically positioned for economic and technical resilience with reduced reliance on forex for international solutions, creating better value for money.
- Trinidad and Tobago is re-established as the local and regional model for digital transformation.

Our 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 Ministry's Strategic Plan is the 2018-2022 ICT Blueprint which provides the framework for the Ministry in guiding its work towards national ICT development. The MDT is developing its Strategic Plan 2023 to 2026 and it will be effected in Fiscal 2023.

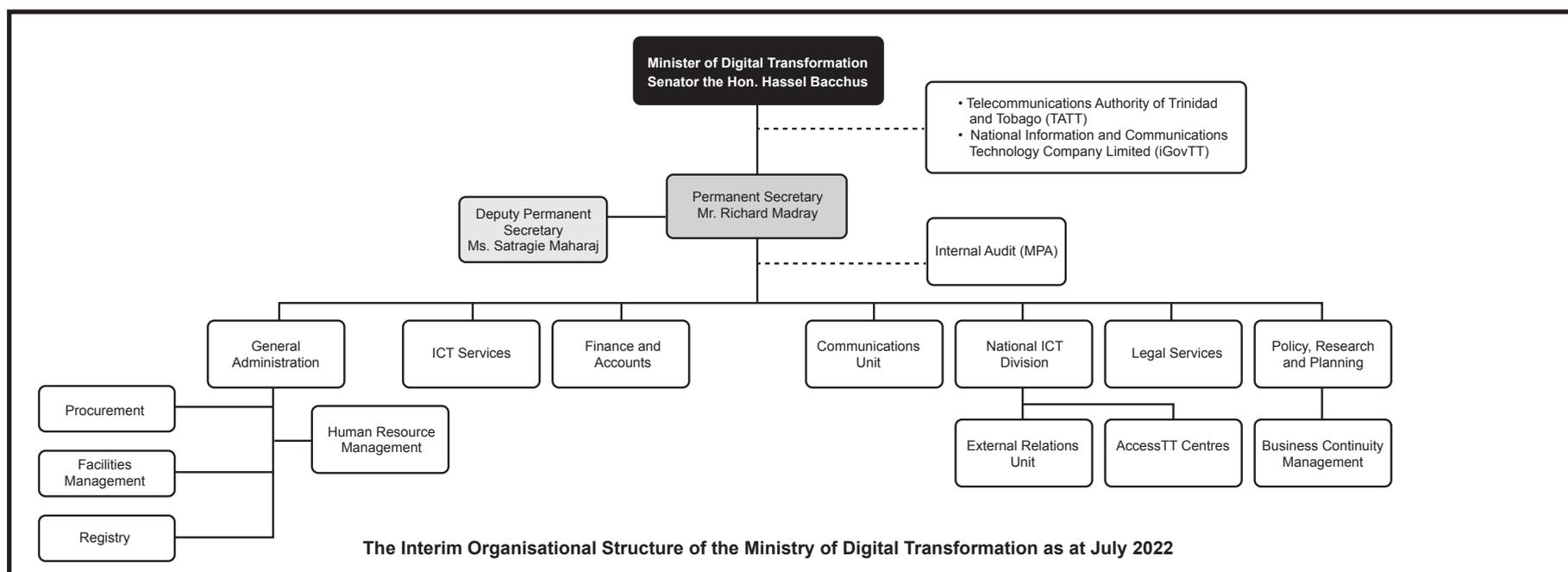
The MDT comprises the following Divisions:

1. Core Divisions and Services:

- National Information and Communication Technology Division (NICTD)
- Access TT Centres (Services)

2. Support Divisions/Units:

- Executive Secretariat
- External Relations Unit
- Internal Audit
- Communications Unit
- General Administration
 - o Registry
 - o Facilities Management Unit
 - o Procurement Unit
 - o Human Resource Management Unit
- Finance and Accounts Division
- Policy, Research and Planning Division
 - o Business Continuity Management
- Information and Communications Technology (ICT) Services Unit
- Legal Services Division



Functions of the Divisions of the Ministry of Digital Transformation :

CORE DIVISIONS

National Information and Communication Technology Division (NICTD) 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 NICTD is also responsible for the governance, establishment and oversight of all Access TT Centres.

Access TT Centres – The eight (8) Access TT Centres 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:

1. Carenage	The Carenage Police Youth Club and Homework Centre Constabulary Street, Carenage	5. Penal	Penal Central Community Centre Ali Avenue, Clarke Road, Penal
2. Cumana	Cumana Community Centre 23 3/4 mm Cumana Village, Toco	6. Todds Road	Todd's Road #86 Main Road, Todd's Road, Longdenville, Chaguanas
3. Guayaguayare	Guayaguayare Community Centre Lampost #61, Ferrier Circular Drive, Guayaguayare	7. Belmont	Belmont Community Centre #47 Jerningham Avenue, Belmont
4. Marac	Marac Community Centre #14 Savannah Road, Marac Village, Moruga	8. Lisas Gardens	Lisas Gardens Community Centre, Lisas Boulevard, Couva

SUPPORT DIVISIONS

The Executive Secretariat comprises the Minister, the Permanent Secretary, the Deputy Permanent Secretary, Advisors to the Minister and the Administrative Support Teams who assist them. The Executive Secretariat through their areas of expertise optimise performance of the Ministry across strategic, technical and administrative areas, including those that are specific to the Public Service. The collaboration allows for the setting of policy directives, conceptualisation and setting of strategic goals, development of key partnerships and connections, and the guidance and oversight of the programmes and projects arising therefrom to support the Ministry's mandate and thrust towards a digital future.

The External Relations Unit has primary responsibility for the Ministry's regional and international engagements, international cooperation activities and related policy coherence with specific focus on Information and Communication Technology (ICT), a complementary area of the Ministry's mandate which is identified nationally and internationally as critical success factors for economic diversification and sustainable development.

The Communications Unit is responsible for developing and guiding the Ministry's Corporate Communications Strategy. Its activities include Internal Communications, Public Relations, Media Relations, Events Management, Branding, and Crisis and Issues Management. The Division's primary purpose is to 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.

Internal Audit 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. Currently the function is carried out by the Internal Audit Unit of the Ministry of Public Administration as a shared service.

The Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

The General Administration Division is the hub of the effective execution of internal shared services inclusive of Facilities, Registry, and Procurement. The Division leads the creation and streamlining of key functions across the Corporate Services function which are critical to the effectiveness of Ministry's internal operations.

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 **Facilities Management Unit** provides services and support related to the maintenance, upgrades, asset management and security of property occupied by the Ministry and facilities occupied by the ICT Access TT Centres.

The **Procurement Unit** is responsible for the procuring of all goods and services for the Ministry and for leading the review and establishment of the ministry's procurement systems, and training of staff, in compliance with the Public Procurement and Disposal of Public Property Act No 1 of 2015.

The **Registry Unit** is responsible for the creation, retention and control of files and the handling of correspondence.

The Policy Research and Planning Unit plays a strategic role in reviewing and developing internal policies to facilitate the effectiveness of internal operations, provide coordination and monitoring of the Ministry's Development Programme, and monitoring of the agencies under the purview of the MDT Telecommunications Authority of Trinidad and Tobago (TATT) and The Information and Communications Technology Company Limited (iGovTT).

The **Business Continuity Management Unit** is responsible for coordinating the establishment of the business continuity management function in the public service and developing the emergency response, business continuity and disaster recovery plans for the Ministry.

The Information Communication Technology Services Unit is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

The Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

There are currently no consultations being held with members of the public in relation to the formulation of policy.

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 for the operations of the Ministry
 2. Documents and files dealing with the technical operations of the Ministry including technical reports, maps, charts, etc.
 3. HR files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, training, etc.
 4. Files dealing with the accounting and financial management function of the Ministry
 5. Files dealing with circulars, memoranda, notices, bulletins
 6. Files dealing with official functions, conferences and events hosted
 7. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
 8. Files dealing with matters relating to the procurement of supplies, services and equipment, and asset management
 9. Internal and external correspondence
 10. Customer/Client files
 11. Complaint/suggestion files
 12. Inventory Management files

13. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
14. Contracts, agreements, leases, deeds, concessions and licences
15. Legal opinions and related matters
16. Minutes/Agenda of meetings attended by the Ministry of Digital Transformation
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals

b. Publications:

1. Periodicals
2. Newsletters
3. Surveys
4. Reports

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 **9:30 a.m. to 3:30 p.m.** on normal working days at the following office:

Ministry of Digital Transformation (Head Office)

Levels 7
National Library Building
23 Abercromby Street,
Port of Spain
Telephone: 623-4724
Fax: 624-9482

The following (additional) resources may be accessed at the website: www.mdt.gov.tt

Publications:

- National ICT Plan 2018-2022 *ICT Blueprint*
- ICT Blueprint - A Quick Look
- Cloud Computing Policy
- Policy Electronic Records Management for GORTT International Presences
- Policy on e-Gov't inter-operability Framework
- Business Continuity Management Policy – August 2015

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

- News
- Press Releases
- Speeches made by the Honourable Minister of Digital Transformation
- Presentations
- Videos
- Information on the services provided to citizens and the government:
 - o Access TT Centres
 - o Telecommunications Regulations
 - o National ICTPlan 2018-2022

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:

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

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.

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 Ombudsman or to seek judicial review, in accordance respectively with Sections 38A and 39 of the FOI Act.

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 contain information which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that 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)

Officers in the Ministry 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.

The Designated Officer for the Ministry is:

Ms. Satragie Maharaj
Deputy Permanent Secretary (Ag.) Ministry of Digital Transformation Level 7, National Library Building 23 Abercromby Street Port-of-Spain Tel: 623-4724 ext. 31057 Email: satragie.maharaj@gov.tt

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 7 (1) (a) (viii)

Library/Reading Room Facilities:

The Ministry currently does not have a dedicated Library/Reading Room Facility for the public. A suitable space will be made available at the Ministry's Head Office should requests for inspection of documents held by the Ministry be granted.

Any applicant requesting to inspect documents can make general enquiries by calling the Designated Officer/s listed under Section 7 (1) (a) (vi). 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.

The Policy of the MDT with respect to the provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

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:

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

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:

- Cloud Computing Policy
- National ICT Plan 2018-2022 ICT Blueprint
- Business Continuity Management Policy for the Public Service
- Handbook and Guidelines on Procurement Regulations and Procedures
- Financial Regulations
- Memoranda from various central Ministries, Departments and Agencies (MDAs) advising of policies, procedures and practices to guide administrative work of the Civil Service
- Health and Safety Rules

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/s listed under Section 7 (1) (a) (vi). 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.

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 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 within the possession of the Ministry at this time, that fall 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.

Report of the Youth Development Apprenticeship Centres and Non-residential Youth Development Centres Advisory Committee – Ministry of Youth Development and National Service

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

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 within 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.

• National ICT Plan 2018-2022 ICT Blueprint

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.

September 2022



What does Digital Transformation mean for **You?**

Tell us and be part of creating
T&T's Digital Transformation Strategy 2023–2026.



To share your feedback:

Scan and complete the survey

Email us your ideas at **transformtt@mdt.gov.tt**

Prefer to chat? Call the **ttconnect** hotline toll free at **800-TTCN (8876)**

For more info visit: mdt.gov.tt