



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF DEFENCE 2025

In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act,
Chapter 22:02.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), the **Ministry of Defence** is required, with the approval of the responsible Minister, to publish updated statements on an annual basis, which list the documents and information generally available to the public.

The FOIA gives members of the public:

- (1) A legal right for each person to access official documents held by the Ministry of Defence;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (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 Ministry of Defence therefore publishes the following statements for the calendar year 2025, as approved by the Minister of Defence.

Section 7 Statements

Section 7 (1) (a) (i)

Functions and Structure of the Ministry of Defence:

Mission Statement

To preserve and defend the sovereignty, national interests and assets of the Republic of Trinidad and Tobago.

Vision Statement

To Secure our Territorial Borders

Functions of the Ministry of Defence

The Ministry of Defence is the arm of the Government that has primary responsibility for: protecting the air and sea borders of Trinidad and Tobago; the Trinidad and Tobago Defence Force (TTDF); the Trinidad and Tobago Cadet Force; and Life Guard Services.

Structure of the Ministry of Defence

The Ministry of Defence, comprises over five thousand, three hundred and fifty one (5,351) full-time and part-time uniform positions; as well as five hundred and sixty-five (565) permanent civilian and one hundred and forty-three (143) contract civilian positions. The Ministry comprises an Executive Team and five (5) key Divisions namely:

- (1) General Administration Division;
- (2) Trinidad and Tobago Defence Force (TTDF);
- (3) Trinidad and Tobago Cadet Force (TTCF);
- (4) Trinidad and Tobago Lifeguard Services; and
- (5) Counter Terrorism Unit.

The Ministry is also responsible for the following programmes:

- (1) the Civilian Conservative Corp (CCC);
- (2) the Military-Led Academic Training Programme (MiLAT); and
- (3) the Military-Led Programme of Apprenticeship and Reorientation Training (MYPART).

Further, the Ministry is also responsible for the Defence Council, Defence Force Commission Board and the Cadet Force Advisory Committee.

The Ministry has a Designated Officer to process applications under the FOIA. The Designated Officer, is responsible for receiving and processing the applications, while the Permanent Secretary, as the Accounting Officer of the Ministry of Defence, has overall responsibility for decisions, the Accounting Officer may delegate this function.

The Functions and Structure of each Division of the Ministry of Defence are as follows:

EXECUTIVE TEAM

The Executive Team of the Ministry of Defence comprises the Minister of Defence, a Permanent Secretary (whom is the Accounting Officer), and a Deputy Permanent Secretary. Collectively, they constitute the Executive Leadership Team of the Ministry, and have the overall responsibility for implementing policies and programmes consistent with Government's strategic priorities.

GENERAL ADMINISTRATION DIVISION (GAD)

The **General Administration Division** (GAD) also known as “Head Office” is the policy-formulating arm of the Ministry and has direct responsibility for driving the implementation of Government’s policies and programmes relating to the Ministry. The Permanent Secretary, Ministry of Defence is the Accounting Officer for the Ministry, and is supported by a Deputy Permanent Secretary and a cadre of Senior Managers, Administrative Heads, Technical Officers and other administrative staff who assist in ensuring the fulfilment of the Ministry’s mandate.

The Offices of the General Administration Division are accommodated at the following locations:-

- Temple Court I, 31-33 Abercromby Street, Port of Spain (Head Office).
- Temple Court II, 52-60 Abercromby Street, Port of Spain.
- 68 Abercromby Street, Port of Spain.
- 46 Park Street, Port of Spain.

Structure of the General Administration Division

The GAD has a staff establishment of five hundred and sixty-five (565) permanent positions and one hundred and forty-three (143) contract positions. The Division is comprised of Support and Specially Mandated Units.

Support Units

The GAD and its Support Units/Sections are tasked with providing or ensuring the provision of the necessary resources and support services, to other implementing Division/Departments, including: Auditing; Communications; Human Resource Management; Procurement; and Project Management. The Support Units/Sections are as follows:

1. **Cadet Force Secretariat** – serves as the full-time Administrative Secretariat, which provides operational and logistical support to the Trinidad and Tobago Cadet Force. It is generally responsible for providing logistical support for all activities approved by the Commandant; managing the administrative processes within the Ministry of Defence relating to Cadet Force activities and the acquisition and disposal of equipment, materials, vehicles, and uniforms; maintenance of vehicles, stores and equipment used for training and operations; reporting on financial matters; and keeping the Commandant informed of any changes in policies or procedures within the Ministry of Defence.
2. **Corporate Communications Unit** – is responsible for the development and implementation of a comprehensive and coherent communications plan including an effective communication strategy for the Ministry.

3. **Defence Services Unit** – The Defence Services Unit provides administrative support to the TTDF and acts as a liaison office/conduit to the Defence Council and the Defence Force Commissions Board. It also, has the responsibility for coordinating activities relating to national ceremonial events such as Independence Day and Remembrance Day celebrations; and is responsible for processing applications for overflight and landing clearances and visits of vessels.
4. **Facilities Management Unit** – is responsible for maintaining the physical structures/buildings of the Ministry. The Unit is also charged with ensuring that the safety and security of staff is preserved in accordance with the provisions of the Occupational Safety and Health Act, as well as the upkeep and maintenance of the vehicle fleet attached to the General Administration Division.
5. **Finance and Accounts Unit** – ensures that the financial resources of the Ministry are prudently managed, in accordance with budgetary allocation, laws, regulations, guidelines, circulars from the Ministry of Finance and the strategic plan of the Ministry of Defence. The Unit's functions include Budgetary Control, General Accounting, Payroll, Reporting, providing financial advice and overseeing the operations of Accounting Unit and Sub-accounting units of the Ministry.
6. **Human Resource Management Unit** – is responsible for the Human Resource Management functions of the General Administration Division of the Ministry of Defence, inclusive of: Human Resource Planning, Employee Relations, and Training and Development.
7. **Information and Communications Technology Unit** – is responsible for managing the operations of modern, state of the art telecommunications and information technology systems, catering to the needs of the Ministry.
8. **Internal Audit** – is responsible for ensuring that the Ministry's internal control and accounting systems are operating effectively and that its financial and accounting procedures are in due compliance with the Accounting Laws, Regulations, Procedures, Policies, Principles, Circulars and Authorities in force. It is responsible for verifying Pension and Leave Records, Contract Gratuities and Arrears of Salary and Allowances for all Divisions of the Ministry.
9. **International Affairs Unit** – coordinates the efficient and effective delivery of all security, law enforcement, defence and civil support programmes and projects that require interface and engagement with our international partners. It also serves as the focal point at the Ministry in respect of all regional, hemispheric and international security issues and thus works closely with the Ministry of Foreign and CARICOM Affairs.

10. **Legal Unit** – is responsible for providing legal services to the Ministry as a whole, on issues pertinent to its operations. This includes providing legal advice, legal assistance, legislative review, disciplinary tribunal, legal documents and representation in legal matters.
11. **Office Management** – is primarily responsible for providing support services to the various Sections/Units under the General Administration Division such as utilities; hospitality, driver and messenger services; and the smaller scale procurement of required goods and services. It includes a Registry Section, which receives, sorts, scans and despatches mail, using the Digital Management System (DMS).
12. **Procurement Unit** – is responsible for the acquisition of goods, services and consultancies for all Divisions of the Ministry, in accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended) and Regulations and established policies and procedures. It is also responsible for the Disposal of Unserviceable Assets of the Ministry
13. **Programme Management Unit** – oversees the implementation of projects that falls under the Public Sector Investment Programme (PSIP), which is funded under the Government’s Consolidated and Infrastructure Development Fund. The Unit is responsible for the planning and execution of projects, in collaboration with Divisions, and also coordinates programmes of the Ministry that are supported by loans or external funding.
14. **Records Management** – is responsible for the establishment and maintenance of systems and procedures for the efficient management of information and records in all Divisions of the Ministry. Information in the form of records, in all media, is arranged from the time of receipt or creation, through their processing, distribution and use, and placed in storage for retrieval. Records are kept until they are identified for elimination or permanent archival retention.
15. **Research Unit** – is responsible for the provision of up-to-date and reliable information that can form the basis for effective decision-making and policy determination on matters relating to the Ministry of Defence. It prepares several reports on behalf of the Ministry, including reports to be laid in Parliament and is tasked with the preparation of responses to Parliamentary Questions and Motions on behalf of the Minister of Defence. It is also responsible for compiling data, conducting analyses and generating reports as requested by the Ministry’s Executive, as well as reviewing policy documents and providing appropriate feedback/comments/advice as necessary. In addition, the Research Unit functions as the focal point for all Freedom of Information Requests submitted to the Ministry of Defence, in keeping with the provisions of the FOIA.

“Specially Mandated” Units

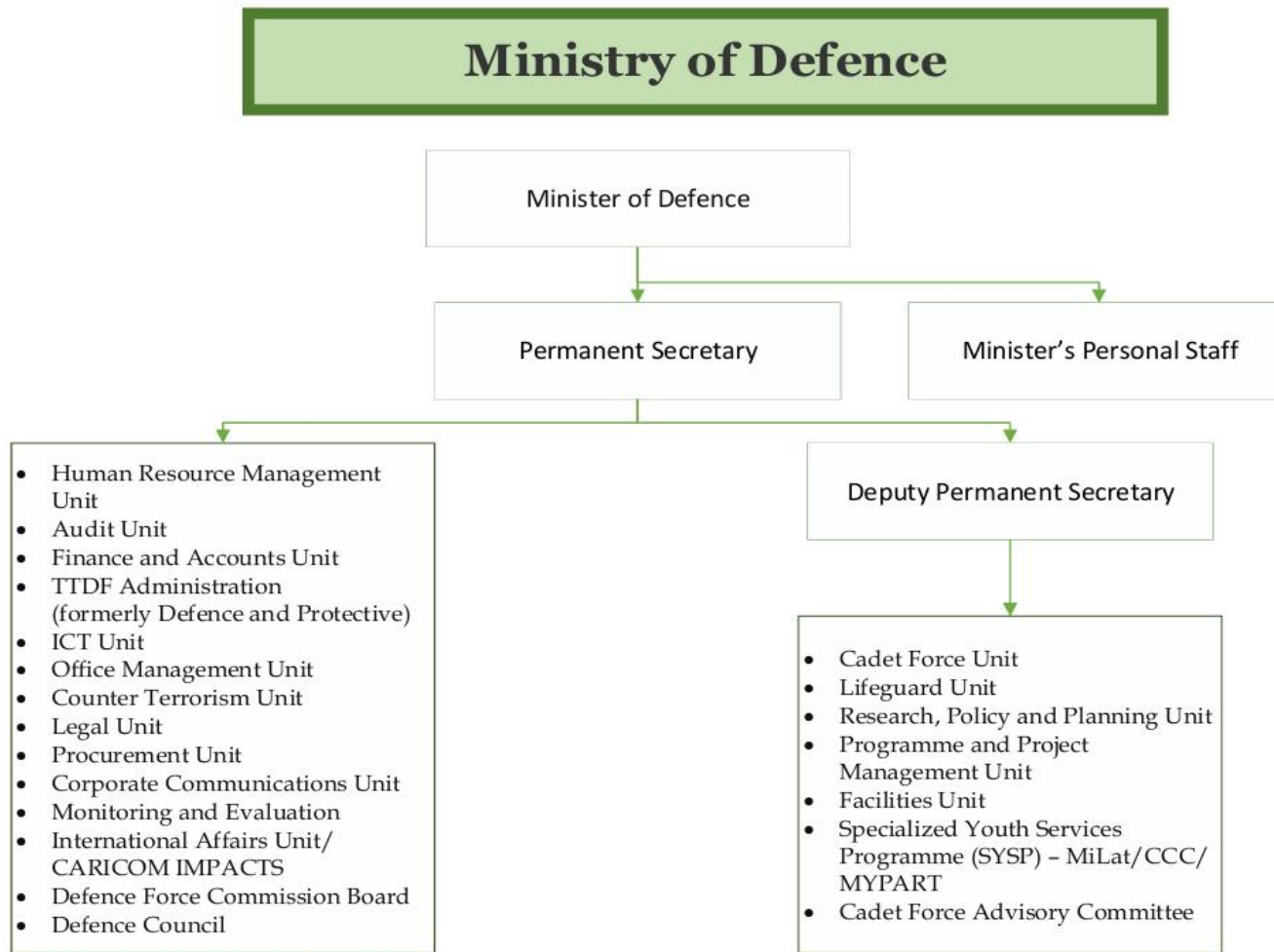
The GAD also has 3 “Specially-Mandated” Units which provide direct services to members of the general public, including the processing of various applications. These include the following:

1. **Counter Terrorism Unit** – is responsible for coordinating the national effort in relation to the return and re-integration of persons from conflict zones. This includes collaborating with other state and international partners to implement best practices and build capacity.
2. **Lifeguard Services** – has the primary responsibility for ensuring the safety of individuals in aquatic environments, by actively maintaining the protection of sea bathers on the nation’s beaches, and ensuring water safety training and education. Lifeguard personnel are deployed to patrol the following beaches at Maracas/Tyrico; Las Cuevas; Salybia; Toco; Manzanilla; Mayaro; Quinam; Los Iros; and Vessigny, during the hours of 10:00 am to 5:30pm daily inclusive of weekends and public holidays.
3. **Military Liaison Office** – serves as the liaison between the Trinidad and Tobago Defence Force and the Ministry. Its responsibilities include, liaising with and providing strategic advice on Defence and Security issues to the Minister of Defence on behalf of the Chief of Defence Staff; developing the Critical Infrastructure, Protection of other key National Sectors; and assisting in the development and implementation of the National Security Strategies.

Effects of Functions of the GAD on Members of the Public

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions/Units in the Ministry of Defence. Further, the public is served directly by the Lifeguard Services Units.

MINISTRY OF DEFENCE ORGANISATIONAL CHART 2025



September, 2025

TRINIDAD AND TOBAGO DEFENCE FORCE (TTDF)

Vision Statement

To be a professional, motivated and resilient Force within an ever-changing environment, with highly trained, versatile, dedicated and disciplined service personnel.

Mission Statement

To defend the sovereign good of the Republic of Trinidad and Tobago, contribute to the development of the national community and support the State in the fulfilment of its national and international objectives.

Roles and functions of the TTDF:

- To defend the sovereign good of the Republic of Trinidad and Tobago.
- To cooperate with and assist the civil power in maintaining law and order.
- To assist the civil authorities in times of crisis and disaster.
- To perform ceremonial functions on behalf of the State.
- To provide Search and Rescue services in keeping with national requirements under international agreements.
- To assist in the prevention of trafficking of narcotics and other illegal goods.
- To safeguard and preserve the living and non-living resources in the waters under our national jurisdiction.
- To monitor the safety of shipping in national waters.
- To assist in the development of national community through community projects and youth outreach programmes.

Organizational Structure

The TTDF has uniform, contracted, public servants and daily paid staff on its establishment.

The TTDF comprises of a Headquarters Unit and four (4) Formations, namely, the Trinidad and Tobago Regiment (TTR), the Trinidad and Tobago Coast Guard (TTCG), the Trinidad and Tobago Air Guard (TTAG) and the Trinidad and Tobago Defence Force Reserves (TTDFR).

Whereas the President of the Republic of Trinidad and Tobago is Commander-in-Chief of the TTDF, the Chief of Defence Staff (CDS) as the functional head of the organization, is vested with the responsibility for the operational use of the Force, subject to any special or general directions of the Minister of Defence in accordance with Section 191(2) of the Defence Act, Chapter 14:01.

The CDS operates from the Defence Force Headquarters and is supported by the Vice Chief of Defence Staff (VCDS) and the Commanding Officers for each of the four (4) formations of the TTDF. The TTDF's Headquarters comprises both Administration and Operational units, as follows:

Administration

The Administration sections, supports the operations of the Defence Force by providing key support services in areas such as Human Resource Management, Finance and Registry and includes:

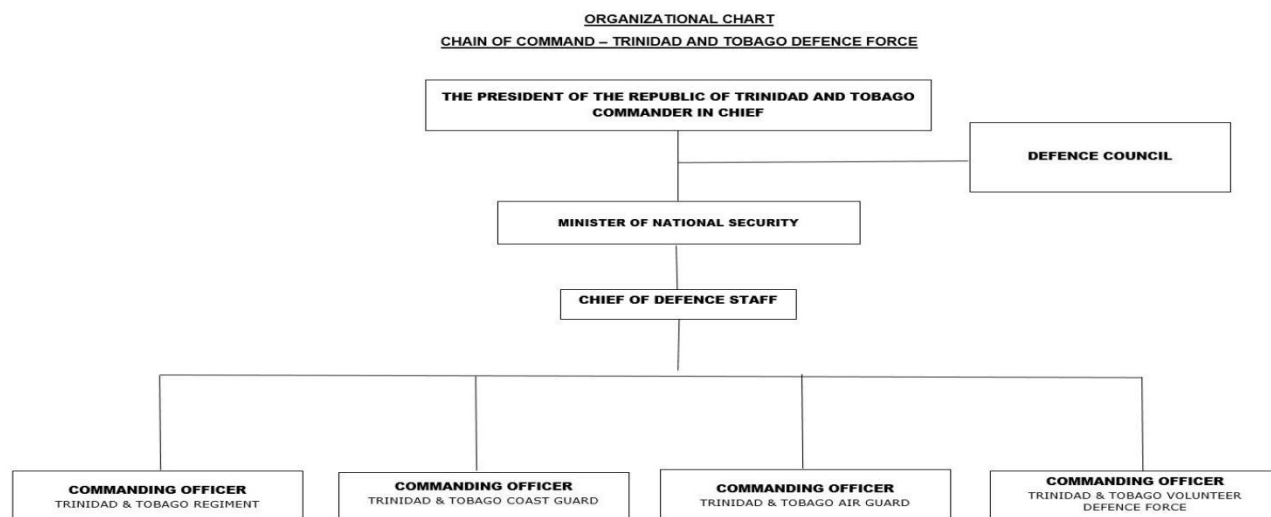
1. **Chief of Defence Staff (CDS)** – has overall responsibility for the strategic direction, operational control and running of the Force;
2. **Vice Chief of Defence Staff (VCDS)** – has overall responsibility for the co-ordination of Staff Officers activities in the various departments, while assisting the CDS with the execution of his intent to achieve the Force's operational mandate;
3. **Information Systems** – provides maintenance security and upkeep of all computer hardware and software within the Force;
4. **Public Relations Department** – co-ordinates public relations and manages the public affairs of the Force;
5. **Staff Judge Advocate** – responsible for the co-ordination and representation of the Force with respect to Legal Matters;
6. **Inspector General** – investigates basic policies and procedures pertaining to the mission and functions of the Force;
7. **Force Development Strategy and Management** – responsible for the functional capabilities required to meet assigned missions and objectives, and undertake the development, maintenance and integration of those capabilities, as well as the training of Defence Force personnel;
8. **Strategic Logistics** – responsible for planning and carrying out the movement, supply and maintenance of resources for the Force;
9. **Human Resources Department** – charged with personnel readiness and monitoring and assessment of elements of human resource management. It provides policies, services and facilities affecting the serviceman's human potential and commitment; and
10. **Finance Department**- Facilitates budget planning and preparation, the management and administration of all financial matters in the Force.

Operations

In order to efficiently manage the operations of the TTDF, the Joint/United Staff System consisting of the following components and functional sections, are utilized:

1. **Directors and Military Attachés** – responsible for integrating and aligning the operational management framework of the Force with national security priorities and objectives of the state;
2. **Intelligence Department** – responsible for the collection of data and generation of intelligence for the guidance of the activities of the Force;

3. **Operations Department** – responsible for the co-ordination of all operations within the Force;
4. **Unit Command and Administration Services** – responsible for the co-ordination of the supply, maintenance, transportation and services functions; and
5. **Medical Department** – provides technical advice to Command and medical services to the members of the Force.



Effects of functions of the TTDf on Members of the public

One of the main functions of the Trinidad and Tobago Defence Force is to contribute to community and national development, while continually moulding exemplary individuals and building a superior military organization that represents excellence, diversity and versatility.

TRINIDAD AND TOBAGO CADET FORCE

Mission Statement

The Trinidad and Tobago Cadet Force exists to give mental, moral and physical training to young persons, so as to help form their character, to enable them to start well in life and to develop in them the principles of patriotism and good citizenship. This will develop qualities of self-confidence, self-respect and the ability to face and accept responsibility, with the power to control themselves and direct others.

Roles and functions of the Trinidad and Tobago Cadet Force:

- To produce patriotic, productive citizens who contribute positively to the National community.
- To assist the Civil Authorities in times of crisis and disaster as appropriate.
- To perform Ceremonial Functions on behalf of the State.

Organizational Structure

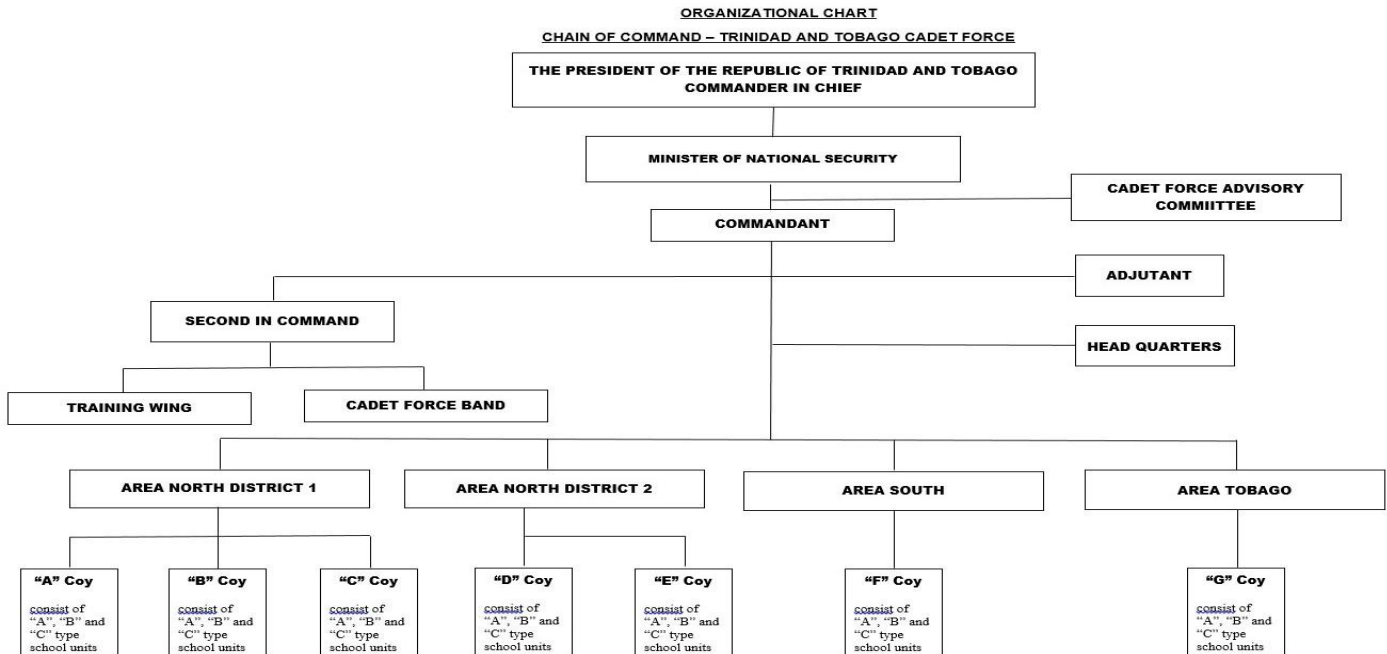
The Trinidad and Tobago Cadet Force (TTCF) has a total of one hundred and fifteen (115) Commissioned Officers, seventy-three (73) Adult Non-Commissioned Officers (Part-time Adult Volunteers); and two thousand, one hundred and forty-seven (2,147) Cadets, comprising a Force Headquarters Unit, Support Departments and Area Districts Units encompassing School-based Cadet Units established in eighty-one (81) secondary schools, throughout the seven (7) Educational Districts of Trinidad and Tobago.

Her Excellency the President is the Commander-in-Chief and patron of the TTCF. The organization is placed under the command of a Commandant, appointed by the President, pursuant to section 3 of the Cadet Force Act, Chapter 14:02. The operational deployment, including all training activities of the TTCF, is the responsibility of the Commandant, assisted by the Commissioned and Non-Commissioned Officers of the Force. The Ministry's Cadet Force Unit, which comprises a Cadet Force Officer and other full-time civilian staff, provides the necessary administrative and technical support to facilitate the operations of the Force.

The establishment of the TTCF is guided by the Cadet Force Act, Chapter 14:02 and subsisting Regulations. The structure and staffing of the Cadet Force consists of:

1. **Force Headquarters Group** – comprises the Commandant, Second in Command, Adjutant, Quartermaster, Welfare and Sports Officer, Training Officer and the Force Regimental Sergeant Major.
2. **Support Departments and Personnel** – comprises the Chaplaincy, Band and Corps of Drums, Culinary Arts Unit, Medical Support Unit and Training Department.
3. **Area Districts** – comprises Area Commanders, Area Second in Commands, Area Adjutants, Area Sergeant Majors, Unit Commanders, Platoon Commanders, Platoon Second in Commands, Adult Warrant Officers and Senior Rates and Cadets.

As an Agency, operating under the aegis of the Ministry of Defence, the Commandant is accountable to the Minister of Defence on all Administrative and Operational matters pertaining to the TTCF. The Chain of Command is outlined hereunder:



Effects of Functions of the TTCF on Members of the Public

The main functions of the Trinidad and Tobago Cadet Force are the development of youths and the promotion of national service, which is achieved through a character-building training programme, designed to produce exemplary individuals. The organization also maintains a superior training program that represents excellence, diversity and versatility.

The Civilian Conservation Corps (CCC)

The CCC Programme was established in 1993, vide **Cabinet Minute No.287 dated February 04, 1993**, and was mandated to impart skills to youths between the ages of sixteen (16) to twenty-five (25), as well as, to contribute to the conservation of the environment through a programme of reforestation.

The Mission: to positively influence the attitudes and behaviours of marginalized young adults.

The Vision Statement expresses this mission: "To be Trinidad and Tobago's most prominent intervention programme for transforming socially marginalized young adults into empowering citizens by improving their quality of life through the collaborative use of best practices in developing their self-esteem, employability, sensitivity to the natural environment, and sense of national pride."

Since its re-establishment in 2002, the Programme has achieved its mandate and has also been able to:

- a. contribute to attitudinal and behavioural changes;
- b. promote patriotic values and citizenship;
- c. increase civic participation and volunteerism;

- d. increase respect for Law and Order;
- e. provide work experience and strong youth peer counselling, mentorship and guidance through its On-the-Job components;
- f. enforce discipline and structure among students from various warring communities; and develop strong linkages with other organizations to provide quality certification and avenues to continue education, training and job placement.

The Military Led Academic Training Programme (MILAT)

The MiLAT Programme is located at the Old Teachers' Training College, Mausica Road (South), D'Abadie.

The Mission: to "alter the attitudes and responses of young persons between sixteen (16) and twenty (20) years so that they value instructions and the acceptance of personal responsibility in the course of academic pursuits in a quasi-military environment".

The MiLAT Programme is a two (2) year residential academic training programme specifically designed to provide a safe, structured and regulated environment within which the cadets receive positive mentorship and reinforcement, academic instruction, certified training, and career guidance, and benefit from positive peer motivation, friendship, and brotherhood.

In the first year of the MiLAT, participants undergo Induction training. Induction training involves a three-month training period. During this training period, para-military courses, which serve as a foundation for discipline, adherence to instructions, comradery and character development, are delivered. Upon the successful completion of the Induction training, trainees are officially inducted into the MiLAT Programme and as a rite of passage, they are awarded their 'Garrison Caps' and thereafter addressed as 'Cadets'.

The Military Led Youth Programme of Apprenticeship and Reorientation Training Programme (MYPART)

The MYPART Programme is located at the Old Teachers' Training College, Mausica Road (South), D'Abadie. The objective of the MYPART Programme is to train, develop and certify to an employable standard, in a quasi-military environment, for young persons between the ages of 16 to 20 years whilst inculcating in them values of respect for authority; acceptance of personal responsibility and the application of skills learnt to various means of income generation. The MYPART Programme is a two (2) year residential Technical Vocational training programme specifically designed to provide a safe, structured and regulated environment within which the cadets receive positive mentorship and reinforcement, Technical Vocational instruction, certified training, and career guidance, and benefit from positive peer motivation, friendship, and brotherhood.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Divisions/Agencies of the Ministry of Defence

Documents and files relating to:

1. Administrative matters

Personnel:

- Appointments, promotions, leave, employee evaluation, conditions of service, pension, training, uniforms, deaths, retirements, resignations, Staff Reports and the transfer/rotation of staff, etc.
- Filling of Vacancies via Acting Arrangements, Temporary Appointments/ Leave Reliefs etc.
- Creation, suppression and abolition of Posts.
- Recruitment, including applications, Job descriptions/ specifications, interview reports etc.
- Complaints, commendations and suggestions.
- Circulars, General Orders, Station Orders, Directives, Staff Instructions.
- Training (local, foreign, technical co-operation, in-service).
- Vacation Leave, Maternity & Paternity Leave, Sick Leave and Study Leave.

Office Management:

- Office accommodation, equipment and supplies.
- Procurement of goods and services including proposals, quotations etc.
- Customer files in respect of service providers.
- Information technology.
- Construction, maintenance, and refurbishment of building/ offices office equipment, vehicles etc.

Policy:

- Cabinet documents.
- Technical co-operation and consultancies (local and foreign).
- Conferences, seminars, meetings, official functions and other events (local and international).
- Agendas and Minutes of meetings.
- Collaboration with other Divisions/Agencies and Public Authorities.
- Strategic planning, review and evaluation, including Information Technology Strategy and Training Plans.
- Policy and Procedures (General Orders and Guidelines).

Administration:

- Files dealing with administrative support and general administrative matters for the operations of the Ministry.
- Internal and External correspondence files.
- Minutes/Agendas of meetings.
- Inventories and Registers.

- Terms of Reference.
- Briefing Papers.
- Request for Access to Official Document (s) (Forms, Registers, Logs).
- Board/Committee Appointments.

2. Financial Matters

- Files dealing with the accounting, financial management, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of each Division.
- Estimates and Valuations.
- Salary.
- Audits.

3. Legal Matters

- Acts of Parliament, Regulations, Legal Notices and other related legislation.
- Legal opinions from the Solicitor General and Attorney General.
- Legal opinions, legal instructions and related matters.
- Filed Court documents.

4. Reports, Publications and Communications

1. Reports:

- Administrative Reports (Annual).
- Technical and Statistical Reports (Monthly, Quarterly).
- Freedom of Information Reports (Quarterly)
- Commissions of Enquiries on related matters.
- Audits, Investigations, Valuations and Accidents.

2. Publications and Communications

- Advertisements and Newspaper Clippings.
- Books, booklets, leaflets, pamphlets, periodicals, brochures Journals and other forms of literature.
- Correspondence – Internal and External correspondence files.
- Media Releases and Speeches originating from the Ministry.
- Public Education Programmes/ Booklets.
- Public guidelines.
- Public Notices, Bulletins, Posters etc.
- Photographs, Abstracts, Catalogues etc.

5. Operational Matters

TRINIDAD AND TOBAGO DEFENCE FORCE

- Documents relating to the strategic operations of the TTDF, including Patrols, Searches and Seizures.
- Files dealing with regional and international technical co-operation.
- Security and Safety documents.
- Complaints (Public, Ombudsman etc.).
- Committal and Release Warrants from the Court.

TRINIDAD AND TOBAGO CADET FORCE

- Files relating to the operations of the TTCF, including Parades; Annual and Easter Training Camps (local and foreign).

Section 7 (1) (a) (iii)

Material prepared for publication or inspection:

1. Communications
 - Speeches.
 - Quarterly Magazines.
 - Media Releases;
2. Annual Administrative Reports;
3. List of prospective trainees (Defence Force); and
4. Response Plans, educational material, newsletters and media releases.

Section 7 (1) (a) (iv)

Literature available by the way of subscription services:

The Ministry of Defence has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing documents from Divisions/Units under the Ministry of Defence:

How to Request Information

i. General Procedure

The policy of the Ministry of Defence is to respond to all oral and written requests for information. However, in order to exercise the rights given to the applicant by the FOIA (for example, the right to challenge a decision if your request for information is refused), the applicant must make his/her request in writing, using the prescribed form (i.e. the 'Request for Access to Official Document (s)' form), which can be accessed at the office of the General Administration Division or at any other public authority and is accessible online at www.foia.gov.tt.

ii. Addressing Requests

To facilitate prompt handing of requests, it should be addressed to the Designated Officer of the Ministry of Defence (See Section 7 (1) (a) (vi) for the name of the Designated Officer).

iii. Details of Request

Applicants should provide clear details that will allow for speedy identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is

not sure how to write the request or what details to include, he/she is advised to communicate with the Designated Officer of the Ministry of Defence for which the information is sought.

Requests not handled under the FOIA

Under Section 12 of the Freedom of Information Act, Chapter 22:02, a person is not entitled to obtain, access to—:

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with arrangements made by the Ministry;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority; and
- 4) A document that is stored for preservation or safe custody, being a document that is a duplicate of a document of a public authority.

Responding to your Request

i. Retrieving Documents

The relevant Division/ Agency of the Ministry of Defence will furnish copies of documents only when they are in its possession and/or when they can be retrieved from the National Archives or other storage centre, in order to process the request.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible, given that the time periods for keeping such records may have elapsed.

ii. Furnishing Documents

An applicant is entitled to copies of certain documents in the possession, custody or power of the Ministry of Defence, which is only required to furnish one copy of a document. If a legible copy cannot be released, there will be no attempt to reconstruct it. Instead, the best possible copy will be furnished and its quality noted in the reply.

Please note that the Ministry of Defence is not compelled to do the following:

- a) Create new documents. For example, develop a new programme that will enable a computer to print information in a format the applicant prefers;
or
- b) Perform research for the applicant.

Time Limits

i. General

The Ministry of Defence will comply with the time limit stipulated in the Freedom of Information Act, but if it appears that processing a request may take longer than the statutory limit, they will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

ii. Time allowed

A decision whether to grant a request for access to information will be determined as soon as practicable, but no later than thirty (30) days after the day on which the request is received by the Designated Officer. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies if so requested.

iii. Fees and Refunds

In accordance with Section 17(1) of the FOIA, there are no fees applicable for the making of a request for access to official documents. Additionally, while Section 17(2) provides for the payment of prescribed fees, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disc, film or other material, the Freedom of Information (Fees and Charges) Regulations are currently not enforced.

Section 7 (1) (a) (vi)

The Designated Officer in the Ministry of Defence is responsible for:

- 1) The initial receipt of and action upon notices under Section 10 of the Freedom of Information Act,
- 2) The initial receipt of and action upon requests for access to documents under Section 13 of the Act; and
- 3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the Act.

The Designated Officers for the Divisions/ Agencies of the Ministry of Defence is:

GENERAL ADMINISTRATION DIVISION

The Designated Officer is:

Mr Dipnarine Mungal

Deputy Permanent Secretary (Ag.)

Ministry of Defence,

Temple Court I, 31-33, Abercromby St., Port-of-Spain.

Tel.: 623-2441-5 | Ext: 12341

E-mail: Dpssecdefence@mod.gov.tt

TRINIDAD AND TOBAGO DEFENCE FORCE

The Designated Officer is:
Captain (N) Zin-Mark King
Director Staff Judge Advocate
Defence Force Headquarters
Airways Road, Chaguaramas
Tel.: 612-1703 Ext. 186
E-mail: info.sja@ttdf.mil.tt

The Alternate Officer is:
Lieutenant (N) Eden Pope
Assistant Chief Staff Officer, HR (Ag.)
Defence Force Headquarters
Airways Road, Chaguaramas
Tel.: 634-4554/9
E-mail: info.sja@ttdf.mil.tt

TRINIDAD AND TOBAGO CADET FORCE

The Designated Officer is:
Mr. Ken Boodram
Cadet Force Officer (Ag.)
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Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies:

GENERAL ADMINISTRATION DIVISION

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of Defence, for which the Ministry retains oversight responsibility. These are as follows:

- Cadet Force Advisory Committee
- Defence Council
- Defence Force Commission Board
- Disposal Committee
- Procurement and Disposal Advisory Committee

TRINIDAD AND TOBAGO DEFENCE FORCE

- Commissions Board - The TTFDF provides secretarial support for the operations of the Commissions Board, which is established by section 10 of the Defence Act, Chapter 14:01. However, the Commissions Board is an

independent body headed by the Chairman of the Public Service Commission.

Section (7) (a) (viii)

Library/Reading Room Facilities:

GENERAL ADMINISTRATION DIVISION

The General Administration Division of the Ministry of Defence, does not have a Library/ Reading room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed in the Ministry Head Office, located at Temple Court I, Abercromby Street, Port-of-Spain from Monday to Friday between the hours 9:00 a.m. and 3:00 p.m.

Phone: 624-2441 | Email Address:

No smoking, eating or drinking is allowed.

TRINIDAD AND TOBAGO DEFENCE FORCE

The Trinidad and Tobago Defence Force (TTDF) does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the TTDF's Headquarters located at Airways Road, Chaguaramas from Monday to Friday between the hours 12:00 noon to 3:00 pm.

Phone: 634-4532/ 3347/ 1724 | Fax Number: 634-1574

No smoking, eating or drinking is allowed.

TRINIDAD AND TOBAGO CADET FORCE

The Trinidad and Tobago Cadet Force does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the conference room of the Cadet Force Division located at #68 Abercromby Street, Port-of-Spain from Monday to Friday between the hours 9:00am to 3:00pm.

Telephone: 623-7881 | 623-2441-5

No smoking, eating or drinking is allowed in the Conference Room.

Section 8 Statements

Section 8 (1) (a) (i)

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

GENERAL ADMINISTRATION DIVISION

Documents containing interpretations of the following

- Freedom of Information Act 1999.

These documents are available for purchase at the Government Printery and can be accessed via the Ministry of Legal Affairs' website (<http://laws.gov.tt>).

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Ministry of Defence, or similar documents containing rules, guidelines, practices or precedents:

GENERAL ADMINISTRATION DIVISION

These include:

- Internet Usage Policy.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Ministry of Defence 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:

GENERAL ADMINISTRATION DIVISION

- Standard operating procedures for the purchase of Minor Equipment Items – Sub Head 03.
- Procedures for the Evaluation of Tenders.

Section 9 Statements

Section 9 (1) (a)

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

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 Ministry of Defence by or under 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 public:

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Defence to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the General Administration Division 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 Ministry of Defence by a scientific or technical expert, whether within the Ministry of Defence or not, including a report expressing the opinion of such an expert on scientific or technical matters:

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

Section 9 (1) (f)

A report prepared for the Ministry of Defence by a consultant who was paid for preparing the report:

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

Section 9 (1) (g)

A report prepared within the Ministry of Defence 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:

This includes the following:

- 2017 Military- led Academic Training (MiLAT) Programme.
- 2017 Civilian Conservation Corps (CCC) Programme.

Section 9 (1) (h)

A report on the performance or efficiency of the Ministry of Defence, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry of Defence:

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

Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of the Ministry of Defence, the establishment of a new policy, programme or project to be administered by the General Administration Division or the alteration of an existing policy programme or project administered by Ministry of Defence, whether or not the plans or proposals are subject to approval by an officer of the Division, another public authority, the responsible Minister or Cabinet:

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

Section 9 (1) (j) to Section 9 (1) (m)

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