

2013

Administrative Report 2012-2013

A report to summarize the achievements and challenges of the Ministry of Gender, Youth and Child Development between 1st October 2012 and 30th September 2013



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Introduction

The year, 2012-2013, marked the second year of the establishment of the Ministry of Gender, Youth and Child Development. The Ministry continued to pursue its mandate with policy development, public sensitizations, training and support service delivery. Notwithstanding, challenges were again encountered, including a shift in priorities as a result of executive level changes. The Administrative Report 2012 -2013 details the operations of the Ministry and reflects successes in several key areas. In this regard, the Ministry of Gender, Youth and Child Development recognizes its employees who have worked very long hours and continued to contribute to the success and sustainability of the programmes and projects and the delivery of accessible, gender sensitive services for the development of positive nurturing families and productive youth.

1.0 Purpose

The Ministry's main purpose is to lead, facilitate, support and monitor the advancement of gender equality and the holistic development of children and young people by spearheading rights-based policies and programmes, service delivery and information dissemination, in collaboration with other stakeholders.

1.1 Vision

The Ministry of Gender, Youth and Child Development is a people-centred, proactive institution which guarantees that standards of excellence are achieved by all stakeholders to promote and protect the rights of all citizens, in particular children and young people, while improving the overall human development status of the people of Trinidad and Tobago.

1.2 Mission

The mission of the Ministry is to provide effective leadership on issues related to gender and development and effective child and youth development, by ensuring evidence based policy making, planning, monitoring, evaluation and implementation of quality services and programmes, and stakeholder collaboration. The Ministry establishes national priorities for child, youth and gender issues to support an enabling environment for the delivery of a broad range of high quality, people-centred services by a mix of public, private, regional and international providers.

1.3 Mandate

The strategic mandate of the Ministry is to contribute to overall human development through the following key areas of work:

- Gender and Development
- Child Development
- Youth Development

These areas of work reveal the critical role the Ministry intends to play in enhancing the quality of life of the people of Trinidad and Tobago. Within the context of a constantly evolving socio-economic landscape, the Ministry intends to cement its relevance through the implementation of evidence-based policies and programmes, effective use of information and communication technologies and continuous monitoring and evaluation.

1.4 Core Values

The Ministry is driven by strong core values which define its policies, programmes and services delivery. These values are envisioned to have a catalytic effect on the social transformation efforts to support infrastructural and legislative frameworks, programme reforms and service delivery systems. These values include:

People-Centred	focusing on meeting the needs of our stakeholders
Equality and Equity	ensuring that the services of the Ministry are available and accessible to all citizens
Integrity	operating on the tenets of honesty and accountability
Service-Oriented	striving for excellence in customer service delivery
Collaboration	creating and maintaining mutually beneficial relationships with all stakeholders
Efficiency and Effectiveness	ensuring that all efforts rebound to the benefit of all stakeholders
Participation	providing meaningful opportunities for stakeholders to have a voice that influences policy decisions

1.5 Strategic Plan

The Strategic Priorities of the Ministry of Gender, Youth and Child Development are aligned to the first pillar of the National Framework for Sustainable Development – People-Centred Development. It is in this context of achieving the envisaged national development through social transformation that the Ministry identified the following strategic objectives:

- 1 To champion evidence based policy making, programme implementation and high quality, accessible and effective service delivery in order to advance gender equality, the rights of the child and youth development.
- 2 To facilitate multisector action (involving the state, private sector, and civil society) towards the achievement of gender equality, and the fullest potential of children and young people.
- 3 To sensitize and mobilize Trinidad and Tobago citizens to uphold and promote equality between women and men, the universal rights and needs of every child, and the holistic development and empowerment of young people.
- 4 To honour international obligations, develop intervention strategies to protect voiceless and vulnerable groups, and adopt a team-based approach to our work on gender, youth and child development.

2.1 Divisions/Units of the Ministry of Gender, Youth and Child Development

The table below is a summary of the functions of the various Divisions/Units of the Ministry of Gender, Youth and Child Development.

Division/Unit	Function
Gender Affairs Division	<p>This Division works to achieve gender equity and equality for all persons in Trinidad and Tobago through the process of gender mainstreaming in all Government policies, projects and programmes. Its roles include:</p> <ul style="list-style-type: none"> • the identification of gender gaps in Trinidad and Tobago • the formulation and execution of policies and initiatives to address these gaps • the promotion of gender awareness and sensitivity <p>Overall the Division's mandate is to improve the quality of life of all persons at all levels of society.</p>
Youth Division	<p>The Youth Division serves to prepare young people to meet the challenges of adolescence and adulthood. The Youth Division is mandated to coordinate programmes that support social, moral, emotional, physical and cognitive development in youth. It implements services through Nine (9) District Youth Services (DYS); two (2) Youth Development Apprenticeship Centres (YDAC); six (6) non-residential Youth Facilities; Youth Placement services; and Youth Resource and Information Services (YRIS).</p>
Interdisciplinary Child Development Centre(ICDC)	<p>This Centre provides comprehensive child care services in collaboration with the Ministry of Health catering for approximately forty five (45) children between the ages of ten (10) months and four and a half years (4.5). The Centre provides early childhood education, nutrition and sensory stimulation.</p>
Project Management Unit	<p>This Unit manages and monitors all projects of the Ministry of Gender, Youth and Child Development.</p>
National Family Services Division (NFS)	<p>This Division assists families in social functioning remedial, developmental and supportive counselling in addition to promoting the welfare of all children. The NFS also implements the parenting programme and oversees the foster care and adoption process.</p>
Internal Audit Division	<p>This Division has the responsibility of ensuring that all the Ministry's operations are in compliance with the relevant rules, regulations, policies and guidelines applicable to the Public Service.</p>
Information Communications Technology Division (ICT)	<p>This Unit provides ICT support and services that enhance the operational effectiveness, efficiency and service delivery of the Ministry.</p>
Human Resource Management Division	<p>The Human Resources Unit's mandate is to provide efficient and effective human resource services to all internal and external customers in an effort to build institutional capacity and promote human development efforts within the Ministry. It is responsible for providing advice and support to the Permanent Secretary on all human resource matters while effectively managing the human resource needs of the staff. The functions and responsibilities of the Unit include:</p> <ul style="list-style-type: none"> • human resource planning • human training and development • salary and benefits administration • managing industrial and employee relations

General Administration	This Unit manages the resource needs of the Ministry and procurement is central to this role.
Legal Unit	Responsibilities of this Unit include representing the Ministry in all legal matters, the provision of advice to the Ministers, Permanent Secretary and Heads of Unit/Division of the Ministry in addition to nine (9) external agencies that report to the Ministry. One of these agencies is the Children's Homes and the Adoption Board. Its roles and functions include: legislation; litigation (civil and criminal); contracts and conveyance; participation/representation on behalf of the Ministry.
Corporate Communications Unit	This Unit develops and implements strategies for marketing and branding the Ministry in addition to events planning and management and the dissemination of information to all stakeholders.
Policy, Research and Planning Unit	This Unit is concerned with research to allow for evidenced policy, programme and project development across the Ministry. Also housed within this Unit are Monitoring and Evaluation coordinators responsible for the monitoring and evaluation of all Ministry operations.
HIV/AIDS Unit	The Coordinator strengthens the implementation and coordination capacity of the Ministry to respond to the HIV/AIDS epidemic; emphasizing prevention, care and support, advocacy, human rights and research.
Finance and Accounts Unit	This Unit is responsible for all accounting duties in the Ministry as directed by the Comptroller of Accounts, the Financial Instructions, regulations, Circulars and all other directives from the Comptroller of accounts and Ministry of Finance. Duties include:- <ul style="list-style-type: none"> - Payment of salaries and wages - Payments to suppliers and contractors - Maintenance of books and reports - Preparation of all accounting reports
Adoption Unit	This Unit is responsible for receiving and processing adoption applications in addition to undertaking casework investigations for local and international agencies



(L-R): Mrs. Sandra Jones, Permanent Secretary in the Ministry of Gender, Youth and Child Development; first place winner of the Logo Competition Ms. Shayna Justine Loorkhoor-Karim, Senator the Honourable Marlene Coudray, Ministry of Gender, Youth and Child Development; Mr. Ricardo Borde, Acting Deputy Director of the National Lotteries Control Board (NLCB) at the launch of the Ministry in May 2013.



Ms Mary Moonan (left), Program Coordinator, ChildLine shares information with a member of the public at the launch of the Ministry.

2.2 Services provided

The table below presents a summary of the Ministry's services.

Gender Affairs Division

Service Provided	Service Description
Gender Mainstreaming/Gender Responsive Budgeting	Workshops, seminars and lectures that serve to sensitize stakeholders on gender related issues including gender budgeting, gender based violence and gender equality.
The Food Preparation and Home Management Programme for Men and Boys	Empowerment of participants in the fundamentals of cooking, improving family relationships and the preparation of males to participate more effectively in home management.
Defining Masculine Excellence Programme	To reshape negative concepts of masculinity by addressing the relationships men have with their mothers, life partners, children, colleagues and employers. This programme is open to the public and targets boys and men from as young as nine (9) years old.
Women in Harmony Programme	To economically empower single female heads of households who face challenges because of their socio economic status, lack adequate skills and are socially disadvantaged. Participants can access training in either Care for the Elderly or Agriculture/Landscaping. Each cycle of the programme affords women three (3) months of training.
Non Traditional Skills Training for Women	The economic empowerment of single female heads of household who do not have formal education, lack skills and are socially disadvantaged. Participants benefit from training in male dominated/non-traditional fields thereby improving their employability. It includes an On the Job Experience component. The programme is also enhanced through the provision of courses in literacy, numeracy, information technology and life skills.
National Domestic Violence Drop-In Centres	The Drop-In Centre programme offers counselling and other forms of intervention to victims or perpetrators of domestic violence, including victims of rape and incest. This programme also provides information and referral services to persons who require assistance to deal with other personal and family issues such as drug abuse, anger management, conflict management and teenage pregnancy.
National Domestic Hotline (868) 800-SAVE (7283).	Provides 24 hour counselling and support to victims or perpetrators of domestic violence, including victims of rape and incest.

Youth Division

Service Provided	Service Description
Youth Facilities <ul style="list-style-type: none"> • Basilon Street • Malick • California • Los Bajos • Laventille 	Community based non-residential skills training programmes are offered to young people 12-29 years old. Courses include Food Preparation, Bartending, Tourism Management, Jewellery Craft, Barbering, Martial Arts, Music Literacy, Music Production (Recording). The facilities are also available for conferences, meetings and other programmes conducted by community youth organisations.
Youth Development and Apprenticeship Centres (YDACs). <ul style="list-style-type: none"> • Praesto Presto • Chatham 	A structured environment for boys between the ages of fourteen (14) and seventeen (17) who have dropped out of the formal education system or who come from socially disadvantaged circumstances. In addition to life skills, the trainees are exposed to instruction in various trades, remedial literacy and numeracy and physical recreation. Trainees can earn regional and national qualifications in their trade of choice. A two year course of training leads to Level 1 National Examinations Council.
National Youth Volunteerism Programme	The Programme aims to nurture a sense of caring, giving and pride in youth through involvement in meaningful volunteer projects which contribute to development of self, community and nation.
District Youth Offices	Provides capacity building and leadership training for Community Based Organizations, sports groups and/or clubs.
Gatekeepers Programme	Delivered by Toco Foundation, this programme targets young men in the communities of Santa Cruz and Covigne Road with the aim of building responsible social action.

Policy, Research and Planning Unit

Service Provided	Service Description
Vacation Camp based around the theme 'Respect Me, Respect You'	Camps provide a safe place for children during the vacation and offer a fun learning experience to all campers. The camps ease the burden of parents by providing free and reliable supervision for their children for the July – August vacation period. Camp VYBE is dedicated youth between the ages of twelve (12) to seventeen (17). Camp Footprints is dedicated to children between the ages of three (3) to eleven (11). The camps delivered activities based around the theme 'Respect Me, Respect You'.

Interdisciplinary Child Development Centre (ICDC)

Service Provided	Service Description
Interdisciplinary Child Development Centre (ICDC)	The ICDC Camp provides day care services for babies aged one (1) to three (3) years and pre-school service for children aged three (3) years to five (5) years. It also offers research and training in Early Childhood Care and Education (ECCE) for students from various institutions and programs e.g. University of the West Indies students, On The Job Trainees (OJTs) and Civilian Co-operation students; and provides parent education.
Vacation Camp	August vacation camp service offered.

National Family Services Division (NFSD)

Service Provided	Service Description
Child Adoption	Adults over the age of twenty five (25), who meet specific criteria, may be eligible to adopt a child. Prospective adoptive parents are investigated and evaluated before they are approved as suitable candidates for adoption, to ensure that children will be safe, loved and nurtured.
Placing a Child in Foster Care / Becoming a Foster Care Provider	The goal of foster care is to reunite the child with their parent or guardian or find another suitable permanent living arrangement such as an adoptive home, guardianship or placement with a relative.
Individual, Group and Family Counselling	The National Family Services Division offers free counselling services for individuals, groups and families. This service provides preventive, remedial and developmental counselling for persons who may be facing a crisis or dealing with psychological problems. Counselling usually spans several sessions, over a forty five (45) minute to two (2) -hour duration, but can at times require only a single session.
Parenting Programme	To provide support and services for parenting through the core areas of education and support which includes workshops for parents, media dissemination of messages and the sensitization of stakeholders concerning parenting issues. Support includes counselling referrals and access to support groups.
National Domestic Violence Drop-In Centres	The Drop-In Centres were consolidated under the National Family Services. However the Ministry of Gender, Youth and Child Development recognizes how critical these services are to its mandate and will pursue its reintegration into Ministry operations.



Participants at the Launch of the Parenting Policy



L-R Mrs Sandra Jones, Permanent Secretary in the Ministry of Gender, Youth and Child Development (MGYCD), Senator the Honourable Raziah Ahmed, Minister of State in the MGYCD, The Honourable Clifton De Coteau, Minister of Gender, Youth and Child Development, Ms. Stephanie Daly, Chairman of the Children’s Authority of Trinidad and Tobago and Sharifa Ali-Abdullah, Director (Pro Temp) of Children’s Authority of Trinidad and Tobago at the meeting

3.0 Performance Accomplishments

The performance accomplishments of each Division or Unit are presented in tables below. The services provided by each Unit and Division are briefly described and accomplishments pertaining to the service summarized.

Gender Affairs Division

Service Provided	Performance Accomplishments
Gender Mainstreaming/Gender Responsive Budgeting	- Thirty seven (37) persons were sensitized in various gender related issues; Ninety eight (98) persons in twenty five (25) Government Ministries, and one hundred and thirty-nine (139) representing ninety-seven (97) NGOs. Participants report gaining knowledge of the concept of gender and the impact in both their personal and professional lives and those of their clients.
The Food Preparation and Home Management Programme for Men and Boys	- Programme conducted at sixteen (16) community centres across Trinidad. Two (2) days per week for five (5) weeks. One hundred and ninety (191) attendees
Defining Masculine Excellence Programme	- Two (2) classes, (one in North Trinidad and one in South Trinidad) were conducted, two (2) days per week for nine (9) weeks, July – September 2013. Thirty (30) participants in each class graduated on 24 th September, 2013.
Women in Harmony Programme	- Six (6) Classes were conducted over a period of three (3) months, July – September 2013. One hundred and sixty four (164) participants graduated on 24 th September, 2013.
Non Traditional Skills Training for Women	- Programme was not offered for this year as a result of a shift in policy.
National Domestic Violence Hotline (868) 800-SAVE (7283).	- Clients serviced:- Male – one hundred and fifty three (153) Female – Eight hundred and forty four (844) Calls answered:- Personal – six hundred and seventy two (672) Prank one thousand two hundred and thirty six (1236) Hang ups –eight hundred and ninety three (893) Brief client calls – three thousand seven hundred and sixty two (3,762) Information requests – eight hundred and seventy nine (879) Wrong numbers – ninety two (92) Interagency calls- one thousand and ninety four (1,094)
Public Consultations held for National Gender Policy	- Religious body consultations, May 2013, fifty (50) participants. Representatives from various Christian denominations, Hindu and Muslim faiths attended.
Development of National Gender Policy	- Report prepared on discussions held with Representatives of Religious Organisations on their concerns about the Draft National Policy on Gender Development of the Republic of Trinidad and Tobago, August 2013.

International Women's day week of activities	<ul style="list-style-type: none"> -5k race in Queens Park Savannah -Breakfast seminar in Hyatt Regency hotel – two hundred (200) participants -Sensitization event at Brian Lara Promenade.
Community caravans to promote gender sensitization and awareness	<p>Caravans held in:-</p> <ul style="list-style-type: none"> - Thick Village - Cedros - Toco - Blanchicheusse - Mayaro <p>Over one hundred (100) participants to each caravan.</p>
Grants Committee	<ul style="list-style-type: none"> - Grants Committee was established by Cabinet in October 2012. - The Grants Committee is chaired by the Director of Gender Affairs and consists of members of the various divisions (Youth, Child and Policy, Research and Planning). - The Grants Committee met thirty three (33) times during the period on a weekly basis and reviewed three hundred and sixty four (364) applications for various Non-Governmental Organisations (NGO), Small Groups, Schools, Religious Institutions and Individuals. - Two hundred and ten (210) applications were approved. - Sixty two (62) applications were referred. - Ninety two (92) applications were declined.



Participants of the Gender Mainstreaming/Gender Responsive Budgeting forum 2013



Closing ceremony for Women in Harmony Programme and The Food Preparation and Home Management Programme for Men and Boys 2013

Youth Division

Service Provided	Performance Accomplishments
Youth Facilities	- Courses offered were under review and some of the facilities were under structural repair.
National Youth Policy 2012 -2017	- Approved - November 2012
Youth Development and Apprenticeship Centres (YDACs). <ul style="list-style-type: none"> • Prasto Presto • Chatham. 	- At Praesto Presto vocational and remedial classes were offered for the period 2012-2013. There were Fifty (50) participants registered, thirty three (33) remained. Duration of Courses: 2 years - At Chatham, Vocational and Remedial Classes were offered for the period 2012-2013. There were forty-eight (48) participants registered, twenty –two (22) participants remained. Duration: 2 years - Processed applications and conducted interviews for 2013-15 intake of trainees.
Youth Development and Apprenticeship Centres (YDACs).	- YDAC operations were reviewed and a re-engineered business plan was produced.
National Youth Volunteerism Programme	- Seven (7) Community projects were undertaken. - Volunteer matching commenced. - Approximately two hundred (200) volunteers registered through community fora and online registration processes. - Twenty five (25) NGOs registered.
District Youth Offices	- Two thousand seven hundred and forty six (2746) visitors to Abercromby Street Youth Resource and Information Centre. - Nine hundred and seventy four (974) visitors to Woodbrook Youth Resource and Information Centre. - Two thousand seven hundred (2700) visitors to Caroni Youth Resource and Information Centre. - Four Hundred (400) visitors to St Patrick West Youth Resource and Information Centre. - South offices held community caravans in Clarke Rochard Government School, Penal Presbyterian Primary, Penal Government Primary and Debe Presbyterian where a total of one hundred and sixty seven students (167) attended. - Cocoyea youth health caravan held attracted one hundred and sixty five (165) persons. .
Gatekeepers Programme	- Nineteen (19) male participants from Upper and Lower Santa Cruz and seventeen (17) male participants from Covigne Road enrolled, and graduated at a ceremony held in June 2013. - Implementation of the Second Year of the project “Gatekeepers” in July 2013.
Refurbishment of Bason Street Youth Facility	- Refurbishment started, 60 % complete.
Refurbishment of California Youth Facility	- Refurbishment started, 5 % complete.
Training of Police Youth Club Officers	- In consultation with the Trinidad and Tobago Police Service three (3) one (1) day capacity building training

	workshops were delivered by the Youth Division to sixty (60) Police Officers of the Police Youth Clubs between May and June 2013.
National Youth Awards	- Ceremony held in August 2013. Thirteen award categories recognized in two age ranges, 12-17, and 18-29 years. Ninety five (95) nominations were received.



One of the graduates of the Gatekeepers programme 2013



Senator the Honourable Marlene Coudray with the winners of the National Youth Awards 2013

Policy, Research and Planning Unit

Service Provided	Performance Accomplishments
Vacation Camps	<p>Three vacation camps held, Footprints, Vybes, ICDC:</p> <ul style="list-style-type: none"> • Footprints (3-11 years), sixteen (16) camps, held for two (2) weeks in August, seven hundred and seventy one (771) attended. • Vybes (12-18 years). Eight (8) camps, held for two (2) weeks in August. Five hundred and twenty nine (529) attendees. <p>The theme for 2013 was 'Respect You, Respect Me' and included anti bullying education and activities aimed at reducing social deviance. The camp also promoted patriotism among the participants.</p>
Parenting Policy	<p>The Implementation of the National Parenting Programme and commencement of drafting of a National Policy on Parenting, approved by Cabinet in January 2013.</p>
Service Provided	Performance Accomplishments
Support to Children's homes	<p>Financial support of the following children's homes:-</p> <ul style="list-style-type: none"> - Credo Foundation For Justice (Sophia House) \$400,000.00 - Credo Drop-in Centre for Socially Displaced Boys \$500,000.00 - Credo Aylward House \$200,000.00 - Rainbow Rescue -A Haven of Hope \$242,252.00 - Islamic Home for Children Inc. \$40,000.00 - Ferdean's Place Children's Home \$40,000.00 - Jayalakshmi Children's Home \$60,000.00 - The Cyril Ross Nursery \$200,000.00 - Hope Centre \$25,000.00 - Mothers' Union \$150,000.00 - Casa de Corazon \$270,000.00 - Bridge of Hope \$281,640.00 <p>Total: \$2,408,991.00</p>

	<p>Financial support to the following state children's homes:</p> <ul style="list-style-type: none"> - St. Michael's School for Boys \$10,349,299.00 - St. Jude's School for Girls \$7,280,986.00 - St. Mary's Children's Home \$12,003,448.00 - St Dominic's Children's Home \$11,757,000.00 <p>Total: \$41,390,733.00</p>
Support of Children's Homes	- A request for Interim Increases in Government subventions to three (3) Children's Homes support, approved by Cabinet, June 2013.
St. Michael's School for Boys	- Continuous effective management - Audited accounts
St. Jude's School for Girls	- Full staff complement - Documented screening process - One child per bed - Individualized care plan - All children immunized
St Dominic's Children's Home	<ul style="list-style-type: none"> - Continuous effective management - Audited accounts - Full staff complement - Documented screening process - One child per bed - Individualized care plan - All children immunized - Three (3) children wrote S.E.A attaining passes for Tranquillity Government, Belmont Secondary and Corpus Christi Girls' College. - Five (5) children graduated from a year-long Computer Course (Introduction to Word, Excel and power Point) sponsored by KISS Baking Company. - Water Polo team participated in the Primary School Water Polo league. - Five (5) children on football scholarship from Harvard Club earned certificates of participation and performance awards on completion of a six (6) month programme. An additional three children benefitted from a cricket scholarship. - Twenty two (22) children enrolled in the Ryu Dan Dojo martial arts programme in March 2013. Fifteen (15) children graded in September 2013, eight (8) earned yellow belt and five (5) earned an orange belt for exceptional performance. One girl has been chosen to participate in an international tournament to be held in Canada.

	<p>Eight (8) children/young people belong to String Stars Club and performed at various events, both internal and within the community – including one hosted at NAPA by the Ministry of Social Development in 2012.</p> <p>Ten (10) residents in music programme, six (6) have performed creditably at various events both at the Home and within the community.</p> <p>One (1) person placed fifth in the finals of the calypso competition held by ODPM in June 2013.</p>
St. Mary's Children's Home	<p>Continuous effective management</p> <p>Audited accounts</p> <p>Full staff complement</p> <p>Documented screening process</p> <p>One child per bed</p> <p>Individualized care plan</p> <p>All children immunized</p> <p>Living 18 and Beyond Programme delivered to prepare residents for leaving the Home.</p> <p>Volunteer Coordinator recruited to manage the Homework Centre.</p> <p>Collaboration between St. Mary's Children's Home and the Ministry of Tertiary Education introduced the Multi-Sector Skills Training Programme (MuST). Twelve (12) students have benefitted from this collaboration.</p> <p>Relocation of residents to the new pre-fab buildings with a formal ceremony held on 7th August 2013.</p> <p>The Volunteer Programme was expanded to include a Mentorship Programme.</p>
National Strategy for Child Rights	- National Strategy for Child Rights (Development and Implementation of a National Strategy for Child Rights), approved by Cabinet, August 2013.
National Children's Registry	- Cabinet approved the establishment of a National Children's Registry, August 2013.
Autistic Support Centre of Trinidad and Tobago	- Cabinet approved need for the establishment of an Autistic Support Centre of Trinidad and Tobago to provide services that support the development of autistic children, August 2013.
Support for the vulnerable in society	- Cabinet approved psychosocial counselling and support service for the vulnerable, August 2013.
	- Cabinet approved the implementation of a Modernisation Programme for Children's Community Residences in Trinidad, August 2013.
Social work sensitization on parenting support	- Social Work Forums, December 2012, seventy (70) participants.
Social workers consultation re: parenting support	- April 2013, fifty one (51) participants.
Parenting workshops in support of parenting programme	- June 2013, Marabella, twenty three (23) participants.

Sensitization on collaborative work options	- Civil Society Forum, February 2013, Seventy five (75) participants.
Training of staff working with children in institutions and other civil society groups	- Train the Trainer – Respect Me Respect You, 11 th and 12 th June, forty (40) participants.
Monitoring and Evaluation Policy	- Draft policy sent to National Transformation Unit, Ministry of Planning for comments and recommendations.
Monitoring and Evaluation of social initiatives in the Ministry	- Rapid Assessment Report submitted September 2013. - Field work July – August 2013. - Surveys, content analysis, five (5) field visits, one (1) focus group.
Monitoring and Evaluation of Non-Government Organisations (NGO)/Community Based Organisations (CBO)	- Non Government Organizations and Community Based Organizations in receipt of Ministry subventions underwent a monitoring and evaluation process between Jan and Sept 2013.
Monitoring and Evaluation of Gatekeepers Programme	- Evaluation completed and report sent to Cabinet, July 2013.
Monitoring and Evaluation (M&E) training	- M & E training started, September 2013, with Divisions of the Ministry to expedite the integration of monitoring and evaluation into all Ministry operations.
Monitoring and Evaluation of New Subvention Applications	- Rapid assessment of nine (9) NGOs and Community Based Organizations (CBOs) that were first time applicants for Ministry subventions.

Children at the Vacation Camp 2013 “Respect Me, Respect You”



Children enjoying their dance class at camp



Children showing off their art and craft design at camp



Children of the Vacation Camp 2013 “Respect Me, Respect You” look on with excitement at the snake in the Zoo

Interdisciplinary Child Development Centre (ICDC)

Service Provided	Performance Accomplishments
Interdisciplinary Child Development Centre (ICDC)	- Forty five (45) children aged one (1) to five (5) attended the centre throughout the year.
ICDC (1-5 years) vacation camp.	- One (1) camp held for two (2) weeks in August. Forty five (45) participants.

National Family Services Division (NFSD)

Service Provided	Performance Accomplishments
Child Adoption	<ul style="list-style-type: none"> - Sixteen (16) adoptions for the period 2012-2013. - Fifteen (15) office interviews were conducted. - One hundred and forty (140) office interviews were conducted at the Port of Spain office. - Three (3) Casework matters were completed for foreign agencies. - Ten (10) Prospective Adoptive Parents applications were approved and added to the waiting list. - Five (5) Adoptive Parent applications were approved and finalized in court.
Placing a Child in Foster Care / Becoming a Foster Care provider	<ul style="list-style-type: none"> - Thirty (30) children placed in foster care for the period 2012-2013. - Eleven (11) foster care providers for 2012-2013 - Forty eight (48) persons placed in either community residences, shelters or safe houses.
Individual, Group and Family counselling	<ul style="list-style-type: none"> - Domestic violence case (couple, group or family) intervention - three hundred and seven (307). - Child abuse case intervention - two hundred and one (201). - Family dysfunction - six hundred and three (603). - Critical incidents - one hundred and forty (140). - Counselling services -three thousand, four hundred and one (3401).

Information Communication Technology Division (ICTD)

Service Provided	Performance Accomplishments
Provision of General Staff with Access to ICT services.	- Purchased 38 Desktops, September 2012
Provision of Heads of Department with access to ICT services and to provide spares for meetings.	- Purchased 13 Laptops, September 2012
Established a platform for the implementation of Intranet, Business Process/ Workflow documentation, Project Information System.	- Purchases SharePoint Server and Project Server, September 2012

Business Continuity Planning Strategy, expanded server storage capacity and enable redundancy/ fail over.	- Upgraded data Servers - 5 additional hard drives for redundancy, January 2013
Documented business processes/ workflows of all the Ministry's functional areas.	- Acquired Quikworx Software tool, January 2013
Provision of software tool to manage the Ministry's projects for 10 users.	- 10 Microsoft Project Professional licenses, February 2013
Established Windows Operating system platform on new servers.	- 2 Microsoft Windows Server licenses for new servers, February 2013
Provision of a software tool that would enable the implementation of a basic Business Continuity Planning archival strategy.	- Symantec Backup Software, March 2013
Ministry website	- Launched Ministry Website, 17 May, 2013

Corporate Communications Unit

Service Provided	Performance Accomplishments
Ministry of Gender, Youth and Child Development Republic Day Celebrations	<ul style="list-style-type: none"> - Closing Ceremony of the Defining Masculine Excellence Programme, 24 September, 2013. - Closing Ceremony of the Women in Harmony Programme, 24 September, 2013. - Closing Ceremony of the Food Preparation and Home Management for Men and Boys, 24 September, 2013.
Ministry of Gender, Youth and Child Development Open House	- Planned, coordinated and delivered in May 2013.
Ministry of Gender, Youth and Child Development National Youth Awards	- Planned, coordinated and delivered in August 2013.
Media releases	<ul style="list-style-type: none"> - Sunday 29 September, 2013: Minister De Coteau Pledges continuity of empowerment for young men and women. - Saturday 28 September, 2013: Minister meets with Network of NGO's for the Advancement of Women. - Friday 20 September, 2013: Assumption of duty of Honourable Minister Clifton De Coteau and Raziah Ahmed, Minister of State, Ministry of Gender, Youth and Child Development. - Saturday 10 and Sunday 11 August, 2013: St. Mary's Children's Home opens new wing. - Thursday 11 and Friday 12 July, 2013: Ministry hosts Parenting workshop for Men. - Saturday 29 June, 2013: Positive Parenting centrespread. - Tuesday 25 June, 2013: Cabinet approves the organizational structure of the Children's Authority of Trinidad and Tobago. - Wednesday 29 May, 2013: Minister Coudray inspires Gatekeeper grandaunts. - Wednesday 15 May, 2013: International Day of Families.

	<ul style="list-style-type: none"> - Sunday 14 April, 2013: Minister Coudray receives courtesy visit from Indian High Commission. - Thursday 11 April, 2013: Minister Coudray receives courtesy visit from UNICEF. - Friday 5 April, 2013: Safeguarding the Nation’s Children: Training and Sensitization Workshop for the Children Act, 2012. - Wednesday 20 February, 2013: Public Protest by Youth Camp Workers. - Monday 18 February, 2013: Ministry of Gender, Youth and Child Development Seeking to Maximise the Resources of the Youth Camps. - Wednesday 21 November, 2012: Minister Coudray encourages the nominees of the Women of the Year Award. - Thursday 1 November, 2012: Training Stakeholders on the Children Act 2012.
Advertisement	<ul style="list-style-type: none"> - Sunday 1 September, 2013: Vacation Camps. - Sunday 1 September, 2013: Welcome Back to School. - Wednesday 28 August to Saturday 7 September, 2013: Vacancy – Project Execution Officer - Friday 26 July to Friday 16 August, 2013: Expression of Interest for the roll out of the Government’s National Parenting Programme. - Monday 12 August, 2013: Happy International Youth Day. - Friday 26 July to Thursday 8 August, 2013: Vacancy – Project Execution Assistant. - Friday 26 to Wednesday 31 July, 2013: Relocation Notice. - Wednesday 24 to Sunday 28 July, 2013: Ministry of Gender, Youth and Child Development Achievements 2012-2013. - Sunday 14 to Wednesday 31 July, 2013: Vacancy - Youth Development Officer. - Sunday 30 June to Saturday 6 July, 2013: Expressions of Interest for the roll out of the Government’s National Parenting Programme. - Friday 7 to Monday 17 June, 2013: Employment opportunities. - Friday 24 May, 2013: Ministry of Gender, Youth and Child Development hosted its first Open House Event. - Thursday 16 and Friday 17 May, 2013: Invitation to Ministry’s launch. - Thursday 9 May, 2013: Good Luck to all SEA students. - Commemoration of public holidays including: Emancipation Day, Eid-ul-Fitr, Indian Arrival Day, Easter, and Spiritual Baptist Liberation Day.

Speeches for The Honourable Clifton De Coteau and Senator the Honourable Raziah Ahmed Fiscal Year 2012- 2013	<ul style="list-style-type: none"> - Minister’s Budget Speech. - Minister of State’s Budget Speech. - Youth Justice Symposium. - Launch of the River Flows Foundation NGO. - Community Leadership Awards. - Trinidad and Tobago Financial Advisor Speech (South Chapter). - Commissioning of Covigne Road Gatekeepers premises and Graduation of Gatekeepers programme participants. - Ministry of National Diversity and Social Integration Youth Focused Republic Day. - Speeches for Divali.
Speeches for Senator the Honourable Marlene Coudray 2012-2013	<ul style="list-style-type: none"> - Family Fun Day 2013. - Amethyst Foundation Launch. - Men come and talk. - National Parenting Programme Sensitization. - St Mary’s Children’s Home; Formal Opening and New Building Wing. - National Youth Awards 2013. - Open House 2013.
Speeches for Permanent Secretary, Ministry of Gender, Youth and Child Development Fiscal Year 2012- 2013	<ul style="list-style-type: none"> - National Parenting Programme Sensitization. - Open House 2013. - Greeting for Family Fun Day. - Greeting Launched of the National Youth Policy. - Greetings for Divali.
Hosted Staff Christmas Party, December 2012	<ul style="list-style-type: none"> - Prepared the proposal - Designed the invitations - Developed invitation listing - Procured quotations for venue, decor, entertainment, token etc. - Prepared speech for PS

Legal Unit

Service Provided	Performance Accomplishments
Training and sensitization of Children’s Act	<p>Workshops conducted in the following areas:</p> <ul style="list-style-type: none"> - Port of Spain –eighty nine (89) persons - Sangre Grande- forty five (45) persons - Mayaro–forty (40) persons - San Fernando –fifty (50) persons - Penal –sixty three (63) persons - Point Fortin- fifty six (56) persons - Chaguanas–forty four (44) persons <p>In addition, training and sensitization workshop was integrated with a workshop held by the Tobago House of Assembly (THA).</p>

Internal Audit Unit

Service Provided	Performance Accomplishments
Ministry of Gender, Youth and Child Development:- <ul style="list-style-type: none"> • Revenue generation 	90%
Ministry of Gender, Youth and Child Development:- <ul style="list-style-type: none"> • Arrears of Acting Worksheets in respect of Monthly Paid Officers • Pension & Leave Records • Certified Record of Service • Overtime Paylists (Chatham and Praesto Presto) 	Received - 5 Received - 30 Received - 42 Received - 60 Checked 100%
Contract Gratuity Payments <ul style="list-style-type: none"> • Minister's Staff • Youth Development Officers 	Received - 10 Checked 100%
Main Accounting Unit and Praesto Presto Youth Development Centre: Verification of Accounting Records <ul style="list-style-type: none"> • Invoice Order Books used and unused • Treasury Issue Notes • Return of Counterfoil • Vote Books Schedule and Vouchers 	83%
Asset Inventory- <ul style="list-style-type: none"> • National Family Services Head Office 	100%
Special Assignments: <ul style="list-style-type: none"> • Arrears of Salary and Wages Monthly Paid Daily Paid Contract 	Received - 500 Received - 320 Received - 40 Checked 100%

Finance and Accounts Division

Service Provided	Performance Accomplishments
Starting up of fiscal 2012-2013	- Received General Warrant. - Received releases/grant of credit. - Opened up vote books.
Appropriation account	- Prepared Appropriation Account for 2011/2012 and forwarded to Comptroller of accounts and Auditor General in Jan, 2013.
Payments	- Payments of salaries and wages for fiscal year. - Payments to suppliers. - Payment of subventions. - Payment of two hundred and twenty four (224) one-off grants approved by Grants Committee.
Budget projection	- Submitted.
Prepared and submitted estimates for 2014	- Submitted April 2013.

Prepared Reconciliation Paid/Unpaid	- Prepared monthly and submitted to Comptroller of Accounts.
Arrears of Salaries and Wages	- Prepared in June 2013



The Honourable Clifton De Coteau, Minister of Gender, Youth and Child Development chats with Ms. Stephanie Daly, S.C. Chairman of the Board of Management, Children’s Authority of Trinidad and Tobago at the Launch of Training Series for Community Residences and Sensitisation on the Proposed Licensing Framework

Human Resources Unit

At **Appendices I** and **II** are the details of the established positions of the Ministry of Gender, Youth and Child Development which provides details of the number of vacancies, number of positions filled and number of positions vacant as of September 2013. **Appendix II** gives a summary of staff recruitment for the year under review.

3.1 Critical Success Factors

For the success of programme/service implementation several critical factors were identified. Those factors included suitable infrastructure including ICT, suitably qualified staff, access to services, the promotion of services, funding, site acquisition, accommodation and engagement of NGOs.

3.2 Infrastructural Development

The Ministry received Cabinet approval for several infrastructural projects. The table below summarises the status of those projects and the respective delivery partners.

Project	Delivery Partner	Status	Additional Information
Establishment of Model Children's Home	NIPDEC	10% Completed	The Ministry collaborated with Petrotrin for acquisition of a house which was to be converted into a Children's Home
Construction of Three (3) Interdisciplinary Child Development Centres	NIPDEC	10%	Suitable sites not identified
Construction of Four (4) Assessment Centres	NIPDEC	10%	The Ministry identified one site suitable for the construction of an Assessment Centre located at Manahambre Road, Ste Madeline, and San Fernando. Sites for two (2) other centres were identified at the Eric Williams Medical Complex and at a Ministry building in Chaguanas. The Ministry still needs one more site for the establishment of another centre. Preliminary layout designs were completed for two sites.
Institute of Healing	NIPDEC	10%	The concept paper for the Institute of Healing was revisited. This project will be undertaken in fiscal 2014 following the development of a new strategy.
Construction of Three (3) Safe Houses	NIPDEC	10%	The Ministry identified three sites suitable for construction of Safe Houses and wrote to the Ministry of Housing expressing interest in the acquisition of those sites. Conceptual designs for these homes were completed. Civil/structural consultants have been contracted for these design services.
Construction of Two (2) Respite Centres	NIPDEC	10%	Suitable sites for the construction of the Respite Centres were not identified. The Ministry explored its options for the acquisition of sites and establishment of its facilities.

Refurbishment of Youth Training Facilities Chatham Praesto Presto	NIPDEC	15%	The electrical unit, Ministry of Works and Infrastructure has been engaged to perform electrical upgrades at both facilities. The Ministry worked with T&TEC to have the upgrades executed. Work to continue in the new fiscal year.
Reconstruction of St James Youth Facility Outfitting of the reconstructed St. James Youth Facility	NIPDEC SPORTT	Complete 10%	Equipment and furniture were ordered. Discussions held between the Ministry of Sport and NIPDEC for completion of outstanding work. Handover of this facility from Ministry of Sport to Ministry of Gender, Youth and Child Development remained outstanding.
Establishment of a Remand Facility for Young Female Offenders	Design by eTecK	Not started	The Ministry of Gender Youth and Child Development worked with the Ministry of Justice to advance this project in a timely manner. Site identification delayed the process; other options to move the project forward were explored and will continue in the new fiscal year.

3.3 Challenges

The Ministry continued to face several challenges in its operations. These issues related largely to change management pertaining to human resources, transfer of resources and accommodation. However, over time, the Ministry has been successfully confronting these issues through team building exercises, training and retraining of staff, contracting service providers on a short term basis, strategic planning and strategic management of scarce resources.

4.0 Financial Operations

The Ministry of Gender, Youth and Child Development receives funding under the Parliamentary appropriations system. Thus the Ministry of Finance disburses approved funds identified under various sub-heads.

4.1 Expenditure

The allocation for the Ministry for the financial year 2012-13 was **two hundred and five million, four hundred and ninety one thousand, two hundred and sixty six dollars (\$205,491,266.00)**.

The actual expenditure for the financial year 2012-13 totalled **one hundred and sixty seven million, seven hundred and ninety four thousand, and nine hundred and ninety dollars (\$167,794,995.00)**.

4.2 Recurrent Expenditure

Recurrent Expenditure payments for expenses incurred through day-to-day Ministry operations, amounted to **one hundred and forty million, eight hundred and nine thousand, nine hundred and ninety nine dollars (\$140,809,999.00)** of the allocated **one hundred and fifty five million, four hundred and ninety one thousand, and two hundred and sixty six dollars (\$155,491,266.00)**.

The tables below provide further information on the Allocated and Actual Recurrent Expenditure of the Ministry for the financial period 2012-2013.

Breakdown Of Allocation And Expenditure For Fiscal 2012-13			
Expenditure Category	Allocation	Actual Expenditure	Variance
Recurrent expenditure	\$155, 491,266.00	\$140,809,999.00	\$14,681,267.00
Development programme (DP)	\$50,000,000.00	\$16,985,176.00	\$33,014,600.00
Infrastructure development fund (IDF)	\$4,000,000.00	\$233,400	\$3,766,600.00
Insurance	-	-	-

Budget Versus Actual Recurrent Expenditure For Fiscal Year 2012-2013 With Projections For 2014			
Sub-Head & Item	Allocation	Expenditure	Projected
Personnel Expenditure	\$34,154,600.00	\$27,183,228.00	\$35,644,100.00
Goods and Services	\$34,005,445.00	\$27,378,863.00	\$35,606,476.00
Minor Equipment Purchases	\$1,259,355.00	\$508,523.00	\$895,272.00
Current Transfers and Subsidies	\$73,130,259.00	\$72,952,176.00	\$76,131,492.00
Current Transfers to Statutory and Similar Bodies	\$12,941,607.00	\$12,775,899.00	\$13,103,300.00
TOTAL	\$155, 491,266.00	\$140,809,999.00	\$161,380,640.00

4.3 Variances under Recurrent Expenditure

Ninety percent (90.5%) of the allocated Recurrent Expenditure was utilised for the financial period. The variance of **fourteen million, six hundred and eighty one thousand, two hundred and sixty seven (\$14, 681,267.00)** was largely attributed to the Ministry moving towards full establishment. Variance in Personnel Expenditure was attributed to vacant positions. Consequently the amounts estimated and allocated for Goods and Services were less than that spent.

4.4 Development Programme (DP)

The Development Programme is a capital expenditure programme sought to improve and enhance Trinidad and Tobago's development including human resources, economic and social development.

The **fifty million dollars (\$50,000,000.00)** assigned to the Developmental Programme accounted for approximately twenty one percent (21%) of Ministry's total allocation. Of this, **sixteen million, nine hundred and eighty five thousand, one hundred and seventy six dollars (\$16,985,176.00)** was spent; an estimated thirty three percent (33%) of the allocated DP.

The three (3) categories under which projects were funded for financial year 2012, along with the budgeted and actual expenditures, are reflected in the table below.

BUDGET VERSUS ACTUAL DP EXPENDITURE FOR FISCALYEAR 2012-13 WITH PROJECTIONS FOR 2014			
SUB-HEAD /ITEM/DESCRIPTION	ALLOCATION	EXPENDITURE	PROJECTED
09 Developmental Programme	\$50,000,000.00	\$16,984,996.00	\$49,000,000.00
003 ECONOMIC INFRASTRUCTURE	\$300,000.00	\$0.00	\$0.00
004 SOCIAL INFRASTRUCTURE	\$47,500,000.00	\$16,546,138.00	\$46,400,000.00
005 MULTI-SECTORAL AND OTHER SERVICES	\$2,200,000.00	\$438,858.00	\$2,600,000.00

The main reasons for the variance of 67% (\$26,744,892) are highlighted in the table below.

VARIANCES UNDER DEVELOPMENT PROGRAMME		
Development Programme Sub-Section	Variance	Delayed Projects/Programmes
003 ECONOMIC INFRASTRUCTURE	\$300,000.00	<p>Youth Resources for Implementing Successful Enterprise</p> <p>The project proposal was forwarded to Cabinet for consideration and approval to proceed with the changes.</p>
004 SOCIAL INFRASTRUCTURE	\$30,953,862.00	<p>Prior to the creation of the Ministry of Gender, Youth and Child Development several projects fell under the portfolios of other Ministries. There were lengthy delays in the retrieval of information from the various</p>

		Ministries which resulted in up-line delays. Delays in identification of suitable sites for construction.
005 MULTI-SECTORAL AND OTHER SERVICES	\$1,761,142.00	Funding for institutional strengthening not accessed for the fiscal year.

4.5 Infrastructure Development Fund (IDF)

The Infrastructure Development Fund (IDF) was established under Section 43(2) of the Exchequer and Audit Act, Chapter 69:01. The purpose of the fund is to act as a readily accessible resource to fund state infrastructure projects. In order to use funds under the IDF, the procurement of goods or services must be through a Special Purpose Company (SPC). SPCs are state enterprises created for a specific purpose.

The Ministry of Gender, Youth and Child Development received no access to the IDF for fiscal 2012-2013.

4.6 Revenue

The Ministry had four (4) revenue sources: rental income from the two Youth Development and Apprenticeship Centres (YDACs – referred to as youth camps in the table below); rental income from the Youth Centres; and non-industrial sales from the YDACs.

The revenues collected for fiscal year totalled **eighty four thousand, six hundred and fifteen dollars (\$84,615)**, or about sixty one (61%) of the estimated/expected income of **one hundred and thirty eight thousand dollars (\$138,000.00)**.

REVENUES COLLECTED BY THE MGYCD FOR FISCAL YEAR 2012-2013		
SUB-HEAD & Item	ESTIMATED	ACTUAL
06 PROPERTY INCOME		
01 Rental Income		
001 Proceeds from Rental - Chatham Youth Camp	\$5000.00	\$1,500.00
002 Proceeds from Rental- PraestoPresto Youth Camp	\$4770.00	\$3,900.00
003 Proceeds from Youth Centres	\$60,000.00	\$91,493.78
07 OTHER NON-TAX REVENUE		
04 Non-Industrial Sales		
001 Praesto Presto Estate – Sale of Produce	\$15,000.00	\$19,565.00
002 Chatham Youth Camp	\$2,610.00	\$3,720.00
TOTAL	\$87,380.00	\$120178.78

4.7 Debt Policy & Investment Policy

Any such policy would be in accordance with the policies and guidelines of the Government of Trinidad and Tobago as articulated by the Ministry of Finance.

5.0 Human Resource Development Plan

The Human Resource Management Division (HRMD) nurtures a work environment in which workers are valued and respected, having opportunities for professional development in addition to a positive work-life balance. Thus the HRMU is central to staff development and its application of skills and abilities to achieve the Ministry's organizational goals.

5.1 Career Path Systems

The Civil Service Act Chapter 23:01 outlines the framework for career paths within Ministries. A hierarchy of positions were created for Ministries and Departments in the public service. From time to time, Ministers will review their organizational structures and make recommendations to Cabinet through the Public Management Consulting Division for new posts to be created and added to the Ministry's establishment on terms and conditions approved by the Chief Personnel Officer. A new organisational chart was developed in 2011 for the Ministry which saw the creation of positions. However, approval for this new structure remains outstanding.

While the hierarchical structure and appointment to office is determined by the Public Service Commission, the Ministry prepared staff for promotion to higher offices through coaching, mentoring, training and exposure to experiences.

The Ministry continued to be guided by the Chief Personnel Officers on policy for the creation of contract employment in the Public Service. Personnel Department Circular Memorandum PD (bm): 12/2/1/ Vol. IV refers.

5.2 Performance Measurement Tools

The performance management tools in the Ministry were approved by the Chief Personnel Officer for contract and public service staff. The performance tool for public service staff was designed to support the Performance Management and Appraisal System which was approved by the Chief Personnel Officer and the Public Services Association.

5.3 Promotion

The eligibility of officers for promotion was made in accordance with Regulation 18 of the Public Service Commission Regulations, 1966. Regulation 18(2) which sets out the criteria that the Commission was required to take into account, and was required to give consideration to the following: (1) seniority, (2) experience, (3) educational qualifications, (4) merit and ability, (5) together with relative efficiency of such officers.

Conversely, promotion of contract staff does not exist and the positions were filled on a competitive basis through the interview and assessment process in Ministries and Departments.

5.4 Recruitment and Selection Procedures

Recruitment of officers in the Public Service establishment was managed by the Director Personnel Administration, whereas recruitment of contract officers was managed by the Permanent Secretary. The Ministry also contracted the Government Human Resources Services (GHRS) to assist in contract recruitment.

The general procedure for recruitment on contract was followed as detailed below:

- All contract vacancies were advertised internally and/or externally.

- Criteria for selection were based on qualification and experience

Interviews

- i) The HRMU was responsible for arranging and coordinating all interviews. This included advising both interviewers and interviewees of the date, time and venue for interviews as well as ensuring the preparation of all relevant documentation related to the interviews, including recommended selection criteria.
- ii) The interview panel comprised a minimum of three (3) persons and included the following:
 - The Head of Department or designated representative.
 - A representative from the Human Resources Department;
 - At least one other person who was the holder of the requisite knowledge and skill related to the particular position;
- iii) Procedures for the various steps related to the employment process were reviewed at least once during the year.
- iv) Each interviewer was required to independently complete an Interview Assessment Form at the end of the interview process.
- v) The candidate with the highest average score was the first ranked. In the event of a tie, a new interview panel would have been established to interview the candidates with the tied scores.

Criteria for Selection

The following criteria were applied to the selection process:

- Educational, professional, and technical requirements for the position.
- Relevant experience
- Current registration with appropriate board, council or recognized licensing authority, where relevant.
- Proven skills and competitiveness.
- References.

References

The Ministry required that all applicants provided the names, addresses and telephone numbers of two (2) persons as referees (excluding relatives). The Ministry also sought references from previous employers and institutions in the selection process, as required reference checks were conducted by the Ministry before final selection.

5.5 Positions filled in Financial 2012-13

As of September 2013, contract positions were filled through a transparent and effective recruitment and selection process.

	Position	Assumption Date
1.	Legal Officer	2/4/2013
2.	Project Execution Officer	2/4/2013
3.	Project Execution Officer	2/4/2013
4.	Specialist/Network Security Administrator	2/4/2013
5.	Monitoring and Evaluation Coordinator	1/11/2012
6.	Monitoring and Evaluation Coordinator	1/11/2012
7.	Project Officer	1/10/2012

5.6 Training and Development Programmes Conducted For Financial 2012–2013

Several training sessions were conducted successfully both internally and externally as follows:

Training Programme	Dates	Institution	No Attendees
Korea-Caribbean ICT/E-Government Forum	17 September, 2012	Ministry of Science and Technology - Embassy of the Republic of Korea	2
Workshop on Research Techniques, Methodologies and Applications	9 – 11 October, 2012	Ministry of Public Administration	2
Understanding and Managing the Tender Process	24-26 October, 2012	Arthur Lok Jack School of Business	8
Communication and Advocacy Workshop	16-18 October, 2012	UN Women Caribbean Office	1
Research Training Workshop	5-7 November, 2012	Ministry of Public Administration	2
Conflict Resolution Intervention Process	21-25 January, 2013	Tom Kalpatoo and Associates	4
Salary Administration in the Public Service	26-27 March, 2013	Ministry of Public Administration	1
The Indicator Cluster Surveys (MICS), Regional Training Workshop on MICS Data Dissemination, in Barbados	4-9 February, 2013	Ministry of the People and Social Development	1
Registry Procedures	20-22 February, 2013	Ministry of Public Administration	2

International Credential and CV Fraud	23 November, 2012	Accreditation Council of Trinidad and Tobago	7
Media Relations	6-7 December, 2012	Ministry of Public Administration	1
Salary Administration in the Public Service	26-27 March, 2013	Ministry of Public Administration	1
The National Spatial Development Strategy (NSDS) for Trinidad and Tobago	19 April, 2013 24 April, 2013		3
Training in Facilitating Restorative Conferences	18-19 April, 2013	Epiphany Consultancy Services Limited	9
Presentation Skills for Senior Managers	23 & 24, 29 & 30 April, 2013	Public Service Academy	2
Clarity and Impact	22 April, 2013	Areef Ali and Associates	7
Fundamentals of Public Procurement	23-26 October, 2012	Ministry of Public Administration	1
Preparation for Retirement	15-17 October, 2012 21 February, 2013	Ministry of Public Administration	1 1
Stakeholder Consultation	1 April, 2013	Ministry of Public Administration	2
Terms of Reference and Requests for Proposals	15-17 January, 2013	Ministry of Public Administration	1
2nd Annual Development Evaluation Forum,	21 November, 2012	National Transformation Unit of the Ministry of Planning and Sustainable Development	1
Proposal Writing	8 – 10 January, 2013	Ministry of Public Administration	1
ICT Business and Innovation Symposium 2012	18– 20 November , 2012	Ministry of Science and Technology	1
Inventory Management	5-7 March, 2013	Ministry of Public Administration	1
Job Analysis and Job Description Writing Workshop	3 – 5 December, 2012 and recall session January 2013	Ministry of Public Administration	1

Media Relations	9-7 December, 2012	Ministry of Public Administration	1
Supervisory Management	22 and 29 November, and 4 and 11 December, 2012	Ministry of Public Administration	1
Regional Salary Survey	11 October, 2012	PricewaterhouseCoopers Advisory Services Ltd.	4
Department of Economics, UWI Conference on the Economy (COTE)	11-12 Oct , 2012	UWI	2
Organization of Eastern Caribbean States (OECS) Workshop on Establishing Juvenile Justice Information Systems	18-22 March, 2013	St. Lucia.	2
Government of the Republic of Trinidad and Tobago – Office Outfitting Policy	8 October, 2012	Ministry of Public Administration	5
Customer Service Seminar	23 April, 2013	Trinidad and Tobago Hospitality and Tourism	1
Establishing Juvenile Justice Information Systems, in St. Lucia;	18-22 March, 2013	St Lucia	2
The UNICEF Multiple Indicator Cluster Surveys (MICS), Regional Training Workshop on MICS Data Dissemination in Barbados	4-9 February, 2013	UN House, Marine Gardens, Barbados	1
UNICEF Review Workshop	30-31 October, 2012	UNICEF, Trinidad	2
V World Congress for the Rights of Children and Adolescents	15-19 October, 2012	San Juan, Argentina	1
First Regional Workshop on “ National Plans to address violence against women in Latin America and the Caribbean in Panama City	20-22 November, 2012	Ministry of Foreign Affairs	3
87 th Regular Meeting of the Directing Council of the Inter- American Children’s Institute (IIN) of the Org of the American States (OAS)	27-28 September, 2012	San Jose, Costa Rica	4
UNESCO-IIEP Forum held at the UNESCO Headquarters, Fontenoy, Paris	16-18 October, 2012	UNESCO, Paris	1

36 th assembly of Delegates of the Inter-American Commission of Women –	29-30 October, 2012	San Jose, Costa Rica	2
IVETA Conference	1-3 May, 2013	Ministry of Tertiary Educations and Skills Training	9
Training – “Supervisory Management”	6, 13, 20, 27 and 28 May, 2013	Ministry of Public Administration	1
Training – “ Registry Procedures”	22-24 May, 2013	Ministry of Public Administration	1
Facilitating Restorative Conferences at Holy Trinity Pastoral Centre	18-19 April, 2013	Epiphany Consultancy Services Limited	8 NFS staff members
CREDI’s Trauma Workshop # 2 – Assessment Treatment for Adolescents	11, 18 and 25 May, 2013	The Seminary of St John Vienne and the Martyrs of Uganda, Mt. St Benedict.	22
NIB Training	15 and 28 May, 2013	Ms. Nurse	4
Government , Civic and Political Event Management	23 and 24 May, 2013	Arthur Lok Jack Graduate School of Business	12
Conducting Effective meetings	28-29 May, 2013	Ministry of Public Administration	1
Training in Project Management	3 June - 6 July, 2013	Borderlink, Ministry of Gender, Youth and Child Development	15
Training and Sensitization on the FOIA	Wednesday 12, 2013	Office of the Prime Minister	21
Respect Me, Respect You Two-Days Workshop	11-12 June, 2013	Malick Youth Facility	4
Respect Me, Respect You Two-Days Workshop	11-12 June, 2013	St James Police Barracks	20
Training and sensitization on the Role of the Ombudsman	26 June, 2013	Ministry of Gender, Youth and Child Development	23
Training under the National Insurance Board of Trinidad and Tobago re: Injury Relief	3 July, 2013	National Insurance Board	13
Training under the Equal Opportunity Commission	4 July, 2013	Equal Opportunity Commission	9
Training under the Equal Opportunity Commission	4 July, 2013	Equal Opportunity Commission	26
Legal Management of Commercial Contracts Conference	19 July, 2013	K.R. LALLA & Company Attorneys at Law	2
Training : Protocol for Senior Officers	25-26 July, 2013	Ministry of Public Administration	1
Training: Emotional Intelligent Workshop	29-31 July, 2013	Ministry of Public Administration	1
Administration of Government Contracts	29-31 July, 2013	Ministry of Public Administration	1

Writing Press Releases	7 August, 2013	Arthur Lok Jack Graduate School of Business	2
Child protection in Humanitarian Action,	22 - 25 July, 2013	UN House, Marine gardens, Barbados	1
Monitoring and Evaluation Coordinator of the Ministry of Gender, Youth and Child Development	14-20 October, 2013	American Evaluation Association Evaluation Conference, Washington DC	2
Industrial Relations Training	23 – 25 October, 2013	Arthur Lok Jack Graduate School of Business	2
NTL Institute Training; Human Interaction Laboratory	17 – 22 November, 2013	Human Interaction Lab, Tobago	2
Learning Strategies in the prevention of Domestic Violence	14 November, 2013	University of the West Indies- Social Work Unit	1
Protocol for Senior Officers		Mrs. Dorset, Normandy Hotel	1
ICONS – Virtualization expo 2013,	January, 2013	Hyatt Regency Hotel	1
Microsoft - Windows in the Enterprise	February, 2013	Courtyard Marriot Hotel	1
Microsoft Tech – Cloud computing	March, 2013	Microsoft compound, Westmoorings	1
Checkpoint Threat Prevention Seminar Series	20 March, 2013	Hyatt Regency Hotel	1
Areef Ali and Associates Business Solutions - Impact and Clarity	April, 2013	National Academy of Performing Arts (NAPA)	1
Microsoft Virtualization workshop	27 March, 2013	Microsoft compound, Westmoorings	1
iGovTT – MS Exchange Server 2010: Database Recovery	16-18 April, 2013	Garston Court, Chaguanas	1

6.0 Reporting Functions

Departmental Reports

	Document	Received by
Youth Division	Monthly Reports on <ul style="list-style-type: none"> • District Youth Services • Facility Activities • YDAC 	Director of Youth
Gender Affairs Division	Monthly Reports	Director of Gender
	End of Programme Report	Director of Gender
	End of Programme Report	Director of Gender

Policy Research & Planning Unit	Status Reports/Monthly Updates	Permanent Secretary
Information Communication Technology Division	Fortnightly Status Updates	Deputy Permanent Secretary
Human Management Resources Division	Monthly (staff attendance/return of personnel (ROP))	Director of Human Resources/ Permanent Secretary
	Performance Appraisals Yearly/incrementally or on officer being transferred	Heads of Departments; Officers Director of Personnel Administration
	Quarterly Period Performance Report	Heads of Departments
	Annual Training Report	
	Quarterly: Returns of Delegation of Authority	Permanent Secretary
	Quarterly HR Performance Report	Permanent Secretary
		Permanent Secretary/Planning Unit
General Administration	Asset Management Report	Permanent Secretary
Internal Audit Unit	Quarterly Report	Permanent Secretary
Corporate Communications Unit	Activity Reports	Deputy Permanent Secretary
Finance and Accounts Division	Monthly Financial Report (Copy of Statement of Expenditure)	Permanent Secretary
ALL	Ad hoc Status Reports as Needed/Requested	Directors, Permanent Secretary, Deputy Permanent Secretary, Minister

External Reports

Document	Receiving Agency
Operating Budgets Strategic Plan (Annual)	<ul style="list-style-type: none"> • Line Minister • Ministry of Planning and Sustainable Development • Cabinet

Financial Reports (Monthly)	<ul style="list-style-type: none"> Ministry of Finance (Budget Division)
Performance Reports (Monthly/ Annual)	<ul style="list-style-type: none"> Line Minister Ministry of Planning and Sustainable Development Cabinet
Quarterly Progress Reports on One Year Action Agenda	<ul style="list-style-type: none"> Ministry of Planning and Sustainable Development
Quarterly Freedom of Information Act reports written on the number of FOIA requests in the ministry (as required under the FOIA act 1999)	<ul style="list-style-type: none"> Office of the Prime Minister
Annual Financial Report (Appropriation Account, Statements of receipts & Disbursements and Statement of Expenditure under the Long Term Funds under IDF)	<ul style="list-style-type: none"> Ministry of Finance Auditor General
Monthly Reports on Devolved Functions	<ul style="list-style-type: none"> CPO
Quarterly Returns of Delegation of Authority	<ul style="list-style-type: none"> Director Personnel Administration
Annual Administrative Report	<ul style="list-style-type: none"> Cabinet Parliament
Quarterly Reports on Delegated Functions	<ul style="list-style-type: none"> Director of Personnel Administration Cabinet
Weekly PSIP Reports	<ul style="list-style-type: none"> Office of the Prime Minister
Appropriation Report	<ul style="list-style-type: none"> Ministry of Finance

7.0 Procurement Procedures

To ensure accountability, transparency and value for money in the procurement process the following general process and procedural guidelines are issued for the Ministry's Vertical Services and Special Programmes.

7.1 Central Tenders Board Limits

The Central Tenders Board regulations were amended with regard to authority to approve purchases by Legal Notice No. 155 dated August 27, 2009 as follows:

Amount	Authority
Up to \$1,000,000	Permanent Secretary (Accounting Officer)
> \$1,000,000 - \$2,000,000	Ministerial Tenders Committee
> \$2,000,000	Central Tenders Board

7.2 Open Tender, Selected Tender Procedures, and Sole Tender with Criteria Used In Selecting Each System

Any such policies, procedures and practices were in accordance with those set out by the Central Tenders Board, Ministry of Finance in the Exchequer and Audit Act Chapter 69:01, Financial Regulations 1965, the Financial Instructions 1965 and the Policies and guidelines.

8.0 Public and Community Relations

8.1 Client and public access to services/service delivery systems

The service delivery systems of the Ministry of Gender, Youth and Child Development were accessed through a variety of routes dependent on the service offered.

Walk in services include National Domestic Violence Drop-In Centres were offered through the Gender Affairs Division and Youth Facility services, District Youth Office services were offered by the Youth Division.

Telephone access to services included National Domestic Violence Drop-In Centres, National Domestic Hotline (868) 800-SAVE (7283) offered through the Gender Affairs Division and individual, group and family counselling offered by National Family Services.

Several equity focused services were delivered through the Ministry. These services were focused on specifically identified individual and group needs. The Defining Masculine Excellence Programme, The Food Preparation and Home Management Programme for Men and Boys, Women in Harmony Programme and Non Traditional Skills Training for Women were all equity focused services delivered by the Gender Affairs Division whilst the Gatekeepers programme, the Youth Development and Apprenticeship Centres (YDACs) were delivered through the Youth Affairs Division.

The vacation camps delivered through the Policy, Planning and Research Unit, the services of the Interdisciplinary Child Development Centre (ICDC) as well as the Parenting programme delivered through National Family Services were all equity focused.

8.2 Community and Stakeholder Relations/Outreach

The community and stakeholder outreach events of the Ministry are summarized in section 3.0 Performance Accomplishments. The Gender Affairs Division had several events focused on community and stakeholder outreach, and included breakfast seminars, the celebration of internationally recognized days, public consultations and community caravans.

The Youth Division presented multiple community caravans in communities, primary and secondary schools. Outreach also occurred through programmes delivered out of the District Youth Offices and multiple public consultations were held in the development of the National Youth Policy. Finally the National Youth Awards could also be considered a community and stakeholder relations initiative in that it engaged the national community in the process of nominating and selecting National Youth Awardees.

8.3 Strategic Partnerships (Local, regional and international)

The Ministry did not enter into strategic partnerships for 2013.