

2015

Ministry of Gender, Youth, and Child Development

Administrative Report 2014-2015

A report summarising the operations of the Ministry of Gender, Youth and Child Development between 1st October, 2014 to 30th September, 2015.



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1 INTRODUCTION

The MGYCD Administrative Report for the Financial Year 2014–2015 provides a concise summary of the achievements of the Ministry in advancing its mission and mandate covering the pivotal areas of child development, youth and gender affairs. The Report captures the work of the Ministry across its three (3) main institutional functions:

- Service Delivery – covering the core service delivery units such as the Youth Affairs Division, the Gender Affairs Division and the National Family Services Division.
- Policy Development and Project Implementation – through, for example, the Project Implementation Unit, and the Policy, Research and Planning Unit.
- Administration and Support – including the Ministry’s General Administration, Accounting and Audit Divisions, and Legal and Human Resource Units.

Section 2 outlines the strategic priorities and organisational structure of the Ministry, and Section 3 describes the main functions of each Unit / Division within the Ministry. Section 4 describes the achievements of the different Units and Divisions over the fiscal year under consideration. Overall, the work of the Ministry continued apace in Fiscal Year 2015. However, some of the accomplishments of the service delivery units at the client/stakeholder interface warrant special mention.

GENDER AFFAIRS DIVISION

In fiscal year 2014-2015, the Gender Affairs Division was able to:

- Secure Cabinet’s approval of the National Commission for Women’s Empowerment and Gender Equity (details on page 17).
- Establish, in collaboration with the then-Ministry of Finance and the Economy, the way forward with respect to institutionalising Gender-Responsive Budgeting (GRB) in Trinidad and Tobago (details on page 16).
- Acquire the software and design the interface for the Central Registry on Domestic Violence, and train the staff members who will be working with the data collected by the registry (details on page 17).

POLICY, RESEARCH & PLANNING UNIT

In this Unit, during fiscal 2015, the Child Development Unit was able to:

- Draft the National Child Policy that consists of: the Nursery Policy; Children in Alternative Care; Guidelines for Children with Disabilities; Early Childhood Development; and Vacation Camp Guidelines (details on page 20). The Inter-Ministerial Committee for the policy was also established (details on page 20).
- Formulate the National Guidelines for Children in Disaster and Emergency Situations, and the Guidelines for Child-Friendly Spaces (details on page 20).
- Re-establish the Inter-Ministerial Committee for the National Children’s Registry, as well as the Legal Framework Committee (details on page 20).
- Complete the design phase for the registry, and develop the Request for Proposals (RFPs) for the build stage (details on page 20).

In this Unit, during fiscal year 2014 -2015, the Monitoring and Evaluation (M&E) Sub-Unit was able to:

- Review activities and expenditure reports submitted by Civil Society Organisations (CSOs) the Ministry supported to make recommendations for payment (details on page 25-26).
- Implement new reporting requirements for all CSOs who received subventions from the Ministry (details on page 27).
- Implement the project, “Establishing a Reporting Framework for CSOs,” to standardise the reporting framework for supported CSOs (details on page 27).
- Develop quarterly reporting templates and a toolkit for MGYCD initiatives to institutionalise M&E in the Ministry, and train officers in the area (details on page 24-25).

PROJECT IMPLEMENTATION UNIT

In fiscal 2014-2015, the Project Unit was able to:

- Refurbish the Inter-Disciplinary Child Development Centre in Couva (details on page 40).
- Made progress in refurbishing two of four facilities earmarked for development as safe house for victims of domestic violence details on page 41).
- Completed the refurbishing the Chatham Youth Facility, which is at 98% (details on page 41).

- Completed the refurbishment of the Los Bajos/California, Persto Praesto and Laventille/Malick /St James Youth Facilities (details on page 46).
- Design and construct the transition home in Ste. Madeleine, and furnish same to 70% (details on page 41).
- Design and commenced construction of the Male and Female Workshop Centre/Safe Home at Tyler Lane (details on page 42).

2 MANDATE AND PRIORITIES OF THE MGYCD

2.1 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.

2.2 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.

2.3 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.

2.4 MANDATE

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

- Gender Affairs
- Child Development
- Youth Affairs

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.

2.5 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

2.6 STRATEGIC PRIORITIES

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 multi-sectoral 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.

3 CORE DIVISIONS OF THE MINISTRY AND THEIR FUNCTIONS

The organisational chart detailing how the Ministry is configured is illustrated in **Figure 1** page 11. The table below summarises the functions of the various Divisions/Units of the Ministry of Gender, Youth and Child Development.

Division/Unit	Function
Gender Affairs Division (GAD)	<p>This Division promotes 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, and • 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 Affairs Division (YAD)	<p>The Division of Youth Affairs is responsible for facilitating a coordinated and integrated approach to youth development work in Trinidad and Tobago. The Division provides leadership, direct services, facilitation and coordination so that youth development programmes and services result in the empowerment of persons between the ages of 12 and 29 years.</p> <p>The Division essentially seeks to:</p> <ul style="list-style-type: none"> • Promote policies and programmes that provide opportunities for optimum youth development, and • Develop strategies and interventions that can reduce current levels of youth problems. <p>The Division implements its youth programmes and services through the District Youth Services (DYS) Programme in nine (9) administrative districts; two (2) residential Youth Empowerment Centres (YECs) for males to engage in Vocational and Social Skills training; six (6) non-residential Youth Facilities; the Youth Placement Services; and four (4) Youth Resource and Information Services (YRIS) centres.</p>
Child Development Unit (CDU)	<p>Coordinates a holistic and integrated programme of child development nationally.</p>
Interdisciplinary Child Development Centre (ICDC)	<p>The ICDC provides educational, nutritional and social services to low income differently-abled children from 1-5 years old, within a nursery environment.</p>
National Family Services Division (NFSD)	<p>This Division promotes healthy family functioning through the provision of preventive, developmental and remedial programmes and services through its 11 Service Centres located throughout Trinidad: Penal, Princes Town, Rio Claro, Arima, Tunapuna, San Juan, Chaguanas, Couva, San Fernando and Point Fortin.</p>

	<p>Core responsibilities include:</p> <ul style="list-style-type: none"> • To provide individual, group and family counselling • To make referrals to relevant agencies, both internal and external, in the management of cases • To develop and conduct public education programmes, including sensitisation campaigns, throughout Trinidad and Tobago on matters impacting family functioning, such parenting training. • To network and collaborate with local, regional and international agencies to promote healthy, functioning families.
Policy, Research & Planning Unit (PRP)	This Unit conducts research to facilitate evidenced-based policy making, programme planning and project development across the various functions of the Ministry, and also develops policy. The Unit further provides the Monitoring and Evaluation (M&E) function for the projects and core services delivered by the Ministry. It also reviews projects and initiatives by civil society organisations and recommends the awarding of subventions.
Project Implementation Unit (PIU)	This Unit performs the project management functions of the Ministry, including the design and implementation of projects of the Divisions/Units of the Ministry.
Human Resources Management Unit	<p>The Human Resources Unit provides the range of human resource services, while ensuring that the Ministry builds institutional capacity and competencies required to undertake its core mandate. The functions and responsibilities of the Unit include:</p> <ul style="list-style-type: none"> • Recruitment and selection • Human resource planning • Training and development • Salary and benefits administration, and • Managing industrial and employee relations.
Information Communications Technology Division (ICT)	The ICT Division provides ICT automation and support services to promote operational effectiveness, efficiency and quality service delivered by the MGYCD to its clients, both internal and external.
General Administration (GA)	Functions are primarily the purchase and distribution of supplies and other minor equipment, and to provide file and asset registry management services for the Ministry.
Corporate Communications Unit (CCU)	This Unit develops and implements strategies for marketing and branding the Ministry, in addition to event planning and management, and the dissemination of information to all stakeholders and the public.

<p>Finance and Accounts Division</p>	<p>This Unit is responsible for managing the financial affairs of the Ministry as directed by the Permanent Secretary, and in accordance with the Financial Instruction and Regulations, Comptroller of Accounts Circulars and all other directives from the Comptrollers of Accounts and Ministry of Finance. Duties include:</p> <ul style="list-style-type: none"> • Payment of salaries • Payment to suppliers and contractors • Maintenance of vote books and overpayment, travelling and invoice orders registers • Submission of revenue and expenditure returns • Submission of estimates, and • Preparation of all accounting reports.
<p>Legal Services Unit</p>	<p>This Unit provides legal advice to the Ministry and represents the Permanent Secretary and the Minister in all legal matters.</p>
<p>Internal Audit Division</p>	<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>

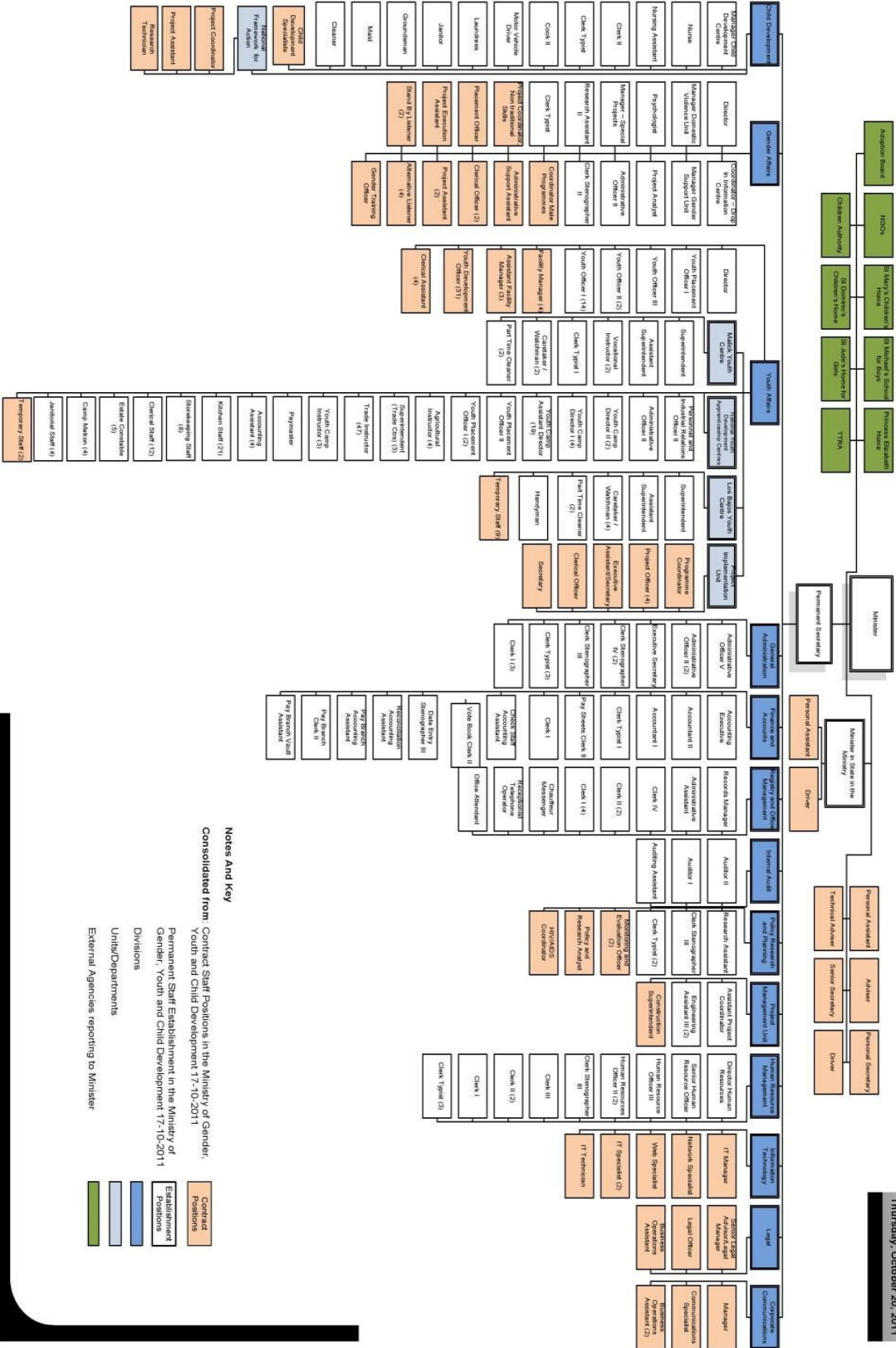


Figure 1 Organisational Chart of the MGYPD

Notes And Key

- Contract Staff Positions in the Ministry of Gender, Youth and Child Development 17-10-2011**
- Permanent Staff Establishment in the Ministry of Gender, Youth and Child Development 17-10-2011**

Divisions

- Establishment Positions
- Contract Positions

Units/Departments

- External Agencies reporting to Minister

3.1 SERVICES PROVIDED

The tables below present a summary of the Ministry's core services by Division/Unit.

3.1.1 GENDER AFFAIRS DIVISION (GAD)

Service Provided	Description
Gender Mainstreaming/Gender-Responsive Budgeting	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 to ninety-nine (99).
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 Programme for Women	The economic empowerment of single, female heads of household who do not have formal education, lack adequate 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 Hotline 800-SAVE (7283)	24-hour hotline services for victims of domestic violence.
Central Registry on Gender-based/Domestic Violence (CRDV)	The Central Registry on Domestic Violence will allow the Government of Trinidad and Tobago to present a more reliable and comprehensive view on the incidence of domestic violence in the country.

<p>Women’s City Centre</p>	<p>This programme will address issues affecting women, by improving their living conditions through the provision of essential public services.</p>
<p>National Commission for Women’s Empowerment and Gender Equity</p>	<p>The Commission will function as an advocate for greater levels of gender sensitivity and equity, through the identification of gender blind legislation, policies and practices.</p>
<p>Commemoration of International Observances</p> <ol style="list-style-type: none"> 1. International Women’s Day (IWD) 2. International Men’s Day (IMD) 3. International Day for the Elimination of Violence against Women (IDEVAW) 4. Human Rights Day 	<p>IWD is annually commemorated on March 8th to celebrate women’s achievements and to identify those challenging circumstances which need to be addressed.</p> <p>IMD is commemorated on November 19th. The objectives of IMD include a focus on men and boy’s health, improving gender relations, promoting gender equality, and highlighting positive male role models.</p> <p>The observance of International Day for the Elimination of Violence against Women is significant as it highlights the activism and advocacy efforts aimed at stemming the scourge of gender based violence with a view to advancing human rights.</p> <p>The UN General Assembly proclaimed 10 December as Human Rights Day in 1950, to bring to the attention ‘of the peoples of the world’ the Universal Declaration of Human Rights as the common standard of achievement for all peoples and all nations.</p>
<p>The Strengthening State Accountability and Community Action for Ending Gender-based Violence in Trinidad and Tobago Project</p>	<p>This project aims to end gender-based violence in Trinidad and Tobago through strengthened and responsive state civil society actions.</p>
<p>Institutional Strengthening of NGOs</p>	<p>This initiative aims to support the work of NGOs and CBOs in the promotion of gender equity and equality in the country; in increasing gender awareness amongst the population; and in providing support and services to the population. This is accomplished through workshops and one-off grants to assist them with their developmental activities.</p>

3.1.2 YOUTH AFFAIRS DIVISION (YAD)

Service Provided	Description
District Youth Services Programme	<p>The District Youth Services Programme is a decentralised Youth Programme that is delivered in nine (9) administrative districts in Trinidad: St. George West, St. George East, Caroni, St. Andrew/St. David, St. Patrick West, St. Patrick East, Victoria West, Victoria East and Nariva/Mayaro.</p> <p>Implemented by teams of Youth Officers, Youth Development Officers and Youth Development Assistants assigned to each of the administrative districts (catchment areas), the programme addresses the wide-ranging needs, issues and aspirations of young people 12 – 29 years. Examples of programme offerings include: Personal Development, Life Skills/Social Skills, Institutional Strengthening, Capacity Building/Training, Leadership Development, Group Management, Youth Exchanges, Seminars, Workshops, Entrepreneurial Training, Youth Health Caravans, School Eduvans, Peer Education Programmes and Youth Outreaches.</p>
Youth Facilities: <ol style="list-style-type: none"> 1. Bason Street 2. St. James 3. Malick 4. California 5. Los Bajos 6. Laventille 	<p>These are community-based youth development facilities, located in six (6) communities which target young people 12-29 years old in a non-residential programme and setting. Some of the programme offerings include Food Preparation, Bartending, Tourism Management, Art and Craft, Aerobics, Sport, Dance, Barbering, Martial Arts, Music Literacy and Production (Recording), Welding, Agriculture/Crop Production, etc. The facilities are also available for conferences, meetings and other programmes conducted by community youth</p>
Youth Empowerment Centres formerly Youth Development and Apprenticeship Centres (YDACs): <ol style="list-style-type: none"> 1. Persto Praesto 2. Chatham 	<p>The YDACs serve as a structured training programme and environment for boys between the ages of fourteen (14) and seventeen (17) years who have either dropped out of the formal education system, or who have come from socially disadvantaged circumstances. In addition to life skills, the trainees are exposed to instruction in various trades, remedial literacy and numeracy, physical recreation and extra-curricular activities. The two-year course of training leads to Level 1 National Examination Council certification. Trainees can also earn regional and national qualifications in their trade of choice.</p>
Youth Resource and Information Centre (YRIC)	<p>The Youth Resource and Information Centre is a unique, innovative, youth-friendly facility/space with computers, study areas, meeting/training rooms and comfortable areas for conversation/discourse. Located in four (4) Youth District Offices in St. George West (Woodbrook), Victoria East (Princes Town), St. Patrick West (Point Fortin) and Nariva/Mayaro (Rio Claro), the Centres serve as a comfortable, confidential and non-Judgemental youth spaces where young people, youth leaders and youth workers are provided with youth-related information and resources. Additionally, persons who utilise the service have access to computers for their personal and professional development and are provided with guidance, counselling, advice or referrals.</p>

Service Provided	Description
Adolescent Intervention Programme	<p>The Adolescent Intervention Programme is aimed at students who have completed the Secondary Entrance Assessment (SEA) Examination and are making the transition to secondary school. The Programme recognises that post-SEA students are required to manage two (2) sets of changes/transitions simultaneously – the adjustment from primary school to secondary school, and the adjustment from childhood to puberty/adolescence. Both of these transitions can pose challenges to the child who does not have the required knowledge, skills or attitudes to navigate these transitions.</p> <p>The Programme is therefore focused on helping students address issues such as self-esteem, peer pressure, teenage sexuality, stress/management, time management and respect for authority. The students are also introduced to the importance of having hobbies and becoming involved in groups. The students thus leave the programme better-equipped to negotiate secondary school life.</p>
National Youth Volunteerism Programme	<p>This programme aims to develop and nurture a sense of caring, giving and pride in young people through involvement in meaningful volunteer projects which contribute to development of self, community and nation.</p> <p>The programme is basically intended to revitalise the innate spirit of giving, altruism, community and national pride among young persons, advocate for the recognition of the work of youth volunteers, partner with relevant organisations to integrate volunteerism into development programmes, and mobilise an increasing number and diversity of youth volunteers in community building projects throughout the country.</p>
Youth Outreach Programmes	<p>The Youth Outreach Programmes facilitate the dissemination of information to the public about the work of the Ministry and more specifically the Youth Affairs Division, through face to face contact as well as through relevant leaflets, brochures, and posters. The National Youth Policy and the National Youth Directory are two key documents that are usually disseminated at the outreaches.</p>
Gatekeepers Programme	<p>Delivered by the Toco Foundation, this programme is a crime reduction and prevention intervention that addresses the problem of criminality amongst young males in specific distressed or at-risk communities. It takes a community-based approach to improving the lives of young men at risk of criminal activity by training the men in life skills and providing them with guidance on how to make positive contributions to their communities, thus making them “Keepers of the Gate” of their communities. The programme provides young men in the community with a productive “alternative to idleness, deviant behaviour, or criminal employment”. The programme also aims to help the Gatekeepers pursue their own entrepreneurial ideas and goals.</p>

3.1.3 POLICY, RESEARCH AND PLANNING UNIT (PRP)

Service Provided	Description
Policy Formulation	<ul style="list-style-type: none"> • Develop concepts/briefs for new policies • Draft new policies • Conduct/ assist in Stakeholder Consultations • Liaise with Divisions to oversee finalisation of developed policies • Finalize policy documents • Draft Cabinet notes for approval • Sensitise staff and stakeholders on approved policies • Coordinate and monitor policy implementation, measurement of impact, evaluation and analysis
Monitoring and Evaluation	<ul style="list-style-type: none"> • Measure the performance of MGYCD initiatives to ensure quality, efficiency, relevance, and effectiveness in keeping with national strategic objectives • Deliver basic M&E Training to staff • Train staff in the development and use of M&E tools • Facilitate staff in the establishment and implementing M&E systems for initiatives
Internal and External Reporting	<ul style="list-style-type: none"> • Prepare quarterly Performance/Achievement Reports based on submissions from Divisions/Units • Prepare periodic M&E reports • Prepare an Annual Performance/Achievement Report on the work of the MGYCD based on submissions from Divisions/Units • Develop a framework for monitoring and evaluating the Ministry's programmes, projects or activities
Subvention Management	<ul style="list-style-type: none"> • Establish a system to respond to subvention requests from Civil Society Organisations (CSOs) • Prepare guidelines and tools for assessing CSOs' use of subventions • Improve the efficiency of the subvention process, including CSO reporting and MGYCD disbursement of funds • Secure approval of guidelines • Sensitize staff on approved guidelines
Fostering a Culture of Research	<ul style="list-style-type: none"> • Enhance information through targeted research in key areas to inform public policy and develop concrete measures to address emerging issues related to gender, youth and child development • Conduct analysis of national statistics related to the situation of women and men, youth and children to identify emerging trends and promote awareness of issues on these trends • Compile and serve as repository of all Ministry research documents • Commission research through Memoranda of Understanding with academic institutions, the private sector, and through consultants

3.1.4 INTERDISCIPLINARY CHILD DEVELOPMENT CENTRE (ICDC)

Service Provided	Description
Interdisciplinary Child Development Centre (ICDC)	Provides early childhood care and education (ECCE) stimulation for 3-5 year olds daily.
Educational – ECCE Nursery Nutrition	Provides meals inclusive of breakfast, lunch and snacks for children.
Child Development	Provides a range of development services and early childhood stimulation for babies, toddlers and pre-schoolers.
Parenting	Provides a limited amount of workshop activities for parents as it relates to their children’s development.
Public/ Community Involvement & Collaboration	Facilitate wider public service involvement and community infoldment, such as volunteerism, working with University of the West Indies, University of Trinidad and Tobago and On-the-Job Training personnel in caring for children.

3.1.5 NATIONAL FAMILY SERVICES DIVISION (NFSD)

Service Provided	Description
Individual, Group, Couple’s, and Family Counselling	NFSD assists individuals, groups, couples and families through counselling, advice, information, advocacy and placement. Issues addressed mainly include: abuse, incest, domestic violence, marital problems, depression, grief reaction, parenting, drug abuse, life crises, behavioural issues, financial issues, social displacement and elderly abuse.
Placing a Child in Foster Care/ Becoming a Foster Care Provider	Foster Care is the temporary placement of children at risk with Foster Care Providers who provide a family environment, pending reunification with relatives, placement in long term care or adoption.
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 sensitisation of stakeholders

Service Provided	Description
	concerning parenting issues. Support includes counselling referrals and access to support groups.

4 PERFORMANCE ACCOMPLISHMENTS

The performance accomplishments of each Division/Unit are presented in the tables below.

4.1.1 GENDER AFFAIRS DIVISION (GAD)

Area	Accomplishments/Achievements
<p>Gender Mainstreaming/ Gender-Responsive Budgeting</p> <ol style="list-style-type: none"> 1. Gender on Your Agenda 2 2. Gender Sensitisation 3. Gender-Responsive Budgeting (GRB) 	<p>A series of lunch time lectures for staff of MGYCD and other Ministries in Towers C & D (held from January –June 2015). The series was meant to educate and sensitise staff on contemporary issues from a gender perspective, with the aim of helping them better understand their role in their respective Ministries.</p> <p>In March 2015, a one-day gender training session for the Women in Harmony Programme was conducted at the following Centres: St Augustine South Community Centre, Navet Community Centre, Petit Morne Community Centre, Platinite Village, and Warrenville Regional Complex.</p> <p>Barber Shop Initiative was launched in 2015 to sensitize men and boys about gender issues such as domestic violence and child abuse.</p> <p>August 2015: Workshop for Civil Society Groups in Proposal Writing and Budgeting, Networking and Entrepreneurial ship and Gender Sensitisation at the Malick and California Youth Facility.</p> <p>A meeting was held with Ministry of Finance in March 2015, to discuss progress on the GRB project and with the Ministry of Planning and Sustainable Development in May 2015, to discuss the way forward in institutionalising GRB in the country.</p>
<p>Food Preparation & Home Management Programme for Men and Boys</p>	<p>The programme cycle began on 8th December 2014 and ended on 30th January 2015. Eleven (11) programmes were conducted at the following centres: La Gloria Community Centre; New Village Community Centre; Pleasantville Community Centre; Gulf View Recreational Centre; Malabar Community Centre; North Eastern Community Centre; Arouca Community Centre; Fonrose Community Centre; Santa Cruz Intervention and Outreach Centre; Mafeking Community Centre; and La Seiva Community Centre.</p> <p>A total of two hundred and twenty (220) persons completed the programme.</p>

Area	Accomplishments/Achievements
<p>Defining Masculine Excellence Programme</p>	<p>Six (6) public awareness programmes aired on ISAAC 98.1 FM, entitled “Men Talk”, from the period February to July 2015.</p>
<p>Women in Harmony Programme</p>	<p>Sessions were held at six (6) centres. Classes commenced at three (3) of those centres on December 8, 2014:</p> <ul style="list-style-type: none"> • Warrenville Regional Complex (Agriculture/Landscaping) • Petit Morne Community Centre (Elderly Care), and • St. Augustine South Community Centre (Elderly Care) <p>Classes commenced at Navet Community Centre (Agriculture/Landscaping) on December 15, 2014. At Malick Youth Facility (Elderly Care), sessions started on January 26, 2015. Classes began at Platinite Village (Agriculture/Landscaping) on February 2, 2015.</p> <p>A total of one hundred and thirty-three (133) participants received certificates upon their successful completion of the programme and each class had a closing ceremony at the end of the programme.</p>
<p>Non-Traditional Skills Training Programme for Women</p>	<p>Impact assessment for the last four cycles of the programme was initiated. Data collection was completed in August 2015 and initial meetings held with PRP Unit to begin crafting the methodology to conduct the assessment.</p>
<p>National Domestic Violence Unit</p>	<p>Manager of the Unit appointed (June 2015). Two consultations, in collaboration with PAHO, were held in Trinidad and Tobago to develop a Communication Strategy to end Domestic Violence against Women and Children (August 2015).</p>
<p>Central Registry on Gender-Based/Domestic Violence (CRDV)</p>	<p>Procurement of the services of Client Track Solutions to develop the software for the Central registry (January 2015). Complete Action Plan and Inter-agency Sharing Data Protocol and confidentiality clause developed. IT system to facilitate the CRDV created. Technical Co-ordinating Committee drafted computer usage agreement.</p>
<p>Women’s City Centre</p>	<p>A delegation attended a study tour to El Salvador in February 2015 to review the <i>Ciudad Mujer</i> (Women’s City) model. Initial sign-off on the Loan Approval Calendar was approved with the assumption that a site/s will be decided within the first quarter 2015. A decision was made in the third quarter 2015, which resulted in a review of the Loan Approval Calendar.</p>

Area	Accomplishments/Achievements
	<p>The first sub-committee meeting held in September 22nd, 2015 for all sub-committee members. The Design Modules were presented and reviewed.</p> <p>The Design for Impact Evaluation and the Monitoring and Evaluation Framework is currently in progress.</p> <p>Discussions underway to secure sites in North and South Trinidad.</p>
<p>National Commission for Women's Empowerment and Gender Equity</p>	<p>A Cabinet Note, Executive Summary, Report on the Consultation and the Policy Proposal was submitted to Cabinet in February 2015.</p>
<p>Obligations under International Agreements</p> <ol style="list-style-type: none"> 1. Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) 2. Inter-American Convention on the Prevention, Punishment and Eradication of Violence against Women (Belém do Pará Convention)/Follow-up Mechanism to the Belém do Pará Convention (MESECVI) 	<p>Trinidad and Tobago's outstanding combined 4th-7th Periodic Report submitted to the United Nations CEDAW committee in January 2015.</p> <p>The final version of Trinidad and Tobago's MESCVI report was completed, in collaboration with the International Law and Human Rights Unit, Ministry of the Attorney General, March 2015. The Report was sent to the Ministry of Foreign Affairs for submission to the MESECVI Secretariat.</p>
<p>Commemoration of International Observances</p> <ol style="list-style-type: none"> 1. International Women's Day 2. International Men's Day 3. International Day for the Elimination of 	<p>Annual 5K Walk/Run held (Queen's Park Savannah, P.O.S).</p> <p>Public lecture held at Chancellor Hotel, entitled "Working Together for Men and Boys" on November 19, 2014.</p>

Area	Accomplishments/Achievements
<p>Violence Against Women (IDEVAW)</p> <p>4. Human Rights Day</p>	<p>All-day Information fair held on the Brian Lara Promenade on November 25, 2014 to showcase services/agencies for women and girls who are victims of violence.</p> <p>“Gender & Human Rights” Booklet developed in collaboration with the Ministry of the Attorney General, published and distributed to Government Ministries and the public.</p>
<p>Strengthening State Accountability and Community Action for Ending Gender-based Violence in Trinidad and Tobago Project</p>	<p>Two consultations were held at Tunapuna Community Centre and Lowlands Tobago Community Centre (June 2015). Focus group with Medical Practitioners (June 2015). Key stakeholders interview (July 2015). Consultants submitted draft National Strategic Action Plan on Gender-based violence for comments (August 2015). Final National Strategic Action Plan and final Project Report were submitted (September).</p>
<p>Institutional Strengthening of NGOs/Small Grants Committee</p>	<p>The total number of grants awarded for the period was two hundred and seventeen (217), in the sum of \$1,268,749.20. The breakdown by core Division is as follows:</p> <ul style="list-style-type: none"> • Eighteen (18) grants were awarded for initiatives related to gender, in the amount of \$114,650. • One hundred and four (104) grants were awarded for initiatives related to youth, in the amount of \$706,799.20. • Ninety-five (95) grants were awarded for initiatives related to child development, in the amount of \$447,300. <p><i>See details in Appendix III.</i></p>

4.1.2 YOUTH AFFAIRS DIVISION (YAD)

Area	Accomplishments/Achievements
District Youth Services Programme	<p>Young people, youth leaders and youth workers continue to benefit from the range of Youth Programmes and Services of the District Youth Services Programme.</p> <ul style="list-style-type: none"> • South officers held School Eduvans at Rio Claro Secondary, NESG, MIC GUL, Vessigny and Fyzabad Secondary School, Moruga Secondary, Cowen Hamilton Secondary, Providence Girls' Secondary, Ste. Madeleine Secondary and Debe Secondary. • North offices held School Eduvans at Malabar Secondary, Manzanilla Secondary, Cunupia High, Baratavia North Secondary, Tunapuna Secondary and El Dorado West Secondary. <p>Other projects throughout the North and South Districts targeting young people included: pre-Carnival Sensitisation Programmes, Personal Development Workshops, Anti-Bullying Workshops, Dining Etiquette Workshops, Self and Sexuality Workshops, Self-Awareness Workshops, Environmental Preservation Workshops, Alternative Careers Workshops, Youth and the Elderly "Bridging the Gap" Project, Educational Treasure Hunt, HIV and AIDS Awareness Workshops, Carnival Outreaches, and Transparency Education Workshops.</p>
Youth Facilities	<ul style="list-style-type: none"> • The facilities offered programmes in dance, sporting activities, aerobics, youth group activities, cosmetology, Welding, Agriculture/Crop Production, Rigging and Banksman ship, hospitality, computer technology, music, skills training, Defining Masculine Excellence, and parenting programmes, as well as after-school homework support. • The staff of the facilities, in collaboration with the Youth Officers, Youth Development Officers and Assistants continued to provide technical services to Voluntary Youth Leaders and Youth Workers in the catchment area to enable them to manage their youth groups more effectively and to put them in touch with information and resources on youth development work nationally, regionally and internationally. • The Facilities continued to be utilised for Youth Group Meetings, Training Programmes, Seminars, Workshops, as well as for other Youth and Community Events e.g.: sport days, sporting competitions, vacation camps, youth health outreaches, and regional and international annual observances such as International Youth Day, World AIDS Day, and International Volunteer Day. The Facilities were also used for graduations, community award functions, weddings and religious activities. • Partnership arrangements were initiated with YTEPP Ltd., the University of Trinidad and Tobago (UTT), and the Trinidad and Tobago Hospitality Institute (TTHI) to expand the programme offerings at select facilities. • The Gender Affairs Division continued to provide Gender Sensitisation and Education Programmes as well as programmes for men, such as the Defining Masculine Excellence Programme. • Guidance, Counselling and Support continued to be available to the young people who utilise the facilities. More complex matters were referred to the National Family Services Division. • Parenting Programmes, particularly for young parents, were also offered.

Area	Accomplishments/Achievements
Youth Empowerment Centres formerly Youth Development and Apprenticeship Centres (YDACs)	<ul style="list-style-type: none"> • Twenty-three (23) young men from Chatham and thirty (30) young men from Persto Praesto are currently enrolled in the programme. • Vocational classes were offered for the period 2014-2015. Also offered were remedial classes and some extracurricular activities, field trips etc. • An MOU was developed with UTT to support the transformation of Youth Development and Apprenticeship Centres to Youth Empowerment Centres (YECs). • A Vacation Enrichment Programme, coordinated by UTT, was held during the months of July/August 2015. • Trainees have completed their validation exercises and are currently involved in On-the-Job Training (OJT). They are due to graduate from the Programme in January 2016.
Youth Resource and Information Centre (YRIC)	<ul style="list-style-type: none"> • Approximately two hundred (200) persons participated in the information displays and cultural activities in observance of national holidays (Christmas , Carnival, Easter, Indian Arrival Day, Spiritual Shouter Baptist Liberation Day, Corpus Christi, Labour Day, Emancipation Day, Independence Day, Republic Day, Eid-ul-Fitr and Divali) at the YRIC in Rio Claro. • Three hundred (300) persons (young people, youth leaders, youth workers, students) visited the Nariva/Mayaro YRIC. • One hundred (100) persons visited the St. George West YRIC. The St. George West YRIC also facilitated: <ul style="list-style-type: none"> i) A lecture discussion by a US-based Professional who works with at-risk and incarcerated youth ii) A Focus Group Youth Session, coordinated by the HIV and AIDS Coordinating Unit (HACU) of the Ministry of Health iii) An educational programme in observance of World AIDS Day (December 1) • One hundred and fifty (150) persons visited the St. Patrick West YRIC. • One hundred and twenty (120) persons visited the Victoria East YRIC. <p>All Centres also provided assistance to form five students with their SBA assignments and form six students with their IA assignments.</p>

Area	Accomplishments/Achievements
Adolescent Intervention Programme	<p>The Adolescent Intervention Program was implemented in the following schools in south: Penal Government Primary, Siparia Union Presbyterian, St. Christopher Anglican, Dayanand Memorial Vedic Primary School, Pepper Village, Enterprise Government Primary, South Oropouche RC, Basseterre RC, Fifth Company Baptist, Kanhai Presbyterian, St. Stephen's Anglican, Princes Town Methodist, Ortoire RC, Santa Rita RC, Ecclesville Presbyterian Primary School, Point Fortin AC Primary, Point Fortin RC Primary, A.S.J.A. Primary, Fanny Village Government Primary, Coffee Boys' Anglican School, and Anstey Memorial Girls Anglican School.</p> <p>In the North Districts, programmes were held at the following schools: Madras Government Primary, Orange Valley Government Primary, Chaguanas RC Primary, Edinburgh 500 Primary, Matura Primary, Cumana RC Primary, Cumana AC Primary, Rampanalgas RC Primary, Mt. Lambert RC Primary, Nelson Street Girls' RC Primary, Escallier AC Primary, Belmont Boys Government Primary, Petit Valley Girls' RC Primary, Crystal Stream Government Primary, Carenage Girls Government Primary, La Seiva Government Primary, Maloney Government, La Horquetta North Government, Dinsley/Trincity Government, St. Barbara Spiritual Baptist, St. Joseph Government, Tunapuna Anglican, Santa Rosa RC, Blanchisseuse Government, La Fillette RC, and Las Cuevas Government.</p>
National Youth Volunteerism Programme	<p>Given the challenges during the early part of the fiscal period (<i>see section 4.4.</i>), the months following were used to build ties with new organisations. Agreements akin to Memoranda of Understandings (MOUs) were established with the following agencies to implement projects in fiscal 2016: Insect Vector Control/Ministry of Health; Former Ministry of Food Production; Regional Corporations; Office of Disaster Preparedness and Management (ODPM); and Habitat for Humanity. Accomplishments in planning activities with each agency are described below.</p> <p><i>Insect Vector Control</i></p> <ul style="list-style-type: none"> • Volunteers will be trained to visit communities and sensitise citizens on protecting themselves from mosquito-borne diseases. <p><i>Ministry of Food Production</i></p> <ul style="list-style-type: none"> • Volunteers will be trained in the implementation of a grow box scheme, and assigned to children's residences throughout the country. Their role will be to assist the residents of the homes in setting up their own grow box, which will provide the home with food resources, as well as constructively engage the residents. <p><i>Regional Corporations</i></p> <ul style="list-style-type: none"> • Numerous clean up campaigns on beaches and other abandoned sites were decided. <p><i>ODPM</i></p> <ul style="list-style-type: none"> • A training programme will be established that will equip volunteers in each Regional Corporation to manage disaster shelters in respective areas. A total of one hundred and fifty (150) volunteers will be trained.
Gatekeepers Programme	<p>Covigne Road and Santa Cruz Gatekeepers</p> <ol style="list-style-type: none"> 1. <i>Capacity-building and Institutional Strengthening:</i> <ul style="list-style-type: none"> • Two day training workshop on Proposal Writing held October 2014. Twenty-five (25) gatekeepers participated in the workshop.

Area	Accomplishments/Achievements
	<ul style="list-style-type: none"> • Covigne Road hosted its second segment of the Food Preparation course for boys and men. Graduation occurred in October 2014. • The YTEPP course in Building Electrical Assistant (BEA) began in October 2014 at the Santa Cruz centre. • A four-week advanced Media Skills course was offered by the Santa Cruz gatekeepers in October 2014. Fifteen (15) persons participated in the course. • The Fine Dining and Home Management course for men and boys was offered by the Santa Cruz gatekeepers over a four-week period in December 2014 to January 2015. A total of ten (10) sessions were held, and thirteen (13) persons participated. <p>2. <i>Sports and Recreation:</i></p> <ul style="list-style-type: none"> • The Santa Cruz gatekeepers organised the final competition of their fourth football tournament In November 2014 at the Brian Lara Recreation Ground. Separate competitions were held on the same day for two (2) age groups – under-16 and under-12. Seventy-one (71) players participated. • In October 2014, the Covigne Road gatekeepers held chapter two of an All fours Tournament, in partnership with a community group, Sapphire. The tournament was held at the outreach centre in Covigne Road, with a total of ten (10) teams registering, for a total of twenty (20) participants. <p>3. <i>Community Engagement and Outreach:</i></p> <ul style="list-style-type: none"> • The Covigne Road Improvement Centre (CRIC) was launched in December 2014. A Health fair and Fun Day for children were two of the components included in the launch, with fifty (50) persons screened for diabetes and cholesterol. A Christmas Fun session was also held for children, supported by the COP office for Diego Martin. Seventy (70) children were present. • The Santa Cruz gatekeepers held a men’s forum on “The Role of Men in a Community” in October 2014, with twelve (12) men in attendance. • The International Day of Charity 2014 was commemorated by delivering hampers to persons in need in the community. Ten (10) hampers were distributed with the assistance of Lions Club of Port of Spain and Republic Bank Limited. • The annual Christmas Fun Day was held in 2014 by the Covigne Road gatekeepers. Two hundred and fifty (25) gifts were distributed to children under 13 years in one hundred (100) households in the community. • Covigne Road gatekeepers assisted with the World Mental Health Day seminar held in Port of Spain by the Ministry of Health and North West Regional Health Authority in October 2014.
	<p>Carapo and Marabella Gatekeepers</p> <p>1. <i>Community Engagement and Outreach:</i></p> <ul style="list-style-type: none"> • Mapping exercises were done in Carapo and Bayshore, Marabella, leading to the creation of a map identifying resources within the area of Bayshore. This was done in January through June 2015. • A Community Needs Assessment Survey was developed and carried out in Carapo in early 2015. Nineteen (19) gatekeepers were trained in administering the survey, and one hundred and eighty (180) community members were interviewed.

Area	Accomplishments/Achievements
	<ul style="list-style-type: none"> • Gatekeepers from Carapo managed an information booth at the Career and Health Market at the Carapo Community Facility, June 2015. • The Carapo gatekeepers hosted their first Peace March and Community Cook Out in March 2015 in response to the increase in violence in the community during the past year. All three (3) communities within Carapo were passed during the march. The nineteen (19) gatekeepers participated in the march, with a total of forty (40) persons participating. The cookout was attended by fifty-five (55) persons. • The Carapo gatekeepers ran a programme to engage students of the Carapo RC Primary School who wrote SEA exams. The programme ran for seven weeks, and had gardening and sporting components. The goal was to engage fifty (5) students between the ages of 11 and 14 years. a field trip to the Toco Foundation headquarters was also organised. • A Men’s Forum session was hosted by the New Millennium Knights in Point Fortin. Six (60 gatekeepers and two (2) men from the Bayshore community participated. <p>2. <i>Sports and Recreation:</i></p> <ul style="list-style-type: none"> • A one-day cycling competition was held in Bayshore, April 2015. Twenty-six (26) children between the ages of five and twelve years participated. An estimated seventy-five (75) persons from the community came out to support the competition. • A one-day community football tournament was held in April 2015. Eight (8) teams from the community participated, including forty-six (46) men. An estimated one hundred (100) persons from the community came out to support the competition. • A one-day basketball tournament was held at Bayshore in April 2015. Two (2) tournaments were held – one for children, and one for adults. Seven (7) teams from the community participated, comprising thirty-six (36) persons. An estimated seventy-five (75) persons from the community came out to support the event. <p>3. <i>Social Service Delivery:</i></p> <ul style="list-style-type: none"> • The Marabella gatekeepers provided assistance to families by providing clothing and securing donations from the community. They also assisted persons with minor home repairs and in completing application forms to the Ministry of Housing for assistance in home repairs. • The Marabella gatekeepers assisted those parents who were enrolling children in primary school for the first time. <p>4. <i>Training and Capacity-Building:</i></p> <ul style="list-style-type: none"> • Two (2) one-day training workshops were held in Bayshore on the issues of HIV and drug use. • Two (2) one-day sessions were held on Report Writing. Twelve (12) gatekeepers and three (3) men from the community participated. • A sensitisation session was held in Marabella, where sixteen (16) persons from the community participated. Nine (9) business owners engaged in the project by serving as mentors.
National Youth Awards	<p>The Ministry continues to recognise and award the contribution of our young people through this prestigious award programme. The ceremony was held on August 12, 2015, on International Youth Day, at Queen’s Hall, Port of Spain. The theme for the 20th National Youth Awards was “Portraits of Excellence”. There were categories in both the 12-17 and 18-29 age groups, with a total of one hundred and ninety-two (192) nominations received.</p>

Area	Accomplishments/Achievements
Refurbishment of the Basilon Street Youth Facility	Completed (<i>see details on page 46</i>)
Refurbishment of the California Youth Facility	Completed (<i>see details on page 46</i>)
Refurbishment and Upgrade of the Los Bajos Youth Facility	Completed (<i>see details on page 46</i>)

4.1.3 POLICY, RESEARCH AND PLANNING UNIT (PRP)

Area	Accomplishments/Achievements
POLICY FORMULATION	
National Parenting Policy	Draft Policy developed. Government accepted that the draft National Parenting Policy be laid as a Green Paper in Parliament at its next sitting, for the purposes of wider national public consultation.
Youth Empowerment Pilot Project (YEPP)	Project document developed in collaboration with UNDP. Government accepted project proposal to roll out YEPP in two communities: St Mary's Village, Moruga and Valencia, subject to the availability of funds.
Grandparents as Parents Pilot Programme (GPPP)	Project proposal developed. Government agreed to implementation of programme over twelve (12) months in twelve (12) communities.
CHILD DEVELOPMENT	
Vacation Camps	Completed Vacation Camp Manual and staff training for both camps.
Support to Children's Homes	Updated the licencing criteria supplied by the Children's Authority for the Children's Homes. Completed staff training in care-planning, policy development, programme development and the management requirement of a Rehabilitation Centre.
Guidelines for Child-Friendly Spaces	Developed a draft concept paper.
Child Rights (UN CRC) Campaign	Child rights sessions, educating children on the United Nations Convention on the Rights of the Child, were executed in 31 schools and 2 community residences.
The "Break the Silence" (BTS) Child Protection Campaign	The "Break the Silence" campaign against child sexual abuse took place in 31 schools and 2 community residences. This also included a BTS wall painting initiative to send messages to community members.

Area	Accomplishments/Achievements
National Children's Forum	Plans to have a National Children's Forum on Child Rights were approved for the new financial year.
The "Children Who Inspire" Publication	Child interviews were completed and documented in preparation for the publication in commemoration of Universal Children's Day.
National Child Policy	This draft policy proposal has been designed to consist of the following components: A. Nursery Policy, B. Children in Alternative Care, C. Guidelines for Children with Disabilities, D. Early Childhood Development, and E. Vacation Camp Guidelines. An Inter-ministerial committee was also established.
National Strategic Plan for Child Development (NSPCD) 2012- 2016	A proposal was developed to review the previous NSPCD.
National Guidelines for Children in Disaster and Emergency Situations	Awaiting document submission by the consultant.
National Children's Registry	Re-established an inter-ministerial committee, and a legal frame work committee. Completed data matching trials. Completed design phase. Legal review of submitted documents completed. RFP for build stage developed.
Formulation of Camp Guidelines – National Camps	Developed draft guidelines.
Autistic Support Centre of Trinidad and Tobago	Developed a programme for the centre. Draft design also prepared
Nursery Regulations	Re-established an inter-ministerial committee. Developed draft nursery regulations. Collaborated with the Children's Authority to finalise the regulations. Regulations approved by Cabinet. Regulations sent to the Office of the Attorney General for further action.

Area	Accomplishments/Achievements
Obligations under International Agreements	
1. UN Resolution on Child, Early and Forced Marriages	A summary document on the situation of child and early and forced marriages in Trinidad and Tobago was prepared, and outcome documents were sent to the Ministry of Foreign and CARICOM Affairs.
2. The 70 th UN General Assembly	Information on the Ministry's child-related initiatives, policies, and programmes was compiled and submitted into the briefing document for the 70th United Nations General Assembly.
3. UN Resolution on Rights of the Child: Towards a Better Investment in the Rights of the Child	The resolution was reviewed; comments and recommendations were provided accordingly.
4. CARICOM Regional Framework of Action for Children (RFAC) 2002-2015	Trinidad and Tobago's child-related programmes, policies, and initiatives were provided to satisfy all the benchmarks within the 5 major themes: Early Childhood Development; Protection; Health; Education; and Climate Change. The CARICOM system was updated to reflect Trinidad and Tobago's progress.
5. Inter-American Children's Institute (IIN) Action Plan 2015-2019	The Action Plan was reviewed; comments and recommendations were provided accordingly.

Area	Accomplishments/Achievements
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MONITORING AND EVALUATION

<p>External Reporting: <i>Coordination of reports to various external agencies, including other Government ministries, and the Office of the Prime Minister, and review reports from statutory bodies and MGYCD-affiliated organisations</i></p>	<p>National Performance Framework (NPF) Report to the Ministry of Planning and Sustainable Development.</p> <p>Social Sector Investment Programme (SSIP) Report for the Ministry of the People and Social Development.</p> <p>Collaborative coordination of data collection for Administrative Report 2013-2014 and Administrative Report 2014-2015.</p> <p>Collation of PRP data for MGYCD Report on Freedom of Information Act.</p> <p>Children’s Authority Reporting</p> <ul style="list-style-type: none"> • Prepared response to “Report on First Six Weeks of Operations”. • Engaged in collaborative review of CA 1st Report and collaborative generation of a strategy for developing a template for MGYCD responses. <p>Ministry of Finance Annual Report</p> <ul style="list-style-type: none"> • Prepared comprehensive report on the MGYCD’s Major Achievements and Policy Implementation Progress for Fiscal Years 2010-2015, and proposed Policy Initiatives for Fiscal Year 2015-2016.
<p>Internal Committee Representation: <i>Technical input on various internal committees to guide the planning and or implementation of MGYCD initiatives</i></p>	<p>MGYCD One-Off Grants Committee for Community Residences</p> <ul style="list-style-type: none"> • Application criteria reviewed, applications assessed and grant recommendations made. <p>MGYCD YDAC Modernisation Committee</p> <ul style="list-style-type: none"> • Liaised with UTT on the Committee to conduct site visits & generating briefs on the visits. <p>National Parenting Programme Planning Committee</p> <ul style="list-style-type: none"> • Provided support in the technical review of the M&E of Phase I of the National Parenting Programme. • Provided M&E guidance and technical input for planning of second phase of National Parenting Programme. <p>Committee on Critical Incidents</p> <ul style="list-style-type: none"> • Developed and coordinated internal pilot of a framework to guide GoRTT response to critical incidents. <p>Knowledge Management Committee</p> <ul style="list-style-type: none"> • Collaborated to develop the draft concept note, action plan and evaluation strategy. • Coordinated the establishment of the PRP Library on the Intranet as the foundation for document management through SharePoint. • Oversaw the internal pilot testing of the Library.

Area	Accomplishments/Achievements
<p>External Committee Representation: <i>Representation of the MGYCD on various external committees to guide the planning and/or implementation of external or collaborative initiatives</i></p>	<p>UWI Geography Projects – The "School Dropout" Multi Stakeholder Advisory Committee</p> <ul style="list-style-type: none"> • Liaised with UWI and PRP on the utilisation of UWI data in the MGYCD YECC project. • Facilitated the request for MGYCD grant support to research project. <p>Ministry of the People and Social Development – Inter-Ministerial Committee on Subventions and Grants</p> <ul style="list-style-type: none"> • Made recommendations on the way forward to improving relations and information sharing between Ministries. • Recommended using a comparative framework to facilitate the understanding of subvention/grant related processes across Ministries.
<p>Contract Management: <i>Provided technical input to improve monitoring of MGYCD MOUs and contracts, assessed Service Provider/Special Envoy deliverables, and made recommendations for payment</i></p>	<p>Special Envoys & Consultants</p> <ul style="list-style-type: none"> • Monitoring and review of contracts and deliverables for Special Envoys Hazel Brown and Brenda Gopeesingh. • Monitoring review of contracts and deliverables for consultants engaged to do work at St Michael’s Home for Boys and St Jude’s Home for Girls to improve monitoring of agreements and make recommendations for improvement. <p>Service Providers <i>Network of NGOS - Girlpower Project</i></p> <ul style="list-style-type: none"> • Reviewed project documents and determined reporting requirements in collaboration with GAD and Network of NGOs. • Reviewed the project status reports and contributed recommendations regarding payments and project monitoring. <p><i>Families in Action for Management of 800-SAVE</i></p> <ul style="list-style-type: none"> • Developed an M&E Framework for the management of the 2014-2017 contract - including mechanisms for service quality assurance. • Conducted sessions with FIA / 800-SAVE to build a quality assurance strategy for hotline services. • Conducted a rubric development training session with hotline staff. • Discussed and reviewed listener evaluation rubric with GAD and FIA. • Conducted pre assessment site visit to hotline.
<p>M&E Technical Inputs & Support for MGYCD Programmes</p>	<p>National Parenting Programme</p> <ul style="list-style-type: none"> • Development of M&E tools and instruments utilised by National Family Service Provider and Service Providers delivering workshops. • Trained M&E Team and Parenting Unit to train Service Providers to use data collection/monitoring Forms and Templates. <p>Gatekeepers</p> <ul style="list-style-type: none"> • Developed an Evaluation plan and tools for evaluating Gatekeepers Programme, Diego Martin and Santa Cruz. • Coordinated evaluation activities including data collection through site visits, community surveys, interviews, and focus groups. <p>Vacation Camps 2015</p> <ul style="list-style-type: none"> • Development of monitoring and evaluation forms and systems including instruments for monitoring Camp staff and coordinators, and for receiving summative feedback from Camp attendees. • Coordinating daily monitoring of camps.

Area	Accomplishments/Achievements
	<p>National Children's Registry (NCR)</p> <ul style="list-style-type: none"> Developed draft outcome indicators against which the effectiveness/success of the NCR can be measured. This framework provides guidance for a baseline study that should be conducted prior to the implementation of the NCR. <p>Non-Traditional Skills Training Programme for Women</p> <ul style="list-style-type: none"> Instruments developed for six-month follow-up on programme participants and for administration to programme dropouts. Facilitated the development of draft Evaluation Questions in collaboration with GAD. Guided preliminary desk review to collate information on programme participants. <p>MGYCD Events</p> <ul style="list-style-type: none"> Back to School Treat for children of the Community Residences. Instrument developed for gathering feedback from children and caregivers in attendance. <p>Kids in Concert</p> <ul style="list-style-type: none"> Instrument developed for gathering feedback from viewers (guidance provided to researcher to conduct data analysis). <p>Impact Assessments</p> <ul style="list-style-type: none"> Drafted Evaluation Plan outline for Women in Harmony / DME Impact Assessment. Conducted meetings with GAD to develop draft evaluation questions for WIH.
<p>Data Collection/Research</p>	<p>Developed and implemented a Ministry-wide survey to pilot intranet capabilities.</p> <p>Provided technical input into the preparation compilation of PRP 2015/2016 budget proposals.</p> <p>Supported the development of the project proposals for the 2015-2016 impact assessment of MGYCD programmes.</p> <p>Drafted a response to Cabinet Minute 1905, outlining proposal for the Establishment of M&E Support Officers in the MGYCD.</p>
<p>Institutionalisation of M&E in the MGYCD</p>	<p>Development of Monthly Reporting System</p> <ul style="list-style-type: none"> The M&E team developed a system for monthly reporting on MGYCD Initiatives to: ensure real-time access by the Executive to a repository of vital information on MGYCD activities and performance; encourage timely reporting habits on an organisational level; facilitate the efficient generation of external reports, such as the Social Sector Investment Programme (SSIP) and National Performance Framework (NPF). <p>State Homes Reporting</p> <ul style="list-style-type: none"> Collaborated on creation of a monthly reporting form for state homes; PS approval received.

4.1.3.1 MONITORING AND EVALUATION

A. REVAMPING OF CIVIL SOCIETY ORGANISATION (CSO) REPORTING AND SUBVENTION DISBURSEMENT PROCESSES

The Monitoring and Evaluation team has the responsibility for monitoring the work of the 27-odd NGOs, youth organisations, community groups and other CSOs that receive subventions from the MGYCD. This work includes review of the performance and expenditure reports submitted by the CSOs in order to make recommendations for payment.

In Fiscal Year 2014-2015, new reporting requirements were implemented for all CSOs in receipt of MGYCD subventions. All these organisations are now required use the Results-Based Quarterly Templates designed in fiscal 2013-2014 and documented in that year's Administrative Report. The majority of organisations receiving subventions benefitted from some form of basic M&E training over the course of the year, and all were sensitised to the use of the reporting templates. Additional coaching sessions were held during Quarter I, 2014-2015 to further facilitate higher quality quarterly reporting. These quarterly reports served the basis for payment recommendations.

Under the revamped subvention process:

1. The Ministry will disburse quarterly subventions within the first month of each quarter to all organisations in good standing.
2. Each organisation in receipt of a subvention will be required, on a quarterly basis, to:
 - a. Submit a report on their use of funds using the Ministry's Quarterly Reporting Template.
 - b. Submit the following supporting documents:
 - i. Letter requesting the release of the next quarter's payment
 - ii. Statement of Projected and Actual Revenue & Expenditure for the past quarter
 - iii. Statement of Projected Revenue & Expenditure for the upcoming quarter
 - iv. Annual Organisational Work plan or Strategic Plan (*to be submitted once annually*)

As long as an organisation's submissions meet all the criteria for approval, the organisation should expect to receive the following quarter's payment within the first month of that quarter. Where the report and/or supporting materials for a given quarter's payment are not received by the Ministry by the dates indicated above, the organisation runs the risk of payments being suspended.

The changes to the reporting and subvention process produced positive results. No undue arrears accumulated for fiscal 2014-2015; any subventions that were unpaid were due to reporting lapses on the part of the CSOs. Additionally, all CSOs who complied with the reporting requirements received their full subventions.

The following table lists the value of the annual subventions and the amount disbursed for fiscal year 2015. In some cases, due to failure to meet reporting requirements, some CSOs were not eligible to receive their full annual subventions.

	Organisation	Subvention Allocated 2015	Amount Paid	Remaining Subvention to be paid
GENDER AFFAIRS	Network of Non-Governmental Organisations of Trinidad and Tobago for the Advancement of Women	\$200,000.00	\$200,000.00	\$0.00
	New Life Ministries for the Establishment and Administration of a Treatment and Rehabilitation Centre	\$900,000.00	\$900,000.00	\$0.00
	Women Working for Social Progress	\$150,000.00	\$75,000.00	\$75,000.00
	Child Welfare League	\$593,584.00	\$593,584.00	\$0.00
	Child Welfare League (management of) Adolescent Mothers Programme	\$1,165,447.00	\$1,165,447.00	\$0.00
	ChildLine	\$1,734,196.00	\$1,734,196.00	\$0.00
	ChildLine (Outreach in rural and depressed areas)	\$252,500.00	\$252,500.00	\$0.00
		\$4,995,727.00	\$4,920,727.00	\$75,000.00

	Organisation	Subvention Allocated 2015	Amount Paid	Remaining Subvention to be paid
YOUTH AFFAIRS DEVELOPMENT	Girl Guides Association of Trinidad and Tobago	\$84,000.00	\$63,000.00	\$21,000.00
	Young Men's Christian Association(from Youth Affairs)	\$192,000.00	\$96,000.00	\$96,000.00
	President's Award of Trinidad and Tobago	\$60,000.00	\$45,000.00	\$15,000.00
	Trinidad Youth Council	\$100,000.00	\$50,000.00	\$50,000.00
	Heroes Foundation	\$420,000.00	\$420,000.00	\$0.00
	Scouts Association	\$126,000.00	\$63,000.00	\$63,000.00
		\$982,000.00	\$737,000.00	\$245,000.00
CHIL DEVELOPMENT	Credo Foundation For Justice (Sophia House)	\$400,000.00	\$400,000.00	\$0.00
	Credo Drop-in Centre for Socially Displaced Boys	\$500,000.00	\$500,000.00	\$0.00
	Credo Aylward House	\$200,000.00	\$200,000.00	\$0.00
	Trinidad and Tobago Nursery Association	\$32,920.00	\$24,690.00	\$8,230.00
	Rainbow Rescue A Haven of Hope	\$242,252.00	\$242,252.00	\$0.00
	Islamic Home for Children Inc.	\$40,000.00	\$40,000.00	\$0.00
	Ferndean's Place Children's Home	\$180,000.00	\$180,000.00	\$0.00
	Jayalakshmi Children's Home	\$60,000.00	\$60,000.00	\$0.00
	The Cyril Ross Nursery	\$200,000.00	\$200,000.00	\$0.00
	Hope Centre	\$180,000.00	\$180,000.00	\$0.00
	Mothers' Union Children's Home	\$180,000.00	\$180,000.00	\$0.00
	Casa de Corazon	\$270,099.00	\$270,099.00	\$0.00
	Bridge of Hope	\$281,640.00	\$281,640.00	\$0.00
		\$2,766,911.00	\$2,758,681.00	\$8,230.00
	St. Michael's School for Boys	\$10,100,000.00	\$11,653,250.00	-\$1,553,250.00
	St. Jude's School for Girls	\$8,547,000.00	\$8,745,750.00	-\$198,750.00
	St. Mary's Children's Home	\$13,420,800.00	\$15,420,800.00	-\$2,000,000.00
St Dominic's Children's Home	\$13,644,000.00	\$16,804,000.00	-\$3,160,000.00	
	\$45,711,800.00	\$52,623,800.00	-\$6,912,000.00	

B. ESTABLISHING A REPORTING FRAMEWORK FOR CSOS

The aforementioned upgrade of the reporting and payment process represents only one aspect of an overall intervention to improve the subvention management system. Another critical element was the project "Establishing a Reporting Framework for CSOs" (also known as the CSO Project) which was implemented in fiscal year 2013-2014. This project was a direct response to the MGYCD's recognition that there was no standardised Reporting Framework to monitor and evaluate the programmes, projects and activities it supports through subventions to CSOs. The project therefore sought to ensure that the Ministry's investments lead to intended outcomes through facilitating results-based monitoring and evaluation (RBM&E) practices within the organisations and standardizing their reporting frameworks. To this end, a series of Results-Based M&E capacity building training sessions was held with twenty-three (23) organisations in Fiscal year 2014.

One of the goals of this project was to increase CSOs' accountability. To evaluate the extent to which this goal was achieved, an assessment of the influence of the CSO Project was conducted at the end of fiscal 2015. The main analysis was conducted for 21 subventions (18 organisations; the State Homes were not included in this analysis). The data showed an overall increase in the accountability of MGYCD subventions. The main findings were:

81%	Proportion of CSOs adopted the template.
71%	Proportion of the MGYCD subventions that were either more regularly accounted for, or accounted for just as often in FY2015 as in FY2014.
66%	Proportion of the subvention reports demonstrating either maintenance of, or improvement in, results-based reporting practices between 2014 and 2015, suggesting improved quality of reporting.
\$150,000	Amount spent to implement this project.
\$8,000	Average Project outlay spent per subvention/organisation.
17%	Proportion of total MGYCD subventions that is better accounted for
\$1.34M	Dollar value of subventions better accounted for

MGYCD Subvention Budget	2014 Accountability	2015 Accountability	Change in Accountability
\$7,922,138.00 100%	\$1,626,674.28 20.5%	\$2,966,168.25 37.4%	+\$1,339,493.97 +16.9%

The data reflect an overall acceptance of the new reporting template, and an increase in the quality and frequency, though not timeliness, of reporting. This suggests that the demands of the new reporting requirements may have negatively affected the timeliness of submissions. Consequently, the need for additional customized training with the CSOs is recommended to further the gains in reporting quality. Additionally, it is recognised that the Ministry stand to benefit further from this research if it is expanded and used as a framework for future monitoring of the subvention management process. Additional parameters to take CSOs quality of service delivery will need to be considered.

C. EVALUATION CAPACITY ASSESSMENT

Evaluative Capacity Building is defined as a “context-dependent, intentional action system of guided processes and practices for bringing about and sustaining a state of affairs in which quality program evaluation and its appropriate uses are ordinary and ongoing practices.”¹ To begin an Evaluation Capacity Building initiative, the M&E Team used the Evaluative Capacity Assessment Instrument (ECAI) (Taylor-Ritzler et al., 2013) to collect baseline data from MGYCD technical staff (in particular programme implementation coordinators) and the staff of the CSOs receiving subventions.

CSOs

Baseline data were returned by twelve (12) CSOs. The research collected data on CSOs’ perspectives of their current capacity to do and use evaluation.

The CSO participants reported overall individual awareness, motivation and competence for conducting evaluations, indicated work environment(s) conducive to supporting the work of evaluations, but reflected inadequate resources. Further, across the CSOs, the staff somewhat agree that evaluation capacity outcomes are realised suggesting that evaluation has been institutionalised and is practiced within the organisations.

This research was conducted in Quarter I, 2015 and a follow up is due to be conducted to determine whether the MGYCD’s effort to build the capacity of these stakeholders has had any impact on their perceived Evaluation Capacity.

MGYCD

Similar research conducted with a sample of MGYCD Staff shows perceptions of individual awareness, motivation and competence for conducting evaluations. However, there is some indication that some improvement is needed to ensure a work environment conducive to supporting evaluations; in particular, access to resources. Further the respondents reported relatively low evaluation capacity outcomes, that is to say, they believe that the use and institutionalisation of evaluation in the organisations is not as it should be. The collected data generally shows that the Ministry’s strengths lay mostly in its willingness to participate/conduct evaluations; however the Ministry’s capacity to support and use evaluations must be built.

¹ *The Art, Craft and Science of Evaluation Capacity Building*. By: Compton, D. W.; Baizerman, M.; & Stockdill, S. J. (Eds.). (Spring 2002). New Directions for Evaluation, p. 8.

4.1.4 INTERDISCIPLINARY CHILD DEVELOPMENT CENTRE (ICDC)

Service Provided	Accomplishments/Achievements
Pre-school and Day-care Services	Parent workshops and field trips held.
Training	Staff development workshops held.
Infrastructural Maintenance	Upgrade and repair work completed on the centre from November 2014 to June 2015.

4.1.5 NATIONAL FAMILY SERVICES DIVISION (NFSD)

Service Provided	Accomplishments/Achievements
Child Adoption	This function was transferred to the Children's Authority on proclamation of the package of children's legislation in April of 2015.
Placing a Child in Foster Care/ Becoming a Foster Care Provider	There were on average 17 children in foster care. This function was transferred to the Children's Authority on proclamation of the package of children's legislation in April of 2015.
Individual, Group, Couple's, and Family Counselling	Over 700 sessions were conducted with individuals, groups, couples and families.
National Parenting Workshops	Twenty-three (23) Parenting Workshops were held in Trinidad and several Parenting Support Groups are being created as a result of these workshops.
International Year of the Family	<p>The International Year of the Family was celebrated under the international theme 'International year of Farming Family' with:</p> <ul style="list-style-type: none"> • the National Family Rally. This Rally commenced with a march through Port of Spain followed by a family rally at the Queens Park Savannah. • Roving family community caravans. Four caravans were conducted in rural communities, culminating in a Family fun day. • A concert which featured children bringing to the fore child sexual abuse. It called for action against child abuse.

4.1.6 INFORMATION COMMUNICATION TECHNOLOGY (ICT) DIVISION

Area	Accomplishments/Achievements
Information Technology & Management 1. ICT Infrastructure	<p>Local Area Network (main office)</p> <ul style="list-style-type: none"> • Backup server installed and configured. • 50 desktops purchased (17 assigned). 43 laptops purchased (5 assigned). • Additional 30 desktops and 30 tablets purchased and assigned to executive staff. Available tablets (6) assigned to nominated YAD staff. Training given on use of tablet. <p>ICT Upgrade (remote offices)</p>

Area	Accomplishments/Achievements
	<ul style="list-style-type: none"> All external offices were visited. An ICT equipment assignment proposal is awaiting approval. <p>Wide Area Network (WAN)</p> <ul style="list-style-type: none"> Acquisition of networking equipment/devices. Approval to relocate network infrastructure equipment granted. Located networking kit for sub-offices. Approval granted to install internet services. Checkpoint WAN connectivity kits have been purchased and awaiting delivery. Expansion of 21st floor server room completed 30 September 2015. <p>YEC (YDACs)</p> <ul style="list-style-type: none"> Persto Praesto YDAC computer lab reconfigured for 20 users. Assessment study and report completed for Chatham YDAC. Design of the network completed.
<p>2. Operations Management</p>	<p>Data/Information Repository (set up data archiving/file sharing repository [temp])</p> <ul style="list-style-type: none"> The first EDMS Committee for 2014 was held 11 April 2014. Data migration strategy in preparation. <p>Document Management System (establish knowledge base repository)</p> <ul style="list-style-type: none"> Configured SharePoint as a top-level repository only. Departmental file shares established. <p>Policy/Procedures</p> <ul style="list-style-type: none"> ICT Equipment Acquisition and Allocation policy (submitted for approval). End user administration (in progress). Network administration (in progress). ICT governance structure (submitted for approval – also in ICT Strategic Plan document). <p>Help Desk Function</p> <ul style="list-style-type: none"> Intranet setup completed. Help desk completed. <p>Establish ICT Unit</p> <ul style="list-style-type: none"> ICT governance document approved. <p>IT Audit</p> <ul style="list-style-type: none"> ICT inventory of MGYCD completed and handed over to Audit Unit.
<p>Database Development re-Resource, HR, Research,</p>	<p>National Children’s Registry</p> <ul style="list-style-type: none"> Contract signed and vendor engaged. High-level requirements submitted. Business requirements document submitted by vendor for review and acceptance.

Area	Accomplishments/Achievements
Monitoring, Vote book, Registry)	<p>Knowledge Management Database System (KMS)</p> <ul style="list-style-type: none"> • Business process documentation in progress. A pilot has been completed in the PRP Unit. <p>Project Management Database</p> <ul style="list-style-type: none"> • Research in progress in terms of installation and configuration. <p>Client Database</p> <ul style="list-style-type: none"> • Business requirements completed. <p>Central Registry on Domestic Violence (CRDV)</p> <ul style="list-style-type: none"> • A prototype has been developed and all stakeholders are testing. Administrator training was conducted in the final quarter of Fiscal Year 2014-15, with end user training scheduled for the subsequent quarter. <p>Asset Inventory/Management Database</p> <ul style="list-style-type: none"> • Drafting a Terms of Reference for consultancy. <p>Youth Management Database</p> <ul style="list-style-type: none"> • Business requirements completed. <p>Security/Disaster Recovery</p> <ul style="list-style-type: none"> • Backup device purchased and configured.
General <ol style="list-style-type: none"> 1. UDECOTT/ Ministry of Transport/ MGYCD 2. YDAC Upgrade Committee 3. Adoption Board Records 4. Grants Database 	<p>VoIP Telephone System</p> <ul style="list-style-type: none"> • Proposal has been approved. RFP completed and advertised. Initial vendor meeting held. <p>Curriculum, Marketing, Collaboration and Information Sharing, and Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Submitted findings/site assessment to YDAC Camp Director; no positive feedback received. • Submitted Fault Report to iGovTT in terms of communications link (still unresolved). <p>Computerisation of records of the Adoption Board</p> <ul style="list-style-type: none"> • Proposals evaluated. Report submitted recommending vendor. <p>Design, build and implement a database recording all grants applications and decisions for the GAD</p> <ul style="list-style-type: none"> • Project completed and handed over to GAD.
Provision of Heads of Department with access to ICT	<p>All Heads of Departments and senior staff were assigned either a laptop or tablet PC to assist in mobile communication and productivity.</p>

Area	Accomplishments/Achievements
<p>services and to provide spares for meetings</p>	
<p>Established a platform for the implementation of Intranet, Business Process/ Workflow documentation, Project Information System</p>	<p>A proof of concept document has been completed utilising the services of Microsoft and iGovTT to harness the full capabilities of SharePoint.</p>
<p>Documented business processes/ workflows of all the Ministry's functional areas</p>	<p>Two workflow processes were documented and streamlined.</p>
<p>Provision of Software Tool to Manage the Ministry's Projects for 10 Users</p>	<p>Microsoft Project has been purchased and installed on sixteen (16) end user PCs.</p>
<p>Establishment of Windows Operating System Platform on New Servers</p>	<p>Eleven (11) virtual servers have been configured with Windows Server licenses and are being utilised.</p>
<p>Ministry Website</p>	<p>A basic redesign of the Ministry's website to improve efficiency was completed.</p>

4.1.7 CORPORATE COMMUNICATIONS UNIT (CCU)

Area	Accomplishments/Achievements
Ministry of Gender, Youth and Child Development National Youth Awards	<ul style="list-style-type: none"> • Number of invites sent = 600 • Number of attendees = 400 • Number of awardees = 21 • Larger number of submissions than previous year (194 total) • Increase in submissions from Tobago
Special Observances Press Messages	<ul style="list-style-type: none"> • International Men's Day - <i>19th November, 2014</i> • International Day for the Elimination of Violence against Women - <i>25th November, 2014</i> • World Aids Day - <i>1st December, 2014</i> • International Volunteerism Day - <i>5th December, 2014</i> • Human Rights Day - <i>10th December, 2014</i> • Christmas - <i>2nd December, 2014</i> • International Women's Day - <i>8th March, 2015</i> • International Family Day - <i>30th March, 2015</i> • International Year of the Families - <i>15th May, 2015</i>
Media Releases	<ul style="list-style-type: none"> • Closure of Ministry- <i>2nd December, 2014</i> • National Family Rally Route - <i>November, 2015</i> • Inviting Expressions of Interest for Provision and Implementation of VOIP Telephone Solution - <i>August, 2015</i> • Children's Legislation - <i>July, 2015</i> • Congratulatory Message for Nolana Lynch - <i>March, 2015</i> • Congratulatory Message for Teocah Dove • National Parenting Ad - <i>July, 2015</i>
Advertisements	<p>Vacancies</p> <ul style="list-style-type: none"> • Vacation Camp Facilitator - <i>July, 2015</i> • Business Operation Assistant II - <i>13th March, 2015</i> • Business Operation Assistant I - <i>26th March, 2015</i> • Care Giver I - <i>26th March, 2015</i> • Child Care Assistant - <i>26th March, 2015</i> • Financial Compliance Officer - <i>26th March, 2015</i> • Policy Research Analyst - <i>31st March, 2015</i> • Database Specialist - <i>27th April, 2015</i> • Information System Support Specialist - <i>27th April, 2015</i> • Accounting Officer - Children's Home - <i>6th May, 2015</i> • Accounting Officer - Children's Home - <i>6th May, 2015</i> • Active Listener - Children's Home - <i>6th May, 2015</i> • Human Resources Specialist - Children's Home - <i>6th May, 2015</i> • Business Operation Assistant II - <i>27th May, 2015</i> • Project Support Officer - <i>8th June, 2015</i> <p>Other</p>

Area	Accomplishments/Achievements
	<p>Domestic Violence Campaign - <i>February to May 2015</i> Carnival Safety Tips Campaign - <i>January to February 2015</i></p>
<p>Speeches for The Honourable Clifton De Coteau</p>	<ul style="list-style-type: none"> • Kids in Concert (South) - <i>3rd November, 2014</i> • Kids in Concert (POS) - <i>10th November, 2014</i> • International Men’s Speech - <i>17th November, 2014</i> • National Family Rally - <i>22nd November, 2014</i> • Christmas Luncheon - <i>2nd December, 2014</i> • Refurbishment Opening of the Laventille Youth Facility - <i>15th December, 2014</i> • Refurbishment Opening of the Malick Youth Facility - <i>15th December, 2014</i> • Refurbishment Opening of the St James Youth Facility - <i>15th December, 2014</i> • Refurbishment Opening of the California Youth Facility - <i>17th December, 2014</i> • Refurbishment Opening of the Los Bajos Youth Facility - <i>19th December, 2014</i> • St Mary’s Children’s Home Breakfast meeting - <i>1st January, 2014</i> • Children’s Back to School Treat – <i>17th January, 2015</i> • Spiritual Baptist International Youth Symposium - <i>17th January, 2015</i> • MOU Signing Ceremony between the Ministry and UTT - <i>6th February, 2015</i> • Parent Empowerment Seminar - <i>3rd March, 2015</i> International Women’s Day Celebration - <i>8th March, 2015</i> • URP International Women’s Day Celebration - <i>18th March, 2015</i> • Nolana’s Lynch and Marcus Kissoon’s Recognition Ceremony - <i>19th March, 2015</i> • Spiritual Shouter Baptist Event - <i>28th March, 2015</i> • World Autism Awareness Day - <i>2nd April, 2015</i> • Women in Harmony Closing Ceremony - <i>5th May, 2015</i> • International Day of the Families - <i>14th May, 2015</i> • Children’s Authority Public Introduction - <i>20th May, 2015</i> • Barrackpore Family Day - <i>30th May, 2015</i> • Children’s Authority Assessment Centre Opening - <i>3rd June, 2015</i> • Launch of Commonwealth Alliance - <i>30th June, 2015</i> • Global Young Leaders Cheque Ceremony - <i>2nd July, 2015</i> • Launch of UTT Enrichment Programme for Youth Empowerment - <i>3rd July, 2015</i> • Distribution of Appointments to the Board of Malick and St James Youth Facility - <i>20th July, 2015</i> • International Youth Day Concert - <i>5th August, 2015</i> • National Youth Awards - <i>12th August, 2015</i>
<p>Speeches for Senator the Honourable Raziah Ahmed</p>	<ul style="list-style-type: none"> • Fiscal Islamic New Year Greeting - <i>9th November, 2014</i> • National Family Rally - <i>20th November, 2014</i> • TML Primary School Award Ceremony - <i>22nd November, 2014</i>

Area	Accomplishments/Achievements
	<ul style="list-style-type: none"> • International Day for the Elimination of Violence Against Women - 25th November, 2014 • CREDO Residential and Drop- In Development Centre - 25th November, 2015
Speeches for the Honourable Stacey Roopnarine	<ul style="list-style-type: none"> • Gender-based Sexual Violence Action Plan Consultation - 6th March, 2015 • Consultation for Communications Strategy Plan for Domestic Violence – 8th May, 2015 • International Year of the Families - 15th June, 2015 • Closing Ceremony of Vacation Camp - 31st July, 2015
Speeches for Permanent Secretary	<ul style="list-style-type: none"> • National Family Rally - 22nd November, 2014 • Christmas Luncheon - 2nd December, 2014 • Refurbishment Opening of the Laventille Youth Facility - 15th December, 2014 • Refurbishment Opening of the Malick Youth Facility - 15th December, 2014 • Refurbishment Opening of the St James Youth Facility - 15th December, 2014 • Refurbishment Opening of the California Youth Facility - 17th December, 2014 • Refurbishment Opening of the Los Bajos Youth Facility - 19th December, 2014 • St Mary’s Children’s Home Breakfast Meeting - 1st January, 2014 • Children’s Back to School Treat – 17th January, 2015 • Nolana’s Lynch and Marcus Kissoon’s Recognition Ceremony - 19th March, 2015 • Barrackpore Family Day - 30th May, 2015 • Global Young Leaders Cheque ceremony - 2nd July, 2015 • International Youth Day Concert - 5th August, 2015 • Opening of the Male Transition Home - 25th August, 2015
Ministry Events	<ul style="list-style-type: none"> • Hosted Staff Christmas Party - December, 2014 • Back to School Treat - January, 2015 • World Social Workers Day - March, 2015 • Global Young Leaders Cheque Giving Ceremony - July, 2015 • Vacation Camp – July 2015 • International World Youth Day Concert - August 2015 • Official Opening of the Male Transition Home - August, 2015

4.1.8 LEGAL UNIT

Area	Accomplishments/Achievements
Requests made under the Freedom of Information Act 1999, under the Equal Opportunities Act or by the Office of the Ombudsman	<ul style="list-style-type: none"> • FOI requests processed = 1 • Ombudsman requests processed = 1 • Equal Opportunity Commission requests processed = 1 • FOIA quarterly reports submitted = 4 • Preparation of Annual FOIA Updated Statement = 1
Contracts/MOUs/Agreements	<ul style="list-style-type: none"> • Training Contracts = 5 (Parenting Workshops) • Service Provider/Consultancy Contracts/Special Envoys' Contracts = 9 • Vacation Camp 2014 Contracts (facilitators and coordinators) = 82 • Sponsorship Agreements (Global Young Leaders) = 22 • Short Term Service Provider Agreements = 199 • MOUs = 5 • Employment Contracts (1-3 years) = 26 • Refurbishment/Construction Contracts = 2 • Non-Disclosure/Confidentiality Agreements = 2 • Computer Software 7 Licensing Agreements = 3 • Deeds of Assignment of Copyright = 2 • Entertainment Contracts = 2
Legislation/Parliamentary Contributions	<ul style="list-style-type: none"> • Children's Authority Act No. 12 of 2012. Proclamation 18 May 2015 • Adoption of Children Act No. 67 of 2000. Proclamation 18 May 2015 • Children Act No. 12 of 2012. Partial Proclamation 18 May 2015 • Children's Community Residences, Foster Care and Nurseries Act No. 65 of 2000. Partial Proclamation 18 May 2015 • The Children's Community Residences Regulations, 2014. Approved 18 Nov 2014 • The Foster Care Regulations, 2014. Approved 18 Nov 2014 • The Children's Authority Regulations, 2014. Approved 18 Nov 2014 • Contributions to Parliamentary Debates = 2 • Cabinet Notes = 3
Procurement	Review of Request for Proposals/Invitations to Bid/Terms of Reference = 3
Committee Participation	<ul style="list-style-type: none"> • One-off Grants Committee = 6 • Transition Committee meetings (St. Jude's) = 3 • Drug Treatment Court meetings = 3 • Juvenile Court Project meetings = 4 • DNA Legislation Implementation Committee meetings = 2 • National Children's Registry Establishment sub-Committee meetings = 2 • Legislative Review Committee meetings = 3 • Rehabilitative Centres Committee meetings = 4

Area	Accomplishments/Achievements
Training Attended	<ul style="list-style-type: none"> • Restorative Justice Conference • Child Forensic Interviewing • National Drug Council Discussion on Youth Deviance and Crime • Caribbean Association of Women Judges Workshop on “Sexual Harassment and Sextortion” • Online Introduction to Child Rights Course from IIN-OAS • Termination Clauses for Contract Employment Seminar • Human Trafficking Workshop • Team Building for Administrative Professionals Seminar
Opinions/Research and Position Papers Prepared or Reviewed	<ul style="list-style-type: none"> • Comments: on the Restorative Justice position paper; on the proposed amendments to the Coroner’s Act; on HIV testing of minors; Juvenile Justice Policy/Offender Management Policies • Prepared draft research paper on Inter-Country Adoption – Hague Convention • Prepared brief on Protection of Victims of Online Child Abuse for UK Summit • Reviewed: the National Youth Commission Constitution; Ministry’s Sexual Harassment Policy; Ministry’s Tablets & Laptops Acquisition Policy; Ministry’s IT Mobile Usage Policy; Ministry’s <i>Acts of Service</i> magazine; Child Sexual Abuse Brochures; National Family Services Directory; Ministry’s Employee Handbook • Legal opinions = 9
Court Attendance/Hearings	<ul style="list-style-type: none"> • Industrial Court = 6 • High Court = 5
Litigation	<ul style="list-style-type: none"> • Special Tribunal 010/2015 PSA and CPO. Compensation claim by Former Director, Youth Affairs (Ag.) • Compensation claim by Elvis Campbell, Persto Praesto Employee • Property Dispute/ Basilon Street Youth Facility • 2013-03971 Cheryl Miller v. AG et Ors. • No. CV 2008-03370 AG V. Ray Arrindell. Property Dispute Persto Praesto YDAC • CV2014-04289 Century 21 Janitorial Services Ltd v. A.G. Claim for debt carried over from previous Ministry of Sport & Youth Affairs

4.1.9 INTERNAL AUDIT UNIT

Area	Accomplishments/Achievements
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Audit of Contract Gratuity Documents and Letters of Indebtedness IRO Contract Staff of the MGYCD	<ul style="list-style-type: none"> • 100% completed • Received 40
Audit of Retirement Records IRO Staff of the MGYCD	<ul style="list-style-type: none"> • 100% completed • Received 75 • Received 34
Audit of Overtime Pay Lists IRO Daily Paid Staff	<ul style="list-style-type: none"> • 100% completed • } 63 pay lists received
Audit of Appropriation 2014/2015 Revenue	<ul style="list-style-type: none"> • Financial Audit 100% completed
Audit of Revenue Collection 2014/2015	<ul style="list-style-type: none"> • YDACs – Persto Praesto • – Chatham • Youth Facilities at Malick, Los Bajos and Basilon Street • Financial Audit 100% completed • High Risk
Audit of St Michael’s School for Boys	<ul style="list-style-type: none"> • Performance Audit – 90% • High Risk • High Risk • High Risk
Audit of St Jude’s School for Girls 2014/2015	<ul style="list-style-type: none"> • Financial Audit 100% completed • High Risk • 100% completed • Performance/Operational Audit • High Risk
Audit of the Gatekeepers Project Administered by the Toco Foundation OBO MGYCD	<ul style="list-style-type: none"> • Marabella and Carapo Gatekeepers Project • Performance Audit – 90% • Risk-based Analysis to examine project effectiveness and sustainability
Audit of Lady Hochoy Home	<ul style="list-style-type: none"> • Pension and Leave Records • Financial Audit 100% completed

Special Assignments

- | | |
|--|--|
| 1. Audit of Arrears of Salary to Public Officers: | <ul style="list-style-type: none"> • 100% completed • Worksheets received • 298 • 32 • 46 • 69 • 92 |
| 2. Audit of Staff Attendance, Accounts Unit, WAV increasing productivity | <ul style="list-style-type: none"> • 100% completed • HR Audit |
| 3. Audit of arrears of increment worksheets | <ul style="list-style-type: none"> • 91 received; 100% audit check |

Audit of Subsidiary Records

- Books examined were found to be in order; any discrepancies found were corrected.
- 85% audit check

4.1.10 FINANCE AND ACCOUNTS DIVISION

Area	Accomplishments/Achievements
Starting up of Fiscal 2014-2015	Received General Warrant. Received releases and submitted request for Grant of Credit. Preparation of vote books and other registers.
Appropriation Account	Prepared Appropriation Accounts for 2014-2015 and forwarded to Comptroller of Accounts and Auditor General in 2015
Payments	<ul style="list-style-type: none"> • Payment of salaries and wages for the fiscal year • Payment to suppliers • Payment of subventions • Payment of 217 grants approved by Grants Committee (See table below.)
Budget Projection	Submitted
Estimates for 2015	Submitted
Prepared Reconciliation Paid/Unpaid	Prepared returns monthly and submitted to Comptroller
Arrears of Salaries and Wages	95% of public officers received arrears on their salaries and wages.

4.1.11 HUMAN RESOURCES MANAGEMENT DIVISION

The details of staff recruitment in the Ministry of Gender, Youth and Child Development, with information on vacancies, positions filled, and positions vacant as of September 2015 are presented at **Appendices I and II**. **Appendix I** summarises contract staff positions filled during the year under review, while **Appendix II** summarises the number of established and contract positions filled and the number of vacancies by Division/Unit.

4.2 CRITICAL SUCCESS FACTORS

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

4.3 INFRASTRUCTURAL DEVELOPMENT

The Ministry received Cabinet approval of 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	Project has stopped	Funding was not allocated for the project was not provided within the 2014-2015 budget as the Ministry has decided to no longer pursue the formation of the Children's home.
Construction of Three (3) Interdisciplinary Child Development Centres (ICDC)	NIPDEC	One (1) ICDC constructed to date	To date, only the Couva ICDC has been constructed. Through the services of the National Infrastructure Development Company (NIPDEC), the Ministry has undergone refurbishment works to the ICDC. This refurbishment project has been completed and the facility is ready to recommence use.
Construction of Four (4) Assessment Centres	NIPDEC	One (1) Assessment Centre constructed to date Construction Ongoing to two (2) AC	The Children's Authority has established an Assessment Centre within the vicinity of Mt. Hope, which is operational. Currently, two (2) more Assessment Centres are being constructed in the vicinities of Chaguanas Main Road, Chaguanas and at the Manahambre Road respectively. Both construction projects are in the late stages of construction, with finishing works being conducted.
Institute of Healing	NIPDEC	Project stopped	The project has reached the design stage where drawings were completed by consultants for the construction. However, no funding was allocated to complete the project, leading to discontinuation.

Project	Delivery Partner	Status	Additional Information
Construction of Three (3) Safe Houses	NIPDEC	Refurbishment works ongoing	Four (4) facilities were retained for this project, with three (3) of the properties used for the development of Safe Houses for victims of domestic violence and abuse. Two (2) Safe Houses are located in San Fernando and the other is located at Esperance Village. The fourth property will be used for the operational management of the three (3) Safe Homes. Refurbishment for builders' work at the four (4) units was initiated. Contractors were selected after evaluation of bid tender packages. To date, refurbishment works have been completed on the facilities located at Esperance Village. The units in San Fernando are currently undergoing refurbishment works.
Construction of Two (2) Respite Centres	NIPDEC	Project has stopped	No funding was allocated for the establishment of the project.
Refurbishment of Youth Training Facilities <ul style="list-style-type: none"> • Chatham • Persto Praesto • Los Bajos/California • Laventille/Malik 	NIPDEC	Refurbishment works ongoing for one (1) youth facility	Refurbishment works at Chatham youth facility is at 98% completion. Snagging and remedial works have commenced. Refurbishment works were completed at Persto Praesto, and has now gone into the defects liability period, which ends August 24 th 2016. Work at Los Bajos/California youth facility is complete. Refurbishment to the Laventille/Malik Youth Facility is complete.
Reconstruction of St. James Youth Facility; Outfitting of the Reconstructed St. James Youth Facility	NIPDEC SPORTT	Completed	The refurbishment and reconstruction of the St. James youth facility has been completed. The building along with its respective functions are being transferred to the recently formed Ministry of Sport and Youth Affairs
Establishment of a Remand Facility for Young Female Offenders	Design by eTecK	Incomplete	The project has not started. A site for construction has been confirmed; however, to date, no contractor has been selected.
Design and Construction of a Transition Home	NIPDEC	Completed	Osbourne Lane, Ste. Madeleine is the approved site for the construction of the Transition home. To date, the construction of the home is completed and is 70% furnished.
The Design and Construction of the Moruga Multi-Purpose Facility	NIPDEC	Incomplete	Financial allocations were made for 8% percent of the construction fee. To date no contractor has been selected as NIPDEC still awaits its Board of Directors' approval and Tender Evaluation Report.

Project	Delivery Partner	Status	Additional Information
The Design and Construction of the Male Workshop Centre (Safe Homes) at Tyler Lane	NIPDEC	Construction works are ongoing	Major works have been completed such as the foundation, structural steel erection and ground floor block work. First floor block work has reached an advance stage. Other works that are in progress currently are installation works, roofing and ceiling.
The design and construction of a Female Workshop Centre at Reform Road	NIPDEC	Construction works are ongoing	Works for the foundation, roofing and structural steel erection have been completed. Painting of the exterior surfaces of the building is also complete. Installation works, along with ceiling works, are currently taking place.
Refurbishment of St. Michael's School for Boys, St. Dominic's Home for Girls, and St. Mary's Home for Children	NIPDEC	Incomplete	Meetings have not yet been arranged between NIPDEC and the Ministry of Gender, Youth and Child Development for all official approval to commence refurbishment works.
The Outfitting of Fredrick Street District and Outreach Office, Port of Spain	NIPDEC	Incomplete	The project is within the tendering stage for selection of a contractor.

4.3.1.1 ONE-OFF GRANTS COMMITTEE PAYMENTS

Of the forty-nine (49) Community Residences operating in Trinidad and Tobago, twenty-seven (27) submitted an application for a One-Off Grant. Of that number,

- Fourteen (14) community residences were approved for funding by the Committee.
- Cheques were prepared for the remaining twelve (12) community residences approved for funding by both the Committee and the Permanent Secretary, but were only disbursed to eleven (11) of the twelve (12).
- Thirteen (13) community residences have had their applications deferred pending the submission of further information.

In addition to the funding requested and approved for:

- Total amount of funding request totalled **\$6,089,773.69**
- Total amount of approved funding totalled **\$2,514,670.00**

The table below provides details on which homes were approved for grants, and the amount awarded.

No.	Community Residence	Amount Requested	Amount Approved
1.	Amica House	\$312,625.00	\$250,000.00
2.	Angel Michael Hostel for Youths	\$250,000.00	
3.	Bridge of Hope	\$208,500.00	\$208,500.00
4.	Casa de Corazon Children's Home	\$267,548.00	
5.	Christ Child Convalescent Home	\$204,618.00	
6.	Credo Foundation for Justice – Aylward House Transitional Facility	\$42,658.88	\$42,659.00
7.	Credo Foundation for Justice – Credo Residential and Drop-In Development Centre	\$217,992.00	\$217,992.00
8.	Credo Foundation for Justice – Ruah Transitional Facility	\$23,241.81	\$17,743.00

9.	Credo Foundation for Justice – Sophia House	\$173,505.24	\$173,505.00
10.	Dar Ul Aman	\$120,000.00	
11.	Ezekiel Children’s Home	\$252,100.00	
12.	Ferndean’s Place Children’s Home	\$342,441.48	
13.	Happy Home	\$109,265.00	
14.	Haven of Hope	\$225,600.00	\$225,600.00
15.	Hope Centre	\$48,442.90	
16.	Islamic Home for Children	\$227,600.00	
17.	Jairah House (Boys)	\$266,328.00	\$131,077.00
18.	Joshua House	\$464,036.26	
19.	Lady Hochoy Home	\$555,535.78	
20.	Living Water Community (“Our Lady of the Wayside”)	\$249,994.00	\$249,994.00
21.	Mother’s Union Children’s Home	\$52,000.00	\$52,000.00
22.	Outstretch Hands Centre for Life	\$244,295.00	\$244,295.00
23.	Raffa House (Girls)	\$269,354.00	\$206,305.00
24.	Rainbow Rescue	\$250,000.00	\$250,000.00
25.	Sri Jayalakshmi Children’s Home	\$241,518.85	
26.	Sylphil Home	\$218,573.49	
27.	Vishok Bhavan Children’s Home – Swaha Social Services	\$252,000.00	\$245,000.00
TOTAL		\$6,089,773.69	\$2,514,670.00

Note: Any differences in the amount required/requested by an organisation and the amount approved for that organisation is a result of the omission of amounts related to items/services not required for licensing and/or do not form part of the disbursement criteria.

4.4 CHALLENGES

YOUTH AFFAIRS DIVISION (YAD)

Challenges were mainly the limited capacity of staff to mobilise resources to implement projects.

CORPORATE COMMUNICATIONS UNIT (CCU)

The late notification of events from core Divisions were among the chief issues encountered which impacted on project output and proper execution. Possible solutions, respectively, may include requesting additional staff from other Units; planning earlier for activities earlier to account for unforeseen delays in the approval process; and requesting a calendar of events from the various Divisions to avoid late notification.

LEGAL SERVICES UNIT

Challenges impacted the ability of the Unit to function as effectively as it should. This included late notification for meetings or court attendances; the nature of documents submitted to the Unit for review (that is, they often lacked references); and insufficient support documentation provided in preparing contracts, contributed to delays in the provision of services to internal clients. The retention of legal staff also created a problem. The latter meant that existing staff often undertook additional duties and an external consultant had to be retained to assist with the enlarged workload. Man powering requirements were also problematic, as the number of staff and loss of short-term research officers impacted the Unit negatively.

Possible solutions to the first set of problems involves continuous retraining in procurement, in terms of the late approvals of contracts; and retraining on proper research techniques required for units preparing/submitted documents for legal services. Succession planning is necessary to address the manpower and staffing issues, as well as revision of the Unit's organisational structure to adequately meet workload requirements. Retraining in procurement for relevant Divisions may mitigate problems with insufficient support documentation.

POLICY, RESEARCH & PLANNING UNIT (PRP)

The main challenge with the **Specialised Library Project** was that the approved budget for this activity from fiscal year 2014 was utilised on other projects. This was due to the lengthy and uncertain process to secure the rental space. When a decision was finalised to secure and utilise space at Parkade, the process, which was the responsibility of the Properties and Real Estate Services Division (PRES D) of the then-Ministry of Housing and Urban Development, did not give a timeframe for the exercise to be completed.

The **Gatekeepers** Programme: timing hampered the programme evaluation which should have been conducted at the end of the three-year intervention period (in February 2015) in Covigne Road and Santa Cruz. The field work, which began a few months later in Covigne Road, coincided with heightened election campaigning, which seemingly compromised the activities. The decision and disbursement in fiscal year 2016 is further subject to the determination of the new administration.

Baseline Survey for Youth in Especially Challenging Circumstances (YECC): the survey design framework – which was necessary to inform the Terms of Reference and Request for Proposals – was lengthy in preparing due to the nuanced nature of defining and determining YECC/Youth at Risk categories. In addition, attempts to utilise other truncated approaches to undertaking the study, caused other delays. As a result, the budget approved for conduct of the study in fiscal year 2015 was re-allocated to other projects which became priority and were under resourced. As with the previous project, proceeding with this survey is subject to the determination of the new administration.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) DIVISION

Activity	Constraint/Challenge	Action Taken/Possible Solutions
ICT Infrastructure		
1. Local Area Network (main office)	Lack of staff to install software on desktops and laptops Lack of space for server room expansion	Key Management Server installed by iGovTT to automatically activate software licenses. Liaised with Projects unit highlighting the critical nature of the server room expansion.
2. ICT Upgrade (remote offices)	Absence of staff to visit and implement solution at external offices.	Develop timetable to implement external sites. Set up appointment date and time with resident staff at external offices.
3. Wide Area Network (WAN)	Difficulties coordinating with different stakeholders	Coordinate with stakeholders (iGovTT) on an agreed schedule. Engaged Projects unit to expand server room.
4. YDACs	Lack of manpower Lack of approval to proceed with project and sourcing material and supplies from vendors	Implement project using internal resources. Engage trainees from Chatham YDAC to assist.
Operations Management		
1. Data/Information Repository	Department/Units slow or failure to ensure representatives attend the meetings and are allowed to develop the business processes	Meetings started. Refresher training to commence. Users to be given required access to the required tools. iGovTT has been engaged to provide consultancy.
2. Help Desk Function	Slow end user acceptance and usage	Training. Flexible schedules. Prioritisation of activities.
Database Development (e-Resource, HR, Research, Monitoring, Vote Book, Registry)		
1. Contract Management	Lack of available staff to review business plans, develop work and process flows	Awaiting availability of business plans by MGYCD units.
2. Network Management	Lack of available competent staff to prepare functional requirements	Understanding the business focus of MGYCD.
3. National Children's Registry	Poor support and leadership of project Non cooperative Legal framework to enable sharing of data Lack of cooperation and support from external agencies	Liaise with Head PRP. Liaise with Legal Unit to develop framework. Liaise with PS for guidance.

Activity	Constraint/Challenge	Action Taken/Possible Solutions
4. Knowledge Management Database System (KMS)	Slow completion of business processes	Business process/workflow documentation in progress.
5. Client Database	Slow documentation of requirements Business requirements from relevant units/departments	Working with other units to gather business requirements. Sourcing software options.
6. Central Registry on Domestic Violence (CRDV)	Slow staffing of the Domestic Violence Unit Absence of WAN connectivity	Liaise with Projects Unit to expand server room.
7. Security/Disaster Recovery	Lack of staff to install and configure Backup Software device at remote site	Engage with iGovTT to host device at remote site.

5 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.

5.1 EXPENDITURE

The allocation for the Ministry for the financial year 2014-2015 was **three hundred and thirty-two million, six hundred and seventy-eight thousand, four hundred and one dollars (\$332,678,401.00)**.

The actual expenditure for the financial year 2014-2015 totalled **one hundred and four million, six hundred and forty-eight thousand, four hundred and fifty-four dollars and twenty-six cents (\$104,648,454.264)**.

Breakdown of Allocation and Expenditure for Fiscal 2014-2015

Expenditure Category	Allocation	Actual Expenditure	Variance
Recurrent expenditure	\$214,587,670.00	\$198,462,095.00	\$16,125,575
Development programme (DP)	\$20,495,000.00	\$14,467,174.00	\$6,027,826.00
Infrastructure development fund (IDF)	\$99,900,880.00	\$89,989,753.00	\$9,911,127.00
Insurance	-	-	-

5.2 RECURRENT EXPENDITURE

Recurrent Expenditure payments for expenses incurred for the day-to-day operations amounted to **one hundred and ninety-nine thousand and fifty-six dollars, and twenty-six cents (\$199,056.264)** for the financial period 2014-2015.

The tables below provide further information on the Allocated and Actual Recurrent Expenditure of the Ministry for the period under review.

Budget Versus Actual Recurrent Expenditure for Fiscal Year 2014 -2015 with Projections for 2016

Sub-Head & Item	Allocation	Expenditure	Projected
Personnel Expenditure	\$36,261,700.00	\$32,405,445.00	\$37,759,910.34
Goods and Services	\$55,996,520.00	\$47,963,263.00	\$48,000,000.00
Minor Equipment Purchases	\$1,214,800.00	\$259,709.00	\$955,090.60
Current Transfers and Subsidies	\$104,436,650.00	\$101,926,377.00	\$102,512,823.63
Current Transfers to Statutory and Similar Bodies	\$16,678,000.00	\$15,907,300.00	\$18,000,000.00

TOTAL	\$214,587,670.00	\$198,462,094.00	\$207,227,824.57
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5.3 VARIANCES UNDER RECURRENT EXPENDITURE

Approximately ninety-three percent (92.75%) of the total allocated Recurrent Expenditure was utilised for the financial period. Actual expenditure fell short of the total allocation by a sum of **fifteen million, five hundred and fifty-four thousand, seven hundred and ninety-eight dollars, and fifty-seven cents (\$15,554,798.57)**.

5.4 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 twenty million, four hundred and ninety-five thousand dollars (\$20,495,000.00)** assigned to the Developmental Programme accounted for approximately **six percent (6.16%)** of the Ministry's total allocation. Of this, **fourteen million, six hundred and thirteen thousand, two hundred and seventeen dollars (\$14,613,217.00)** was spent; an estimated **seventy-one percent (71.30%)** of the allocated DP.

The three (3) categories under which projects were funded for fiscal year 2015, along with the budgeted and actual expenditures, are reflected in the table below.

Budget Versus Actual DP Expenditure for Fiscal Year 2014-2015 with Projections for 2016

Sub-Head /Item/Description	Allocation	Expenditure	Projected
09 Development Programme	\$20,495,000.00	\$14,613,217.00	\$25,000,000.00
004 SOCIAL INFRASTRUCTURE	\$18,245,000.00	\$13,003,114.00	\$89,000,000.00
005 MULTI-SECTORAL AND OTHER SERVICES	\$2,250,000.00	\$1,610,103.00	\$2,000,000.00

The main reasons for the variance of **28.70% (\$5,881,783.00)** are highlighted in the table below.

Variances under Development Programme

Development Programme Sub-Section	Variance	Delayed Projects/Programmes
004 SOCIAL INFRASTRUCTURE	\$5,241,886.00	Project Construction/refurbishment projects for housing children and victims of Gender based violence
005 MULTI-SECTORAL AND OTHER SERVICES	\$639,897.00	ICT – Domestic Violence Registry, Children's Registry.

5.5 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 **ninety-seven million, five hundred and ninety-five thousand, seven hundred and thirty-one dollars (\$97,595,731.00)** for fiscal year 2014-2015. Of this amount, **eighty-nine million, eight hundred and thirty-six thousand, one hundred and eighty-one dollars (\$89,836,181.00)** was spent.

5.6 REVENUE

The Ministry had four (4) revenue sources: rental income from the two Youth Empowerment 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 **one hundred and six thousand, eight hundred and twenty-one dollars, and fifty cents (\$106,821.50)** of the estimated/expected income of **one hundred and seven thousand dollars (\$107,000.00)**.

Revenues Collected By the MGYCD For Fiscal Year 2014-2015

Sub-Head & Item	Estimated	Actual
06 PROPERTY INCOME		
01 Rental Income		
001 Proceeds from Rental - Chatham Youth Camp	\$7,000.00	\$7,150.00
002 Proceeds from Rental - Praesto Persto Youth Camp	\$15,000.00	-
003 Proceeds from Youth Centres	\$60,000.00	\$65,560.00
07 OTHER NON-TAX REVENUE		
04 Non-Industrial Sales		
001 Persto Praesto Estate – Sale of Produce	\$22,500.00	\$17,073.00
002 Chatham Youth Camp	\$2,500.00	\$17,038.50
TOTAL	\$107,000.00	\$106,821.50

5.7 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.

6 HUMAN RESOURCE DEVELOPMENT PLAN

The Human Resources Management Unit (HRMU) ensures the Ministry's staff possess and demonstrate the requisite skills and competencies to deliver results that are aligned with its current and future goals and objectives. By investing in its human resources, it enables staff to address and bridge the gaps that may limit the organisation's performance.

6.1 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 organisational 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.

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.

6.2 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.

6.3 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 the Ministry.

6.4 RECRUITMENT AND SELECTION PROCEDURES

Recruitment of officers in the Public Service establishment is 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

1. 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.
2. 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 Unit;
 - At least one other person who was the holder of the requisite knowledge and skill related to the particular position;
3. Procedures for the various steps related to the employment process were reviewed at least once during the year.
4. Each interviewer was required to independently complete an Interview Assessment Form at the end of the interview process.
5. 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;
- Proven skills and competencies;
- Relevant experience;
- Current registration with appropriate board, council or recognised licensing authority, where applicable; and
- 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, before final selection of the candidate.

6.5 TRAINING AND DEVELOPMENT PROGRAMMES CONDUCTED FOR FISCAL YEAR 2014-2015

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

Training Programme	Dates	Institution	No. of Attendees
Stakeholder Consultation on GHG Mitigation Strategy	13 – 14/11/14	Ministry of the Environment and Water Resources	1
Security Awareness Training Programme	28/1/15	Trinidad and Tobago Airports Authority	4
Orientation Training for New Staff (2 programmes)	28 – 29/1/15 3 – 4/3/15	Ministry of Gender, Youth and Child Development	20 18
Microsoft Operations Framework 4.0 with Certification	10 – 12/2/15	Microsoft Enterprise	2

Training Programme	Dates	Institution	No. of Attendees
Preparation of Estimates	9 – 12/2/15	Ministry of Public Administration	
Financial Management System	11 – 12/3/15 & 17 – 18/3/15	Ministry of Gender Youth and Child Development	23
SharePoint Administration	17 – 19/3/15	Microsoft Enterprise	1
Anti - Corruption Conference	20 /3/15	Trinidad and Tobago Transparency Institute	2
Public Sector Internal Auditors Workshop	24/3/15	Ministry of Finance and the Economy	4
Ethics Accountability and Good Governance	6 – 8 /5/15	Ministry of Public Administration	1
Distinguished Leadership and Innovation Conference	13/4/15	Arthur Lok Jack Graduate School of Business	8
Financial Management for Non-Accounting Officers	23 – 25/2015	Ministry of Public Administration	2
Understanding Suicide Intervention	5/5/15	Catholic Religious Education Development Institute	2
Terms of Reference and Requests for Proposals	18 /5 – 20/5/15	Ministry of Public Administration	3
Introduction to Restorative Practices	1/7/15	Epiphany Consultancy	3
Using Circles	8/1/15	Epiphany Consultancy	5
Facilitating Restorative Practices	9 – 10/7/15	Epiphany Consultancy	5
Implementing International Standards in Youth Justice	30 – 31/7/15	Epiphany Consultancy	2
Strategic HR Planning & Leadership	11 – 14/5/15	Ministry of Public Administration	1
Staffing and Succession Planning	29 – 30/6/15	Ministry of Ministry of Public Administration	1
Talent Management	24/6/15	Ministry of Public Administration	1
Records Management	7/15	Ministry of Public Administration	1
Emotional Intelligence	10/6 – 11/6/15	Ministry of Public Administration	1
Mediation Skills	8/4 – 10/4/15	Ministry of Public Administration	1
Cabinet Note Writing	2/6 – 3/6 & 8/5 – 9/6/15	Bell-Joseph Consultancy Services Limited	21
Registry Systems and Procedures	14/8 – 17/8/15	Yoland Charles Mottley	20
Cheque Generation and Cheque Security	4/8/15	Ministry of Finance and the Economy	3
Orientation for Graduate and Under graduate Students	22/7/15	Ministry of Gender, Youth and Child Development	16
Consultation Workshop – Long Term implementation Plan for the Intended nationally Determined contribution (iNDC) of T & T	3/7/15	Ministry of the environment and Water Resources	1
Inventory Management	14/7 – 16/7/15	Ministry of Public Administration	1
Building Access to Persons with Disabilities	24/7/15	Bureau of Standards	2

Training Programme	Dates	Institution	No. of Attendees
Critical Thinking	27/7 – 29/7/15	Ministry of Public Administration	1
Workshop for the Development of Dietary Guidelines for T & T	21 – 23/7/15	Ministry of Health, Nutrition and Dietetics	1
Presentation Skills for Senior Managers	16 – 17/7/17	Ministry of Public administration	1
Women, Gender and the Law	27/7 – 15/8/15	The University of the West Indies	2
Expenditure Reconciliation System	23/6/15	Ministry of Finance and the Economy	3
Creation and Use of Livelihood Vulnerability Indices	22/9/15	The University of the West Indies	1
Mentoring YoPros and Plotting their Future	17 – 18/9/15	YoPro Global & P.L.O.T.T	8
Public Sector Leadership Conference – Overcoming the Implementing Deficit from Planning to Performance	21 – 22/9/15	University of the West Indies, Cave Hill Barbados	2
Caribbean Youth Development Youth Conference	30/9 – 2/10/15	The University of the West Indies (SALISES)	3

7 REPORTING FUNCTIONS

7.1 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

	<ul style="list-style-type: none"> • President
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

8 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.

8.1 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

8.2 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.

9 PUBLIC AND COMMUNITY RELATIONS

9.1 CLIENT AND PUBLIC ACCESS TO SERVICES/SERVICE DELIVERY SYSTEMS

Service delivery systems of the Ministry of Gender, Youth and Child Development were accessed through a variety of routes, dependent on the type of service and the Division responsible for its administration.

The Gender Affairs Division delivered several equity-focused services to specifically-identified individual and group needs. These were: the Defining Masculine Excellence Programme, the Food Preparation and Home Management Programme for Men and Boys and the Women in Harmony Programme. Similar services were delivered by the Youth Affairs Division through the Youth Development and Apprenticeship Centres (YDACs). Similarly, other services delivered by the Youth Affairs Division were offered through the District Youth Offices. Other equity-focused programming was delivered by the Policy, Research and Planning Division, in particular the vacation camps, the services of the Interdisciplinary Child Centre, and the Parenting Programme (through National Family Services Division).

Telephone access to services included the National Domestic Violence Hotline – 800-SAVE (7283) – offered through the Gender Affairs Division.

9.2 COMMUNITY AND STAKEHOLDER RELATIONS/OUTREACH

The community and stakeholder outreach events of the Ministry are summarised in section 4.0 – Performance Accomplishments. The Gender Affairs Division held several events – internal and external – that focused on public education and sensitisation. The “Gender on Your Agenda 2” internal lunch series focused on sensitising Ministry staff on contemporary issues from a gender perspective. The aim was aiding persons in better understanding their roles at work, school, home, and other spaces. Gender sensitisation was also conducted for participants of the Women in Harmony programme. In terms of outreach, public awareness programmes were aired on ISAAC 98.1 FM under the Defining Masculine Excellence programme, which aimed to broadcast men’s concerns. Under the GRB initiative, a workshop was held for civil society groups at two youth facilities. The Division also hosted the annual 5K Walk/Run, held a public lecture, hosted an all-day information fair, and distributed printed brochures on human rights – all in celebration of internationally-recognised days. The Ministry also launched the ‘Barber Shop’ initiative which is aimed at sensitizing men and boys to domestic violence and child abuse in society.

The Youth Affairs Division conducted outreach initiatives throughout the country such as the school Eduvans, under the district Youth Services Programme. In addition, several other outreach initiatives were conducted in this programme, including life skills workshops, educational workshops, and Carnival outreaches. At the youth facilities, the Division partnered with the Gender Affairs Division to host gender sensitisation and education sessions, in addition to the Defining Masculine Excellence programme. Parenting programmes were also offered in partnership with the National Family Services Division. Sporting and extracurricular activities were

also provided to youths in various communities attached to the facilities. Similar training and enrichment programmes were held at the YDACs, as well. Information displays and cultural activities were well-attended at the YRIC centres, where educational sessions were also held for at-risk and incarcerated youth, and assistance provided for forms five and six students. Lastly, the Adolescent Intervention Programme was implemented in various primary schools in the country; and the National Youth Awards engaged the youth community in nominating awardees for 2015. Communication groundwork was reinforced by the work of youth officers and assistants, resulting in an increased number of submissions from the previous year.

9.3 STRATEGIC PARTNERSHIPS (LOCAL, REGIONAL & INTERNATIONAL)

During the period under review, the Ministry of Gender, Youth and Child Development entered into strategic partnerships with the following organisations:

LOCAL STRATEGIC PARTNERSHIPS	
Gender	a) MGYCD / Network of NGOs of Trinidad and Tobago for the Advancement of Women re: Girlpower project, through counterpart funding to the Network, etc.
Youth Development	<p>a) MGYCD / UTT re: Youth Empowerment Centre (YDAC) Modernisation (and through the YDAC, strategic partnerships with a number of NGOs/CSOs and other government agencies, such as the Coast Guard for services and support to the YDAC youth population). The National Training Agency (NTA) is responsible for validation of trainee's skills before they receive their certificates.</p> <p>b) MGYCD / UWI Geography Department re: School Dropouts Project (data sharing, MGYCD financial support for field work, etc.).</p> <p>c) MGYCD / UNDP (Trinidad Office) re: the Youth Empowerment Pilot Project (collaboration on project development, counterpart financing, other proposed collaboration with OJT and the private sector, etc.).</p> <p>d) MGYCD / Toco Foundation re: Gatekeepers Project (MGYCD financing, TF implementation).</p> <p>e) MGYCD / Regional Health Authorities, Ministry of Health's Population Programme, National Alcohol and Drug Abuse Prevention Programme (NADAPP), and the HIV/AIDS Coordinating Unit re: Youth Health Caravans and School Eduvans.</p> <p>f) MGYCD/ MOH Health Promotion Unit and MOH Health Education Unit re: World AIDS Day and Testing Days.</p> <p>g) MGYCD / Office of Disaster Preparedness and Management (ODPM) and Habitat for Humanity (via National Youth Volunteerism Programme) re: home construction.</p> <p>h) MGYCD / Trinidad and Tobago Hospitality and Tourism Institute (TTHTI) re: hospitality training at Los Bajos Youth Facility.</p> <p>i) MGYCD / selected barbershops re: launch of Barbershop Initiative. Ministry will provide facilitators and barbershops will provide the venue for discussions on gender equality and gender-based violence.</p>
Child Development	<p>a) MGYCD / Catholic/Anglican Archdioceses. The Ministry continues to partner with the Catholic and Anglican Archdioceses in management and transformation of the large Children's Homes and Industrial Schools operated by these religious bodies.</p> <p>b) MGYCD / Children's Authority (Child protection, child development, etc.)</p> <ul style="list-style-type: none"> • The MGYCD and Children's Authority have been working together to ensure the overall protection and well-being of the nation's children. Specifically, both entities will have the responsibility of preparing the two State Children's Homes and two Industrial Schools for licensure by ensuring that all the community residence and rehabilitation centre requirements are fulfilled. • Both entities will also collaborate to ensure that children are being protected by developing policies, establishing care plans, ensuring that child offenders and those deemed 'beyond control' are being

	<p>assessed, adequately cared for and appropriately accommodated where necessary.</p> <p>c) MGYCD / MOH re: review and collaboration with finalisation and implementation of HIV/AIDS Testing Policy for children/adolescents, etc.)</p> <ul style="list-style-type: none"> Ministry of Health requested input on the HIV/AIDS Testing Policy from the Legal and Policy Units within MGYCD and MOH. Specifically, MOH requested input on how the HIV legislation will affect youth access to services, as well as comments on the adolescent issues within the MOH draft HIV/AIDS Testing Policy. Overall, the MOH request involved: input, review, finalisation and support from MGYCD to go forward with implementation of the HIV/AIDS Testing Policy for children/adolescents. <p>d) MGYCD/ relevant Ministries (People and Social Development, Health, Education, Planning and Sustainable Development, Sport, National Security, Community Development) re: a Cabinet-appointed Committee to oversee the establishment of the Autism Support Centre. The Ministry has received guidance from the UN Regional Representative, UNESCO, and PAHO/WHO. This project anticipates recruitment of a consultant to provide technical assistance to adapt successful North American models to the local context.</p>
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REGIONAL STRATEGIC PARTNERSHIPS

<p>Gender</p>	<p>a) MGYCD / UN Women (implementation support for the Strengthening State Accountability and Community Action to End Gender-based Violence Project).</p> <p>b) MGYCD / IADB (Women City Centre Programme re: coordination and implementation support and management). Government agreed, <i>inter alia</i>, to the implementation of the Women’s City Programme in Trinidad and Tobago, which is geared towards addressing issues affecting women in the society by facilitating essential public services, as offered or coordinated by comprehensive service centres (i.e., Women City Centres).</p> <p>c) MGYCD / United Nations Population Fund (UNFPA) re: provision of training to stakeholders on the topics of Gender and Sexual and Reproductive Health, and Men and Boys as Change Agents.</p> <p>d) MGYCD / Pan-American Health Organisation (PAHO) re: provision of gender sensitisation workshop “Gender Mainstreaming in the Health Sector for Health Professionals in North and South Trinidad and Tobago”.</p> <p>e) MGYCD / CIM (Inter-American Women’s Institute): Trinidad and Tobago Expert to MESECVI participates in the assessment of country reports on implementation of Belém do Pará Convention.</p> <ul style="list-style-type: none"> MGYCD is National Focal Point, and prepares reports (questionnaire replies) along with Ministry of the Attorney General for submission to MESECVI on implementation of Belém do Pará Convention. Minister of GYCD is Trinidad and Tobago Delegate to CIM.
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Child Development	<p>a) MGYCD / UNICEF (mainly Barbados Office with support from Trinidad officer on various projects and consultancies):</p> <ul style="list-style-type: none"> • Break The Silence Campaign to end child sexual abuse • Anti-Bullying Campaign • Mapping and Assessment of the Child Protection System in Trinidad and Tobago • Development of Disaster and Emergency Plans for Children’s Homes / children in disasters and emergency situations • Child-related policies / strategies / action plans <p>b) MGYCD (Gov TT) / CARICOM (COHSOD) re: regional framework / action plan for child development (MGYCD is country focal point, etc.).</p>
INTERNATIONAL STRATEGIC PARTNERSHIPS	
Gender	<p>a) MGYCD / Commonwealth Secretariat on Gender-Responsive Budgeting initiative. Commonwealth meets part of the cost (international consultant) and MGYCD meets the other part (local consultant, national consultations) at different stages of the project.</p> <p>b) MGYCD / interagency committee (Ministry of Health, Central Statistical Office, Family Court, Magistracy, Ministry of the Attorney General, TTPS Crime and Problem Analysis (CAPA) Unit, Coalition Against Domestic Violence/Rape Crisis Centre) re: Central Registry on Domestic Violence (CRDV). Member agencies share information and resources to establish and maintain the CRDV.</p>
Child Development	<p>a) MGYCD (through GovTT) / Inter American Children’s Institute (IIN of the OAS) re: strategic partnership by agreement to implement the resolutions and recommendations of the IIN Pan American Child Congress. Government of TT agreed to implement when it participated in and signed on to the agreements/resolutions/recommendations, with the focal point for implementation of the agreements etc. being the MGYCD on behalf of the government.</p>

10 APPENDICES

10.1 APPENDIX I: CONTRACT STAFF POSITIONS FILLED IN FISCAL YEAR 2014-2015

For the period October 1, 2014 to September 30, 2015, the following contract positions were filled through a transparent and effective recruitment and selection process.

	Position	Assumption Date
1.	Executive Assistant to the PS (Racine Bowman)	01/10/2014
2.	Senior Human Resource Analyst (Joyce Dowlath)	07/01/2015
3.	Human Resource Analyst (Pettrina Brathwaite-Garcia)	01/10/2014
4.	Human Resource Analyst (Letisha Jacobs)	11/11/2014
5.	Corporate Communications Officer (Sonya Beharry)	15/12/2014
6.	Corporate Communications Officer (Marlene Spencer)	02/12/2014
7.	Hospitality Attendant (Michelle Hamilton)	01/05/2015
8.	Driver/Courier (Dale Rahaman)	01/12/2014
9.	Driver/Courier (Telly Charleau)	01/12/2014
10.	Driver/Courier (Samuel Jordan)	26/11/2014
11.	Statistical Analyst (Marina Smith)	19/01/2015
12.	Child Development Specialist (Bertrand Moses)	02/01/2015
13.	Economic Analyst (Justin Joseph)	15/12/2014
14.	Coordinator, Child Development (Yvette Hood)	02/01/2015
15.	Project Support Officer (Graciella Newton)	02/09/2015
16.	Project Support Officer (Micah Conor)	03/11/2014

17.	Project Support Officer (Afiya Baptiste)	30/12/2014
18.	Project Support Officer (Abeni James)	01/09/2015
19.	Paralegal (Raquel Gomes)	02/02/2015
20.	Child Care Assistant (Beverly Millette-Frontin)	01/09/2015
21.	Child Care Assistant (Marlene Lewis-Baptiste)	01/09/2015
22.	Child Care Assistant (Stephanie Heeralal)	01/09/2015
23.	Researcher (Francies Bruce)	06/01/2015
24.	Researcher (Roanna Lalmansingh)	03/08/2015
25.	Project Execution Officer (La Shell Reid)	01/10/2014
26.	Project Execution Assistant (Jason Forbes)	02/09/2015
27.	Database Specialist (Jason Katwaroo)	10/07/2015
28.	Information Systems Support Specialist (Immanuel Smith)	01/07/2015
29.	Director, Legal Services (Nicha Cardinez-Rostant)	03/08/2015
30.	Manager, Corporate Communications (Nataki Kerr)	18/02/2015
31.	Programme Development Specialist (Petal Alexis)	10/11/2014
32.	Family Service Social Worker (Alyssa-Ann Wanliss)	06/01/2015
33.	Family Service Social Worker (Nicole Pierre)	06/01/2015
34.	Family Service Social Worker (Temeka Francois)	06/01/2015
35.	Family Service Social Worker (Sunil Ramnath)	11/05/2015
36.	Family Service Social Worker (Rachael Andrews)	01/07/2015
37.	Family Service Social Worker (Ayesha Claxton)	14/07/2015
38.	Youth Development Officer (Donald La Guerre)	15/01/2015
39.	Youth Development Officer (Candice Brathwaite)	15/01/2015
40.	Youth Development Officer (Crystal Edwards)	15/01/2015
41.	Youth Development Officer (Andrew Sooparlle)	15/01/2015
42.	Youth Development Officer (Shivaun Boisson)	15/01/2015
43.	Youth Development Officer (Adonna Hughes)	16/03/2015
44.	Youth Development Officer (Wendy Samuel)	27/03/2015
45.	Youth Development Officer (Joellene Small)	01/04/2015
46.	Youth Development Officer (Colleen Singh)	01/04/2015
47.	Youth Development Officer (Nikeisha Wilson)	04/05/2015
48.	Business Operations Assistant II (Sparkle Sherry)	04/03/2015
49.	Business Operations Assistant II (Judy Byer-Mc Carthy)	02/03/2015
50.	Business Operations Assistant II (Kerwin Aigle)	03/09/2015
51.	Business Operations Assistant II (Felicia Lord)	02/01/2015
52.	Business Operations Assistant I (Rosanne Ramkissoon Sabad)	01/09/2015
53.	Business Operations Assistant I (Jamila Williams)	09/03/2015
54.	Business Operations Assistant I (Natasha Williams)	07/04/2015
55.	Business Operations Assistant I (Natasha Badenoch)	15/04/2015
	TOTAL FILLED	57

10.2 APPENDIX II: NUMBER OF VACANT AND FILLED CONTRACT AND ESTABLISHED POSITIONS IN FISCAL YEAR 2014-2015

CONTRACT POSITIONS			
Division/Unit	Number of Positions	Number of Positions Filled	Number of Positions Vacant
ICT	8	5	3
HRMU	6	5	1
Corporate Communications	8	6	2

General Administration	5	4	1
Policy, Research and Planning	16	11	5
Project Implementation	14	6	8
Legal	4	4	0
Inter-Disciplinary Child Development Centre	4	3	1
International Desk	3	1	2
Central Registry on Domestic Violence	2	2	0
Gender Affairs	25	9	16
National Family Services	98	24	74
TOTAL	193	80	113

ESTABLISHED POSITIONS			
Division/Unit	Number of Positions	Number of Positions Filled	Number of Positions Vacant
HR	13	4	9
Audit	4	1	3
Finance and Accounting	13	7	6
General Administration	27	18	9
Policy, Research and Planning	3	0	3
Project Implementation	3	0	3
Inter-Disciplinary Child Development Centre	14	7	7
Gender Affairs	12	1	11
National Family Services	22	5	17
TOTAL	111	43	68

10.3 APPENDIX III: SMALL GRANTS COMMITTEE PAYMENTS

Organisation	Purpose	Grant Amount
GENDER AFFAIRS		
Network of NGOs of Trinidad and Tobago for the Advancement of Women	Request for assistance with printing the 2015 Calendar Diary	\$4,000.00
The Maitagual Unified Community Development	Request for financial assistance towards hosting an Aids Awareness Program	\$10,000.00
La Brea Development Foundation	Request for financial assistance towards the cost of transportation, lunch and snacks for its first annual Parenting Seminar/Workshop scheduled for Saturday 15th November, 2014.	\$10,000.00
Trinidad and Tobago National Council of Parent-Teacher Associations INC.	Request for assistance in organising a Parenting Conference in celebration of its 54th Anniversary and also the 20th Anniversary of the International Year of the Family	\$10,000.00
Myrtle's Place	Request for support towards hosting its Soup and Salad Soiree on Sunday 30th November, 2014 at the South Caribbean Conference of SDA Grounds	\$2,000.00

Trinidad Style	Request for sponsorship towards its Third Annual Relationship Conference/Workshop. The event is scheduled to take place at The Radisson hotel on Saturday, December 6th, 2014.	\$5,000.00
Women's Institute for Alternative Development (WINAD)	Request for assistance towards hosting its fundraising event entitled "Lajwa" The Ultimate Experience on Saturday 29th November at #18 Mary Street St. Clair	\$4,000.00
Flaming Word Ministry	Request for assistance towards activities in commemoration of 16 Days of Activism against violence against women	\$5,000.00
National Women's Action Committee (NWAC)	Request for financial assistance (\$10,000.00) towards its 31th Annual National Calypso Queen Competition on Monday the 19th February 2014 at Queens Hall Auditorium, St. Ann's from 7:30pm.	\$750.00
Women of Worth (Trinidad and Tobago)	Hosting its Women of Worth IX seminar on Sunday 8th March 2014 at the JFK Auditorium, UWI. The event seeks to inspire and empower women in commemoration of international women's day.	\$1,500.00
Jegna Institute	In recognition of International Women's Day 2015, the Jegna Institute will be hosting a one day workshop "Leadership for Better Community"- "Make it Happen" at the Mayaro Sport Facility, on Saturday 28th March, 2015.	\$3,000.00
Trinidad and Tobago Endometriosis Association	Will be hosting two Public Awareness Seminars in order to build awareness of the disease (Endometriosis) publicly.	\$5,000.00
The Network of Non-Governmental Organisations of Trinidad and Tobago for the Advancement of Women	Seeking financial support for three Network representatives and two Local Government representatives to attend the 59th Session of the Commission on the Status of Women (CSW 15). The event is scheduled to take place from March 13th to 19th, 2015 in New York.	\$36,000.00
Gospel Light Church	Requesting funding towards hosting its tenth annual women's seminar and cultural show on Saturday 27th June 2015 at the Chamber building, Trincity, Macoya	\$3,000.00
Presentation College Parents Council	Hosting its half day Parent Empowerment seminar entitled "Protect Your Child Against Bullying!" which took place on Saturday 7th March 2015.	\$6,500.00
Gayle Rajkumar	Request for assistance towards attending the 2015 Global Women Leadership Network Forum in Denver, Colorado from July 11th 2015 to July 15th 2015.	\$5,000.00
Five Rivers and Environs Women of Worth	Seeking assistance towards hosting its Mothers' Day Event entitled "SPA Day/WOW Monologue Mom for 2015 on Sunday 3rd 2015 at the Five Rivers Community Centre.	\$3,000.00
The Sisterhood	Sponsorship towards an initiative entitled "Empower" which consists of a Ladies Luncheon and Cocktail at the Hyatt Regency.	\$900.00
Sub-Total		\$114,650.00
YOUTH AFFAIRS		

Association of Independent Evangelicals	Request for assistance towards hosting youth discussion on October 25th 2014	\$5,000.00
Phil Browne	Assistance towards the production of two songs	\$5,000.00
Falcon Martial Arts	Request for assistance for staging 3rd Annual Workshop and Seminar	\$7,000.00
The Brighter Today Better Tomorrow Deliverance Ministries	Request for assistance in hosting a sports and family day	\$15,700.00
Positive Motion	Financial assistance to host its Christmas Fire Project between the 15 th and 20 th December,	\$12,000.00
U Make me Smile Organisation	Request for assistance for promoting the Youth Extravaganza Expo and Family Day	\$10,000.00
Laventille Seventh Day Adventist Church – Laventille Youth Chorale (LYC)	Request for assistance towards hosting its Annual Ministerial Concert on 16 th & 18 th December, 2014 at the Central Bank Auditorium in Port of Spain	\$5,000.00
The Girls Guide Association of Trinidad and Tobago (GGATT)	Request for sponsorship for twenty participants to attend the WAGGGS National Leadership Development Programme (NLDP)	\$9,000.00
Partnering with God	Request for financial assistance towards its initiatives (youth forum, awards program, Christmas treat)	\$3,000.00
Electric Breakers	Request for assistance towards hosting an annual dance off called “Dance Against Crime” which takes place every Boxing Day (December 26th) from 3:00pm at the Chaguanas Regional Indoor Sporting Arena.	\$5,000.00
Presentation College Past Students’ Association – The Jerome Foundation	Request for assistance towards hosting an Annual Dinner and Awards function at the Petrotrin Pointe a Pierre Club on Saturday 22nd November 2014.	\$4,000.00
EYESPYE Southern Connection	Request for financial assistance to facilitate Entrepreneurial Training for delinquent youths and youth at risk in the community.	\$7,500.00
Mt D’or Youth Sport and Cultural Club	Request for financial assistance towards implementing a Youth Project entitled “Footballers Can Cook Too”.	\$6,000.00
Save Our Society Foundation	Request for assistance towards intervention initiative which comprises education, awareness, self-discovery, life skills identification and practice and practical approach to growth (in Commemoration of World Aids Day)	\$12,000.00
The Rotaract Club of Sangre Grande Central (RCSGC)	Proposal regarding assistance towards hosting the inaugural Rotaract District 7030 Leadership Training from Friday, November 21st to Sunday, November 23rd, 2014.	\$5,000.00
Moruga Secondary School	Request for assistance to facilitate its members’ participation at the Secondary Schools’ Parang Competition (November 2nd-23rd, 2014)	\$4,000.00
The Merekins INC	Request for assistance to cover expenses incurred from distribution of grants of \$2000.00 each to 6 deserving students to help them settle in their Secondary School	\$4,000.00
La Danse Caraibe (LDC),	Hosting a socially conscious production “Crocodile Tears” from Saturday 29th November, 2014 and Sunday 30th November 2014 at 6:00pm at Queen’s Hall.	\$5,000.00

Waterloo Secondary School	Financial assistance to facilitate thirteen of its form five Spanish students on a trip to Margarita in December	\$5,000.00
Christmas Village /Celebrating Life (CV/CL)	Sponsorship towards its Christmas Village 2014 under the theme: It's a Family Christmas! The event will be held from Friday 12th December 2014 to Tuesday 23rd December 2014 from 5:00 pm to 10:00 pm daily at the Skinner's Park facility, San Fernando.	\$10,000.00
African Unity Organization	Seeking assistance towards a Children Out-Reach Program. The program will be held for three hours every Saturday and children will be taught social skills, responsibility to self and community, gardening and arts.	\$3,000.00
Secondary School Drama Association	Hosting the Caribbean Secondary Schools' Drama Festival	\$10,000.00
The Seventh Day Adventist Church	Request for assistance towards hosting a National Rally on January 10th 2014 at the Ato Boldon Stadium.	\$10,000.00
Bishop Anstey High School & Trinity College East	Seeking financial support for its students (24) to attend the 26 th National Service Learning Conference in Washington DC from 8 th -11 th April 2015.	\$10,000.00
The Spiritual Baptist Faith Inc.	Financial assistance towards hosting its International Youth Event 2015 scheduled to take place from January 16th to 18th, 2015 at the Communication Union Hall, Henry Street, Port of Spain. The project will include the following activities: Youth Symposium; Concelebrated service; Exhibition	\$7,000.00
Iere Theatre Productions Limited	Request for contribution through the purchase of tickets for a dramatic production entitled Ten to One	\$4,500.00
Fine Line Fight Factory	Proposal regarding implementation of a Boxing/Self Defence Program at the St. Jude's School for Girls which was submitted by Ria Ramnarine, (Secretary, Fine Line Fight Factory /Program Director).	\$25,200.00
The African Mission Diaspora Movement	Hosting an Easter Spellathon Competition for children between the ages of seven and twelve.	\$5,000.00
Five Rivers Secondary School	Sponsorship is being sort by the institution to facilitate the expenses for the preparation of 13 students, a mentor and one tutor for a regional competition and ambassadorship program in Florida.	\$10,500.00
The Oral Traditions ROOTS Foundation	Seeking financial sponsorship to host its 3rd Edition of Cascadoo: Caribbean New Voices International Festival of Spoken Word.	\$5,000.00
Christian Union Church of the West Indies	Hosting its annual Carnival Youth Camp from Friday 13th February 2015 to Tuesday 17th February 2015 at De Freitas Ranch, Valencia	\$4,000.00
Bachan Trace Committee	4th Annual Sports and Family Day which will be held at the St. Mary's Recreational Grounds on Sunday 5th April, 2015.	\$15,530.20
The Centre for Human Development Limited (TCHD)	TCHD is seeking partnership with the Ministry towards a Youth Development Project for	\$48,000.00

	Trinidad and Tobago and the wider Caribbean. Re training of Youth Officers	
PWTM Productions	Request for assistance towards an upcoming TV series, The Apartment which focuses on gender and youth related issues,	\$25,000.00
Redemption Sounds Sports and Cultural Club	Hosting the Marac Family Day 2015 which was held at the Marac Village Recreational Grounds, Marac, Moruga on Sunday 7th March, 2015.	\$12,650.00
Progressive Youths	Annual project called "On the Go" 2015	\$10,000.00
Mothers of Future Leaders	Financial assistance towards hosting an Easter Vacation Camp for boys and girls between the ages 2 – 8 years old.	\$3,000.00
Chinapoo Police Youth Club	Hosting their annual Family Day/ Youth Rally entitled on Sunday 3rd May, 2015 at the Chinapoo Government School, Chinapoo Village Morvant.	\$2,500.00
Cropper Foundation	Request for assistance towards a week long Residential Creative Writers' Workshop (1st Trinidad and Tobago Teen Creative Writers' Workshop) for at least 10 teen-aged boys.	\$3,000.00
La Lune Transformers	Hosting its 5th Annual Sports and Community Day Activity which is scheduled to take place at the La Lune Recreation Grounds, La Lune Village, Moruga on Friday 3rd April, 2015.	\$9,500.00
The Anglican Diocese of Trinidad and Tobago – The Cathedral Parish of the Holy Trinity - The Friends of the Holy Trinity Cathedral	Request for a contribution towards its Prayer Breakfast 2015 at the Lions Cultural Centre on March 28th 2015.	\$1,750.00
CAAMS Events	Seeking sponsorship towards hosting an Annual Unity Fun Run/Walk geared towards fostering strong healthier relationships between families, communities, co-workers etc.	\$3,500.00
Laventille Community Children Project	Hosting a Career Guidance and Community Fun Day at Sogray Trace Laventille Road, Laventille on Saturday 6th June, 2015.	\$3,000.00
The Calvary Road Sunday School and Learning Centre	Hosting its 12th Annual Poem and Public Speaking Competition on Saturday 30th, May, 2015 at the Malick Youth Facility, Malick, Barataria.	\$4,469.00
Domestic Violence Survivors Reaching Out (DVSRO)	Request for financial assistance towards hosting its 2nd Annual Domestic Violence Awareness Run/Walk beginning at the Triangle, Chase Village at 7:00am, ending at Edinburgh 500 grounds, where it's Family Fun Day and Health Fair will be held.	\$1,250.00
Youth for Christ	Request for assistance towards hosting its 13th Annual National Liberation Day event on Saturday 25th April, 2015.	\$10,000.00
St. Croix Road Improvement Committee	Assistance towards hosting its Spiritual Baptist Liberation Day Celebrations on Saturday 28th March 2015 at the St. Croix Road Recreation Ground	\$2,000.00
Green Pioneers	Hosting its 2nd Annual Kite Flying Competition and Family Day which would be hosted at the Macaulay Recreation Ground on Sunday 5th April, 2015.	\$8,400.00

Jabari Baptiste / Jabari Baptiste Development Committee	Mr. Baptiste's parents are therefore seeking a contribution through the purchase of ten tickets towards fund raiser dinner (for Jabari Baptiste) ,Reaching for the Stars VI which is carded for Saturday 2nd May, 2015 at the Banquet and Conference Centre, Fiesta Plaza, Movie Towne.	\$3,000.00
Positive Motion	Request for financial assistance to host its Vacation Camp, "I Have Worth" between August 10th and 21st 2015 at the Aranguez Secondary School.	\$8,000.00
Life Shifters	Assistance in implementing its Life Shifters Early Life Skills Programme which intends to cater for the developmental needs of twenty five (25) individuals between ages eleven (11) and fifteen (15) years.	\$12,000.00
Catholic Youth Commission	Request for support towards hosting a Catholic Youth Expo	\$15,000.00
University of the West Indies	Request for contribution towards a Classic Concert 2015 - "The Caribbean Man" in honour of Mr. Leroy Calliste (Black Stalin). The event was held on Sunday 22nd February 2015 at the Hyatt Regency Trinidad.	\$20,000.00
Ste Madeleine Regional Complex	Seeking assistance towards hosting its Eleventh Annual (Post S.E.A Students) Spelling B Competition on Wednesday 10th June 2015 at the Ste. Madeleine Regional Complex.	\$1,500.00
Wayne Myster Foundation	Seeking financial assistance towards hosting Children Safety Caravans throughout the country.	\$5,000.00
ZM Image Consultants	Request for a contribution through the purchase of tickets for its 2nd edition of CHEERS (Charity Health Event Embracing Real Survivors)	\$2,000.00
Cultural Society of Trinidad and Tobago	Hosting its second One (1) Day Seminar entitled "Youth in Focus, "Leadership and Capacity Building" which is carded to take place on Monday 29th June 2015 at the VIP Lounge Hasely Crawford Stadium.	\$2,500.00
Scouts Association of Trinidad and Tobago	Request for assistance facilitate the participation of a contingent of 116 Scouts and Leaders at the 23rd World Scout Jamboree which is scheduled to be held in Yamaguchi City, Japan from the 28th July to 8th August 2015 was considered by the Committee.	\$25,000.00
Trinbago WoodWind and Brass Orchestra	Hosting its Musical Summer Camp at the Naparima Boys' College during the period Monday 6th July to Friday 24th July 2015. The theme for the camp is "Much More than Music" and includes life skills sessions.	\$3,000.00
The Realize Road Environmental Club	The Realize Road Environmental Club will be hosting its first annual inaugural beach clean-up and Sand Sculpting Competition on June 6th 2015 in commemoration of World Environmental Day. The activities would be conducted at the Moruga shoreline in conjunction with UNESCO and forty (40) of its member clubs. The group is therefore seeking assistance towards the initiative.	\$8,000.00

Coco Velvet International	Hosting its annual fashion workshop for 100 secondary school students between the ages 13 – 21 years who are interested in pursuing careers in the fashion industry.	\$15,000.00
Mon Repos Village Council	Hosting its 2nd Annual Spelling Bee Competition on July 10th 2015 at one of the executive member's residents, at Mon Repos Morvant and basketball court.	\$3,500.00
Courtney Rodney	Request for sponsorship for the rental of two (2) maxi taxis for senior citizens who would be going to pray for the nation, the crime situation, the youth and a peaceful election 2015.	\$3,400.00
Naparima Girls' High School's	Request for assistance for Laura-Lee Seales to represent Trinidad and Tobago at the 19th Annual World Championships of Performing Arts from July 8th -19th 2015 in Hollywood California.	\$10,000.00
Miss India Trinidad and Tobago organisation	Seeking financial assistance to facilitate the participation of Melissa Honoman at the Miss India Worldwide in Mumbai India on August 30th 2015 and Vanita Jerry at the Miss Sari International in Guadeloupe on July 18th 2015.	\$5,000.00
Grass Root Theatre of Trinidad and Tobago (GRT-TT)	Seeking assistance towards its 2015 HIV/AIDS Education Drive. The event takes the form of an HIV/AIDS 'Life Choices' Tour 2015 which entails a production that is designed to educate the public, young persons in particular, of unconventional means of transmissions as well as the commonly talked about methods of transmissions.	\$5,000.00
The 4H Leaders Council of Trinidad and Tobago	Proposal regarding assistance towards hosting a 4-H Youth Symposium The symposium is intended to afford young persons a platform to share their views on issues affecting young people in today's world.	\$10,000.00
Planit Cre8tive Concepts	Seeking part sponsorship towards hosting its 1st "I Love My Mom & Dad" Essay Competition scheduled to commence from April 17th 2015 and conclude on 31st May 2015. The Winner's Presentation is expected to take place on June 20th 2015.	\$2,000.00
Gonzales Community Council	Seeking assistance to participate in Prime Minister's Best Village Competition 2015	\$2,000.00
Let's Make it Happen Limited (LMIH Ltd)	Request for assistance to host a weekend retreat for boys	\$5,000.00
Kalaide Youth Group	Seeking assistance towards its inaugural 10T/10T cricket tournament which will be hosted in collaboration with the Trinidad Youth Council.	\$15,300.00

Eye Spy Southern Connection	Hosting of a two (2) day event which would seek to address the following issues: - Introduction to vocational skills training - Personal Development and Social Education - Care of babies and children - A motivational speaker who would have achieved success despite trying circumstances The programme would be held on Saturday 27th June, 2015 and Saturday 4th July, 2015 at the Petit Morne Community Centre, Manahambre Road, Ste Madeleine.	\$5,000.00
Mothers of Future Leaders	Seeking financial assistance towards hosting a Vacation Camp at the San Rafael Community Centre, Cumuto Road, San Rafael. The camp cultural camp would run for four weeks, commencing on July 20th 2015 and ending on August 14th 2015.	\$3,000.00
Single Fathers Association of Trinidad and Tobago	Hosting its annual weekend of Fatherhood activities.	\$5,000.00
St. Mary's College	Hosting a Fashion Show on Saturday 11th July 2015 at the College compound. This is an annual fund raising project specifically designed by young adults and is currently in its twelfth year.	\$1,500.00
R.E.A.L Theatre Company	Request for assistance towards staging its second, original full length production titled 'For Better For Worse-Recover or Lose' carded to be held at the UWI St Augustine, Learning Resource Centre.	\$800.00
Wenz and Fenz	Hosting its Vacation Camp during the period Monday 27th July to Friday 21st August 2015 during the following times: Monday to Friday daily 9am - 2:30pm.	\$4,000.00
Volunteer Centre of Trinidad and Tobago (VCTT)	VCTT is seeking funding to send a two member team to the 8th edition of the Social Enterprise World Forum (SEWF) in July 2015 in Milan, Italy. The total cost for the two persons is \$59,960.00. However the NGO is requesting assistance towards the cost of the tickets (\$6,000.00) for the forum.	\$5,000.00
31 st Trinidad Sea Scouts of the Naparima Scout Group	Sponsorship to facilitate the participation of one scout and an accompanying leader at the 23rd World Scout Jamboree in Japan 2015.	\$5,000.00
Paulinason's Learning Centre	Hosting its Community Summer Empowerment Camp 2015 which is scheduled for Monday 6th July 2015 to Thursday 30th July 2015 at #20A Riversdale Phase 2 Harmony Hall, Reform.	\$3,000.00
S.E.P.O.S Cultural Workshop Inc.	Request for assistance towards hosting Summer Vacation Camp for 50 children between the ages 7 and 17.	\$3,000.00
The Girls' Brigade Trinidad and Tobago	Assistance towards hosting an Award and Achievement Service on Sunday 28th June 2015.	\$3,000.00
The Tableland Pineapple Farmers Association	The Tableland Pineapple Farmers Association in collaboration with the Felicity Charleville Fishing Association (FCFA), Stop the Bullying lobby group and other stakeholders will be hosting its 4th National Fruit Festival scheduled for Friday 26th - Sunday 28th June 2015.	\$5,000.00

Church of God of Prophecy Trinidad and Tobago – National Youth Ministries (COGOP NYMTT)	Hosting its annual National Camp Summit (NCS 2015) entitled ‘Another Level – Deeper Exposure’ from July 5th 2015 to July 11th 2015 at the Persto Praesto Youth Development Centre.	\$7,000.00
Phase 1 Families Incorporated	Hosting its 2nd Annual Summer Camp 2015 entitled “Chosen Generation” starting from July 13th 2015 – July 31st 2015 at the Phase 1 Park, La Horquetta.	\$3,000.00
Trinidad and Tobago Dance Company (TT Dance COMM.)	Request for assistance towards a Competitive Urban Dance Training and Youth Development Program	\$10,000.00
Family and Youth Lifestyle Institute (F.Y.L.I)	Hosting a financial seminar/workshop, “The Product of Me” which seeks to target young persons in Trinidad and Tobago. The seminar/workshop will be held at the Central Bank Auditorium.	\$1,700.00
Caribbean Historical Society (CHS)	33rd Annual African Liberation Day Dinner on Saturday 6th June 2015 at the JFK Auditorium, St Augustine from 8:00pm	\$4,000.00
Arlene Smith	Seeking financial assistance to Sixty five students Edinburgh 500 Government Primary School of the field trip to the Trinidad and Tobago Hospitality and Tourism Institute (TTHTI) located in Chaguaramas where students attended a Dining Etiquette Workshop.	\$4,000.00
Ebenezer Seventh Day Adventist Church	Seeking financial assistance in order to host a Vacation Bible School (VBS) Camp from August 10th 2015 to August 21st 2015 from 9:00am to 2:00pm	\$3,000.00
The West Indian United Spiritual Baptist Sacred Order (W.I.U.S.B.S.C Inc)	Hosting a Gospel Concert on July 3rd 2015 at the Naparima Bowl, San Fernando at 7:00pm. The Concert is a fund raising event that will aid the Council in establishing funds for future educational events geared towards youth development.	\$900.00
The Mayaro Boys Sports Club	Seeking assistance towards hosting its St. Peter’s Day Celebrations 2015 scheduled on Sunday 28th June 2015 from 6:30am to 8:00pm at Plaisance Beach Front, Mayaro.	\$4,500.00
La Horquetta Pan Groove Steel Orchestra	Hosting its second Annual Music Vacation Program which is scheduled to take place from 6th July 2015 to 14 August 2015 (6 weeks).	\$10,000.00
Antillean All Stars Steel Orchestra	An outreach program “Steel Pan Basic Musical Experience Vacation Camp”	\$10,000.00
Nilijah Reaney	Financial assistance to attend the 2015 Summer Youth Assembly at the UN	\$5,000.00
Trinidad and Tobago Police Service – Project Pride in Gonzales	Assistance is being sought towards hosting an Annual July- August Vacation Camp entitled “Be the change you want to see in your community	\$3,000.00
Cotton Tree Foundation	Financial assistance towards hosting its Annual Vacation Camp for children (111) between the ages of 3 and 12.	\$3,000.00
Basse Terre R.C School’s	Request for assistance towards transportation in order to participate in a National Draught Tournament on June 30th 2015 at the Larry Gomes Stadium.	\$3,000.00

Cowen Hamilton Secondary School	Request for assistance with the purchasing of fifteen tickets for a fund raiser Boat Ride on Saturday 4th July 2015	\$2,250.00
Lisa James re: Akil Manswell	Request for assistance for Akil Manswell to attend the United World College, Costa Rica 2015 -2017	\$3,000.00
Restorers Enhancement Foundation	Trip to Guyana from August 8th to 17th 2015. The theme for the venture is "More than Ordinary" and its aim is to empower the youth as they interact with others, and expand their outlook on life and the world in general.	\$2,000.00
Nazarene Youth International	Seeking assistance towards hosting its Annual Youth Camp from August 15th to 21st 2015	\$2,000.00
Lifeline	Financial assistance towards hosting its Vacation Camp from July 6th 2015 to August 7th 2015	\$2,000.00
W.I.L.M.A Counselling and Correction Service	Assistance towards hosting its Vacation Camp which will run from Monday 27th July to Friday 14th August 2015 at Himalaya Club, 3rd Avenue Barataria.	\$2,000.00
Sub-Total		\$706,799.20
CHILD DEVELOPMENT		
ADHD (Attention Deficit Hyperactivity Disorder) Foundation of Trinidad and Tobago	Request for contribution to the 2014 conference by contributing to cost of the foreign presenter or towards cost of venue.	\$5,000.00
Artspire	Request for assistance for sponsorship for 150 students to attend play - The Pupil, the Parent & the Principal	\$15,000.00
Coterie of Social Workers of Trinidad and Tobago INC. San Fernando	Request for assistance to restart day care/nursery services	\$15,000.00
Moruga/Tableland Improvement Committee	Children's Christmas treat/Christmas related request	\$10,000.00
Cumuto Road Improvement Committee	Children's Christmas treat/Christmas related request	\$4,000.00
La Lune Improvement Committee	Children's Christmas treat/Christmas related request	\$3,000.00
Mandingo Community Development Group	Children's Christmas treat/Christmas related request	\$2,000.00
St. Mary's Community Council	Children's Christmas treat/Christmas related request	\$3,000.00
Moruga Development Network Organization	Children's Christmas treat/Christmas related request	\$4,000.00
Indian Walk Cultural Group	Children's Christmas treat/Christmas related request	\$3,000.00
Cunjaj Community Council	Children's Christmas treat/Christmas related request	\$3,000.00
14 ¼ mm Penal Rock Road Community Council	Children's Christmas treat/Christmas related request	\$4,000.00
Light of Hope Ministries	Children's Christmas treat/Christmas related request	\$3,000.00
Spencer Youths and Improvement Committee	Children's Christmas treat/Christmas related request	\$3,000.00
Like Star	Children's Christmas treat/Christmas related request	\$3,000.00

Kelly Village Council	Children's Christmas treat/Christmas request	related	\$3,000.00
Caring For All Foundation	Children's Christmas treat/Christmas request	related	\$3,000.00
Mt. Zion Independent Spiritual Baptist Church	Children's Christmas treat/Christmas request	related	\$3,000.00
St. Croix Road Improvement Committee – Moruga	Children's Christmas treat/Christmas request	related	\$3,000.00
Quarry Street Council of Elders	Children's Christmas treat/Christmas request	related	\$3,000.00
Trinidad and Tobago Volleyball Federation	Children's Christmas treat/Christmas request	related	\$4,000.00
Warriors' Assembly Growing Church - Breakthrough Ministries International	Children's Christmas treat/Christmas request	related	\$3,000.00
Women of the Soil Retreat and Cultural Centre	Children's Christmas treat/Christmas request	related	\$3,000.00
Rock City Wesleyan Holiness Church Laventille	Children's Christmas treat/Christmas request	related	\$3,000.00
New Wave Pentecostal Assembly	Children's Christmas treat/Christmas request	related	\$3,000.00
St Ann's #2 Independent Baptist Missionary Union Church	Children's Christmas treat/Christmas request	related	\$4,000.00
Marabella Unemployment Welfare Committee	Children's Christmas treat/Christmas request	related	\$3,000.00
Shistar Foundation	Children's Christmas treat/Christmas request	related	\$3,000.00
World Changers Day Care	Children's Christmas treat/Christmas request	related	\$3,000.00
St. Mary's Government School	Children's Christmas treat/Christmas request	related	\$3,000.00
St. Croix Village Council	Children's Christmas treat/Christmas request	related	\$3,000.00
Dave & Tony Friends for Life	Children's Christmas treat/Christmas request	related	\$3,000.00
Arouca Community Council	Children's Christmas treat/Christmas request	related	\$3,000.00
Without Walls Evangelical Outreach	Children's Christmas treat/Christmas request	related	\$3,000.00
Dorcas Women Group, Matelot	Children's Christmas treat/Christmas request	related	\$3,000.00
Chinapoo Police Youth Club	Children's Christmas treat/Christmas request	related	\$3,000.00
Laventille Community Children's Project	Children's Christmas treat/Christmas request	related	\$3,000.00
Arouca Youth Club	Children's Christmas treat/Christmas request	related	\$3,000.00
South East Port of Spain Achievement Organisation	Children's Christmas treat/Christmas request	related	\$3,000.00
Point Fortin Police Youth Club	Children's Christmas treat/Christmas request	related	\$3,000.00
St. John's Spiritual Baptist Church	Children's Christmas treat/Christmas request	related	\$3,000.00

Mariama Children's Museum and Teen Turf – Counselling and Activity Centre	Seeking part sponsorship from the Ministry towards publication of a Work Book “Children Are You Listening? – Life is a Balancing Act” written by Anna Maria Mora (Counselling Psychologist).	\$5,000.00
Innovators of Tomorrow Foundation	Children's Christmas treat/Christmas related request	\$3,000.00
S.E.P.O.S Cultural Workshop Ltd Inc.	Children's Christmas treat/Christmas related request	\$3,000.00
Moruga Roman Catholic School	To cover the cost of transportation for some of its student to support the school's team at the National Primary Schools U-15 Championships which took place on November 28th 2014 at the Larry Gomes Stadium, Arima.	\$2,800.00
Fatima Preparatory School	Children's Christmas treat/Christmas related request	\$3,000.00
Helping Us To You Friendly Group	Children's Christmas treat/Christmas related request	\$3,000.00
Lisas Gardens Welfare Council	Children's Christmas treat/Christmas related request	\$3,000.00
Spring Village & Environs Community Action Group	Children's Christmas treat/Christmas related request	\$3,000.00
R.E.A.C.H N' INC	Request for assistance towards hosting luncheon entitled "Victim to Victor Support	\$3,000.00
Paulinason's Learning Centre	Request for assistance towards hosting 1st Annual Christmas Community Explosion Camp and Education Book Drive catering for children between 3 to 14 years	\$3,000.00
T&T National Flag Bearer Cadets Youth Club	Seeking sponsorship of \$2,000.00 to pay the parang group (Malabar Secondary School Parang Side) and PA system for a Christmas Luncheon	\$2,000.00
The Advanced Development Strategies – Direct Marketing Specialist	Requesting the Ministry's participation as main sponsor of two of its next four Issues (Special Issue 1 and 9) of the freely distributed Sponsored Educational Topics (S.E.T) magazines, a parent/child publication.	\$5,500.00
Gasparillo Youth and Culture Development	Request for assistance towards hosting an Easter treat on March 30th 2015	\$3,000.00
The Down Syndrome Family Network	Hosting its 4rd Annual Conference in commemoration of World Down Syndrome Day on March 20th, 2014 at Hyatt Regency Port of Spain and the Magdalena Grande at on March 21st 2014.	\$10,000.00
Lady Hochoy Home	Hosting a camp for its residence/students in Tobago from July 5th 2015 to July 18th 2015	\$12,000.00
Councillor Adanna Griffith-Gordon - San Juan/Laventille Regional Corporation	Be hosting a 2nd Annual Easter Parade on Sunday 5th April 2015 from the Morvant Old Road to Trotman Street on the Eastern Main Road.	\$2,000.00
Oropune Elders	Financial assistance towards hosting its 1st Annual Easter Hunt and Pageant scheduled for Sunday 5th April 2015. The event is intended to target boys and girls between the ages of two and eight years.	\$2,000.00

Pinto Pioneers	Hosting its program entitled Pinto's Got Talent which is scheduled to take place at the Mickey Trotman Sporting Facility, Pinto Road, Arima on Sunday 19th April, 2015.	\$10,000.00
Adil Mohammed	Global young leaders conference	\$10,000.00
Sherelle Jack	Global young leaders conference	\$10,000.00
Satya Poon	Global young leaders conference	\$5,000.00
Ananda Poon	Global young leaders conference	\$5,000.00
Makeda S Sealy	Global young leaders conference	\$7,000.00
Vikash Chickooree	Global young leaders conference	\$5,000.00
Vishal Chaitram	Global young leaders conference	\$5,000.00
Avery D'Abreau	Global young leaders conference	\$7,000.00
Karishma Gunness	Global young leaders conference	\$5,000.00
Tiffani McLeod	Global young leaders conference	\$5,000.00
Kwesi Moore	Global young leaders conference	\$7,000.00
Chelsea Boodhoo	Global young leaders conference	\$5,000.00
Kiana Marie Young	Global young leaders conference	\$7,000.00
Kevin Jardim	Global young leaders conference	\$5,000.00
Kyl-John Nero	Global young leaders conference	\$7,000.00
Alan Phillip	Global young leaders conference	\$7,000.00
Sarah Mahabir	Global young leaders conference	\$5,000.00
Jonathan Wong	Global young leaders conference	\$5,000.00
Sakasha Mohammed	Global young leaders conference	\$7,000.00
Sejal Lalchandani	Global young leaders conference	\$5,000.00
Samantha Mohammed	Global young leaders conference	\$5,000.00
TeHilla Paul	Global young leaders conference	\$7,000.00
Denique Robertson	Global young leaders conference	\$5,000.00
Amelia Khanhai	Global young leaders conference	\$5,000.00
Tasheira Khan	Global young leaders conference	\$5,000.00
Rachel Rampat	Global young leaders conference	\$5,000.00
Kaisha Bedeau	Global young leaders conference	\$10,000.00
Nicholas Mohepath	Global young leaders conference	\$5,000.00
Jakeilia Trim	Global young leaders conference	\$5,000.00
Servol Happy Venture Special	Financial assistance to purchase computer hardware devices (desktops, laptops printers, photocopying machine)	\$20,000.00
Arouca Youth Club	Financial assistance towards the purchase of items for home work centre	\$5,000.00
United Brotherhood of Time Spiritual School	Hosting its Emancipation Celebrations entitled "A Tribute to our Heroes of Social Justice".	\$2,000.00
Family Support Foundation	Assistance towards its Educational Tour for Forty Children	\$1,000.00
Word for the World Ministries	Assistance towards hosting its Vacation Activities during the period August 10 to August 22nd 2015	\$2,000.00
Cathedral of the Immaculate Conception and Church of the Sacred Heart	Hosting its annual vacation camp from July 25th 2015 to Augusts 7th 2015 at the Matelot R.C School, Matelot Village.	\$1,500.00
Woman, Thou Art Loosed Foundation	Seeking assistance towards hosting its first Annual July-August 2015 Vocational Camp at Carenage Recreational Community Centre.	\$1,500.00
Sub-Total		\$447,300.00

Total Number of Grants Awarded = 217
Total Amount Awarded = \$1,268,749.20