

Ministry of Social Development
Administrative Report for Fiscal
Period

October 2005 to September 2006



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INTRODUCTION

In May 2005, the Social Services Delivery function of the Office of the Prime Minister reverted to the Ministry of Social Development. During the period of separation the two (2) agencies established different goals, objectives and organizational structures. However, with the merger, the operations of both needed to be rationalized in order to achieve a seamless reunification. A Transformation Team comprising key personnel from each “arm” of the new Ministry, and including representation from the Public Management Consulting Division (PMCD) of the Ministry of Public Administration and Information, was established to address this task. A consultant was also brought on board to strategically guide the process.

The result of the reunion, in fiscal 2005/2006, was the development of a new Vision, Mission, Goal and Objectives, Core Values, a motto; and roles and responsibilities that defined the parameters of the unified operations. These strategic configurations are laid out in the following sections.



VISION, MISSION, GOAL, OBJECTIVES, CORE VALUES & MOTTO

VISION

To be a dynamic, knowledge-based, service-centred organisation, guiding and encouraging the holistic and sustainable development of responsible, empowered citizens.

MISSION

To lead in the transformation of the lives of all citizens, with particular emphasis on the vulnerable, through the provision of a network of integrated, effective and accessible social programmes and services.

GOAL

To ensure the effective and efficient functioning of the social sector, towards improvement in the standard of living of all our nation's citizens, particularly those most at risk.

OBJECTIVES

The objectives of the Ministry of Social Development are to:

1. Create an environment that strongly projects the Ministry's core values;
2. Define an appropriate policy framework;
3. Develop and implement a programme of institutional strengthening;

4. Acquire and retain personnel committed to the core values of the Ministry and excellence in service delivery;
5. Decentralise and create inter-departmental collaboration through the establishment of approximately fifteen (15) Social Service Delivery Centres;
6. Plan and implement structures and processes to facilitate effective, efficient and timely delivery of social services;
7. Design and implement programmes to ensure that all members of staff have an understanding of the requirement of output budgeting and an appreciation for fiscal policy and procedures.

CORE VALUES:

Six (6) core values guide the Ministry's social programming strategy; these are:

- Respect
- Integrity
- Compassion
- Responsiveness
- Innovativeness
- Commitment

MOTTO

The motto adopted by the Ministry is, *'Helping, Empowering, Transforming Lives'*, and policies and programmes are designed to help produce real transformation in the lives of the people being served. In particular, the programmes and services offered by the Ministry are designed to assist the vulnerable in our society by empowering them with the tools and skills necessary for leading sustainable lives.



ROLES & RESPONSIBILITIES

The major roles and responsibilities of the Ministry of Social Development include:

- Serving as a central coordinating body for the social sector with respect to the conduct of research, policy and programme planning and development; and monitoring and evaluation;
- Facilitating networking, information and data gathering and dissemination within the social sector and with external agencies;
- Making recommendations for the effective functioning of the social sector based on continuous assessment;
- Facilitating the decentralisation of the social services delivery system;
- Initiating and operationalising programmes for subsequent hand over to relevant social sector Ministries;
- Developing systems, strategies and programmes to realize positive attitudes and behaviour in the citizenry;
- Identifying gaps and making recommendations for the drafting and amendment of legislation relevant to the sector;

- Fostering peace, harmony and social justice through programmes such as community mediation;
- Fostering good governance through the promotion of participatory development approaches;
- Monitoring regional and international conventions and agreements pertaining to the social sector such as: the United Nations Convention on the Rights of the Child; and, the National Plan of Action emanating from the 1990 World Summit on Social Development and on Children; to ensure implementation within agreed time frames; and
- Delivering social services and providing social support for vulnerable groups, towards sustainable enhancement of their well-being.



OVERVIEW

During the fiscal year 2005/2006, the policies developed and the social projects and programmes executed by the various divisions of the Ministry of Social Development, were also informed by national and international policy objectives, inclusive of the thrust towards VISION 2020 (the attainment of developed country status by 2020), and the United Nation's Millennium Development Goals (MDGs) to be achieved by 2015.

Some of the key initiatives undertaken in fiscal 2005-2006 were:

- i. The development of a concept paper for the introduction of a National Parenting Programme;
- ii. The development of a draft proposal for the implementation of an Expanded and integrated Counselling and Other Intervention Programme for Trinidad and Tobago;
- iii. The conduct of a Survey on the Causes and Effects of Alcoholism in Trinidad and Tobago;
- iv. The conduct of a Multiple Indicators Cluster Survey in collaboration with UNICEF;
- v. The commencement of a Survey on Conformity to Socially Accepted Norms and Values in Trinidad and Tobago;
- vi. The development of a Policy on NGO/Government Relationships;
- vii. The development of a Policy on Government Assistance to Faith-based Organizations;
- viii. The implementation of the first stage of a Conditional Cash Transfer Programme.

Outlined hereunder, are the achievements of the Ministry of Social Development for fiscal 2005/2006, placed according to the Divisions responsible for their implementation.



ADOPTION UNIT

The Adoption Unit serves as the Secretariat to the Adoption Board of Trinidad and Tobago (ABOTT). The ABOTT was formed out of legislation known as the Adoption of Children Act 31 of 1946, which made ABOTT the sole authority for the arrangement of legal adoptions in Trinidad and Tobago

↓ ROLE AND FUNCTIONS

- i. To perform casework investigations for local and international agencies, on children and family issues
- ii. To make investigations concerning the adoption of children for the consideration of the Court
- iii. To act as *guardian ad litem* (provide custodial care) of any child in respect of whom an adoption order is sought
- iv. To prepare and present to the Court leading evidence in adoption applications
- v. To receive applications from birth parents, guardians and adopters in respect of the adoption of persons.

✦ **ACHIEVEMENTS**

Public Awareness Campaign

During the fiscal 2005/2006, the Division's continued its drive to increase the public's awareness on adoption issues –

- In April 2006, a television interview was conducted on NCC Channel 4; followed by an interview with the Express Newspaper, in May 2006;
- In early 2006, the Division partnered with the Self Help and Rehabilitative Effort (S.H.A.R.E.) Secretariat to carry out Community Outreach activities, during the delivery of foodstuff at Community Centres.

Adoption Matters

- Eight (8) adoption matters were successfully concluded in Court and 13 persons were approved as prospective adoptive parents.

Training

- Two (2) members of staff were enrolled at U.W.I. School of Continuing Studies – Certificate in Social Work Programme
- Three (3) members of staff completed the Certificate in Microsoft Office Suite
- One (1) member of staff completed a Certificate Supervisory Management from the School of Business and Computer Studies.



COMMUNITY MEDIATION DIVISION

In 2004, the Community Mediation Services were restructured in keeping with the revision of the relevant legislation. On **April 26th 2006**, the new programme was launched consistent with the Mediation Act of 2004. The mission of the Community Mediation Services Division is to facilitate the empowerment of individuals, groups and communities by resolving disputes, through mediation, in a non-threatening environment. In so doing, the Division focuses on providing the fora for resolution of conflict, and positively impacting on the behavioural and attitudinal responses to conflict within various communities such as the individual, family and neighbourhood.

↓ ROLE AND FUNCTIONS

- i. To implement the Community Mediation Services Programme throughout Trinidad and Tobago in order to reduce destructive responses to conflict in society and to resolve current conflicts in a faster and more cost effective manner, while advocating and encouraging restorative justice
- ii. To attend to current conflict situations through the provision of fora for negotiating the settlement of disputes in areas such as landlord/tenant disputes, small claims, merchant/consumers disputes, family and relationship disputes, juvenile conflicts and harassment problems

- iii. To coordinate Community Mediation Support Programmes aimed at positively impacting on behaviours, attitudes and responses to conflict within local communities
- iv. To educate the Division's stakeholders and the wider public on the mediation process, the benefits derived in utilizing the process and to clearly articulate the role and responsibilities of the Community Mediation Programme
- v. To engage in effective monitoring and evaluation of the Community Mediation Programmes by examining the inputs and activities of each phase of implementation and assessing its progress against the Government's priorities.

↓ **ACHIEVEMENTS**

Corporate Achievements

- i. Launch of the Community Mediation Services Programme in April 2006;
- ii. Opening of three (3) main Mediation Centres in the following areas - Cunupia, Point Fortin and Port of Spain; and two sub-centres in San Juan and Couva respectively. Community outreach activities were conducted in the communities where centres were located to sensitize the residents about the programme. An assessment tool was also developed to aid in determining the impact of the programme.
- iii. Completion of the division's Draft Operating Procedures Manual
- iv. Completion of the division's Draft Communications Strategy
- v. Completion of a Draft Monitoring and Evaluation Plan
- vi. Submission of Draft Regulations to the Office of the Attorney General
- vii. Development of a methodology for speedier assessment of non-governmental organisations, faith-based organisations and community-based organisations

- viii. Development of a questionnaire to be used to collect baseline data in the respective communities
- ix. Development of a directory of community profiles which will be used to inform future planning and execution of projects.

Operation Achievements

- i. For the period May – September 2006, the Community Mediation Services Division served 122 clients, of which 66 were males and 56 were females. 57% of the cases were court-referred, and 43% were self-referred.
- ii. In August 2006, the centres began offering social work services and 15 persons accessed the pre and post counselling services.

Community Partnerships

Recognising the importance of strategic alliances, and during the period May – September 2006, the Division –

- i. engaged in 28 partnerships with non-governmental organisations (NGOs), faith-based organisations (FBOs) and community-based organisations (CBOs). It is anticipated that through these partnerships stakeholders will refer clients to the centres and assist in outreach activities.

Outreach Activities

During the period November 2005 – September 2006, the Division participated in several *outreach events* under the patronage of the Ministry of Social Development and other governmental and non-governmental organisations. These included the following –

Date	Event	Location
2005		
11 Nov.	Victims Rights and Welfare	UWI, St. Augustine
2006		
17 Jan.	Princes Town Regional Corporation Social Exposition	Princes Town
4 Feb.	Ministry of Sport and youth Affairs Outreach Programme	Gasparillo
8 Feb.	UWI International Conference on Crime and Criminal Justice	UWI, St. Augustine
8 Mar.	International Women's Day Expo	POS
17 Mar.	The Cropper Foundation Community Exchange and Information Fair on the Northern Range	Laventille
18 Mar.	Biche Village Council Sports and Family Day	Biche
8 Apr.	Ministerial Outreach Caravan	Lengua Village
16 Sept. & 17 Sept.	Ministerial Outreach Caravan	Trainline, Marabella



CORPORATE COMMUNICATIONS AND EDUCATION UNIT

The mission of the Corporate Communications and Education Unit is to:

“Add value to the Ministry’s Corporate Image through the creative and judicious use of Communications and Public Relations Strategies, that increase awareness of the Ministry’s programmes and achievements among its internal and external publics, and establish the Ministry as a proactive institution, responsive to the needs of all its clients”

It is vital for the Ministry to have an effective internal and external communications network and to maintain a strong communications strategy that will enable speedy and informed decision-making.

↓ ROLE AND FUNCTIONS

- i. Develop and execute related communication plans in the context of the wider National Communications Strategy of the Public Sector
- ii. Develop and execute programmes geared toward educating the public; and disseminate information about the Ministry and its work
- iii. Establish communications networks with the Ministries within the social sector to keep the Ministry informed of ongoing initiatives

- iv. Establish formal and informal communication networks with critical external agencies including the media
- v. Provide protocol and other public relations services for the Minister
- vi. Prepare periodic administrative and progress reports
- vii. Participate in planning, coordinating and organizing public consultations, conferences, seminars, workshops and similar special events; and
- viii. Liaise with the media and Government Information Services Division to arrange for media coverage of events.

✦ **ACHIEVEMENTS**

The activities of the Corporate Communications and Education Unit increased during this fiscal period due to the merger between the Ministry of Social Development and the Social Services Delivery arm of the Office of the Prime Minister.

Building Organisational Capacity in Communications

The Unit hosted a five-day workshop on Social Marketing from June 19th – 23rd 2006, at which twenty-two (22) technical officers from various Divisions within the Ministry participated. The workshop was facilitated by the *Caribbean Institute of Media and Communication, University of the West Indies, Mona Campus, Jamaica*. Participants received an introduction to the basic theory and practice of social marketing, research techniques in social marketing and theories and models in behaviour change

communications. At the end of the 40-hour training programme, all participants received certification in an “**Introduction to Social Marketing**”.

Technical Assistance

Technical assistance was provided to various divisions of the Ministry in the areas of advertising, media campaigns and event planning, for such initiatives as the:

- Promotion of the European Union (EU) Sponsored-Poverty Reduction Programme, Regional Micro Project Fund;
- Training in the National Survey of Living Conditions
- National Alcohol and Drug Abuse Prevention Programme (NADAPP) - Carnival 2K6
- The Caribbean Summit for Children on HIV / AIDS
- ‘Adoption is an Option’ video features
- 13th Annual Conference of the Social Network of Latin American and the Caribbean
- Elder Abuse Awareness Week
- Disability Awareness Week
- Community Service Orders- Appreciation Ceremony.

Community Outreach

The Unit co-ordinated the Ministry’s attendance at six (6) outreach events hosted by other agencies in areas such as Gasparillo, Valencia, Felicity and the Brian Lara Promenade.

The Unit also co-ordinated the Ministry's hosting of outreach events at Lengua, Marabella Train Line and Carenage.

Public Awareness

- Print:

The Unit was instrumental in the –

- i. Development of a comprehensive *Public Relations and Public Education Campaign for the TTcard*, an element of the *Targeted Conditional Cash Transfer Programme*.
- ii. Development of *two (2) educational pamphlets* aimed at empowering ordinary citizens with the confidence and knowledge that they can make a difference, by reporting incidences or suspicions of child abuse.

The pamphlets were distributed to the national community, via (i) 'direct mail' to selected communities, on a phased basis; and (ii) the Ministry's community outreach programmes.

In Phases I and II of the distribution programme, communities within the regions of Caroni, Chaguanas, Tabaquite, Cunupia, St. Andrews/St. David, Victoria East, Belmont, La Horquetta, San Juan, Maraval, Santa Cruz, Diego Martin, Maracas and St. Joseph and Princes Town, were targeted for direct-mailing. 54,100 households received the two pamphlets in their mail boxes. Selected communities in Tobago and North West Trinidad will be targeted in Phases III and IV.

- Radio:

The Unit produced six (6) 30-second hurricane tips entitled, "*Are you Prepared?*". The Programme was designed to inform the public of the simple way they could minimise personal and material loss, during hurricanes or floods. Broadcast began in May 2006 and ran over an eight (8) week period on six (6) radio stations.

- Television:

As part of its corporate identify reinforcement strategy, the Unit –

- a. Developed a **15-second television commercial** based on the animated version of the Ministry's motif. The ad served as a lead-up promotional activity for Ministry events such as a community outreach programme or the launch of a new programme or facility; and ran for an 8-week period beginning April 2006. While no official data was recorded, there was a noticeable increase in the number of calls to the Unit
- b. Produced two (2) television features on the Ministry's programmes, as follows –
 - i. a five (5) minute feature on the Multi-Purpose Community-Based Telecentres, highlighting their locations and the free services that could be accessed by CBOs, as well as the underemployed and unemployed in the community. The feature was broadcasted on CNC3, CCNTV6 and Gayelle

- ii. A six (6) minute feature highlighting the work of the EU-Sponsored Poverty Reduction Programme. The feature was shown at the *13th Annual Conference of the Social Network of Latin America and the Caribbean* held in Port of Spain in August 2006, and subsequently, broadcasted on television.



COUVA SOCIAL SERVICES CENTRE

The Couva Social Services Centre was established through Cabinet Minute No. 620 of April 11, 2002, and is intended to serve as a forerunner to full-fledged Regional Social Service Agencies. Its overarching mandate is to provide a package of integrated social services to the residents of Couva and the environs.

↓ ROLE AND FUNCTIONS

- To foster greater awareness of the social services available to members of the Couva / Tabaquite / Talparo Region
- To develop a comprehensive database on the Couva / Tabaquite / Talparo Region
- To conduct conferencing and small group counselling
- To coordinate and monitor the delivery of social services at the Centre
- To develop and implement community-initiated projects.

↓ ACHIEVEMENTS

In fiscal 2006, the Couva Social Services Centre was involved in the following activities –

- i. Training of one hundred and twenty (120) secondary students in a *HIV / AIDS* awareness programme called '*Confronting HIV / AIDS Now by Greater Education*

(CHANGE)'. This was conducted in collaboration with facilitators from the Ministry of Health's Youth Arm, RAPPORT; and the schools that participated were -

- Holy Faith Convent, Couva
 - Couva Government Secondary
 - Couva Junior Secondary
- ii. *A Vacation Camp* held for teenagers of clients of the Couva Social Services Centre, during the period July 24th – August 11th 2006. Twenty-two (22) teenagers were exposed to:
- Training in social Issues such as anger management, mediation, drug awareness, handling violence
 - Computer training
 - Craft
 - Sporting Activities; and
 - a field trip

The teens were provided with breakfast and lunch over the 2-week period and were awarded certificates of participation at a graduation ceremony at the end of the period.



DISABILITY AFFAIRS UNIT

The Disability Affairs Unit was established in 1999, to serve as a resource and referral centre on matters pertaining to persons with disabilities. The Unit is responsible for coordinating, developing and implementing comprehensive programmes to assist persons with disabilities in Trinidad and Tobago.

✦ ROLE AND FUNCTIONS

- To co-ordinate and monitor implementation of the National Policy on Persons with Disabilities
- To provide technical support and referral for persons with disabilities, their families and all other persons interested in learning about disabilities
- To evaluate requests for assistance from Non-Governmental Organisations (NGOs) and individuals
- To network with pertinent NGOs, mass media and international organisations to collect and disseminate information on disabilities
- To implement programmes that empower persons with disabilities
- To sensitise and increase public awareness of issues pertaining to persons with disabilities
- To conduct research and collect data on persons with disabilities.

★ **ACHIEVEMENTS**

i. International Day of Disabled Persons

International Day of Disabled Persons is commemorated each year and, in Fiscal 2006, a more sustained approach to the day was achieved through the coordination of a “Disability Awareness Week” which ran from November 28th to December 3rd 2005. This year’s theme: “Rights of Persons with Disabilities: Action in Development” was marked by highlighting a particular disability type on each day of the week as follows:

- Deaf Awareness Day
- Learning Disabilities Day
- Blind and Visually Impaired Day
- Mental/Emotional Disabilities
- Physical Disabilities Day
- Cultural Activity

The initiative was undertaken in collaboration with NGOs who hosted various events such as: Open Days, Information Booths, Public Awareness sessions at schools and malls, physiotherapy sessions, concerts and a walk-a-thon. This coordinated effort served to achieve networking with NGOs, strengthen alliances in this area, and increase public awareness regarding persons with disabilities.

ii. Launch of the National Policy on Person with Disabilities

The *National Policy on Person with Disabilities* is a framework for integrating persons with disabilities in society. The Policy, which incorporated an Action Plan, was approved by Cabinet in December 2005 and formally launched in June 2006. The start of some key initiatives coincided with the official launch as follows -

□ Sensitization Workshop

The first in a series of stakeholder sensitisation workshops was held. The purpose of the workshop was to sensitise, remind and encourage various stakeholders of their respective roles in promoting a barrier-free environment to persons with disabilities, as it relates to the built physical infrastructure as recommended in the Policy.

□ Public Awareness

The start of implementation of several public awareness initiatives coincided with the launch. These initiatives which included - advertisements in the daily newspapers, radio advertisements and the publication and circulation of the Policy and Action Plan, were aimed at supporting the official Policy launch, improving media coverage on the Policy over a longer period of time, and effectively increasing levels of awareness over a greater portion of the national population.

▣ Stakeholder Sensitisation

Formal discussions were held with various Ministries to commence implementation of the Policy. Strategies for integrating persons with disabilities, as articulated in the Policy were discussed, and a responsibility matrix outlining the Policy recommendations, proposed activities and timeframes was developed and presented at the launch.

iii. Launch of the Personal Assistants Training Programme (PATP)

The *Personal Assistants Training Programme (PATP)* for persons with disabilities was officially launched in June 2006. The programme was designed to provide a pool of trained attendants who would offer support services to persons with disabilities, so that such persons could enjoy a greater degree of autonomy and independent living. The programme is delivered by SERVOL on behalf of the Ministry of Social Development and comprises classroom and practical training as well as on the job training over a 15 - month period. As at September 2006, twenty-one (21) persons received training under this programme.

iv. Standardisation of Trinidad and Tobago Sign Language

The *Standardisation of Trinidad and Tobago Sign Language* involves the creation of a dictionary that will contain both American and Trinidadian signs. Such standardisation is expected to create consistency and uniformity in the use of the locally created signs by the Deaf and hearing impaired community; and lay a foundation for the introduction of a certified course to teach sign language. This text, once incorporated in the school system, will aid in the education of the Deaf and greatly improve their ability to live productive and

self-sufficient lives. As at September 2006, the Management Committee established to standardise Trinidad and Tobago sign language viewed over 1500 local signs and an equivalent number of American signs.



DIVISION OF AGEING

The mission of the Division of Ageing is to educate and sensitize key stakeholders and the general public on ageing issues; and to enhance the quality of life of older persons throughout Trinidad and Tobago by providing an enabling environment for their continued development.

↓ ROLE AND FUNCTIONS

- To develop standards of care for older persons and facilitate compliance
- To monitor and coordinate the implementation of the National Policy on Ageing
- To organize and coordinate training programmes, seminars and workshops for care providers of older persons
- To develop and implement programmes and projects for the benefit of older persons
- To conduct research on matters pertaining to ageing and older persons
- To conduct public sensitization programmes nationwide on ageing issues
- To operate an Older Persons Information Centre (Help Desk) to provide information on products and services available to older persons.
- To network with social-sector Ministries, the private sector, and civil society to develop and coordinate the implementation of the National Plan of Action on Ageing.

↓ **ACHIEVEMENTS**

Opening of Senior Centres

The Senior Activity Centres are a component of the Continuum of Health and Social Support Services which is intended to foster independence among older persons. Two (2) Senior Centres were opened in St. James and Maloney – which served almost two-hundred (200) and ninety-five (95) older persons respectively. Proposals were received and assessments were completed for the establishment of five (5) additional centres, proposed to become operational in the first half of fiscal 2007.

Commemoration of International Day of Older Persons

International Day of Older Persons, which is observed on October 1st annually, was commemorated with a luncheon to honour older persons for their contributions at the community or national level.

Observance of World Elder Abuse Day

World Elder Abuse Day (June 15th 2006) was observed with a week of activities which included - a series of radio and television interviews aimed at addressing various types of elder abuse; an Inter-faith Service; and the adoption of a community of elders in St. James.

The Inaugural Observance was held on June 16th 2006, at which selected caregivers were given awards; and a 5-minute video (produced by the Division) was shown to highlight existing best practices being conducted for/by older persons in Trinidad and Tobago.

Public Open Fora on Ageing Issues and Ideas

Four (4) Public Open Fora on *Ageing Issues and Ideas* were held in Trinidad, in August 2006, for persons aged 55 years and over, to communicate and share their ideas / opinions with staff of the Ministry.

The Older Persons Information Centre (OPIC)

At the end of its first year of operation, in August 2006, the *Older Persons Information Centre (OPIC)* served a total of one hundred and twenty (120) persons via telephone calls, facsimile and walk-ins, the higher percentages of which were requests for homecare services for older persons and reports of elder abuse.

National Policy and Action Plan on Ageing

The *National Policy on Ageing*, together with its Action Plan was finalized and approved by Cabinet in September 2006.



EUROPEAN UNION SPONSORED POVERTY REDUCTION PROGRAMME

The European Union Sponsored Poverty Reduction Programme supports the Government of Trinidad and Tobago in formulating a National Poverty Reduction Strategy to address the needs of the most vulnerable groups in society.

↓ ROLE AND FUNCTIONS

- To improve the delivery of poverty reduction services by the decentralization of poverty interventions through the use of the Regional Social and Human Development Councils (RSHDCs);
- To strengthen the institutional framework for poverty reduction through the establishment of the Network of Civil Society Organisations;
- To strengthen the information base on poverty and poverty reduction programmes through conduct of Surveys and Poverty Profiles

↓ ACHIEVEMENTS

Survey of Living Conditions (SLC)

In an attempt to gather relevant data to assess the living conditions and the level of poverty of the citizens of Trinidad and Tobago, a *Survey of Living Conditions (SLC)* commenced in 2005 under the EU-Sponsored Poverty Reduction Programme. The purpose of this survey

was to improve the availability of and to provide access to information on poverty. The results of the survey are to be used as a guide to social policy programming and development.

International Day for the Eradication of Poverty

In celebration of International Day for the Eradication of Poverty, a documentary on poverty and the Poverty Reduction Programme was aired on the CCNTV 6 in October 2005.

The Regional Micro Project Fund (RMPF)

The *Regional Micro Project Fund (RMPF)* allows each Regional Social and Human Development Council (RSHDC), to recommend financing for projects that will meet the social needs of the most vulnerable regions in Trinidad and Tobago. At the end of September 2006, one hundred and fifty-nine (159) projects were approved for funding at a cost of \$3.6 m. This fund assists NGOs and CBOs to implement projects that will meet the needs of the most vulnerable persons in the community. The range of projects for which funding was made available, included Home Work Centres, Computer Literacy, Anger Management for youth, Grow Box Cultivation, Sporting and Cultural projects.

Grants Award Functions

Two (2) Grants Award Functions were held in fiscal 2006 at which 74 organisations were publicly acknowledged as receiving grants for their projects.

Social and Human Development Councils (RSHDCs)

In fiscal 2006, all fifteen (15) *Regional Social and Human Development Councils (RSHDCs)* and Project Implementation Units (PIUs) were operational throughout Trinidad and Tobago. The RSHDCs have been conducting outreach activities throughout communities in their regions which include the promotion of various social programmes of the member agencies/Ministries in these communities. In addition they have responded collaboratively to many needs identified by the communities either from their existing programmes or by engaging other relevant agencies.

RSHDC members were also trained in the assessment of project proposals and monitoring and evaluation of projects. This helped them in carrying out their functions to assess and monitor projects under the RMPF.

In fiscal 2006, the *Network of Information Resource Centres (IRCs)/ Network of Civil Society Organisations* assisted the RSHDCs in mobilising communities to access the RMPF. Several training programmes were implemented for the Networks to help build their capacity. This initiative is geared towards improving the coordinated approach to the implementation of social programmes.



HUMAN RESOURCE DIVISION

The Human Resource Division of the Ministry of Social Development was responsible for a number of training and development programmes held over the fiscal year. The Division was also instrumental in the recruitment of staff as part of the Ministry's mandate for Institutional Strengthening.

↓ ROLE AND FUNCTIONS

The Human Resource Division has responsibility for human resource planning, training and development, employee relations and the integrated human resource information system. The Division is charged with the task of developing policies and procedures which ensure the recruitment and retention of staff with the relevant competencies to assist the Ministry to achieve its mandate. The Division is also responsible for developing systems which facilitate monitoring and evaluation of staff by Section Heads.

↓ ACHIEVEMENTS

The Division achieved the following:

- **Training of staff** at various levels in areas such as:
 - Leadership / Supervisory Skills
 - Strategic Management / Thinking
 - Computer Literacy and Basic / Intermediate Computer Training.

- Customer Service Delivery / Customer Relationship Management
 - Certificate Course in Social Work
 - Alternative Dispute Resolution / Mediation Skills
 - Team Building Skills
 - Communication Skills
 - Presentation Skills
 - Image and Personal Presentation / Office Etiquette
 - Auditing and Financial Management
 - Disaster Preparedness
 - Stress Management
 - Project Management Skills
 - Report writing
 - Managing change and innovation
 - In-house Training – Performance Management, Managing Discipline
- **Tuition Assistance to its staff members -**
A draft training policy was developed within which consideration is given to the grant of financial assistance to staff members to pursue studies intended to enhance their self development as well as positively impact the work of the Ministry.
- **Spanish as a First Foreign Language Initiative -**
 - Conduct of training in Conversational Spanish – Basic and Intermediate Levels
 - Placement of Spanish / English signage throughout the Ministry

- Conduct of training in Business Spanish
- **Establishment of an Integrated Human Resource Information System (IHRIS)** that included -
 - Installation of Integrated Payroll application software for the Accounting Unit.
 - Development of training programme for staff members.
 - Computerization of HR systems – database of staffing establishment and Personnel Data
 - Performance Appraisal Management
 - Absence Management
 - Workforce Administration

The Division, in collaboration with the Information Technology and Accounts Divisions, successfully implemented the (IHRIS) and the Integrated Global Payroll System (IGP) within the Ministry.

- Ninety percent (90%) of the **Pension and Leave Records** of staff of the Ministry who are due to retire within the next five (5) – ten (10) years were completed and work continues on updating the records of all staff members.



INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is the backbone to the Ministry's communications activity and continues to play an integral role in the day to day operations its divisions.

✦ ROLE AND FUNCTIONS

The Information Technology Division is responsible for the development of a professional information technology infrastructure and for providing a client system and business application services, IT planning and administration for the Ministry. The functions of the IT Division are as follows:-

- Develop and implement Specific IT Policies;
- Prepare needs assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware and software and peripheral equipment;
- Organise and participate in the training of technical and support staff of the Ministry;
- Establish Local Area Networks;
- Provide User Support Facilities;
- Establish and maintain Website for the Ministry;
- Provide Software Training;
- Provide Internet Research Facility;

- Establish appropriate data bases in collaboration with the various Technical Divisions;
- Develop and implement a Management Information System;
- Develop policies on IT Management and IT Organisation Transformation and implement same;
- Procure Hardware Maintenance and Ongoing Services;
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.



MONITORING AND EVALUATION DIVISION

The Monitoring and Evaluation Division (MED) was established in April 2003 with the overarching mandate to co-ordinate monitoring and evaluation activity in the social sector, and to facilitate the provision of timely and reliable evidence-based information for decision making and the enhancement of social sector interventions.

The major responsibility of the Monitoring and Evaluation Division is to promote effective functioning of the social sector by continuous assessment of its operations. This division is responsible for developing institutional systems and organisational structures to facilitate formalised monitoring and evaluation within divisions and programmes.

↓ ROLE AND FUNCTIONS

- To develop and implement a monitoring and evaluation policy for the social sector.
- To strengthen monitoring and evaluation capacity of social sector Ministries and Agencies.
- To evaluate specific social projects, programmes and policies to determine relevance, effectiveness, efficiency, impact and sustainability.
- To establish a comprehensive management information system for social programmes.

- To develop a monitoring and evaluation system for the social sector and for specific social programmes.

ACHIEVEMENTS

Newsletter

In November 2005, the Division published its first issue of the newsletter on monitoring and evaluation, "*On the Move*", aimed at supporting and building a monitoring and evaluation culture in the social sector.

Social Sector Investment Programme (SSIP)

Officers from the Division were involved in the preparation of the *Social Sector Investment Programme (SSIP)* document; a budget document that is a source of information on the annual performance of social sector Ministries (including ancillary social sector Ministries). It is used to facilitate strategic planning and collaborative programming for the social sector.

The Monitoring & Evaluation Policy for the Social Sector

The Monitoring & Evaluation Policy for the Social Sector was approved by Cabinet in June 2005, and will be implemented over a fifteen (15) month period. In April 2006, an Inter-Ministerial Committee of Monitoring and Evaluation Facilitators was established to support implementation of the policy. This policy outlines the structures and standards required to ensure an effective monitoring and evaluation system of the social sector,

inclusive of capacity building, classification of social interventions and the roles and responsibilities of the Ministry of Social Development and all other social sector ministries.

Maintenance of the Management Information System for Social Programmes and

Projects

The *Management Information System for Social Programmes and Projects (MISSP)*, developed by the M&E Division in fiscal 2003/2004, is responsible for monitoring, maintaining and managing information for the multitude of social sector programmes. Being the source of information for decision and policy makers, it is imperative that current data is available as necessary. The MISSP is continuously updated to provide relevant and current information for all users.

Development of a M & E System for the Civilian Conservation Corps (CCC)

The Development of an *M & E System for the CCC* programme was undertaken by the Monitoring and Evaluation Division to improve the management and accountability of the programme. The Final Report on this project was completed and submitted for Cabinet's approval in January 2006. Training in the use of the system was conducted with approximately forty (40) members of staff of the CCC, in March 2006.

Framework for Monitoring and Evaluating in the Social Sector

In August 2006, the Monitoring and Evaluation Division finalised the development of a *Framework for Monitoring and Evaluating in the Social Sector*. The framework includes eight (8) self-assessment tools and practical guidelines to assist evaluators. The monitoring

system will serve to provide co-ordinated and updated information on the progress of activities within the social sector with emphasis on the achievement of developmental objectives.

Conduct of a Youth Sector Evaluation

The Proposal to conduct a *Youth Sector Evaluation*, pertaining to seven (7) social interventions, was finalized and submitted to Cabinet.

NGO database

In fiscal 2006, the *NGO database* was updated. A survey of NGOs and CBOs in the social sector was conducted over the period January to April 2006 and data has been processed and entered in the database. Final verification of the data is currently taking place and an inventory will be published. The database is also to be made available to the Civil Society Network.

Rapid Assessment of the Multipurpose Community Based Telecentre (MCT) Project

The *Rapid Assessment of the Multipurpose Community Based Telecentre (MCT) Project* was completed in July 2006. Recommendations were made to increase the overall effectiveness of the project.

13th Annual Conference of the Social Network of Latin America and the Caribbean

In August 2006, the Division' staff assisted in the Ministry's hosting of the 13th Annual Conference of the Social Network of Latin America and the Caribbean, which was

established in an effort to develop cooperation among Social Investment Funds and other poverty alleviation institutions in the region.



NATIONAL ALCOHOL AND DRUG ABUSE PREVENTION PROGRAMME

The National Alcohol and Drug Prevention Programme (NADAPP) was established by Cabinet Minute #1414 dated November 17th 1988, with the mandate to co-ordinate Drug Demand Reduction initiatives in Trinidad and Tobago.

✦ ROLE AND FUNCTIONS

- To develop a research capability for continuous assessment of the extent and peculiarities of the problem of alcohol and other drug abuse
- To develop a cohesive and well-coordinated partnership among Government agencies, Non-Governmental Organisations, community groups, international agencies and foreign governments, in the offensive against alcohol and other drug abuse
- To effect improvement in the health and well-being of the population by instituting appropriate alcohol and other drug-related policies and legislation
- To reduce demand, by the nation's population, for alcohol and other drugs through the development of a Public Education and Information Programme, a Community-based Prevention Activities Programme, a School Prevention Programme, a Treatment and Rehabilitation Programme, and an Employee Assistance Programme.

✦ **ACHIEVEMENTS**

School Drug Prevention Programme

The *School Drug Prevention Programme* is intended to sensitize the public and specifically school children, on the use and abuse of alcohol and illicit drugs and ways that its consumption can be reduced or eliminated. During the period October 2005 and September 2006, five (5) categories of schools/institutions were beneficiaries – secondary schools, tertiary institutions, technical/vocational institutions, and correctional institutions for juvenile offenders. NADAPP -

- i. Conducted interactive sessions with ninety-four (94) institutions. Over nine thousand (9,000) students, education officers, principals and teachers participated.
- ii. In 2006, launched two new initiatives :
 - The production and distribution of the 'Drug Abuse Spiral' poster; and
 - The production of a 'Drug Free Compound' sticker.
- iii. Supported the Ministry of Education in the implementation of its Anti-Drug Policy for schools by distributing over two-thousand (2,000) Drug Abuse Spiral posters to all primary and secondary schools throughout Trinidad and Tobago.

Workplace Prevention Programme

Over three hundred (300) persons from the private and public sectors benefited from this Programme. NADAPP conducted seminars / workshops, upon invitation, to management and staff of government agencies, construction organisations and vocational skills training centres, on the Effects of Drug Abuse on the workplace.

Community Prevention Programme

A cross-section of the population benefited from NADAPP's *Community Prevention Programme* by receiving information through stationery, flyers and posters on the dangers of drug abuse. The *Community Prevention* initiatives included:

- *Health Fairs / Exhibitions* whereby NADAPP participated in approximately sixty (60) displays, including CARIFESTA IX
- a *Capacity Building* exercise in which NADAPP sponsored the participation of thirty (30) persons in a two-week training programme with the Caribbean Institution on Alcoholism and Other Drugs (CARIAD), held in Tobago in June 2006.

Public Education

The *Public Education Programme* was directed to specific target populations and to the public in general. These activities included:

- Rap session on WACK radio programme called Youth-on-D-Bench, which was held in July-August 2006;
- Launch of the Youth Policy held in the Centre of Excellence, September 2006

Information Dissemination

This programme involved the development and dissemination of information on substance abuse and the availability of prevention programmes and services via the Document Research and Information Centre, website, print and electronic media, in addition to traditional activities such as: displays, exhibitions and talks.

Awareness initiatives were intensified during national holidays and festivals such as Carnival, Easter, Christmas and City and Borough Day celebrations. Initiatives involved the following:

- Radio (interviews / features / talk shows):
 - Radio Trinbago 94.7FM; '*The Message is in the Music*', Drug Free Culture; aired Monday to Friday in the morning and evening, during October 2005 to September 2006;
 - 95.5FM, '*Eye on Dependency*', which was sponsored and aired for three months, July – August 2006;
 - 105FM Radio – '*The Church Speaks*';
 - Power 102FM -Live interviews on *Substance Abuse Prevention*.

- Television - (interviews / features)
 - Gayelle - Interview '*Trinidad Style*'
 - TV6 - Carnival on the Promenade
 - Islamic Broadcasting Network - Live Radio Interview

Productions which targeted non-users and users were aired on television and cable:

- Drug Abuse Spiral theme music by Kenny J, Bally and Nesta Boxhill
- Anti-second hand smoke on the maxi taxi
- Don't Drink and Drive in a family vehicle

- *Special Events -*
 - International Day Against Drug Trafficking and Drug Abuse: *Drugs not Child's Play*
– June 2006
 - Anti-drug exhibition in Arima, San Fernando, Port of Spain and Scarborough
 - Street theatre performance by Brown Cotton Ensemble, dramatised play titled: '*The Day I Lose My Name*'. This play dramatised the life of a substance abuse homeless person
 - Youth Village display at CARIFESTA IX, in October 2006
 - 'Don't Play D Devil', electronic media production which targeted the 2006 Carnival population
 - Ambassador Song and Verse Contest for primary and Secondary schools (Carnival 2006) – Ministry of Education
 - Carnival on the Promenade – public sensitisation

Research

NADAPP participated in National Secondary Schools Survey II approved by Cabinet on the 8th December 2005 and conducted by the Caribbean Information Network (CARIDIN) in September 2006. CARIDIN was represented by Dr. Valtonen of the Social Work Department of the University of the West Indies (UWI). Data was collected from approximately four thousand (4,000) students in fifty-six (56) private and public secondary schools throughout Trinidad and Tobago. The survey was expected to be completed in the first quarter of 2007.



NATIONAL FAMILY SERVICES DIVISION

The National Family Services Division provides a range of programmes and services that promote healthy family functioning.

✦ ROLE AND FUNCTIONS

- To manage cases of children, individuals and families at risk
- To provide individual, group and family counselling
- To make referrals to relevant Ministry Divisions and external agencies
- To research, analyse and disseminate information on issues affecting the family in Trinidad and Tobago
- To develop and conduct public education programmes, including sensitization on Child Rights
- To provide consultancy services
- To network and collaborate with local, regional and international agencies to promote healthy functioning families
- To design and implement training programmes on topics affecting family functioning
- To provide practice teachers for university students
- To provide on the job training for young persons.



ACHIEVEMENTS

Commemoration of International Day of Families

The International Day of Families (May 15th 2006), was celebrated around the concept: 'Promoting Healthy Functioning Families', with the theme being *"I Value Me, I Value You. We Value Each Other"*. Commemorative activities included:

- radio programmes; and
- an information page series published in three (3) newspapers – two (2) daily and one (1) weekly, featuring ten (10) articles prepared by the Division's staff titled, *"Promoting Healthy Family Functioning"*.

A two-hour radio programme was hosted in May 2006 on similar topics. The series elicited numerous positive responses from callers and visitors to the Division. Requests were also made for the continuation of the series, as well as for sessions/lectures to be delivered on the topics covered by the series. Via this medium, information was also disseminated on the services offered by the NFS Division and the location of its offices.

Case Management

The Division continued to offer social service intervention /case management services, including crisis counselling and home visits, to individuals, families and communities in crisis. In conducting this service, the Division liaised with other relevant divisions of the Ministry of Social Development, as well as other social sector agencies, to comprehensively address all aspects of situations affecting clients. In fiscal 2006, two thousand, five hundred and fifty (2550) cases were actually serviced – this amounted to

approximately four thousand (4,000) persons. The Division continued to be a major responder to crisis and disaster situations including homicides, suicides and accidental deaths. Interventions consisted of sessions ranging from half-an-hour to two or more hours; and included face-to-face interviews with clients at offices, homes, and even on the telephone. Case conferencing and networking with other agencies on behalf of clients were also done.

Disaster Assistance / Support

In disaster situations, the Division continued to be the primary player in conducting damage assessments to households, to inform on assistance by the Ministry.

Scholarship Programme for Children in Institutions

The Division was foremost in managing the Scholarship Programme for Children in Institutions. Both caregivers and children attest to the value of this programme in that, having undergone the training, children with behavioural problems demonstrate improved patterns of behaviours, which result in healthier relationships between staff and residents of the home. This three-year old Programme, which started with an initial twelve awards per year, has grown to eighty-seven (87) children being granted scholarships in fiscal 2006.

Safety Promotion

The Division was involved in the promotion of the safety of children, during the 2006 Carnival season, whereby 20,000 identification cards were printed and distributed.

Outreach/Educational Activities

In fiscal 2006, 8,000 copies of the United Nations Convention on the Rights of the Child were reprinted for use in outreach and other educational activities.

Training

The Division hosted a Therapeutic Intervention for Social Workers' Workshop – July to November, 2006, in which staff from various Divisions of the Ministry participated.

Foster Care Services

The Foster Care Services Programme provides placement and supervision of children who are the responsibility of the state and are under the jurisdiction of the Family Court or children whose parents have voluntarily released their parental rights. The goal of Foster Care is to give the child a home and a family to care for him/her until he/she is either returned to his/her parents or adopted. In fiscal 2006, a total of twenty one (21) children were placed in foster care.



NATIONAL PLAN OF ACTION FOR CHILDREN

The Government of Trinidad and Tobago became signatory to the 1990 World Declaration on the Survival, Protection and Development of Children, and ratified the United Nations' Convention on the Rights of the Child (CRC) in 1991. These actions obligated this country to the formulation and implementation of a National Plan of Action (NPA) for Children; and to taking all the steps necessary to implement the CRC in Trinidad and Tobago.

In order to facilitate these activities, an Inter-Sectoral "Committee was established to monitor implementation of the NPA and CRC". The staff of the NPA supports the activities of this Committee, and assists the Ministry in representing the interests of the nation's children at the local, regional, and international levels.

↓ ROLE AND FUNCTIONS

- To sensitize key stakeholders on the NPA and CRC
- To monitor implementation of NPA and CRC specific projects/programmes in Trinidad and Tobago

↓ ACHIEVEMENTS

The Secretariat was also instrumental in planning and managing the convening of a Caribbean Summit on HIV/AIDS for Children in Trinidad and Tobago which took

place from November 14 to 16, 2005. The purpose of the Summit was to evaluate the progress made by governments and civil society organisations following the 2004 Caribbean Summit on HIV / AIDS in Barbados. The Summit addressed the following:

- The realities faced by children made vulnerable to and by HIV/AIDS;
- Strengthening the regional children's forum on the HIV / AIDS pandemic from the perspective of children;
- To increase young person's participation in HIV / AIDS interventions.

The National Plan of Action for Children was finalised and approved by Cabinet in August 2006. The Plan addresses areas that are pertinent to promoting healthy lives, providing quality education, protecting against abuse, exploitation and violence; and combating HIV/AIDS.

The Unit gave support to the **National Committee to Monitor the Implementation of the National Plan of Action for Children and the Convention on the Rights of the Child**. This included the organising of at least twelve (12) monthly meetings and several sub-committee meetings. It also included the co-ordinating of a strategic planning session for members of the Committee.



PIPARO EMPOWERMENT CENTRE

The Piparo Empowerment Centre (PEC) provides residential treatment and rehabilitation services for male drug addicts using the Therapeutic Community Model. The programme has a capacity to house fifty (50) residents, within the duration of nine (9) months to one (1) year.

★ ROLE AND FUNCTIONS

- To provide treatment and rehabilitation services for substance abusing clients, towards their successful social reintegration
- To provide clients with opportunities for building and/or rebuilding skills to make them more marketable and improve their chances at successful reintegration
- To provide continued moral, social and spiritual support to clients and their families, both during treatment and following discharge
- To provide clients with a comprehensive array of rehabilitative services, including vocational and remedial skills training
- To provide long-term residential rehabilitation services for males who have a chronic substance abuse problem, and who may have had several failed attempts at recovery
- To provide a safe physical environment for residents in treatment.



ACHIEVEMENTS

In fiscal 2006, the Centre had one hundred and seventy-eight (178) **admissions**, of which only eleven (11) were readmits. From November 2005 to March 2006, eighteen (18) residents were accepted into the **MuST programme** of the Ministry of Science, Technology and Tertiary Education; ten (10) of whom successfully completed the programme. One of the residents was judged best trainee of his cycle during the MuST graduation exercise. In addition, another Piparo graduate became a Training Instructor in the MuST programme - a major achievement for the Piparo Empowerment Centre as a stepping stone to successful employment and the sustainability of residents.

The Centre also hosted, for the first time, two final-year U.W.I. **Social Work students** pursuing their practicum during the period October 2005 to April 2006.

The Association of Family and Friends of the Piparo Empowerment Centre (AFFPEC) was established through the efforts of several members of the Centre's staff. The facility also successfully established a good relationship with some Magistrates, which led to a significant **increase in court referrals** to the Centre. Counsellors from the Centre also attended court to provide information, as needed, via written reports on drug rehabilitation.

Six staff members completed **training** offered by the Caribbean Institute of Alcoholism and other Addictions (**CARIAD**); two others completed the Caribbean Regional

Addiction (CRA) Studies course; and one staff member completed the Certificate Course in Advanced Counselling, School of Continuing Studies, U.W.I.

Piparo residents and staff were also involved in all **Outreach activities** organised by the Ministry of Social Development; and participated in several sports meetings hosted by communities in Biche and Brothers Road and by Rebirth House. The Piparo team won the Rebirth House Sports March Past in June 2006.



POLICY AND PROGRAMME PLANNING AND DEVELOPMENT DIVISION (PPPDD)

The Policy Programme Planning and Development Division (PPPDD) has overall responsibility for the development and coordination of social sector policies, projects and programmes that are culturally relevant, economically viable and sustainable. It operates on the basis that policy development and programme planning and development are ultimately linked and must be undertaken in a holistic manner. It pursues its mandate using collaborative and participatory approaches to ensure a safe, healthy, productive and caring society for all.

➤ ROLE AND FUNCTIONS

- To develop social sector policies in keeping with the national macro-planning framework and in particular, to achieve the socio-economic goals and objectives of Vision 2020
- To develop appropriate programmes and projects based on social research
- To assess current policies of the social sector to determine their performance and relevance
- To facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Non-governmental Organizations and Community Based Organizations

- To establish and maintain structures for participatory development through continuous dialogue with civil society organizations
- To review planning and policy agendas of external agencies to identify areas of collaboration.

⚡ **ACHIEVEMENTS**

The PPPDD was the key Division responsible for designing and developing some of the policies and programmes expected to have significant impact on social service sector within Trinidad and Tobago. The major activities/priorities for the 2005/2006 fiscal year were as follows:

A. PROGRAMMES/PROJECTS

i. **Finalization/implementation of a Comprehensive Proposal for Ex-prisoners and Provision of Halfway House Facilities**

Work continued on finalizing the *Comprehensive Proposal for Ex-Prisoners and Provision of Halfway House Facilities*. The Division facilitated the award of one-off grants in the amount of \$200,000.00 to five (5) Non-Governmental Organisations (NGOs) to improve / expand the facilities for ex-prisoners inclusive of physical infrastructure and capital works.

ii. Establishment of a Remand Home For Young Female Offenders

This facility would enable young females on remand to address their psycho-social developmental needs. PPPDD facilitated the work of a Committee to prepare a design brief which was completed in fiscal 2005-2006.

iii. Establishment of a Remand Home for Young Male Offenders

This facility would provide a place of safety and custody for young men on remand. It would also ensure that residents are introduced to basic life skills, which would assist them in becoming productive members of society; and facilitate the proper assessment of residents with a view to assisting the Court in its sentencing process. The Unit commenced activities to obtain a provider.

iv. Implementation of a new Community Mediation Programme

The Division provided support with the design of restorative programmes, inclusive of training programmes, in order to intercept, de-escalate and pre-empt criminal activities.

v. Implementation of the Adolescent Mothers' Programme in collaboration with the Child Welfare League and other NGOs

This project seeks to provide developmental strategies for the adolescent mothers immediate and long term needs through information on health, counselling, remedial/continuing education, day care services and skills training for pre and post natal adolescent teenagers. PPPDD pursued expansion of the programme by inviting other NGOs to submit proposals to conduct the services in additional communities across the

country. The proposals were assessed, recommendations submitted; and a total of seven centres is expected to be established in partnership selected NGOs.

vi. Formulation of a Plan for the Decentralization of the Delivery of Social Services to Communities

One aspect of achieving successful national development involves the effective delivery of social services to the population. In this regard, PPPDD facilitated finalization of the plan and its submission to Cabinet. In 2005, Cabinet approved, *inter alia*, a framework for the design of the new operating system for the decentralisation of the delivery of social services to communities. The restructuring exercise will seek to identify and address existing deficiencies in the system, in particular:

- Ineffective targeting of clients
- Inordinate delays and difficulty in assessing services
- General customer dissatisfaction and lack of confidence in the system
- The perception of a level of insensitivity on the part of service providers towards clients
- Duplication and overlap
- Leakages and system abuse
- Emphasis on income transfers/grants rather than rehabilitative assistance and
- Inadequate management systems

The Ministry is to pursue acquisition of the services of a specialist in the area to assist with the implementation of the new system for the decentralisation of the delivery of social services to communities.

vii. Development of a National Parenting Programme

Two (2) consultative sessions were held at the Cascadia Hotel and Conference Centre to discuss the Ministry of Social Development's concept paper for the *Trinidad and Tobago National Parenting Programme (TTNPP)* and the operationalisation of the proposed programme. The preliminary session was held on the 25th July 2006 to introduce and discuss the concept paper for the TTNPP and obtain suggestions for the operationalising of the programme. The follow-up session was held on the 15th August 2006 to discuss the revisions made to the concept paper based on the comments received from participants at the preliminary session. The recommendations provided by participants at the consultations were used to finalise the project proposal, which is currently under review by the Ministry.

viii. Development of a National Counselling Programme

The 2005 Report of a Cabinet Appointed Committee to Examine the Status of the Institution of the Family in Trinidad and Tobago, identified weaknesses in the family characterized by poor parenting practices, child neglect, absentee parents, an increasing incidence of divorce and family disputes and disruptive, violent and abusive domestic environments which fostered cycles of generational abuse, poverty and emotional instability. The Report pointed to the damaging effects of increases in criminal activity, substance abuse and the impact of HIV/AIDS on the health of families and revealed that in spite of a number of costly State social service interventions targeting families in need, clients were experiencing persistent problems in all areas of their functioning. The Report recommended, *inter alia*, counselling as one of the first steps towards

averting the breakdown in family life and its consequential harmful effects on the healthy functioning of the family.

In this regard, the PPPDD collaborated with relevant social sector stakeholders, in the drafting of a proposal for the conduct of a National Counselling Programme. The Proposal was submitted to Cabinet in June 2006 and is under review.

ix. Development of a Framework to Guide Government/NGO relationship for the Delivery of Social Services

In December 2005, PPPDD was instrumental in presenting for the consideration and subsequent approval of Cabinet, a framework for the design of a new operating system for the decentralisation of the delivery of social services to communities. In recognition of the fact that NGOs is a critical element in the overall initiative to decentralise the delivery of social services to communities, PPPDD undertook and completed the drafting of the 'Framework to Guide Government/NGO relationship for the Delivery of Social Services'.

B. POLICIES

i. Finalization of a National Policy on Ageing

The Division facilitated finalization of the National Policy on Ageing, together with its Action Plan, and its submission to Cabinet. The Policy was approved by Cabinet in September 2006.

ii. Finalization of a National Policy on Social Development

The PPPDD prepared this Policy document which is intended to provide a clear direction for social programming. The document is based on the outcome of the National Consultation on Social Development held in September 19th 2003 and an outcome document entitled, "*A Framework for Social Development in Trinidad and Tobago - Proceedings of the National Consultation on Social Development*". The draft document is under review.

iii. Development of a National Policy on the Family

The Division facilitated the work of a multi-disciplinary committee that began working on January 18th 2006, to develop a *Draft National Policy on the Family*. The Committee was required to:

- Review the Report of the Committee to Examine the Status of the Institution of the Family in Trinidad and Tobago and other relevant publications; and
- Based on the Review, formulate a National Policy on the Family which would outline measures to promote a family oriented society. The Policy would also highlight the importance of supporting and strengthening family issues in all aspects of Government and non-government agencies.

The Division compiled and processed the information obtained from the Committee members during the period January to May 2006. It is expected that the information will be circulated for public comment during a series of subsequent public consultations.

iv. Development of a Database of Social Sector Policies

In keeping with the mandate of the MSD for social sector policy planning, development and monitoring, social research and social impact assessment and review, the Division collaborated with the M&E Division in the development of this database. The database is expected to serve as a guide in terms of determining gaps in the social sector policies, as well as to avoid duplication in efforts towards policy development. All social sector Ministries were invited to submit information for the database on the current and planned policies relevant to their functioning.

v. Preparation of a Draft Policy on the Relationship between the State and Religious Organisations: State Provisions for the Construction and Restoration of Religious Buildings and Land Acquisition

The document was prepared to treat with the numerous requests being made by religious organisations to the Ministry for assistance with applications for land and for financial assistance to repair and construct churches. Consultations on the draft policy were not conducted as the portfolio for ecclesiastical affairs was placed with the Office of the Prime Minister later in 2006.

iv. National Patriotism Policy

Work on this document commenced. A first draft of the policy framework was prepared and is under review.

OTHER POLICY INITIATIVES

PPPDD assisted other Divisions of the Ministry in the drafting and/or finalisation of the following policies:

- The National Policy on Persons with Disabilities
- The National Plan of Action for Children

During the 2005/2006 fiscal year, the Division also facilitated the drafting of policy documents through the membership of its staff on Cabinet appointed Committees under the portfolio of other social sector Ministries, in particular:

- The National Policy to Address the Socio-Economic Impact of Persons Deported to Trinidad and Tobago, under the Ministry of National Security (MNS). A final draft was submitted in May 2006, for review by that Ministry.
- The Life Skills Policy (currently under review) under the Ministry of Science Technology and Tertiary Education.
- The Health Education Policy (under review) under the Ministry of Health

C. OTHER ACTIVITIES

i. Social Sector Investment Programme (SSIP)

This document is a source of information on the annual performance of social sector ministries (including ancillary social sector ministries). It is used to facilitate strategic planning and collaborative programming for the social sector and is produced annually for the national budget; although work on the document is ongoing as the SSIP team seeks during the year to obtain quarterly reports from relevant Ministries for input into

the publication. The team usually comprises staff of the Policy and Programme Planning Development Division, the Social Investigations Division and the Monitoring and Evaluation Division. Staff of the PPPDD chaired the work of the SSIP team during the period April to September 2006.

ii. Development of a Guide to Social Programmes and Services

This is a manual to provide information on the major social programmes and projects being undertaken by Government and social services, which are available to the general public. The Division was responsible for the preparation of the 2005 first edition which was distributed to social sector agencies and the general public. PPPDD will review the document on an ongoing basis.

iv. Coordination and Planning of Events and Training activities

a. 13th Annual Meeting of the Social Network for Latin America and the Caribbean held in Trinidad in August 2006

Divisional staff was part of the planning committee for the 13th Annual Meeting of the Social Network for Latin America and the Caribbean held in Trinidad, in August 2006. Staff also performed related protocol functions over the week of meeting activities.

b. Spanish

Divisional staff planned and coordinated training in Spanish, and other related activities, for staff of the MSD. (The rationale for the implementation of Spanish in

the MSD was based on a decision taken by the Government of Trinidad and Tobago to encourage Spanish as a first foreign language in view of the country's growing trading links with Latin America and that region's expanding markets and economic power).

v. **Requests for Government Subventions and Other Forms of Financial Assistance**

PPPDD conducted investigations and prepared reports (with recommendations) on requests from non-governmental organisations. The Division also considered numerous requests for financial assistance from individuals and organisations and submitted comments and/or recommendations on same.

vi. **Reports**

The Division was responsible for compiling information from all Divisions of the Ministry and preparing the following:

- a. 2004 – 2005 Achievement Report.
- b. Annual budgetary reports to the Ministry of Finance
- c. Other financial and programming responses to the Ministries of Finance, and Public Administration and Information.

vii. **Cabinet Notes**

The Division supported other arms of the Ministry in the drafting / finalization and submission of several Cabinet Notes.



PROBATION SERVICES DIVISION

The Probation Services of Trinidad was established by the Probation of Offenders Ordinance, Chapter 13:51. However, other laws that guide the work of the Probation division are –

- a. the Children's Act;
- b. the Matrimonial Proceedings and Property Act, Chapter 45:51 and the Matrimonial causes Rules 1980; and the Family Law Act No. 15 of 1981
- c. the Domestic Violence Act No. 27 of 1999;
- d. the Community Services Orders Act No, 19 of 1997; and
- e. the Family Court – Pilot Project 2004.

Probation Officers serve as Social Workers to the Courts of Trinidad and Tobago supplying social history reports in both criminal and family matters such as domestic violence, child maintenance and custody to supervise those persons placed on Probation by the Courts.

➤ **ROLE AND FUNCTIONS**

- To prepare pre-sentence reports on persons found guilty of criminal offences in both the Magistrates Courts and the High Courts – the purpose being to assist the Courts in sentencing offenders
- To supervise and facilitate the rehabilitation of those offenders who are placed on statutory Probation to prevent recidivism

- To prepare suitability reports in Legal Custody and Access Applications made to the Court.
- To supervise access orders in accordance with the Family Law Act No. 15 of 1981.
- To mediate in Maintenance and other Matrimonial Applications made to the Court
- To counsel parties in Domestic Violence matters and submit reports to the Court to determine a course of action
- To counsel parties referred by the court in all family related matters and submit reports where necessary
- To prepare suitability reports and supervise persons placed on Community Service
- To prepare Probation Officer's Reports on all matters referred by the Juvenile Court and make the necessary recommendations for (a) Committals to Orphanages and Children's Homes and (b) Fit Person's Orders
- To supervise children at risk at the request of the Court
- To counsel walk-in clients referred by agencies/persons outside of the court system. To make referrals where necessary.

↓ **ACHIEVEMENTS**

The successes for fiscal 2005/2006 recorded hereunder, are those that relate directly to the Division's mandate, as well as those that are ancillary to providing Probation Services. They are as follows:

Mandated Responsibilities Accomplished

1. Reports to the Court – 1086 (consisting of: 169 adult matters, 135 juvenile cases, 453 Legal Custody cases, and 329 Domestic Violence matters.)
2. Supervision and Counselling:
 - a. Probationers (adult and juvenile) - 370
 - b. Community Service Orders – 162
 - c. Children with Problems – 179
 - d. Married and Unmarried couples - 144
 - e. Domestic Violence Disputes in courts – 329

Outcome of Extra-Court Duties

3. Remedial Therapy beneficiaries - 397
4. Emergency Cases Fund Approved - 35
5. Lectures to schools - 11



PROJECT IMPLEMENTATION UNIT

The key function of the Project Implementation Unit is to enhance the implementation process of programmes/projects of the Ministry of Social Development consistent with customer satisfaction and Government's 20/20 Vision.

✦ ROLE AND FUNCTIONS

- To ensure that the Ministry's projects are implemented on time, within budget and according to best practice.
- To ensure that the customers/stakeholders are satisfied with the Ministry's products/services.
- To foster change relative to the creation of a projectized mind-set in the Ministry.
- To satisfy the establishment of high quality standards.
- To focus on output management and achievement of desired and sustainable outcomes.

✦ ACHIEVEMENTS

In fiscal 2006, the Project Implementation Unit was involved in:

- Inviting quotations/bids for projects
- Evaluating the bids/quotes submitted

- Selecting the suppliers and contractors
- Procuring equipment for projects
- Monitoring progress and milestones
- Reporting on variations/advice on change orders

Staff of the Project Implementation Unit also interfaced with professional, technical and administrative personnel within the Ministry of Social Development and the Ministries of Planning and Development, Finance, Public Administration, other Government and Non Government agencies and specialized State Agencies.

These activities sought to either, commence construction or refurbish, furnish and / or complete the following projects for the period under review:

1. *Remand Home for Young Female Offenders- Aripo*
2. *St. Michael School for Boys*
3. *St. Dominic's Home*
4. *Salvation Army- Josephine Shaw House*
5. *St. Jude School for Girls*
6. *Piparo Empowerment Centre*
7. *Hernandez Place Arima- Social Development Centre*
8. *Conditional Cash Transfer Programme (CCTP- Debit/Credit Centres)*
9. *Telecentres*
10. *Mediation Centre*
11. *St. Mary's Home*
12. *National Family Services*

13. Senior Citizens Centres

14. Socially Displaced Persons

15. Other Activities



RESEARCH / SOCIAL INVESTIGATIONS DIVISION (SID)

The Social Investigations Division (SID) / Research Unit of the Ministry was established with one of its major functions being the spearheading and directing of research-related activity within the social sector. It has been mandated by Cabinet to serve as the central coordinating research unit for the social sector. As a result, all research-related activities within the social sector, including research within the ancillary social sector ministries, are under the jurisprudence of the division.

✦ ROLE AND FUNCTIONS

- To undertake research into major social issues and conduct investigative and specialized research for the purpose of identifying social problems
- To monitor socio-economic trends and indicators; and keep abreast of current local and international research studies relevant to the Social Sector
- To determine in collaboration with Social Sector Ministries a research policy and agenda for the Sector, and to monitor implementation of same
- To liaise with regional and international funding agencies to identify areas for collaboration
- To develop and maintain a central database on socio-economic indicators including critical indicators

- To conduct annual reviews of socio-economic performance; and prepare reports examining social conditions, problems and needs at regional, national and community levels.
- To co-ordinate the establishment of a monitoring system for children in need of special protection;
- To oversee the assessment of requests for subventions from non-governmental organisations;
- To facilitate community empowerment and poverty reduction through the assessment of requests for a micro-enterprise loan (MEL) facility; and
- To facilitate the empowerment and employability of recipients of public assistance, and other needy clients, through the provision of a micro-enterprise training and development grant (MEG) for business development and/or training.

★ **ACHIEVEMENTS**

Over the period October 2005 to September 2006, the Social Investigations Division/Research Unit engaged in the following project-related activities:

1. Conduct and co-ordination of research;
2. Preparation of project documents (excluding final reports):
 - research proposals;
 - terms of reference;
 - invitations to consultants; and
 - reports.

3. Site visits;
4. Micro-credit programmes;
5. Hosting of workshops;
6. Marketing and Promotion;

An outline of some of these areas is provided as follows:

1. CONDUCT AND CO-ORDINATION OF RESEARCH

a. *Survey of Socially Displaced Persons*

Recommendations emanating from the study, informed a Situational Analysis Report which was completed in April 2006.

b. *Survey on the Causes and Effects of Alcoholism*

The study was conducted during the fiscal year 2006. The Consultant is to submit the Report on the study.

c. *Survey to Evaluate Levels of Functional Literacy among Young Persons*

This survey is to commence upon the completion of the Alcoholism survey.

d. *Children in Need of Special Protection*

A Sensitization Workshop was hosted by the Social Investigations Division for the key stakeholders that treat with children in need of special protection. The intention was to

advise the stakeholders about the CNSP project. The majority of these stakeholder organisations had been pre-selected for the pilot study.

e. Conduct of the Multiple Indicator Cluster Survey (MICS)

This has been the largest national survey conducted by the Ministry to date, with a population sample of 6000 households. Questionnaires and manuals for supervisors and interviewers were prepared. The fieldwork and data entry processes have been completed. The data has subsequently been cleaned and verified.

f. Retreat re: Adopt a Community

The Research Unit collaborated with the United Nations Development Programme (UNDP), Port of Spain office, to host a retreat for the Success Laventille Networking Committee (SLNC). This retreat derived from the Adopt a Community initiative where the focus was on engaging non-governmental, community-based organisations to identify shortcomings in their communities.

2. PREPARATION OF PROJECT DOCUMENTS

a. Needs of Ex-Prisoners in Trinidad and Tobago

The Final Report on the Development of a *Comprehensive Programme to Address the Needs of Ex-Prisoners in Trinidad and Tobago* was submitted to Cabinet. A Presentation on the Development of a Comprehensive Support System for Ex-Prisoners in Trinidad and Tobago was made at the 4th International Conference on Crime and Justice in the

Caribbean. An article on the Development of a Comprehensive Support System was also published.

b. *Social Sector Investment Programme (SSIP)*

Officers from the Division were involved in the preparation of the 2007 *Social Sector Investment Programme (SSIP)* document.

c. *Social Sector Research Agenda*

A literature review was conducted and Ministries were required to submit their current and proposed research studies for the period 2004-2007. An Agenda was sent to Cabinet.

d. *Study on Child Victimization*

In August 2006 Cabinet agreed to the conduct of the survey.

e. *Survey on Legitimized Gambling in Trinidad and Tobago*

The Proposal and Terms of Reference (ToR) were prepared. The ToR and an Invitation for Proposals, were published in the daily newspapers in the effort to source a consultant for the conduct of the study.

f. *Survey on Status of Males*

Cabinet agreed to the conduct of the survey in July 2006 and a Consultant has to be contracted.

g. *Preparation of Subvention reports*

Requests for subventions from various non governmental organisations were investigated and reports prepared with recommendations.

3. MICRO-CREDIT PROGRAMMES

a. *Micro-Enterprise Training and Development Grant (MEG)*

The *MEG* facility seeks to assist recipients of public assistance and other needy clients who are willing to undertake a small business venture or engage in skills training. A maximum grant of \$5,000.00 is provided for this purpose. Between October 2005 and September 2006, a total of fifty-four (54) persons received grants under this facility.

b. *Micro-Enterprise Loan (MEL) Facility*

The *MEL Facility* provides micro-loans and support to micro-entrepreneurs, including business training and after-loan services and business support. Applicants who qualify for the facility are unemployed, impoverished and/or in receipt of public assistance.

Officers of the Research Unit assisted in the organisation and hosting of two (2) *Sensitisation Workshops for new micro-enterprise loan* groups. The workshops were held in Princes Town and Diego Martin, respectively. They were aimed at providing information on the MEL facility to new client groups.

4. MARKETING AND PROMOTION

a. Multi-Purpose Community-based Telecentre Project

Officers from the division were involved in the implementation of the Multi-Purpose Community-based Telecentre Project. This activity included collaboration with the National Training Agency to accredit the training offered by the telecentres, and promotion of the project on the airwaves.



SOCIAL DISPLACEMENT UNIT

The Social Displacement Unit coordinates all activities pertinent to the rehabilitation of socially displaced persons. The main objectives of the Unit are to provide direct social work services to the client population and to ensure that the services and programmes provided to the socially displaced are adequate and appropriate.

↓ **ROLE AND FUNCTIONS**

- To provide rehabilitation programmes and services to the socially displaced
- To inform and advise on policies and programmes for socially displaced persons
- To develop and coordinate rehabilitation programmes and services for socially displaced persons
- To carry out public sensitization campaigns about persons who are socially displaced
- To network with local, regional and international agencies
- To monitor and evaluate services and programmes for the socially displaced.

↓ **ACHIEVEMENTS**

a. *Services for Deported Persons*

The Social Displacement Unit sought to deal with the negative impact of deported persons through the establishment of reception services at Piarco International Airport. These services are provided by staff of the SDU with support from the Trinidad and

Tobago Police. During fiscal 2005 / 2006, one hundred and six (106) persons were received and assisted depending on their needs.

Through the Rehabilitation and Accommodation Programme for Deportees, twenty-three (23) persons benefited from this programme for this period.

b. *Relocation of Elderly Persons to Homes for Elder Persons*

This Programme ensures that older persons will receive care relevant to their needs, once placed into these homes. The Ministry subsidised the cost for elderly persons referred to these facilities. Eighteen (18) persons benefited from this programme.

c. *Social Work Services and provision of Nursing Services at Assessment Centres*

The Unit continues to provide social work services four (4) days a week to all residents at the *Centre for Socially Displaced Persons*. In addition, the service of a Registered Nurse is provided two (2) days per week at the Centre. One hundred and seventeen (117) persons benefited from this programme.

d. *A facility for Older Socially Displaced Persons at Hernandez Place in Arima*

In fiscal 2005 / 2006, the Social Displacement Unit was responsible for the refurbishment of a facility for Older Socially Displaced Persons at Hernandez Place in Arima. This institution was constructed to increase the capacity of care and treatment services for the older socially displaced. The facility was partially equipped and advertisements were posted in the local newspapers for a service provider to manage the facility.

e. Institutional Strengthening for Staff of Assessment and NGO Drug Rehabilitation Centres

Twenty-five (25) members of staff from Assessment and NGO Drug Rehabilitation facilities were provided with foundation skills and knowledge pertinent to the delivery of quality care to the socially displaced.

f. Street Outreach Programme

A team comprising field officers of the Unit, Assessment and Rehabilitation Centres and former socially displaced persons carried out regular street outreach visits to advise socially displaced persons on the social services available. Where necessary, referrals were given to shelters, soup kitchens, assessment centres and emergency services. Sixty-three (63) persons were met and encouraged to give up living on the streets and accept accommodation at the emergency shelter. Twelve (12) persons were relocated to the shelter.

g. The Empowerment Series

While this Programme ended in 2004 / 2005, persons who participated in the series and qualified for rental subsidies, continued to access this benefit during the 2005/2006 fiscal period. Eighteen (18) persons secured accommodation and, subsidies totalling \$12,300.00 were made payable to their landlords.



SOCIAL WELFARE

The Social Welfare Division offers a range of financial assistance/grants to persons in need. The following is a list of the grants and services offered by the Division.

✚ GRANTS AND ASSISTANCE

- Public Assistance
- Disability Assistance
- Special Child Grant
- Old Age Pension
- Free Bus Pass
- Micro Enterprise and Training Grant
- Home Help
- Household Help
- Housing Grant
- House Rent
- Burial Assistance
- Medical Equipment
- Clothing Grant
- Dietary Grant
- School Textbooks Grant
- Education Grant
- Urgent Temporary Assistance Grant

✚ ACHIEVEMENTS

Old Age Pension

The **Old Age Pension Programme** targets all persons over the age of 65 years whose income does not exceed \$1,000.00 per month and who have been resident in Trinidad and Tobago for at least twenty (20) years prior to application. The quantum of the grant is either \$1,050.00 or \$1,150.00 per month depending on the income level of the claimant.

As at the end of fiscal year 2006 there were sixty-six thousand, four hundred and two (66,402) recipients of the Old Age Pension grant, of which 21,060 received the lower level of the grant while 45,342 received the maximum grant.

Public Assistance

The **Public Assistance Programme** comprises the provision of financial grants to citizens of Trinidad and Tobago who are unable to earn a living because of illness or injury. Between the fiscal periods 2004/2005 and 2005/2006, the quantum of the grants was increased follows:

<u>No. of Persons in family in receipt of grant</u>	<u>2004/2005</u>	<u>2005/2006</u>	<u>Increase</u>
1 person	\$320.00	\$470.00	\$150 across the board
2 persons	\$560.00	\$710.00	
3 persons	\$770.00	\$920.00	
For 4 or more persons	\$940.00	\$1090.00	

Disability Assistance

In fiscal 2004/2005 the quantum of the grant was \$650.00 per month and the age criteria for qualifying for the grant was adjusted to cover persons in the age bracket 18 to 64

years. The grant was previously paid to persons 40 years and older. In fiscal 2005/2006 the quantum of the grant increased to \$800.00 per month and 15,142 persons benefited.

Expenditure over the period was as follows:

- 2005 - \$123,454,200.00
- 2006 - \$149,977,970.00



TARGETED CONDITIONAL CASH TRANSFER PROGRAMME (TCCTP)

The Government of Trinidad and Tobago appointed a Ministerial Sub-Committee on July 16, 2005 to develop recommendations for addressing Trinidad and Tobago's rising food prices. The Targeted Conditional Cash Transfer Programme (TCCTP), through the SMART Card initiative, was recommended among other suggestions as a measure for dealing with the impact of rising food prices. This initiative would replace the Social Help and Rehabilitative Efforts (SHARE) programme of this Ministry.

✚ ROLE AND FUNCTIONS

- To provide conditional cash transfers to eligible recipients
- To educate recipients on the importance of a well-balanced diet
- To ensure all employable beneficiaries are registered with an employment agency, to actively seek employment
- To engage recipients in life-skills training programmes such as family and budgetary planning
- To engage recipients in employment training programmes

➤ **ACHIEVEMENTS**

Although the SHARE programme was discontinued during this period, from January to June 2006, 96,000 food hampers valued at \$200.00 each were distributed to households where the monthly income totalled \$1,000.00 and less.

On August 1st 2006 the Social Help and Rehabilitative Efforts (SHARE) programme was replaced by the Targeted Conditional Cash Transfer Programme (TCCTP). The new programme is intended to provide social protection by promoting nutritional and food security to vulnerable households and reduce the incidence of poverty. It was agreed by the Inter-Ministerial Committee that the SMART Card initiative would best serve the requirements of the TCCTP programme.

However, due to the limited time-frame for the completion of the activities for the SMART Card, the Committee concluded that the introduction of a Debit Card would be the best option, followed by a pilot of the SMART Card. It was recommended, and Cabinet agreed, that the Debit Card should be operational from August 1st 2006 to July 31st 2007.

During the first phase of the distribution, recipients were notified via the postal system and through NGOs and CBOs nationwide. There were two waves of distribution, the first being on the 28th, 29th, and 31st July 2006 and the second on the 16th and 17th August 2006. At the end of the fiscal period, assistance was given to over 16,279 recipients and has impacted on families who are now able to purchase nutritionally sound, food items in proportion of choice.

The Programme has partnered with approximately two hundred and thirty-seven (237) Merchants in ensuring the nutritional well-being of clients. The Merchants chosen were not only large businesses but also included small-scale merchants that have contributed socially and economically to the development of the country.

The Programme assisted in referring clients to other social service agencies of the Ministry for assistance which has allowed further development of the client.



STAFF TRAINING

In 2005 / 2006, focus was placed on institutional strengthening of the Ministry. The Human Resource Division was charged with the task of developing policies and procedures to ensure the recruitment and retention of staff with the relevant competencies to assist the Ministry to achieve its mandate. In terms of training, members of staff participated in various types of training sessions as follows:

✦ *ADOPTION*

- Certificate in Social Work U.W.I. - School of Continuing Studies
- Certificate in Micro Office Suite
- Certificate in Supervisory Management - School of Business and Computer Science

✦ *COMMUNITY MEDIATION*

- Therapeutic Intervention for Social Workers
- Alternative Dispute Resolution Training
- Disaster Relief and Preparedness
- Basic Spanish

✚ ***DISABILITY AFFAIRS UNIT***

- Course on Social Marketing

✚ ***DIVISION OF AGEING***

- Course on Social Marketing
- Cabinet Note Writing
- Basic Spanish
- Leadership & Team Building
- Alternative Dispute Resolution

✚ ***E.U. SPONSORED POVERTY REDUCTION PROGRAMME***

- Alternative Dispute Resolution
- Partnership Brokering
- Mediation

✚ ***MONITORING AND EVALUATION DIVISION***

- International Programme for Development and Evaluation Training (IPDET)
- Tobago
- International Programme for Development and Evaluation Training (IPDET)
- Carlton University, Canada

✚ ***NATIONAL FAMILY SERVICES DIVISION***

- Basic Spanish

- Microsoft Outlook 2003
- Cabinet Note Writing
- Disaster Management
- Strategic Planning, Train the Trainers Programme – Arthur Lok Jack Graduate School of Business, UWI
- Alternative Dispute Resolution, Advanced Course – Stittfield, Henly Group
- National Parenting Programme Consultation
- Suicide: Prevention, Intervention and Post-vention Workshop
- Basic Research Skills Training Workshop, Part 2 – SALISES, UWI
- RSHDC – Training for Monitoring Committee
- Symposium on the Family - Ministry of Social Development
- Therapeutic Intervention for Social Workers
- Anger Management and Conflict Resolution
- Sign Language
- Shelter Management Training
- Hurricane Disaster
- RSHDC – Consultation on Civil Society Networks & Micro Project

✚ ***NATIONAL PLAN OF ACTION FOR CHILDREN***

- Alternative Dispute Resolution
- Business Communication – Roytec
- International Inter-disciplinary course on Children's Rights - Belgium

✚ ***PIPARO EMPOWERMENT CENTRE***

- Caribbean Institute of Alcoholism & other Drug Problems (CARIAD)
- Caribbean Regional Addiction (CRA) Studies
- Certificate Course in Advanced Counselling – School of Continuing Studies
- Administrative Business Executive Certificate

✚ ***POLICY AND PROGRAMME PLANNING AND DEVELOPMENT DIVISION***

- Cabinet Note Writing
- SAS Training (statistical training)
- Social Marketing Workshop
- Alternative Dispute Resolution Workshop
- Therapeutic Intervention for Social Workers
- Basic Spanish
- Monitoring and Evaluating Programmes – Business Development Company
- CARIAD- Specialised Training Workshop

✚ ***PROBATION SERVICES DIVISION***

- Industrial Relations Training Programme
- Cabinet Note Writing
- Basic Spanish
- Mediation Training
- Catholic Community for Social Justice
- Alternative Dispute Resolution Workshop

- UN Project South Caribbean
- Social Marketing Workshop
- Managerial & Leadership Effectiveness for Public Service Managers & Executives
- Therapeutic Intervention for Social Workers
- Strategic Planning in the Public Service
- COSSARO CPSA- "A Mandate for Continuing Reform"

✚ ***RESEARCH / SOCIAL INVESTIGATIONS DIVISION***

- Alternative Dispute Resolution Workshop - Ministry of Social Development
- Micro Planning for Poverty Reduction & Sustainable Development
– Hyderabad, India
- National Secondary Schools Survey II Implementation Training Workshop
- Proposal Writing for Research – Government Training Centre
- Spanish for Business, Basic 1 & 2
- Third Regional Multiple Indicator Cluster Survey (MICS) Workshop on Data Analysis and Report Writing – Panama
- Course on Social Marketing
- Training Course on the use of DevInfo Software at the Central Statistical Office of the Ministry of Planning
- Training Course on the use of SAS software - Ministry of Social Development
- Training Workshop on Cabinet Note Writing - Ministry of Social Development
- Writing Winning Proposals – Ministry of Public Administration and Information
- Workshop on Disaster Preparedness

✿ *SOCIAL DISPLACEMENT UNIT*

- Basic Research Skills Training Workshop
- Cabinet Note Writing
- Microsoft Outlook 2003
- Basic Spanish
- RSHDC Monitoring & Evaluation Workshop
- DOH International Regional Workshop Building Stronger Policies, Consolidating the Government-NGO Collaboration
- Dispute Resolution Workshop
- Course on Social Marketing
- Therapeutic Intervention for Social Workers



MEMBERSHIP ON COMMITTEES

Officers of the Ministry served on several committees as follows:

✚ COMMUNITY MEDIATION

- Peace Promotion Programme Committee under the Ministry of Education

✚ DISABILITY AFFAIRS UNIT

- Management Committee to Standardize Trinidad and Tobago Sign Language
- Advisory Committee on Special Education
- Penal / Debe Regional Human and Social Development Council
- San Fernando Regional Human and Social Development Council

✚ DIVISION OF AGEING

- Inter-Ministerial Committee for the Continuum
- Inter-sectoral Community Care Working Group
- TTCIC Community Improvement Committee
- Caribbean Ageing Network Steering Committee

✚ E.U. SPONSORED POVERTY REDUCTION PROGRAMME

- Employment Policy Committee
- Conditional Cash Transfer Programme Committee

✚ ***MONITORING AND EVALUATION DIVISION***

- Cabinet appointed Monitoring and Evaluation Facilitators (MEF) Committee
- United Nations Development Programme, Small Grants Committee
- Committee for the management of the Community Outreach Caravan
- National Steering Committee for the United Nations Year of Micro Credit under the Ministry of Labour and Small and Micro Enterprises
- Inter-ministerial Committee to develop and implement the Target Conditional Cash Transfer Programme (TCCTP)
- The Committee to Evaluate the Proposals for the Operation of the Senior Centres

✚ ***NATIONAL FAMILY SERVICES DIVISION***

- National Council on Early Childhood Care and Education (NCECCE)
- Steering Committee on Child Labour
- National Plan of Action for Children
- Port of Spain RSIIDC
- Foster Care Committee
- Family Policy Committee
- Steering Committee for National Counselling and other Intervention Services
- Committee to advise on Implementation of Children's legislation
- Family Court
- National School Health
- Interdisciplinary Committee – Child Development Centre, Couva
- Children in Need of Special Protection (CNSP)

- Trinidad and Tobago Representative for Inter-American Children's Institute
- Siparia RSHDC
- Monitoring Sub-Committee
- Couva RSHDC
- Diego Martin RSHDC
- Tunapuna / Piarcó RSHDC
- Mental Health Committee

✦ *NATIONAL PLAN OF ACTION FOR CHILDREN*

- Child Labour Committee under the Ministry of Labour, Small and Micro Enterprise Development
- The Committee established to review the Package of Children's Legislation
- The National Committee to advise the Minister of Social Development on the establishment of the Children's Authority

✦ *POLICY AND PROGRAMME PLANNING AND DEVELOPMENT DIVISION*

- Inter-sectoral Working Group for the Community Care Development Programme under the Ministry of Health
- School Health Policy Working Committee under the Ministry of Health
- Food Security Programme Steering Committee under the Ministry of Agriculture
- Foster Care Committee under the Ministry Of Social Development
- Family Policy Committee
- Life Skills Steering Committee under the Ministry of Science, Technology and Tertiary Education
- Steering Committee for Citizens' Security Programme

- The Multi-Sectoral Committee to Address the Socio-Economic Problems of Persons Deported to Trinidad and Tobago
- Committee to Develop a proposal on Housing for Vulnerable Groups - Ministry of Legal Affairs

✚ **RESEARCH / SOCIAL INVESTIGATIONS DIVISION**

- Interim Sports and Cultural Group Committee
- Micro-Enterprise Loan Facility Committee
- Micro-Enterprise Training and Development Grant Steering Committee
- Scholarships for Residents of Children's Homes Committee
- Social Sector Investment Programme Report Committee
- Inter-Ministerial Committee to Develop a Comprehensive Programme Proposal to Tread with the Situation of Ex-Prisoners in Trinidad and Tobago;
- Cabinet-Appointed Committee to Manage and Implement the Multiple Indicator Cluster Survey (MICS) 2006;
- Children in Need of Special Protection (CNSP) Committee;
- Introduction of an Integrated Services System for the Ministry of Social Development;
- Mental Health Committee;
- Steering Committee for Programme entitled "Fighting Poverty with Intelligence";
- Technical Committee to Supervise the Implementation of the Survey of Living Conditions;
- Transition Team for the Unification of the Ministry of Social Development and Office of the Prime Minister, Social Services Delivery

✚ **SOCIAL DISPLACEMENT UNIT**

- Alternate member to the UNDP Small Grants Committee
- Multi-Sectoral Committee to Address the Socio-Economic Impact of Deported Persons to Trinidad and Tobago

- Regional Social and Human Development Committee
- Subvention Review Committee
- Micro Enterprise Grant Committee



ATTENDANCE AT LOCAL, REGIONAL AND INTERNATIONAL CONFERENCES

Officers of the Ministry attended a number of Conferences and Seminars during fiscal 2005/2006 as follows:

↓ *COMMUNITY MEDIATION*

- Victims Rights and Welfare hosted by the UWI Centre for Criminology and Criminal Justice - St. Augustine, Trinidad
- UWI International Conference on Crime and Criminal Justice
- St. Augustine, Trinidad

↓ *DISABILITY AFFAIRS UNIT*

- United Nations Convention on the Rights of Persons with Disabilities
- U.N. Headquarters, New York
- Housing Colloquium - Ministry of Housing

↓ *DIVISION OF AGEING*

- Housing Colloquium - Ministry of Housing
- Preparing for the Ageing Wave - Ministry of Health
- Rights of the Elderly - Ministry of Legal Affairs

✚ ***NATIONAL FAMILY SERVICES DIVISION***

- Vision 2020
- National Plan of Action Workshop
- Foster Care Workshop
- 4th International Conference on Crime and Justice in the Caribbean - UWI
- CARIAD
- National Council on Early Childhood Care and Education (NCECCE) - Reggio, Italy

✚ ***NATIONAL PLAN OF ACTION FOR CHILDREN***

- The 16th International Congress on Child Abuse and Neglect hosted by the International Society for Prevention of Child Abuse and Neglect -Yorkshire, England
- Caribbean Child Research Conference
- International Inter-disciplinary course on Children's Rights - Belgium

✚ ***PIPARO EMPOWERMENT CENTRE***

- A two-day workshop on Crack Abuse (CIFAD) in Martinique

✚ ***POLICY AND PROGRAMME PLANNING AND DEVELOPMENT DIVISION***

- United Nations General Assembly 60th Session 2005 World Summit (Strengthening Social Development: The Way Forward for Caribbean SIDS)- EU-LAC Headquarters, Port of Spain
- EU-LAC Conference on Social Cohesion - Belgium
- Tour of Inner City Communities in Jamaica (Steering Committee of the Citizens Security Programme)

- 4th International Conference on Crime and Justice in the Caribbean – UWI, TT
- Housing Colloquium - Ministry of Housing

✚ ***PROBATION SERVICES DIVISION***

- 4th International Conference on Crime & Justice in the Caribbean
- NABCJ – National Association of Blacks in Criminal Justice to T&T

✚ ***SOCIAL DISPLACEMENT UNIT***

- Crime and Justice in the Caribbean Conference
- 32nd Caribbean Institute on Alcoholism and Other Drug Problems
- HIV / AIDS Conference

✚ ***RESEARCH / SOCIAL INVESTIGATIONS DIVISION***

- 4th International Conference on Crime and Justice in the Caribbean, February 8-11, 2006
- The Caribbean in the Age of Modernity – Caribbean Studies Association
- Research Day, University of the West Indies, St Augustine Campus
- Caribbean Child Research Conference, Kingston, Jamaica
- The National Conference on the Social Norms Approach, Colorado, USA



CONSTRAINTS OF THE MINISTRY OF SOCIAL DEVELOPMENT

Some of the constraints that were identified by Heads of Divisions and which were otherwise observed during the period under review included;

- i. Inadequate human resources including the non-replacement of staff over long periods by the Service Commissions Department when posts became vacant or during vacation periods;
- ii. Deadlines and target were unable to be met or were delayed in some areas of the Ministry's work due to fact that staff left at crucial points in the execution of projects and there was a period of adjustment for new staff;
- iii. Key staff members were taken away from their normal duties to carry out other assignments of the Ministry. This may have hampered the functions of some divisions;
- iv. Merging with the Social Services Delivery arm of the Office of the Prime Minister would have caused some temporary disruptions in some of the Ministry's operations as adjustment initiatives were being undertaken;
- v. Varying levels of knowledge and skill of staff may have led, in some instances, to an inequitable assignment of tasks;
- vi. The need to acquire vital information from external sources may have slowed down the progress of certain projects, such as the Social Sector Investment Programme;
- vii. Disruption in the I.T operations, although it was unavoidable to upgrade the System

- viii. Inadequate accommodation for staff
- ix. The long periods of time taken to fill vacant staff positions in some Divisions



RECOMMENDATIONS ON THE WAY FORWARD FOR FISCAL 2007

The Ministry of Social Development went through a transformation in 2005 with the merger of the Social Services Delivery arm of the Office of the Prime Minister. Although there was some temporary disruption in operations the Ministry still managed to achieve a considerable amount of work. The following recommendations are put forward for the improvement in the Ministry's performance for fiscal 2006/2007:

- 1) There is a need for Heads of Divisions to ensure that there is continuous monitoring and evaluation of the performance of staff members in achieving their quarterly work plan and priority projects;
- 2) Regular meetings with staff members are necessary in an attempt to assess the status of projects, identify existing and possible problems and find solutions. Taking this proactive approach will assist in achieving established targets effectively and efficiently;
- 3) Staff should be encouraged to use their initiative, work experiences and foster teamwork when carrying out projects and assignments as this fosters a healthy and productive work environment;
- 4) A staff orientation module should be developed and implemented as soon as possible to assist new staff members in understanding Ministry systems and procedures;
- 5) The Training Plan should be implemented as soon as possible to build staff capacity in the identified areas;

- 6) There is a need to improve communication between the Human Resources Department and the Service Commissions Department as to increase the level of efficiency in supplying staff to the Ministry on a timely basis.