



# MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION ADMINISTRATIVE REPORT 2013/2014

## Abstract

This report is a brief overview of the administrative functions, achievements and goals of the Ministry of National Diversity and Social Integration and affiliated agencies.

Policy Unit

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## *Executive Summary*

The former Ministry of National Diversity and Social Integration (MNDSI) was established in June 2012, in accordance with Gazette No. 120, Vol. No. 51, of July 6, 2012. This Ministry was established through the consolidation of the National Museum and Art Gallery, the National Archives of Trinidad and Tobago and the National of Trust Trinidad and Tobago to engender a renewed sense of patriotism and national pride and to bring to national focus the need for sustainable preservation of the national heritage of Trinidad and Tobago.

In 2014, the Ministry was allocated the sum of One Hundred and Twenty -Two Million, Seven Hundred and Twenty-Three Thousand, and Three Hundred and Twenty Dollars (\$122,723,320.00) for the Recurrent and Capital Expenditure. The Actual Expenditure as at September 30, 2014 was Eighty- Eight Million and Eighty-Two Thousand, Nine Hundred and Sixty-Two Dollars and Twenty Three Cents (\$88,082,962.23) with a variance of Thirty-Four Million Six Hundred and Forty Thousand, Three Hundred and Fifty-Seven Dollars and Seventy-Seven Cents (\$34, 640, 357.77).

In this regard, a number of initiatives were pursued towards fulfilling the Ministry's mandate of promoting diversity and inclusion through robust and relevant policy measures and institutional reforms. As such, some of the major achievements of the Ministry recorded for fiscal 2014 included inter-alia: policy initiatives aimed at fostering unity in diversity; engendering patriotism in the citizenry; supporting the indigenous People Population and developing the heritage institutions. Other policy measures were pursued for fiscal 2013/2014 in terms of the revision of the National Identity Guidelines of the Republic of Trinidad and Tobago, the submission of the Draft National Diversity and Social Integration Policy and the Draft Policy for the Distribution of Land and Grants to Ecclesiastical Organisations to Cabinet in June 2014 and

the drafting of the National Archives Policy. Some of the major achievements of the Ministry recorded for fiscal 2014 included:

**Promoting National Unity:**

- Policy initiatives aimed at fostering unity in diversity.
- Policy initiatives aimed at engendering patriotism in the citizenry.

**Heritage Preservation**

- Automation and digitization of the National Archives.
- Listing of Heritage Sites
- Infrastructure Development Project at the National Museum and Art Gallery of Trinidad and Tobago (NMAG).
- The complete Digitising of the NMAG collection
- Phase I of the Refurbishment of the Museum of the City of Port of Spain (Fort San Andres).

**Support to Indigenous Peoples of Trinidad and Tobago**

- Reconstitution of First Peoples Development Committee
- The Co-hosting of the 13<sup>th</sup> Annual Amerindian Heritage Week.

**Institutional Strengthening and Outreach:**

- Initiatives which are aimed at social integration by providing equal opportunities for marginalised and vulnerable groups.
- Continued provision of financial and advocacy services through the Citizens Facilitation Initiatives.

**Further Achievements:**

- Formal opening of the Naipaul House Literary Museum

- National Week of Prayer
- National Commemoration of the life and work of Nelson Mandela

## **1.0 THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION**

### **1.1 GENERAL STATEMENT**

The Ministry of National Diversity and Social Integration (MNDSI) was established in June 2012, out of a desire to harness our people's rich diversity, while forging a national identity within a more humane and cohesive society. The Ministry was envisaged as both a resource and an advocate for the promotion of patriotism, nationalism and inclusion, as a critical foundation for sustainable human development and national progress.

### **1.2 MANDATE**

The Ministry was charged with the responsibility of promoting the embrace of diversity and inclusion through robust and relevant policy measures and institutional reforms. Additionally, its mandate was to help shape the evolving character of our nation, through information and knowledge that seek to strengthen our national identity.

### **1.3 VISION**

- To create a socially inclusive and cohesive society that stands upon a solid national identity.

### **1.4 MISSION**

- To strategically engender through national development policies, a renewed sense of national pride, patriotism, national identity and a commitment to preserve the heritage assets of Trinidad and Tobago.

### **1.5 STRATEGIC OBJECTIVES**

- To promote the inclusion of issues of diversity in policy formulation across governmental agencies;
- To protect and preserve the heritage legacy of Trinidad and Tobago through policy development and the advancement of the work of the agencies which fall under the remit of the Ministry;

- To promote broad-based participation in the decision making process and national policy formulation through the engagement of civil society;
- To treat with protocols of the state in a manner which transcends cultural, ideological, ethnic, religious, and national boundaries;
- To create an environment for the inculcation and transmission of moral and spiritual values by providing support for the observance and celebration of religious holidays and festivals and other matters relating to ecclesiastical affairs;
- To promote the recognition of the contribution of First Peoples of Trinidad and Tobago to the development of the nation;
- To function as a resource and advocate for fostering national pride through community well-being, nation building and the inculcation of a sense of patriotism; and
- To promote and protect all aspects of the heritage of Trinidad and Tobago for future generations.

#### **Gazetted Responsibilities**

- Citizens facilitation
- Civil Society engagement
- Ecclesiastical affairs
- National Heroes
- Protocols of the State
- Archives
- Museums
- National Trust

#### **Statutory Boards and Other Bodies**

- The National Museum and Art Gallery of Trinidad and Tobago ( Royal Victoria Institute)
- The National Trust of Trinidad and Tobago

- The Inter-Religious Organisation of Trinidad and Tobago

## **2.0 ORGANIZATIONAL STRUCTURE**

### **2.1 ORGANIZATIONAL PROFILE**

The GoRTT recognises that Trinidad and Tobago is a diverse nation. This diversity is boldly reflected in the racial, ethnic, religious and socio-economic composition of the populace and is evident in the wider demographic factors such as age, gender, geographical location, cultural beliefs, ideologies and practices. Acknowledging that diversity is a predominant trait of Trinidad and Tobago's national identity, the GoRTT remains committed to realising its goal of social inclusion where every citizen would be afforded the opportunity to achieve his/her fullest potential.

Despite having achieved measurable economic progress over a sustained period, Trinidad and Tobago, with one of the highest per capita incomes in Latin America and the Caribbean, continues to be plagued by a series of social challenges. This is manifested in growing levels of poverty, socio-economic inequality, low levels of income among many members of society, high crime rate, and low levels of functional literacy, low life expectancy and negative trends in other important social and economic indicators.

Thus, consistent with the GoRTT's commitment to sustainable development through a focus on People Centred Development, the GoRTT established the MNDSI to promote diversity and inclusion through robust and relevant policy measures and institutional reform. As such, the MNDSI seeks to institute national mechanisms designed to re-engineer the social and cultural fabric of the nation so as to holistically build into our systems of democracy, governance and a management framework of multi-segmental harmony and synergistic inclusiveness.

### **2.2 DEFINITION AND FUNCTION OF CORE UNITS**

The MNDSI fulfils its mandate through synergies across functional areas or units. The roles and function of these are as follows:



## **The Executive**

The Executive is responsible for the providing the general strategic direction and management of the Ministry. The Executive comprises the offices of the Minister, Permanent Secretary and Deputy Permanent Secretary.

## **Accounts Unit**

The Accounts Unit is responsible for management of the Ministry's financial resources, in keeping with existing financial laws, regulations, practices and procedures for the Public Service. General activities of this unit include the processing of payments for suppliers of goods and services, salaries for employees, as well as, maintenance of financial records and the preparation of all financial reports. The Unit ensures that the financial resources of the MNDSI are efficiently managed in keeping with the Ministry's strategic objectives and in accordance with all existing legislative and regulatory frameworks.

## **Project Management Unit (PMU)**

The remit of the PMU is to effectively manage projects of the MNDSI throughout the life cycle stages of the project. Additionally, the PMU provides project management and procurement services to the Statutory Bodies of the Ministry. The roles and responsibilities of the Project Unit range from the management and execution of projects to the general co-ordination of project stakeholders.

## **Policy and Planning Unit (PPU)**

The Policy and Planning Unit is responsible for providing technical support to the Ministry as it fulfils its mandate through research, planning and policy development. The remit of the PPU includes: research, policy formulation, planning, implementation and review report and Cabinet Note writing.

## **Citizens' Facilitation Unit (CFU)**

The Citizen Facilitation Unit is responsible for addressing service delivery enquiries from the general public. The core purpose of this unit is to facilitate citizens' interaction with Ministries and Agencies, by identifying citizens' concerns and intervening to ensure that these concerns are

addressed in an appropriate and timely manner by the appropriate agency. The Unit has the mandate to receive all letters from the public and to assist in resolving their issues or conflict. Matters such as requests for housing assistance, requests for Food Cards, complaints of poor work done by Local Authorities, and the non-payment of NIS and Pension Benefits often form the tone of letters addressed to this Unit.

### **The Communications Unit (CCU)**

The Communications Unit is responsible for developing and guiding the Ministry's corporate communications, including event management, public relations, marketing and web content oversight. The Unit is also responsible for the precise articulation of the Ministry's vision and mission.

### **Legal Unit (LA)**

The Legal Unit is responsible for managing and coordinating all litigious and non-litigious legal matters that impact on the mandate of the MNDSI.

### **General Administration (GA)**

The General Administration is responsible for the creation and maintenance of systems and procedures for managing and controlling the flow of records to and from the Ministry. It is the repository of all documents, correspondence and files within the Ministry. Additionally, this Unit is responsible for the management, acquisition and maintenance of all goods and services utilised by the Ministry.

### **Information Technology Unit (ITU)**

The Information Technology Unit is responsible for the planning, operation, support and management of the information system services and network facilities, as well as, the Local Area Networks and peripheral systems of the MNDSI.

### **Internal Audit Unit (IAU)**

Internal Audit is responsible for providing the Permanent Secretary with information on the adequacy and effectiveness of the Ministry's system of internal control and also has responsibility for ensuring that the necessary audit systems and procedures continue to be maintained in strict accordance with the financial regulations.

### **Human Resource Management Unit (HRMU)**

The Human Resource Management Unit enables the MNDSI to achieve its objectives by taking initiatives and providing guidance and support on all matters relating to its employees. The basic aim is to ensure the Ministry develops human resource strategies, policies and practices that cater effectively for everything concerning the employment and development of people and the relationships that exist between management and the workforce. Human Resource functions to provide the advice and services that enable the MNDSI to achieve its Mission and Vision through the use of its human capital.

### **National Museum and Art Gallery of Trinidad and Tobago**

The National Museum and Art Gallery of Trinidad and Tobago (NMAG) was established in 1892 to care for the material culture of Trinidad and Tobago. The operations of the museum are governed by the National Museum and Art Gallery Act 2000, Chapter 40:52 of the Laws of Trinidad and Tobago, which calls for the establishment of a Museum Board.

### **National Archives of Trinidad and Tobago**

The National Archives of Trinidad and Tobago (NATT) is the repository of official non-current records as well as historical records dating from 1797 to present. It is responsible for acquiring, preserving and providing public access to the documentary heritage of the nation (in all formats); and the management of all public records throughout the public service.

### 2.3 SERVICES/ PRODUCTS PROVIDED/ SPECIAL PROJECTS EMBARKED UPON

The MNDSI is focused on promoting greater participation in the decision making processes and educating citizens about the heritage of Trinidad and Tobago, as such the core services delivered by this Ministry include:

- Providing a medium for citizens to contribute to the entire decision-making and nation-building process by facilitating dialogue with civil society organizations;
- Grants administration, disbursement, and referral services for requests from religious and other organizations;
- Public education on the protocols of the State;
- Research and public education services through the National Archives;
- Records management, restoration and preservation services for Government Ministries and Agencies;
- Training / capacity building for stakeholders in the heritage sector;
- Research and public education services provided through the National Museum;
- Support to the First Peoples of Trinidad and Tobago.

The Ministry inherited the following projects from the Ministry of the Arts and Multiculturalism and the Office of the Prime Minister:

- The Restoration of Nelson Island;
- The Restoration of the National Museum;
- The Establishment of the Sugar Museum;
- The Establishment of Community Museums;
- The Establishment of a Virtual Museum;
- The Restoration of Fort San Andres;
- The Establishment of a Purpose Built National Archives and Record Centre;
- Institutional Strengthening of the National Archives;
- Automation and Digitization of the National Archives;
- The Establishment of the Civil Society Board; and
- The Revision of the National Heroes Policy.

### *Special Projects Embarked Upon*

Consistent with its strategic thrust, the Ministry embarked on several special projects, which included:

- The 4<sup>th</sup> Patriotism Fair;
- The First National Diversity Conference;
- The International First Peoples Conference;
- The Formal Opening of the Naipaul House Literary Museum;
- The National Week of Prayer;
- The National Commemoration of the Life and Work of Nelson Mandela;
- The Re-publication of a booklet entitled African Heritage Sites in Trinidad and Tobago; and
- The First Peoples Heritage Week.

## 2.4 LEGISLATIVE AND REGULATORY FRAMEWORK

The operations of the MNDSI are guided by the Public Service governance framework which is underpinned by the Constitution of the Republic of Trinidad and Tobago. The framework comprises legislation, policies and procedures, some of which include:

- The Constitution of the Republic of Trinidad and Tobago;
- Government Policy Framework document – 2010-2015;
- Civil Service Act, Chap. 23:01;
- Public Service Regulations, Chap. 1:01;
- The Exchequer and Audit Act, Chap 69:01;
- The Freedom of Information Act, Chap. 22:02;
- The Occupational Safety and Health Act, Chap. 88:08;
- The National Trust of Trinidad and Tobago Act, Chap. 40:53; and
- The National Museum and Art Gallery of Chap.40:52.

## 2.5 INTERNATIONAL CONVENTIONS

As a member of the United Nations (UN), Trinidad and Tobago is guided by a number of international conventions to which it is a signatory. These Conventions inform the work of the Ministry. Some of these conventions are as follows:

- Universal Declaration of Human Rights;
- UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2005);
- Convention Concerning the Protection of the World Natural and Cultural Heritage (1972);
- Convention for the Safeguarding of the Intangible Cultural Heritage (2003);
- Declaration on the Right to Development;
- Convention on the Protection of the Underwater Cultural Heritage (2001);
- Convention on the Rights of the Child;
- International Convention on the Elimination of Racial Discrimination;
- International Covenant on Economic, Social and Cultural Rights;
- International Covenant on Civil and Political Rights;
- Convention on the Protection and Promotion of the Diversity of Cultural Expression, Paris 2005;
- United Nations Declaration on the Rights of Indigenous Peoples;
- Convention on the Rights of Persons with Disabilities, New York (2006); and
- Lisbon Declaration on Youth Policies and Programmes (1998).

## 2.6 REPORTING FUNCTIONS – Departmental Reports, Reports to Ministries/President/ Parliament:

During the fiscal year 2013 – 2014 the MNDSI submitted the following reports to the relevant agencies:

- PSIP Reports - Ministry of Planning and Sustainable Development;
- SSIP Reports - Ministry of the People and Social Development
- Monthly Status Reports- Office of the Prime Minister;
- Quarterly Achievement Reports- Office of the Prime Minister;

- Draft Estimates- Ministry of Planning and Sustainable Development;
- Cabinet Minutes Report- Cabinet Secretariat, Office of the Prime Minister;
- Projects Reports- Ministry of Finance and the Economy; and
- Performance and the Itemised Projects *Reports* – Office of the Prime Minister.

### **3.0 POLICIES AND DEVELOPMENT INITIATIVES**

The primary focus of the MNDSI for fiscal year 2013-2014 was developing policies and executing projects towards the fulfilment of its mandate. In this regard, the Ministry continued the process to revise and develop several policies. Additionally, the Ministry embarked upon a number of sensitisation initiatives relative to its strategic thrust. Activities and development initiatives forecasted for this period fell into the following broad categories:

- **Policy Initiatives aimed at Fostering Unity in Diversity;**
- **Policy Initiatives aimed at Engendering Patriotism in the Citizenry;**
- **Initiatives aimed at Institutional Strengthening of the Ministry of [N1] National Diversity and Social Integration;**
- **Initiatives which are aimed at Social Integration in that they aid in Providing Equal Opportunities for Marginalised and Vulnerable Groups;**
- **Facilitating Civil Society Engagement;**
- **Citizens Facilitation Initiatives;**
- **National Archives;**
- **Support to the Indigenous People Population;**
- **National Trust of Trinidad and Tobago;**
- **Fiscal Initiatives; and**
- **Other Policy Formulation Activities.**

The Ministry's achievements in the above listed areas were as follows:

#### **Policy Initiatives aimed at Fostering Unity in Diversity**

- The MNDSI hosted the First National Diversity Conference (FNDC) on October 04, 2013. This initiative was held in collaboration with the Ministry of Tertiary Education and Skills Training (MTEST); the University of Trinidad and Tobago (UTT); the University of the

Southern Caribbean (USC) and the University of the West Indies (UWI). The aim of the conference was to provide an inter-disciplinary and international platform for explorations, syntheses and discussions on the theme; “Diversity is Inclusion... It is our common thread.” It also sought, more importantly, to set the foundation for the establishment of National Diversity Centres at the above-mentioned Universities. Approximately two hundred (200) persons attended this event from tertiary, private and public sector institutions. However, no further work was undertaken in this regard.

### **Policy Initiatives aimed at Engendering Patriotism in the Citizenry**

- In an effort to continue engendering a renewed sense of national pride and patriotism in the citizenry, the MNDSI hosted its 4th National Patriotism Fair on November 29, 2013. The primary aim of this initiative was to identify and highlight the unique cultural elements that characterise Christmas celebrations in Trinidad and Tobago. As such, the event was themed “A True Trinbago Christmas...Peace and Goodwill in Diversity.” This event featured a formal opening ceremony, an exhibition and a cultural exposition. A total of eighteen (18) booths exhibited goods and services from different private and public sector organisations. Approximately, four hundred and fifty (450) persons from different geographical location across Trinidad and Tobago benefited from this event.

### **Initiatives aimed at Institutional Strengthening of the Ministry of National Diversity and Social Integration**

- For the period 2013/ 2014, the MNDSI aimed to approach institutional strengthening by: undertaking research, improving the Information Technology (IT) infrastructure and establishing a Monitoring and Evaluation Division related to the work of the Ministry. In this regard, the MNDSI collaborated with members of staff of the major Tertiary Level education institution and produced a research paper entitled “Diversity from the Bottom up- One of Trinidad and Tobago Perspectives.” This research paper was accepted and presented by members of staff of MNDSI at the 7<sup>th</sup> Equality, Diversity and Inclusion Conference 2014, Munich, Germany. Information ascertained from this Conference was then used to inform the development of the Draft National Diversity and Social Integration Policy.



In terms of improving the IT infrastructure of the Ministry, a robust Network Infrastructure, a Modern Server System and a Storage Area Network were implemented at the Ministry's Head Office, located at #35A Wrightson Road, Port of Spain in an effort to ensure full computerisation of the Ministry. The MNDSI also acquired desktop computers, uninterrupted power supplies for desktop computers and laptop computers.

The Ministry was, however, unable to establish the Monitoring and Evaluation Division proposed for this fiscal year.

### **Initiatives which are aimed at Social Integration in that they aid in Providing Equal Opportunities for Marginalised and Vulnerable Groups**

- The MNDSI had projected for this reporting period to undertake projects and programmes to support at-risk youth, persons recovering from substance -abuse, ex-prisoners and youths released from corrective facilities. It was also forecasted that MNDSI would provide funding assistance and subventions to individuals and organisations involved in projects aimed at fostering social integration. In this connection, the Ministry provided funding assistance and subventions to Non-Governmental Organisations (NGOs) through its Community Initiative Fund. However, the major projects and programmes to support at – risk youth, persons recovering from substance -abuse, ex-prisoners and youths released from corrective facilities were postponed, since it was felt by the Executive that these projects would more effectively be administered under the purview of another Ministry.

### **Facilitating Civil Society Engagement**

- The process towards the establishment of the Civil Society Board commenced in 2011, under the Office of the Prime Minister. This responsibility was transferred to the MNDSI in 2012. During the period 2013-2014, the Ministry continued to dialogue with Civil Society Organisations (CSO's) through a series of refresh meetings and public forums. Regional and National Elections were conducted on August 27 and September 29, 2014, towards the establishment of the Civil Society Board (CSB).

Of the nine hundred and twelve (912) organisations registered in the National CSB elections to vote with the MNDSI, only one hundred and thirteen (113) organisations participated. This represented a voter turnout of 12.4%. This percentage was regarded as insufficient to effectively establish a Board that could adequately give credibility to the views and opinions of Civil Society Organisations.

### **Citizens Facilitation Initiatives**

- The Ministry continued to provide financial and advocacy services to Non-Governmental Organisations (NGO) and members of the public based on requests received for public goods and services. During fiscal 2014, the Ministry received applications in respect of Housing, National Insurance and Pension, Medical Assistance and Local Government Issues.

### **Support to the Indigenous Peoples Population**

- In an effort to uphold where appropriate the articles enshrined in the United Nations Declaration on the Rights of Indigenous Peoples and to provide support to the First Peoples of Trinidad and Tobago, the Ministry:
  - Reconstituted the First Peoples Development Committee formerly known as the Amerindian Project Committee on December 04, 2013. The Committee comprises twenty three (23) members, of which seven (7) are representatives of the three (3) First Peoples groups in Trinidad and Tobago. This Committee was reconstituted to advise Government on the development of the Amerindian Community in Trinidad and Tobago and to formulate policies for the indigenous people by examining pertinent issues. The Terms of Reference of this Committee were as follows:
    - To conduct research related to the First Peoples of Trinidad and Tobago;
    - To review and make recommendations on Government Policy matters related to the First Peoples of Trinidad and Tobago in keeping with the United Nations Declaration on the Rights of Indigenous Peoples;
    - To prepare and submit reports to Cabinet on matters related to the First Peoples of Trinidad and Tobago and on the progress of implementation of the United Nations Declaration on the Rights of Indigenous Peoples; and

- To monitor the progress of implementation of the Amerindian Village Project and any other projects approved by Cabinet for the First Peoples Committee.

During this period, ten (10) Committee meetings were held in pursuit of its Terms of Reference.

- Co-hosted the 13<sup>th</sup> Annual Amerindian Heritage Week celebration with the First Peoples Indigenous Community from October 11-19, 2013. This week of activities featured, among other things, an International First Peoples Conference, Heritage Cultural Fair, and Spiritual Sanctification of the Parliament Building and the Red House. These initiatives were geared towards raising awareness and sensitising members of the public about the distinctive customs, spirituality, traditions and contributions of First Peoples to the development of Trinidad and Tobago.

### **Formal Opening of the Naipaul House Literary Museum**

- The MNDSI formally opened The Naipaul House with the unveiling of a commemorative marble plaque on February 10, 2014. The Naipaul House is regarded as a harbour for Trinbagonian and West Indian literature and writers from around the world.

Located at 26 Nepal Street, St. James, The Naipaul House was recently renovated and furnished with objects and fittings which were in the house during the 1950s. These items belonged to writer, Seepersad Naipaul, father of Nobel Laureate Sir Vidiadhar Surajprasad Naipaul. The walls bear the memories of the family in the form of photographs with Seepersad and his wife, Droapatie, and their children – Kamla, Vidia, Sati, Mira, Savi, Shiva and Nalini.

The Naipaul House is the setting of the much celebrated 1963 novel, *A House for Mr. Biswas*. It was bought on December 5, 1946 by Seepersad who lived there until his death in 1953. After Droapatie's death in 1991, the house was sold to the Government in recognition of its status as a heritage building.

In attendance at the formal opening were members of the group Friends of Mr. Biswas including; Chairman Professor Kenneth Ramchand, patron of the house, Senator Dr. The

Honourable Bhoendradatt Tewarie, Minister of Planning and Sustainable Development. Also present were the family and friends of the Naipauls including Mrs. Savi Akal, sister of Vidia and Shiva Naipaul.

### **National Week of Prayer**

- The MNDSI in collaboration with the Inter-Religious Organisation of Trinidad and Tobago hosted a National Week of Prayer from Sunday, January 26th to February 1st, 2014. The observance encouraged all faiths to pray for the nation at their respective places of worship. To launch this observance a National Prayer Service was held on Sunday 26th January, at the National Academy for the Performing Arts (NAPA), Port of Spain. Over one thousand (1,000) persons attended the National Prayer Service which united religious denominations in prayer for revival of the nation.

Following the launch, each day of the week focused on different areas of prayer for the country:

- Sunday 26th January- Prayer for a Reduction in Crime;
- Monday 27th January- Prayer for Family;
- Tuesday 28th January- Prayer for the Environment;
- Wednesday 29th January- Prayer for our Youth and Children;
- Thursday 30th January- Prayer for our Nation's Leaders;
- Friday 31st January- Prayer for Spiritual Renewal; and
- Saturday 1st February- Prayer for Harmony in Diversity.

### **National Commemoration of the Life and Work of Nelson Mandela**

- In fulfilment of its mandate to strengthen our national identity through harnessing our commonalities in diversity, the MNDSI chaired the Cabinet approved Committee for the Commemoration of the life and work of Nelson Mandela. A national programme of activities was developed and implemented by the Committee over the period July 13 to 18, 2014. The programme of activities served as a citizen education campaign and reflected the profound attributes such as forgiveness, tolerance, freedom, justice and compassion of this world icon.

## **Automation and Digitization of the National Archives**

- The National Archives embarked upon the implementation of a new modern Network Infrastructure. The aim of this intervention was to have the capacity to withstand the demands of heavy usage in order to better serve the public. During the fiscal year 2013/2014, the following were achieved:
  - Implementation of a new modern Network Infrastructure with the capacity to withstand the demands of heavy usage, as the foundation for the Automation and Digitization of the National Archives. This included:
    - An Internet Protocol (IP) Telephony PBX System
    - An Access Control System for the Communications Room
  - Phase 1 of the Implementation of a Digitization Lab.
    - Acquisition of an Overhead Colour Scanner capable of scanning large books.
    - The process for the acquisition of Microfilm Scanners and Viewers commenced.

## **National Trust of Trinidad and Tobago (NTTT)**

- Listing of Heritage Sites

The National Trust succeeded in listing thirteen (13) Heritage Sites under the National Trust of Trinidad and Tobago Act, Chap 40:53. These were documented in the Trinidad and Tobago Gazette– GAZETTE No. 128 dated October 03, 2013. The thirteen (13) properties are protected and form part of a larger inventory of four hundred and thirty five (435) heritage properties of interest, monitored by the National Trust as properties of significance to the landscape of our national heritage.

- Heritage Tours

The NTTT continued to host heritage tours aimed at making the public aware of the rich history and culture on our shores.

## **National Museum and Art Gallery of Trinidad and Tobago (NMAG)**

- National Museum Development

The National Museum and Art Gallery of Trinidad and Tobago (NMAG) undertook an infrastructural development project focused on the refurbishment of the Annex of the Royal Victoria Institute. The refurbishment addressed the provision of administrative offices for the Museum staff and Air Conditioning units for the Art Gallery.

- Virtual Museum of Trinidad and Tobago

In order to achieve our strategic objectives of becoming a premier educational institution geared towards citizen education, the Museum aims to be relevant and au courant with the technologies available. To that end, digitizing and placing the collection online for research purposes, were among the major priorities of the NMAG for this period. As such, NMAG undertook work to complete the digital cataloguing of the Museum's collection as well as PHASE 2 of Museum's Website.

- Museum of the City of Port of Spain (Fort San Andres)

The Museum of the City of Port of Spain is being refurbished and outfitted to accommodate a Social History Museum. Phase I of the project was completed in 2013.

## **Other Policy Formulation Activities**

- The following policy measures were pursued for fiscal 2013/2014:

- Revision of the National Identity Guidelines of the Republic of Trinidad and Tobago. The National Identity Guidelines were approved by Cabinet via Minute No. 1802 of June 26, 2014;
- Drafting and submission of the Draft National Diversity and Social Integration Policy in June 2014. The Policy was referred to the Finance and General Purpose Committee

for consideration and subsequently circulated by Cabinet for comments from the various Ministries which would be directly impacted by the Policy;

- Submission to Cabinet of the Draft Policy for the Distribution of Land and Grants to Ecclesiastical Organisations on June 24, 2014. Subsequently, this Draft Policy was referred to the Finance and General Purpose Committee via Minute no. 1803 of June 26, 2014, for further consideration; and
- Drafting National Archives Policy.

### **Future Plans**

- The Ministry will continue to advance the following initiatives for the next fiscal year:
  - The Ecclesiastical Policy for the Distribution of Grants;
  - The Museum Sector Policy;
  - The National Archives Policy;
  - The National Heroes Policy;
  - The Establishment of a Civic and Citizenship Education Programme;
  - The National Heritage Policy for the Republic of Trinidad and Tobago;
  - The Refurbishment of Museum of the City of Port of Spain for the establishment of a Social History Museum;
  - The Virtual Museum of Trinidad and Tobago;
  - The implementation of the National Patriotism Campaign;
  - The Establishment of a Model Amerindian Village;
  - The Restoration of the Chaguaramas Military Museum;
  - The Restoration of Heritage Sites;
  - The Installation of Heritage Sites signage throughout Trinidad and Tobago; and
  - The Establishment of Heritage Fund for Gazetted Heritage Sites.

## 4.0 FINANCIAL OPERATIONS

The MNDSI is funded through the system of parliamentary appropriations, where approved funds identified under the various sub-heads are disbursed through the Ministry of Finance and the Economy.

### 4.1 ALLOCATION AND EXPENDITURE

The allocation of the MNDSI for the fiscal year 2014 was **One Hundred and Twenty-Two Million, Seven Hundred and Twenty-Three Thousand, and Three Hundred and Twenty Dollars. (\$122,723,320.00)** to facilitate both Recurrent and Capital Expenditure.

The Actual Expenditure at 30<sup>th</sup> September 2014, was **Eighty-Eight Million, Eighty-Two Thousand, and Nine Hundred and Sixty-Two Dollars and Twenty-Three Cents (\$88,082,962.23)**. Following is a detailed of breakdown of the allocation and expenditure:

#### HEAD 74: MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION-2014

<b>Expenditure Category</b>	<b>Allocation</b>	<b>Actual Expenditure</b>	<b>Variance</b>
Recurrent Expenditure	92,723,320.00	71,805,988.70	20,917,331.30
Development Programme (DP)	30,000,000.00	16,276,973.53	13,723,026.47
<b>Total</b>	<b>\$122,723,320.00</b>	<b>\$88,082,962.23</b>	<b>34,640,357.77</b>
Infrastructure Development Fund (IDF)	14,000,000.00	0.00	

### 4.2 INTERNAL AUDIT PROCEDURES

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives



by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

### **The Objective of Internal Auditing**

The Internal Audit Unit is responsible to the Accounting Officer, to report to him/her whether the internal controls and accounting systems are being adhered to. In order to accomplish this, the Internal Audit examines the business activities of the Ministry of National Diversity and Social Integration to evaluate the effectiveness of the systems and controls ensuring accountability and transparency. Internal Auditing furnishes Management with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

### **Legislative Framework**

The legal basis for dealing with matters relating to revenue and expenditure by the Ministry is found in the following documents:

- The Constitution of the Republic of Trinidad and Tobago
- The Exchequer and Audit Act, Chapter 69:01
- The Financial Regulations to the Exchequer and Audit Act
- The Financial Instructions 1965
- Ministry of Finance and Comptroller of Accounts Circulars
- Manual of Terms & Conditions of Employment
- Chief Personnel Circulars
- Civil Service Act Chapter 23:01
- Civil Service Regulations
- Civil Service (External Affairs) Regulations
- Public Service Commission Regulations, 1966.

### **Audit Scope**

All divisions/departments that fall under the portfolio of the Ministry of National Diversity and Social Integration.

## **WORK UNDERTAKEN BY THE AUDIT DEPARTMENT**

### **1. *Expenditure Records***

Checked and verified on a quarterly basis:

- Vouchers
- Schedules of Accounts
- Vote Books
- Release of Funds/Virements
- Daily Abstract of Payments
- Notification of Expenditure
- Reconciliation of Monthly Abstract of Payments and Lists of Unpaid Cheques.

Checked and verified monthly/when submitted:

- Applications for Grants of Credits on the Exchequer Account
- Previous Year Accounts.

Checked and verified on a quarterly basis:-

- Register of Invoice Order Books
- Register of Blank Cheque Forms.

### **2. *Payroll***

Checked and verified biannually:-

- Personnel Emolument Record Cards.

Checked and verified when submitted (Public Officers):-

- Arrears of Salaries and COLA
- Acting allowance
- Increments
- Travelling.

Checked and verified when submitted (Contract Officers):-

- Arrears of Salaries
- Allowances
- Vacation Leave Buyout.

3. ***Registers/Ledgers***

Checked and verified all Registers biannually:-

- Travelling
- Motor Vehicle Advances
- Overpayment.

4. ***Revenue***

Checked and verified quarterly

5. ***Benefits***

Checked and verified when submitted:-

- Pension and Leave Records for Public Officers.

Checked and verified when submitted:-

- Contract Gratuity for Contract Officers.

6. ***Human Resource Management***

Examined the internal controls, ensuring accountability/transparency in the activities of the HR Department annually:-

- Delegation of Authority
- Contract employment
- Training
- Employee Assistance Programme
- Staff arrangements - Acting, vacation leave, extended sick leave.

7. ***Vehicle Management***

Checked and verified biannually:-

- Vehicle Log Books and Register
- Vehicle Inventory.

8. ***Inventory of Office Furniture and Equipment***

Checked and verified biannually the safety and security of the assets in:-

- All departments/offices of the Ministry of National Diversity and Social Integration.

9. ***Inventory of Office Stationery and Supplies (Stores)***

Checked and verified biannually:-

- Register and physical stock.

10. ***Audit checks on Agencies of the Ministry of National Diversity and Social Integration***

Routine examination of Accounts for compliance with established policies, regulations and procedures and reporting to the Permanent Secretary/Accounting Officer on the activities.

11. ***Meetings/Training***

Attended meetings/training sessions as directed by the Permanent Secretary, Ministry of National Diversity and Social Integration.

12. ***Miscellaneous***

Conducted audit checks based on any other activity or directive from the Permanent Secretary, Ministry of National Diversity and Social Integration

## **5.0 HUMAN RESOURCE DEVELOPMENT PLAN**

### **5.1 ORGANIZATIONAL ESTABLISHMENT**

The Organisational Structure outlining the reporting relationships within the MNDSI is attached as *Appendix I*.

Staffing of the MNDSI as at September 30, 2014 was as follows:

<b><u>Established Offices</u></b>	<b><u>Offices/Officers</u></b>
<b>Officers serving in established offices</b>	27
<b>Vacant offices</b>	8
<b>Total established offices</b>	35

<b><u>Contract Positions</u></b>	<b><u>Employees/Positions</u></b>
<b>Contract employees</b>	42
<b>Vacant contract positions</b>	11
<b>Total contract positions</b>	53

### **Performance Appraisal Management/Career Pathing**

The Ministry of NDSI firmly believes that employees are an organisation's greatest asset. As such, it subscribes to the value of 'investing in employees, is investing in the organisation's future.' Therefore, a robust training programme was embarked upon to ensure that the employees' knowledge, skills and abilities were fully advanced. Additionally, preliminary work was initiated

towards the development of a proper coaching and mentoring system that would enable employees to perform at their optimum levels, while charting their career paths. The Performance Appraisal Management System was one of the most effective tools utilised by the Ministry to fulfil these objectives.

As a result, the HRM Unit has been vigilant in securing the completion of employees' Performance Appraisal Reports, in order to ensure employees' prompt appraisal resulting in early receipt of salaries, acting allowances, award of increments and the requisite training to address performance gaps.

### **Promotion-Selection Procedures**

The procedures for the promotion of public officers are outlined in Regulation 18 of the Public Service Commission Regulations, Chapter 1:01 of the Laws of Trinidad and Tobago.

In determining the eligibility of an officer for promotion, the Commission's Regulations identifies the following criteria:

- (a) The seniority of the officer*
- (b) His/her experience*
- (c) Educational qualifications*
- (d) Merit and ability*
- (e) The relative efficiency of the officers eligible for the promotion*
- (f) Where there is an equality of efficiency of two (2) or more officers eligible for promotion, the Public Service Commission will give consideration to the relative seniority of the officers available for promotion to the particular vacancy.*

### **Employee Support Services**

The Employee Assistance Programme (EAP) Policy for the Public Service of Trinidad and Tobago is intended to provide a clear guide to the establishment and management of the EAP in Ministries/ Department, the Tobago House of Assembly (THA), Municipal Corporations and those Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01. The Public Service Employee

Assistance Programme (EAP) is a fundamental element of the human resource management system envisaged for the Public Service. The EAP is designed to facilitate improved employee well-being and organisational productivity through the provisions of a suite of confidential, short-term counselling and consultation services which may be accessed by public service employees and organisations.

## **5.2 CONTRACT ADMINISTRATION**

Cabinet in 2012 created eighty one (81) contract positions for the establishment of the Ministry of National Diversity and Social Integration. At the end of 2013, thirty nine (39) positions had been filled leaving a balance of forty-two (42) positions vacant. The process of recruitment and selection of contract officers continued in this reporting year, utilising a competency based process. The competency based process includes the advertising of positions, conduct of interviews and subsequent approval by the Honourable Minister for the employment of successful candidates. Candidates in the following positions were engaged:

- Senior Human Resource Analyst;
- IT Manager;
- Director, Policy and Planning;
- Manager, Corporate Communications;
- Legal Officer II;
- Senior Secretary;
- Business Operations Assistant II;
- Business Operations Assistant I; and
- Driver/Messenger.

## **6.0 PROCUREMENT PROCEDURES**

The MNDSI operates within the legal and regulatory framework of the Central Tenders Board (CTB) Ordinance 22 of 1961, and the Central Tenders Board Regulations Act, 1965. These amendments and subsidiary legislation provide as follows:

- Goods and Related Services:

The Permanent Secretary has the authority to award contracts up to a limit of \$1,000,000.00 based on the three-quote system; CTB may award contracts valued over \$ 1,000,000.00 based on public advertising and / or selective tendering with the relevant approvals.

- Consultants / Consulting Firms:

The Permanent Secretary has the authority to award contracts up to a limit of \$500,000.00 on the basis of at least three proposals from consultants/ consulting firms; the CTB may award contracts valued over \$1,000,000.00 based on public advertising and / or selective tendering where the CTB is satisfied with the justification advanced.

## 6.1 CONTRACTS AWARDED

A total of twelve (12) contracts were awarded, valued at six million six hundred and sixty-nine thousand, nine hundred and thirty-six dollars and thirty-seven cents (TT\$6,669,936.37) during this time period.

Prior to the award of contracts, all tenders submitted were evaluated in accordance with Central Tenders Board (CTB) Ordinance 22 of 1961, and the Central Tenders Board Regulation Act 1965.

## 7.0 PUBLIC AND COMMUNITY RELATIONS

The strategies employed by the Ministry to enhance public and community relations included the development and management of its Website and Facebook Page, the implementation of several public outreach initiatives and the formulation and maintenance of strategic partnerships.

### 7.1 CLIENT AND PUBLIC ACCESS TO SERVICES/SERVICE DELIVERY SYSTEMS

#### **Website Development**

The MNDSI, with Technical Support from Lonsdale, Saatchi and Saatchi: The Lovemarks Company, has created a website for the dissemination of information and public access to the services and remit of the ministry.

The Website has been organised around the aspects of the Ministry with the tabs:

- National Identity
- Diversity
- Heritage
- Social Integration
- Ecclesiastical Affairs

It also has links and information on the statutory bodies and other entities which fall under the remit of the Ministry. These include:

- The National Archives of Trinidad and Tobago
- The National Museum and Art Gallery of Trinidad and Tobago
- The National Trust of Trinidad and Tobago
- The Inter-Religious Organisation of Trinidad and Tobago

### **Facebook Page**

The MNDSI revitalised its Facebook page as it embraced the positives of public relations through social media. Managed by staff of the Communications unit, the page exists with the domain address: <https://www.facebook.com/ministryofdiversitytt>

The Facebook Page had 4,576 likes and facilitated public correspondence on Ministry activities, events and initiatives.

### **Re-location**

The MNDSI was re-located from Level 2 JOBCO Building 51-55 Frederick Street, Port of Spain to 35A Wrightson Road, Port of Spain.

The new office allowed for the efficient organisation of departments and workflow of processes and procedures.

Also housed at 35A Wrightson Road, Port of Spain was the staff of the National Trust of Trinidad and Tobago who were located in a portion of the administrative floor at the National Museum and Art Gallery of Trinidad and Tobago.



With the development of the Citizens Facilitation Unit and the increased interaction of the citizenry, the new location allowed for parking opportunities, venues for conference meetings, media opportunities and productive interaction with other stakeholders.

## 7.2 COMMUNITY AND STAKEHOLDER RELATIONS/OUTREACH

### **Outreach Initiatives and Events**

The MNDSI undertook a number of outreach initiatives and events for fiscal 2014, some of which were already discussed under major achievements at point 3.0. However, other outreach initiatives and events included:

#### *Inter-Faith Regional Dialogue of Faith Based Organisations in the Caribbean Community*

- The Caribbean Community (CARICOM) hosted its First Regional Inter-Faith Conference on Monday 17<sup>th</sup> February, 2014 in Antigua and Barbuda.

This was preceded by an inter-faith service which was held on Sunday 16<sup>th</sup> February, 2014, in which Minister of National Diversity and Social Integration, Dr. the Honourable Rodger Samuel addressed the congregation on the “Societal challenges in the community The role of faith based organisations.” The event brought together religious leaders of all faiths and heads of national and regional inter-religious organisations. Trinidad and Tobago was recognised for the existing structures of the Inter-Faith Councils.

At a CARICOM caucus on Tuesday 11<sup>th</sup> March, 2014, the report from this Conference was submitted and unanimously endorsed by regional leaders towards a greater role for faith-based organisations in the Caribbean community.

#### *Assessment of Heritage Sites along the La Brea Coastline*

- On Wednesday 8<sup>th</sup> January, 2014, the Minister of National Diversity and Social Integration, Dr. the Honourable Rodger Samuel and members of the National Trust Council of Trinidad and Tobago conducted a site visit to La Brea to inspect heritage sites in the vicinity of the oil spill. The visit was done in collaboration with officers from the Petroleum Company of

Trinidad and Tobago (Petrotrin). Also present on the tour was Councillor for the area Gerald Debisette and members of the La Brea community.

One of the responsibilities of the Ministry of National Diversity and Social Integration (MNDSI), through the National Trust of Trinidad and Tobago, focuses on the preservation of Trinidad and Tobago's natural and built heritage. **The National Trust of Trinidad and Tobago Act 1999 Chapter 40:33** states:

*“The Trust is established for the purpose of carrying out the functions which include: permanently preserving lands that are properties of interest...retaining their natural features and conserving the animal and plant life;”*

The team visited Station Beach, Queen's/Coffee Beach, Carat Shed Beach and Point Sable Beach in La Brea where the natural heritage such as the mangrove and animal life were viewed. The team also visited the site for the La Brea Museum located at Station Beach in the vicinity of the spill. Staff of the Ministry's Projects Unit and the National Museum and Art Gallery of Trinidad and Tobago will be developing a scope of works for further refurbishment work to the facility.

At the end of the assessment, the team expressed satisfaction with the clean-up work being done by Petrotrin. To ensure that our nation's natural and built heritage is protected, the MNDSI and the National Trust of Trinidad and Tobago will continue to work with Petrotrin and other agencies as part of the National Trust's strategic conservation management and heritage site protection plans. A site inventory of heritage sites in the La Brea area will also be undertaken to document the properties of interest within the area to ensure protection, conservation and management of these heritage sites.

#### *International Museum Day 2014*

- The month-long commemoration of International Museum Day (IMD) 2014 was launched on Wednesday 21<sup>st</sup> May, 2014 at the National Museum and Art Gallery of Trinidad and Tobago located at #117 Frederick Street, Port of Spain. With this year's theme as ***“Museum Collections Make Connections”***, museums from across the nation were invited to participate and host displays on all aspects of the economy, the government, flora and fauna, enterprise, history and heritage.

### *Argentine Photography Exhibition*

#### ‘Arts in the Factories’

The National Museum and Art Gallery of Trinidad and Tobago in collaboration with the Embassy of the Argentine Republic hosted the Argentine Art Photography Exhibition entitled "Arts in the Factories" at the National Museum and Art Gallery, on Wednesday, September 17, 2014.

The exhibition - a metaphor for industrial development - articulated the most diverse workspaces through art. It comprised a hundred sculptures by Marmo.

### *National Museum Hosts ‘Fiesta 117’ Concert Series 2014*

- The National Museum and Art Gallery of Trinidad and Tobago hosted ‘Fiesta 117 ... Trinidad and Tobago on Display’ Concert Series 2014. The final installation of this series took place on Sunday, September 21, 2014, at the National Museum and Art Gallery at 117 Frederick Street, Port of Spain.

The two (2) hour concert experience included some of Trinidad and Tobago’s most unique and iconic performances, including Los Alumnos de San Juan, the Susan Mohip Dance Company, the Eastern Youth Chorale, X.O Dance Label, Wendy Sheppard, W.I.R.K and many others.

### **Internal Celebrations**

The Ministry of National Diversity and Social Integration regards staff morale and effective internal communication as priorities. As such, several internal celebrations of various events and special days in Trinidad and Tobago were held, including:

Thus far, these include:

- Divali
- Christmas
- Annual Retirement and Staff Appreciation Function

- Mother's Day
- Indian Arrival
- Father's Day

### 7.3 STRATEGIC PARTNERSHIPS (LOCAL, REGIONAL AND INTERNATIONAL)

#### *Strategic Partnerships*

To accomplish its mandate the Ministry established and will continue to maintain strategic partnerships with the relevant Government Ministries, Tertiary Organisations and Civil Society Groups

## 8.0 NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO (NATT)

### ANNUAL REPORT

**OCTOBER 2013 - SEPTEMBER 2014**

#### 8.1 ORGANISATIONAL PROFILE

NATT is responsible for acquiring, preserving and providing public access to the documentary heritage of the nation (in all formats); and the management of all public records throughout the public service.

To fulfill this mission the National Archives is committed to:

- The acquisition and preservation of records of enduring administrative, legal, cultural and intrinsic value;
- The provision of access to these records; and
- The development of policies and procedures for the management and care of public records throughout their life cycle.

The National Archives provides the following services:

- Research services available to all members of the public on a daily basis in our search room and via the internet;

- Staging of thematic exhibitions and displays throughout the year in our search room and at other external venues;
- Provision of records management guidelines and advice to Government Ministries and Agencies; and
- Restoration and preservation services offered to Government Ministries and Agencies.

## 8.2 MAJOR ACHIEVEMENTS FOR OCTOBER 2013 - SEPTEMBER 2014

- The National Archives, in collaboration with the Trinidad and Tobago High Commission, in Jamaica hosted an exhibition of the Spanish Records which were donated by Spain as a gift to Trinidad and Tobago on the occasion of its 50<sup>th</sup> Anniversary of Independence. The collection consists of fourteen (14) museum quality replicas of Spanish records dated 1498 to 1801. The exhibition ran from November 13 to 27, 2013 and was held at the Museum in the Regional Headquarters of the University of the West Indies (UWI), Mona, Jamaica.
- The National Archives hosted the Caribbean Branch of the International Council on Archives (CARBICA) Administrative Meetings from March 23 to 24, 2014. Seven (7) of the nine (9) members from regional states, participated in the meeting. Fruitful discussions were held on the various projects currently being undertaken and charting a way forward for the organisation. The team was able to forge partnerships and strengthen cooperation with their regional counterparts.
- The National Archives collaborated the Leverhulme International Network on Diasporic Archives to host the Diasporic Literary Archives Conference, from March 24 to 26, 2014. This event brought together the following stakeholders:
  - The University of Trinidad and Tobago
  - The National Library and Information System Authority (NALIS)
  - The University of the West Indies, St Augustine
  - The Leverhulme Trust
  - The University of Reading, UK and
  - The Regional Branch of the International Council on Archives, CARBICA.

The aim of the conference was to bring together an international team of academic researchers and archivists in order to share ideas and good practice concerning the complicated issues that surrounded the papers of selected twentieth-century writers whose records have migrated and been scattered. Delegates from eleven (11) countries took part in the conference.

- The National Archives, in its ongoing drive to attract more persons to the field of Archival Records and Conservation Management, has teamed up with COSTAATT and the History Department, University of the West Indies to offer an Internship Programme. Students enrolled in programmes at these institutions are assigned to the Archives for two (2) weeks where they undertake projects and are evaluated. These marks then go towards their final grade. Thirteen (13) students participated in the programme this year.
- Outreach Activities
  - The National Archives participated in a number of Career Fairs at Secondary Schools, and The National Training Agency in Tobago. NATT continued its community outreach by participating in a Series of Lectures on the Chinese Arrival in T&T.
- The National Archives was a member of the Committee appointed to plan and execute Nelson Mandela Week of activities July 12-18, 2014. This event was intended to help raise awareness in the national community of the contribution of this world icon. Thousands of persons participated in the various events which included:
  - A poster competition for students;
  - Several concerts celebrating the life of Mandela and highlighting Trinidad and Tobago's contribution to the Anti-Apartheid struggle;
  - A panel discussion which stimulated debate on the varied aspects of the man;
  - An exhibition on the life and times of Mandela at NALIS; and
  - Pictorials of Nelson Mandela at varying locations across the nation.
- Completion of upgrade works at the National Archives building at 105 St Vincent Street Port of Spain.

- **Creation of a Reprographics Lab.** This room provides accommodation for digitization equipment such as a wide format book scanner and a microfilm scanner for creating digital files.
- **Redesign of the entrance lobby to separate the Security area from the Search Room/Exhibit area.** This would reduce the noise and disturbance to researchers by persons interacting with the Security Officer or taking phone calls.
- **Redesign of the existing public washrooms (male/female) to provide access for the differently-abled.** The National Archives now has ramp access, adequate washroom facilities and the Search Room affords space for wheelchair movement.
- **Installation of an automatic sliding door between the Search Room and the Strong Rooms on the ground floor.** The new door restricts access to the record storage area.
- **Creation of a small kitchenette area for the staff on the upper floor.** Staff of the first floor now have more convenient access to Lunch Room facilities.

### 8.3 STAFFING

The National Archives continued to work with the staff of the PMCD to review and develop a new organizational structure for the National Archives. Workflows consistent with current and future operations of the Archives were created. The related staff are being identified and job descriptions developed. First draft of the report was under review.

In the interim the following staff have been engaged:

- Five (5) Assistant Record Cleaners (three year contract)
- Four (4) Assistant Conservator (three year contract)
- One (1) Records Officer (three year contract)

- One (1) Associate Professional (MA Archives and Records Management) (one year contract)
- Two (2) Archive Research Assistants employed through the OJT programme (these were students who had come through the NATT internship programme) (two year assignment)

#### 8.4 TRAINING AND STAFF DEVELOPMENT

- One (1) Archive Assistant II participated in the workshop entitled “**Managing a Digitization Project Principles and Practices**” in Martinique from October, 22 to 25, 2013. It was hosted by the Caribbean Archives Association (CARBICA), the Council General of Martinique and the Archives Department of Martinique.
- One (1) Photographer and one (1) Microfilm Technician attended a workshop entitled “**Digitization in practice: Fundamental Technical and Quality requirements for a digitization project**” in Suriname from February 26 to 28, 2014. It was hosted by National Archives of Suriname and the Caribbean Archives Association (CARBICA)

#### 8.5 INFORMATION TECHNOLOGY

- New Website design and development is eighty percent (80%) completed. The site is live and updates are ongoing.
- Implementation of a new server system, network infrastructure and IP telephony system. This means better customer service as file retrieval and communication have become more efficient.
- The implementation of a 64 Terabyte Storage Area Network (SAN) with a Backup System. This means that NATT's capacity for the Digitization project will be surpassed for years to come.
- The implementation of an internal messaging system (user@archives.gov.tt). Users are presented with a single sign on environment which makes remembering password for computers and email much easier.



## 8.6 LIBRARY

The National Archive Library is well stocked with:

- New Books – 110
- Reference Material - 1500
- Professional Collection – 315
- Rare Books – 672
- Special Collection – 394
- Total Amount – 2881 Books

## 8.7 REFERENCE AND OUTREACH

**Table 1** below summarizes services provided at the Repository, Records Centre and Outreach Activities (Internal and External). See **Appendix I** for details of the Outreach activities.

<b>Table 1: National Archives Statistics October 2013-September 2014</b>	
<b>Reference Services</b>	
No. of Researchers	1802
No. of Records Used	6268
No. of Reproductions	8954
No. of Queries Received Via Email, telephone, etc.	562
<b>Outreach Activities</b>	
No. of Persons Visiting NATT's in-house Lectures, Exhibits and Tours	1493
No. of Persons Attending NATT's external Lectures and Exhibits	18602
<b>Records Centre</b>	
No. of Requests for Files from Record Centre	165
No. of records transferred to Record Centre (Boxes)	60

The National Archives continues to collaborate with the Division of Culture, Ministry of the Arts and Multiculturalism for the staging of exhibitions at the Piarco and the ANR Robinson International Airports. This year we provided material for the Carnival, Indian Arrival, Emancipation and Independence Exhibitions.

## 8.8 CONSERVATION

The Conservation Unit continued on-going work of repair and restoration of archival records. Repairs and preventative preservation work was completed on approximately thirty-seven (37) volumes. Approximately one hundred and sixty items (160) were encapsulated. One thousand, eight hundred and forty-four (1844) volumes, newspapers and books were cleaned and treated.

It should be noted that restorative work includes the following processes: de-acidification, drying, cutting of material, patching, sewing, binding and blocking. Consequently, it can take three (3) to six (6) months to restore an item depending on the condition of the document.

Additionally, during this period the staff of the Conservation Unit provided training for thirteen (13) interns and received tours and site visits from groups and other institutions.

## 8.9 DEVELOPMENT PROJECTS

### **Institutional Strengthening of the National Archives**

#### **Record Centre**

Commenced works on the Inter-American Development Bank (IDB) Project to clear the backlog of unprocessed records and to institute modern systems and procedures for the management of the Record Centre. This will provide additional Secondary Storage space for the records of the Public Service and improved management of current records. The project is due to be completed by mid-December 2014.

#### **Automation/Digitization of the National Archives**

A room has been constructed to accommodate the scanners purchased as part of the creation of a fully functional Digitization Lab. A technician from the foreign based firm which supplied the equipment will provide training for staff in October 2014. Once operational, this will greatly

increase public access to the records available at the National Archives and help preserve the records by reducing the wear and tear caused by constant use.

### **Purpose Built National Archives**

Cabinet at its meeting of January 9, 2014 approved the construction of the Purpose Built Archives at 105 St Vincent Street, Port of Spain, the incorporation of the East Wing and Bldg. B into the final design and the construction of a purpose built Record Centre at the Tamana Intech Park. The engagement of Eteck as Project Manager for all the related works was also approved. The revised contract for the project is awaiting signature by Eteck.

### **Sugar Heritage Village Archives and Documentation Centre (SHV-ADC) Project**

The chairman of the steering committee of the **Sugar Heritage Village Archives and Museum Project**, Professor Brinsley Samaroo, requested that the National Archives take control of the records of Caroni and the management of the Archives and Document Centre which forms part of this project. To this end it was agreed that NATT would have a representative on the Committee, a Memorandum of Understanding will be entered into between NATT and Caroni with respect to the transfer of the records.

## **9.0 NATIONAL MUSEUM AND ART GALLERY (NMAG)**

### **ANNUAL ADMINISTRATIVE REPORT OCTOBER 2013-SEPTEMBER 2014**

#### **9.1 INSTITUTIONAL PROFILE**

The National Museum and Art Gallery, a unit of the Ministry of National Diversity and Social Integration was established in 1892 to care for the material culture of Trinidad and Tobago. It is a non-profit making, permanent institution in the service of society and its development. It is open to the public and acquires, conserves, researches, communicates and exhibits, for the purposes of study, education and enjoyment, the material culture of the people of Trinidad and Tobago and their environment.

The Museum has five (5) major collections: Art, History, Natural History, Geology and Archaeology, with a permanent collection of approximately ten thousand (10,000) objects and artefacts. The Museum also houses a small gallery of paintings by famous 19<sup>th</sup> century artist Michel Jean Cazabon.

## 9.2 MISSION STATEMENT

The Mission of the Museum is to foster public awareness, understanding and enjoyment of Trinidad and Tobago's human and natural heritage through the collection, preservation, research, interpretation and exhibition of significant and representative collections of that heritage.

## 9.3 LEGISLATIVE & REGULATORY FRAMEWORK

The National Museum and Art Gallery is governed by the National Museum and Art Gallery Act, Chapter 40:52 of the Laws of Trinidad and Tobago, which calls for the establishment of a Museum Board. During this financial period efforts were made towards identify members to sit on the Museum Board.

## 9.4 STRATEGIC OBJECTIVES

The National Museum Service aims to be:

- **THE LEADING AUTHORITY IN THE DEVELOPMENT OF THE MUSEUM SECTOR**  
As the sector continues to expand and develop, the work of the National Museum as an exemplary leader in the museum community cannot be overlooked. The Museum must always deliver best practise expertise in the areas of collection management and exhibit development.
- **A PREMIER EDUCATIONAL INSTITUTION FOCUSED ON CITIZEN EDUCATION**  
Citizen Education about the heritage of Trinidad and Tobago would help to create a more patriotic and cohesive society that can harness its diversity and embrace a national identity
- **A CENTRE OF ENTERTAINMENT**  
The Museum will combine learning and leisure, ensuring that the history and heritage of Trinidad and Tobago appeal to all visitors and stakeholders of the Museum.
- **A TOP-TIERED RESEARCH INSTITUTION**

The National Collection underpins the Museum's role in the life-long process of learning. At the heart of this role are exhibitions and the proper care and conservation of collections. Additionally, the Museum must continuously pursue investigations in the human and natural sciences, and make that material available for students and other researchers, locally, regionally and internationally.

- **THE MAJOR CUSTODIAN OF THE TANGIBLE HERITAGE OF TRINIDAD AND TOBAGO**

As a Custodian the Museum performs the role of acquiring and preserving works of art, heritage objects and scientific specimens. Collecting and safeguarding National Collection for the future is the only way that we can ensure the socio-economic development of Trinidad and Tobago.

## 9.5 AREAS OF PRIORITY

The areas of priority for the National Museum for this fiscal were as follows:

- Collections Management.
- Improved Institutional Capacity
- Enhancement of the Physical Plant
- Enhanced public awareness, access and understanding

## 9.6 POLICIES

The Institution's activities remain guided by Government's policies in the area of culture and cultural heritage. The cultural sector is developed on the following pillars:

- Respect for the work of our creative people
- Use of the arts to strengthen our national identity and to foster the spirit of unity in diversity
- Generating of sustainable livelihoods for persons directly involved in the arts
- Allowing for the sharing of our creative products and talents with the rest of the world

## 9.7 2014 DEVELOPMENT PROGRAMME

In the fiscal year 2013/14 the National Museum and Art Gallery sought to continue its signature projects in order to achieve its core strategic goals.

Funds were allocated under the 2013/14 Public Sector Investment Programme as listed hereunder:

<p>a. National Museum Development</p> <p>The restoration and upgrade of the National Museum and Art Gallery continued during 2013/14. Work commenced on the upgrade of the Annex, which is earmarked for relocation of the administration staff. Funding was also put towards installing air-conditioning units in the main museum building.</p>	<p>\$2,000,000.00</p>
<p>b. Establishment of the Sugar Museum</p> <p>Refurbishment work continued at Sevilla House, the designated home for the proposed Sugar Museum. This Museum is expected to be opened in August 2015</p>	<p>\$2,000,000.00</p>
<p>c. Establishment of Community Museum Services</p> <p>The community museums serve an important purpose in providing a link between the community and its heritage. One of the aims of this initiative is to assist the smaller community-driven museums, in particular, in developing and adhering to some measure of benchmark museum standards. The first phase of this project is the drafting of a National Policy on Museum Development and executing public consultations with museum stakeholders. These projects were done in collaboration with the Ministry of National Diversity and Social Integration.</p>	<p>\$2,000,000.00</p>
<p>d. Virtual Museum of Trinidad and Tobago</p> <p>The National Museum and Art Gallery has established a website, which is a major tool used by most museums in order to reach a wider and more varied audience, via the internet.</p>	<p>\$500,000.00</p>
<p>e. Museum of the City of Port of Spain</p> <p>The Museum of the City of Port of Spain was established in 1995. The Museum is located at Fort San Andres, South Quay. Port of Spain.</p>	<p>\$2,000,000.00</p>

During 2013/14 air condition units were installed in the building. The flooring, the bathrooms and the main entrance were also refurbished. Office space including a conference room was created and furnished.	
f. Purpose Built National Art Gallery	\$1,000,000.00

### 9.8 2014 RECURRENT EXPENDITURE

The sum of \$4,181,127.00 was allocated under recurrent expenditure for the 2013/2014 financial year, to meet the day to day operational costs of the National Museum and Art Gallery.

### 9.9 PUBLIC AND COMMUNITY RELATIONS

The National Museum and Art Gallery is open to the public from Tuesdays to Saturdays 10 a.m. to 6 p.m. The public is welcomed to visit the Museum during these hours, to learn, explore and be inspired by the history and cultural heritage of Trinidad and Tobago. The National Museum continues to take pride in preserving our heritage and supporting the arts.

From October 2013- September 2014, the following exhibitions events and loans formed part of our museum programming:

#### Exhibition and Gallery Talks:

- International Museum Day 2014; Museum Collections make Connections- A joint exhibit hosted with the UWI Zoology Museum, the Central Bank Money Museum of Trinidad and Tobago and the Angostura Museum. (May 2014)
- ‘Art in the Factories’ – An exhibition hosted by the Argentinian Embassy (Sept. 2014)
- Fiesta 117 T&T On display – a free open air concert, staged at the Museum (Sept. 2014)
- The Museum Room Project, in collaboration with the UWI, St. Augustine (Aug. 2014)
- World of Art, Angostura Limited Art Exhibit (June 2014)
- Makemba Kunle Retrospective; which included 2 Gallery Talks

Visitor figures for the National Museum and Art Gallery for the period January 2014 to September 2014 can be seen at appendices B- C

### **9.10 HUMAN RESOURCE**

The National Museum and Art Gallery Act Chapter 40:52 provides for the Board, inter alia, to create such positions as are required for its operations and determine terms, conditions and qualifications attached to these positions.

It is expected that the new Board would address any deficiencies in the staffing levels at the Museum.

### **10.0 ARCHAEOLOGICAL COMMITTEE**

The Archaeological Committee which was appointed by Cabinet in 2007, discontinued operations in 2009 following the resignation of its Chairman in 2008. In the interim, this resulted in the formulation of a Sub Committee on Archaeology by National Trust of Trinidad and Tobago to address the Archaeological needs of the country. During the period of its existence no reports were prepared by the Sub- Committee. However, cognisant of the pressing heritage needs of Trinidad and Tobago, Cabinet at its meeting of January 23, 2014, agreed to the reconstitution of the Archaeological Committee. Currently, the Ministry is implementing mechanisms to facilitate the operationalization of the Committee.

### **11.0 CONCLUSION**

The Annual Report for 2013/2014 is a collection of information on the overall administration, technical services and supporting agencies of the Ministry of National Diversity and Social Integration.

The information provides evidence of the Ministry's performance and efforts to align its policies, procedures and systems to the National Strategic Plan. The Ministry will continue to build on the progress made in the 2014/2015 financial year as it seeks to fulfill its mandate.





**APPENDIX I**

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION  
FINANCIAL YEAR: 2013-2014**

Projects/Programmes	Benefits	Challenges	Potential Impact
<b>Policy Initiatives aimed at Fostering Unity in Diversity</b>	<ul style="list-style-type: none"><li>• Approximately two hundred (200) persons from tertiary, private and public sector institutions and many others via the online stream benefited from a greater understanding of the concept of diversity and its application locally as well as the roles and functions of the Ministry of National Diversity and Social Integration (MNDSI).</li></ul>	<ul style="list-style-type: none"><li>• Limited human and financial resources.</li></ul>	<ul style="list-style-type: none"><li>• Contribution to greater respect for diversity, social cohesion and national pride.</li></ul>
<b>Policy Initiatives aimed at Engendering Patriotism in the Citizenry (The Patriotism Fair)</b>	<ul style="list-style-type: none"><li>• Approximately four hundred and fifty (450) persons benefited from exposure to the goods and services of eighteen (18) private and public sector organisations as it relates to the Trinidad and Tobago commemoration of Christmas and enjoyment of all that is cultural.</li></ul>	<ul style="list-style-type: none"><li>• Limited financial resources and time to plan.</li></ul>	<ul style="list-style-type: none"><li>• Increased awareness and understanding of patriotism, cultural diversity and the goods and services offered by private and public sector organisation.</li></ul>

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION  
FINANCIAL YEAR: 2013-2014**

Projects/Programmes	Benefits	Challenges	Potential Impact
<p><b>Initiatives aimed at Institutional Strengthening of the Ministry of National Diversity and Social Integration including:</b></p> <ul style="list-style-type: none"> <li>• Production and presentation of a paper entitled "Diversity from the Bottom up - One of Trinidad and Tobago Perspectives"</li> <li>• Improvement of the IT infrastructure</li> <li>• Establishment of the Monitoring and Evaluation Unit</li> </ul>	<ul style="list-style-type: none"> <li>• The paper assisted in informing the Ministry's perspective on the issues of diversity and social inclusion and it also informed the development the Draft National Diversity and Social Integration Policy.</li> <li>• The IT improvements would have led to greater organisational efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>•The Ministry was unable to establish the Monitoring and Evaluation Division proposed for the fiscal year due to limited human resources assigned to this activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Greater clarity by staff as to the key issues and challenges around diversity and greater ability to inform national policy.</li> </ul>
<p><b>Facilitating Civil Society Engagement (The Establishment of a Civil Society Board (CSB))</b></p>	<ul style="list-style-type: none"> <li>• The Ministry moved closer towards achieving the goal of facilitating civil society engagement through the establishment of the CSB, given the hosting of regional and national elections among CSOs.</li> </ul>	<ul style="list-style-type: none"> <li>•Only 12.4% of the CSOs registered to vote actually participated in the process. This was regarded as insufficient to effectively establish a Board that would be representative of the views of the civil society sector.</li> </ul>	<p>Notwithstanding the low turnout, a positive outcome of the process was the establishment of a civil society organization by persons elected. Such a body has the potential to independently galvanize support and recognition among the third sector and produce a cohesive and representative CSO entity which would contribute coordinated inputs to public policy formulation. In this way the goal of the CSB would be fulfilled.</p>
<p><b>Citizens Facilitation Initiatives</b></p>	<ul style="list-style-type: none"> <li>•Several enquiries from members of the public were addressed.</li> </ul>	<ul style="list-style-type: none"> <li>•Lack of follow-up, and delayed feedback from Ministries to which enquiries were directed .</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement in service outcomes for citizens experiencing bottlenecks and frustration in efforts to access public services.</li> </ul>

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION  
FINANCIAL YEAR: 2013-2014**

Projects/Programmes	Benefits	Challenges	Potential Impact
<b>Support to the Indigenous People Population</b>	<ul style="list-style-type: none"> <li>• Ensured greater representation and understanding of issues pertaining to the First Peoples through the reconstitution of the First Peoples Development Committee.</li> <li>• Co-hosting of the 13th Annual Amerindian Heritage Week celebration with the First Peoples Indigenous Community from October 11-19, 2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient funding to adequately promote First Peoples Heritage Week.</li> </ul>	<ul style="list-style-type: none"> <li>• Greater recognition and awareness of the First Peoples' distinctive customs, spirituality, traditions and contribution to Trinidad and Tobago.</li> </ul>
<b>The Opening of The Naipaul House</b>	<ul style="list-style-type: none"> <li>• The establishment of a fully functional national heritage site.</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient funding to adequately promote the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation and promotion of the literary and built heritage of Trinidad and Tobago</li> </ul>
<b>Automation and Digitization of the National Archives</b>	<ul style="list-style-type: none"> <li>• Improved capacity to withstand the demands of increased network usage in order to better serve the wider public.</li> </ul>	<ul style="list-style-type: none"> <li>• The implementation of the new modern Network infrastructure posed challenges due to existing technological constraints at the time.</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation of Trinidad and Tobago's documentry heritage</li> </ul>
<b>National Museum and Art Gallery of Trinidad and Tobago (NMAG)</b> <ul style="list-style-type: none"> <li>• Infrastructual work at NMAG</li> <li>• Refurbishment of the Museum of the City of Port of Spain (Fort San Andres)</li> </ul>	<ul style="list-style-type: none"> <li>• Improved working environment for staff</li> <li>• Increase in productivity</li> <li>• Creating a new space for the showcasing of our local heritage</li> </ul>	<ul style="list-style-type: none"> <li>• Financial, human resource and technological constraints</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of Trinidad and Tobago's national heritage through additional exhibition space.</li> </ul>

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION  
FINANCIAL YEAR: 2013-2014**

Projects/Programmes	Benefits	Challenges	Potential Impact
<p><b>National Trust of Trinidad and Tobago (NTTT)</b></p> <ul style="list-style-type: none"> <li>• Listing of Heritage Sites</li> </ul> <p>The National Trust succeeded in listing thirteen (13) Heritage Sites under the National Trust of Trinidad and Tobago Act, Chap 40:53. These were documented in the Trinidad and Tobago Gazette–Gazette No. 128 dated October 03, 2013.</p> <ul style="list-style-type: none"> <li>• Heritage Tours</li> </ul> <p>The NTTT continued to host heritage tours aimed at making the public aware of the rich history and culture on our shores.</p>	<ul style="list-style-type: none"> <li>•Thirteen (13) Heritage Sites were legally listed and are now protected under the National Trust of Trinidad and Tobago Act, Chap 40:53.</li> <li>• Several heritage tours were conducted exposing citizens to their natural heritage.</li> </ul>	<ul style="list-style-type: none"> <li>•The process involved in legally listing the heritage sites was considerably onerous and resulted in the listing of <b>only</b> thirteen (13) heritage sites from an inventory of four hundred and thirty five (435).</li> </ul>	<ul style="list-style-type: none"> <li>•Work in progress therefore no impact in this fiscal period.</li> </ul>
<p><b>Other Policy Formulation Activities</b></p> <ul style="list-style-type: none"> <li>• Revision of the National Identity Guidelines of the Republic of Trinidad and Tobago</li> <li>• Drafting and submission of the Draft National Diversity and Social Integration Policy in June 2014</li> <li>• Draft Policy for the Distribution of Land and Grants to Ecclesiastical Organisations</li> <li>•Drafting of the National Archives Policy</li> </ul>	<ul style="list-style-type: none"> <li>• The National Identity Guidelines were approved by Cabinet via Minute No. 1802 of June 26, 2014 and provided for consistency in the usage of the National Emblems of the Republic of Trinidad and Tobago.</li> <li>•To promote greater inclusion, social cohesion and equity among all citizens.</li> <li>• To provide guidelines for the distribution of land and grants to religious organizations.</li> <li>• To provide guidelines for the preservation of Trinidad and Tobago's documentary heritage.</li> </ul>	<ul style="list-style-type: none"> <li>• Technological challenges regarding the graphics.</li> <li>• Requirement of wide circulation given the nature of the document, led to considerable delays.</li> <li>•Wide consultation led to delays in finalizing the document</li> <li>•Cabinet required the separation of the policy to address land and grant issues independently</li> <li>•Lack of agreement on the approach to the structure and governance of the National Archives.</li> </ul>	<ul style="list-style-type: none"> <li>•Existence of a standard approach to the use of the emblems and symbols of national importance.</li> <li>•Increased appreciation of and respect for the national emblems.</li> </ul>