

APPENDIX II



Ministry of National
Diversity and Social
Integration
Administrative
Report 2012-2013



Table of Contents

<i>Executive Summary</i>	3
1.0 THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION	4
1.1 GENERAL STATEMENT/PHILOSOPHY	4
1.2 VISION	5
1.3 MISSION	5
1.4 STRATEGIC OBJECTIVES.....	5
2.0 ORGANISATIONAL STRUCTURE.....	6
2.1 ORGANISATIONAL PROFILE.....	6
2.1.2 Roles and Functions	7
2.2 SERVICES/ PRODUCTS PROVIDED/ SPECIAL PROJECTS EMBARKED UPON:.....	9
2.3 LEGISLATIVE AND REGULATORY FRAMEWORK	10
2.4 INTERNATIONAL CONVENTIONS.....	11
2.5 REPORTING FUNCTIONS.....	12
3.0 POLICIES AND DEVELOPMENT INITIATIVES	12
3.1 PUBLIC EDUCATION	13
3.2 POLICY DEVELOPMENT	13
3.3 FACILITATING CIVIL SOCIETY ENGAGEMENT	14
3.4 CITIZENS FACILITATION INITIATIVES	15
3.5 INFRASTRUCTURAL DEVELOPMENT.....	15
3.6 FUTURE PLANS	15
4.0 FINANCIAL OPERATIONS	15
4.1 ALLOCATION AND EXPENDITURE.....	16
4.2 INTERNAL AUDIT PROCEDURES	17
4.3 THE OBJECTIVE OF INTERNAL AUDITING	17
4.4 LEGISLATIVE FRAMEWORK	17
4.5 AUDIT SCOPE.....	18
5.0 HUMAN RESOURCE DEVELOPMENT PLAN.....	21
5.1 ORGANIZATIONAL ESTABLISHMENT	21
5.2 PERFORMANCE ASSESSMENT/MANAGEMENT STRATEGIES:	22
5.3 INDUSTRIAL RELATIONS.....	23

6.0 PROCUREMENT PROCEDURES	23
6.1 CONTRACTS AWARDED	23
7.0 PUBLIC AND COMMUNITY RELATIONS	24
7.1 CLIENT AND PUBLIC ACCESS TO SERVICES/SERVICE DELIVERY SYSTEMS:	24
7.1.2 Facebook Page	25
7.1.3 Internal Celebrations	25
7.2 COMMUNITY AND STAKEHOLDER RELATIONS/OUTREACH:.....	25
7.3 STRATEGIC PARTNERSHIPS (LOCAL, REGIONAL AND INTERNATIONAL)	26
8.0 NATIONAL ARCHIVES OF TRINIDAD & TOBAGO (NATT)	26
8.1 ORGANISATIONAL PROFILE	27
8.2 MAJOR ACHIEVEMENTS REPORTED FOR OCTOBER 2012 - SEPTEMBER 2013	27
8.3 TRAINING AND STAFF DEVELOPMENT	29
8.4 INFORMATION TECHNOLOGY	29
8.5 REFERENCE AND OUTREACH.....	29
8.6 REFERENCE SERVICES.....	30
8.7 RECORDS MANAGEMENT CONSULTATIONS.....	31
8.8 CONSERVATION	32
8.9 DEVELOPMENT PROJECTS.....	32
9.0 THE NATIONAL MUSEUM AND ART GALLERY	33
9.1 INSTITUTIONAL PROFILE	33
9.2 MISSION STATEMENT	34
9.3 LEGISLATIVE & REGULATORY FRAMEWORK	34
9.4 STRATEGIC OBJECTIVES.....	34
9.5 AREAS OF PRIORITY.....	34
9.6 POLICIES	35
9.7 STAFFING.....	35
9.8 FINANCIAL OPERATIONS	36
9.9 PUBLIC AND COMMUNITY RELATIONS	36
10.0 ARCHAEOLOGICAL COMMITTEE	38
11.0 CONCLUSION.....	38

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 2013, the Ministry was allocated the sum Sixty-Two Million, Eight Hundred and Eighty-Eight Thousand, Three Hundred and Ninety-Nine Dollars (\$62,888,399.00) for the Recurrent and Capital Expenditure. The Actual Expenditure as at September 30, 2013 was Fifty Three Million, Seven Hundred and Ninety-Eight Thousand, Four Hundred and Thirty Dollars (\$53,798,430.00) with a variance of Nine Million, and Eighty-Nine Thousand, Nine Hundred and Sixty-Nine Dollars (\$9,089,969.00).

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. Some of the major achievements of the Ministry recorded for fiscal 2013 included the initiation of policies relative to Ecclesiastical Affairs and the distribution of grants and land; and for the national development of the museum sector; the revision of the draft National Heroes Policy and infrastructural work for the development of the major heritage institutions that fell under the purview of the then MNDSI.

1.0 THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION

1.1 GENERAL STATEMENT/PHILOSOPHY

The Government of Trinidad and Tobago (GORTT) duly recognises that diversity is a social asset which is often undervalued and under-utilised. It is well established that globalisation can promote but also, imperil diversity. Thus, supporting the continuation of diversity must be actively pursued, if as a nation we are to benefit from this intangible, yet crucial asset. Equitable and balanced inter-cultural exchange is required to enhance understanding and to foster diversity. Management of our diversity in a way that taps into creativity that resides in the very fabric of our society is intrinsic to sustainable development of our economy.

Social integration seeks to create a more stable, safe and just society for all, in which participation of every citizen is facilitated. Thus, development policies must focus on fostering inclusiveness, at all levels of society; and by extension, must be based on the promotion and protection of the rights of individuals, non-discrimination, tolerance, respect for diversity, equality of opportunity, solidarity, security and the full and effective participation of every citizen, with particular emphasis- on the most disadvantaged and the most vulnerable groups and individuals.

The GORTT has noted that while growth in national GDP is often attained, benefits do not always trickle down to all its citizens, so that large segments of the population may be left with a sense of injustice and unfairness, ultimately resulting in tendencies towards social disintegration.

In 2012, the Ministry of National Diversity and Social Integration was established, to address the issue of diversity and social integration, in the broadest context of sustainable development and in so doing provide its rightful place, in the scheme of economic growth and sustainable social transformation.

1.2 VISION

- Vision: Creation of a cohesive and patriotic society, one where people are fully aware of and value their heritage, respect each other and are passionate to work together for the national good.

1.3 MISSION

- To harness the diversity of the citizenry, our heritage and the potential of all citizens, including the marginalised, toward the attainment of sustainable development.

1.4 STRATEGIC OBJECTIVES

- To impact on the psyche of our people the importance of celebrating all that is good and worthy within our nation, and in so doing instilling a deep sense of worthiness, pride and confidence in their human potential;
- To collaborate with other Ministries in the pursuit of the formulation of policies that visibly impact the lives of our citizenry, and in the long run contribute to sustainable developmental transformations;
- To facilitate increased engagement and interaction between Government and the citizenry of Trinidad and Tobago;
- To facilitate effective participation of civil society in the process of national policy formulation;
- To define protocols of the State which allows for transcending cultural, ideological, ethnic, religious, and national differences;
- To uphold the Constitution that provides for the freedom of conscience, religious beliefs and observance. The Government will at all levels strive to protect this right in full and not tolerate its abuse, either by governmental or private actors;
- To give direction and support to the National Trust in promoting and protecting the heritage of Trinidad and Tobago through development of Heritage sites and Museums;
- To facilitate and secure our National Archives.

2.0 ORGANISATIONAL STRUCTURE

2.1 ORGANISATIONAL PROFILE

The responsibilities of the Ministry of National Diversity and Social Integration established in June 2012 includes the following areas of Business and Departments of Government as outlined in the schedule of the Trinidad and Tobago Gazette dated 6th July, 2012. The MNDSI therefore has responsibility for the following:

- a. Citizens Facilitation
- b. Civil Society Engagement
- c. Ecclesiastical Affairs
- d. National Heroes
- e. Protocols of the State
- f. Archives
- g. Museums
- h. Indigenous Peoples.

The MNDSI is the line Ministry to the following Statutory Bodies:

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

To fulfil its role and responsibility, the MNDSI is comprised of both Administrative and Technical staff. The integration of operational responsibilities results in the intended managerial output of the MNDSI. For fiscal period 2012/2013 the MNDSI comprised the Units and Statutory Bodies/Agencies as outlined in the Ministry's Organisational Chart, provided at **Appendix I**.

2.1.2 Roles and Functions

The *Executive* of the MNDSI provides administrative leadership and accountability for the core units of the MNDSI.

The *Policy and Planning Unit (PPU)* is responsible for collaborating with the Executive and thereafter planning and developing policies that effectively support the developmental strategies and by extent the remit of the Ministry. This unit is therefore the oversight entity with the responsibility for all planning reports, policy research and consultations and related activities that hinge around effecting policies for the realisation of the short-term and long-term visions of the Ministry.

The *Corporate Communications Unit (CCU)* provides all necessary communications needs of the Ministry and thus, interfaces directly with the Executive of the Ministry on all pertinent matters as relates to public relations and the media. The unit is involved in a myriad of activities such as branding, event management, public relations, marketing, web content management and the provision of all media support, as required in the implementation of the programmes and projects of the Ministry. The CCU is also directly responsible for covering all major events of the Ministry.

The *Citizens Facilitation Unit (CFU)* reports directly to the Permanent Secretary, and was inherited from the Office of the Prime Minister. It is intended to address service delivery gaps within the public service sector. The core intent of this unit was to make citizen's interaction with Government's Ministries and Agencies pleasant and satisfying by identifying citizens' needs and concerns based on their requests and to make recommendations for these needs/concerns to be addressed in an appropriate and timely manner.

The CFU, as of 2013 was not fully established, however the Citizens Facilitation Fund was established for the disbursement of small assistance grants to religious organisations and community groups.

The *Finance and Accounts Unit (FAU)* is responsible for management of the financial resources of the Ministry. Its operations are guided by financial laws, regulations, practices and procedures

of the Public Service. Generally, activities include addressing budgetary requirements, allocation and releases, the processing of payments to suppliers, salaries for employees, as well as, maintenance of financial records and the preparation of all financial reports for submission to the Permanent Secretary and the Ministry of Finance. This Unit reported directly to the Permanent Secretary.

The *Project Management Unit (PMU)* is responsible for the effective development and implementation of the key projects of the *MNDSI*. Additionally, the PMU provides project management and procurement services to the Statutory Boards and other Bodies which are aligned to the Ministry. These include the National Trust, National Archives and the National Museum and Art Gallery of Trinidad and Tobago. The Unit is headed by a Project Manager responsible for the monitoring all projects emanating from the Ministry and providing feedback to the Permanent Secretary.

The *Human Resource Management Division (HRMD)* is responsible for the acquisition, and maintenance of the human resources needs of the Ministry. The unit is involved in training and development, administrative matters, including dealing with union issues, the employee assistance programme and contributes significantly to the smooth running of the Ministry.

The *Legal Unit (LU)* provides legal advice to the Executive of the *MNDSI*. This Unit also provides legal guidance to all Units and Statutory Bodies that fall under the purview of the *MNDSI*. Further the Legal Unit also prepares, reviews and makes recommendations with respect to Contracts as required, and also provides input to the legislative framework of national policies.

The *General Administration Unit (GA)* is responsible for the oversight and maintenance of systems and procedures to manage, secure and control the flow of records to and from the Registry of the Ministry. The Registry is the repository of all documents, correspondence and files of the *MNDSI*. This Unit is also responsible for the management, acquisition and maintenance of goods and services utilised by the Ministry.

The *Information Technology Unit (ITU)* is responsible for the planning, operations, support and management of the information management systems, services and network facilities, as well as,

the local area networks and peripheral systems of the Ministry of National Diversity and Social Integration.

The *Internal Audit Unit (IAU)* is responsible for providing management with feedback on the adequacy of the accounting system of the MNDSI and its internal controls, ensuring that all protocols and procedures are adhered to relative to the government financial management procedures and guidelines. The Unit ensures that the necessary audit systems and procedures are maintained in strict accordance with the financial regulations.

2.2 SERVICES/ PRODUCTS PROVIDED/ SPECIAL PROJECTS EMBARKED UPON:

The MNDSI provides services deemed to be of public value in the context of development. Key activities include services as relates to the mandate of the MNDSI such as:

- The provision of financial support to religious organizations and affiliate groups;
- Public education on the protocols of the State;
- Research and public education services offered by the National Archives; and records management, restoration and preservation services provided for all Government Ministries and their Agencies;
- Support to Civil Society Organisations in their mission towards encouraging greater participation in the process of formulating public policy;
- The development of the policy and institution arrangement for the management of the collections held by the National Museum and Art Gallery and its public education and outreach programmes on heritage and the arts;
- The provision of leadership in the pursuit of policy development relative to the mandate of the Ministry.

The following projects were inherited from the Ministry of the Arts and Multiculturalism and the Office of the Prime Minister. For the period under review, the following projects were pursued and the following areas of development were accomplished:

- The Restoration of Nelson Island: works continued on the infrastructural refurbishment of Nelson Island towards the development of a National Heritage Site;

- The Restoration of the National Museum and Art Gallery: work was initiated towards the refurbishment and expansion of the museum facilities to create a more modern and welcoming space to visitors. The MNDSI pursued the development of a Master Plan for re designing of exhibit galleries and air-conditioning of the Art gallery on the upper floor;
- The Establishment of a Virtual Museum: this project involves the digitization of the national collections of the National Museum and Art Gallery so as to create an interactive website for visitors. The process was initiated and is continuing.
- The Establishment of the Sugar Museum: Consultants were engaged to conduct research into the history of the Sugar Industry of Trinidad and Tobago and refurbishment and renovation works to Sevilla house was initiated.
- The Establishment of Community Museums Services Unit: This is a proposed Unit intended to assist smaller community-driven museums in developing and adhering to some benchmark standards. The National Museum and Art Gallery in conjunction with the MNDSI initiated the formulation of a policy for transformation of the museums of Trinidad and Tobago. Work is in progress.
- The Restoration of Fort San Andres;
- The Establishment of a Purpose Built National Archives and Record Centre (work in progress)
- Institutional Strengthening of the National Archives;
- Automation and Digitization of the National Archives;
- The purchase of equipment for the Ministry to embark on several special projects, consistent with its strategic thrust and broad development plans which included:
 - The Observance of the National Year of Patriotism;
 - The Reflections of the Journey from Slavery to Emancipation;
 - The Republic Day Extravaganza; and
 - The International Ramleela Celebration.

2.3 LEGISLATIVE AND REGULATORY FRAMEWORK

The Ministry of National Diversity and Social Integration was established within the guidelines of the Constitution of the Republic of Trinidad and Tobago and governed by several Pieces of

legislation. As such, the operations of the MNDSI is guided by a legislative and regulatory framework, as follows:

- Civil Service Regulations Act [Chap. 23:01 Act 29 of 1965];
- Public Service Regulations, Chap 1:01 of the Laws of the Republic of Trinidad and Tobago;
- The Financial Regulations Act of 1965;
- The Exchequer and Audit Act, Chap 69:01 of the Laws of Trinidad and Tobago;
- The Freedom of Information Act of 1999;
- The National Trust of Trinidad and Tobago Act [Chap. 40:53 Act 11 of 1991]; and
- The National Museum and Art Gallery of Act, 2000.

Trinidad and Tobago is a signatory to many International Conventions of UNESCO and thus, the policies and programmes of the MNDSI and by extension the National Trust and The National Museum and Art Gallery are influenced and guided by these agreements.

2.4 INTERNATIONAL CONVENTIONS

Trinidad and Tobago is a member of the United Nations and signatory to international Conventions that support conservation and security of our heritage legacy.

These Conventions philosophically underpin the policies of the MNDSI and 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).

2.5 REPORTING FUNCTIONS

Departmental Reports, Reports to Ministries/President/ Parliament:

The MNDSI provides internal planning, projection reports and budget reports to the office of the Permanent Secretary; in addition reports are submitted as required to external Ministries such as the Office of the Prime Minister, the Ministry of Planning and Sustainable Development, Finance, and Public Administration. All reports generated by the MNDSI are submitted to the Office of the Permanent Secretary. Once approved, reports are sent to the relevant agencies.

For the fiscal year 2012 – 2013 the following reports were submitted 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/ Ministry of Finance;
- Cabinet Notes- 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 Ministry pursued the development of policies relative to its mandate.

Key emphasis was placed on the following:

- Public Education of the Ministry's mandate, goals and objectives;
- Policy formulation;
- Implementation of projects and programmes;
- Infrastructural Development;
- Capacity Building.

The following achievements were reported:

3.1 PUBLIC EDUCATION

Public education awareness initiatives served to sensitise the public on the mandate of the MNDSI, along with its goals and objectives. The public was educated about the Ministry through strategies developed by the Communications Unit, as well as, the outreach programmes of the Ministry.

3.2 POLICY DEVELOPMENT

Draft policies were initiated relative to Ecclesiastical Affairs and the distribution of grants and land; and for the national development of the museum sector. Consultations were held with key Civil Society Groups such as Veni Apwann and other representatives in order to plan a way forward with respect to the establishment of a platform for facilitating greater interaction between civil society and public policy development. The establishment of a Civil Society Board was envisaged as the optimal platform for attaining this goal.

The Ministry pursued the revision of a National Heroes Policy and further public consultations were held in December 2012 and January 2013 in Trinidad and Tobago respectively.

A consultant was hired and work was initiated on the development of a National Diversity and Social Integration Policy of the Republic of Trinidad and Tobago; and a policy document on the National Identity Guidelines of the Republic of Trinidad and Tobago.

The key programmes focused on renewing a sense of ethics, value and patriotism among the citizenry of Trinidad and Tobago. The Ministry observed the National Year of Patriotism from August 26, 2012 to August 31, 2013 and the following initiatives were executed:

- The visit of the world renowned lecturer on Diversity Dr. Samuel Betances: - 21st-25th October, 2012;

- The National Patriotism Fairs:-14th December, 2012, Port of Spain;
- The National Heroes Consultation: - 9th January, 2013, Tobago;
- The National Patriotism Fairs: - 7th February, 2013, Port of Spain and 22nd June, 2013, La Romain;
- The National Week of Patriotism, and First Heritage Walk 19th -23rd, March, 2013;
- The Re-Enactment of Indian Arrival- 25th -27th May, 2013, Nelson Island;
- The Reflections of the Journey from Slavery to Emancipation: - 25th August, 2013, Port of Spain;
- The Vacation Camp Patriotism and Heritage Tours:-22nd July–29th August, 2013;
- The Republic Day Extravaganza: - 22nd September, 2013; and
- The National Flag Competition under the “Flag for Every Home Initiative.

The First Peoples Development Committee was inaugurated in December 2013 for a period of three (3) years to facilitate the cultural development and recognition of the Indigenous population of Trinidad and Tobago.

The committee comprised the three (3) groups that historically represent the Indigenous Peoples of Trinidad and Tobago:

- The Santa Rosa First Peoples Community;
- Partners for First Peoples Development; and
- The Warao Nation of Trinidad and Tobago.

Key activities involved:

- The initiation of a project to establish a Model Amerindian Village on twenty-five (25) acres of land at Blanchissuse Road, Arima.
- The co-hosting of the Amerindian Heritage day celebration with the Santa First Peoples Community on October 20, 2012.

3.3 FACILITATING CIVIL SOCIETY ENGAGEMENT

The Ministry continued its meetings and consultations with Civil Society organisations. Two (2) public consultations were held with stakeholders in Trinidad and Tobago on November 23 and December 12, 2012 respectively.

3.4 CITIZENS FACILITATION INITIATIVES

The Ministry continued to provide financial assistance to Non-Governmental Organisations (NGO) and members of the public on a request basis.

3.5 INFRASTRUCTURAL DEVELOPMENT

The Ministry embarked upon a number of infrastructural development and capacity building projects, such as the refurbishment of the National Archives of Trinidad and Tobago, the initiation of works to refurbish the National Museum and Art Gallery and the completion of the phase (I) restoration of the City of Port of Spain Museum, (Fort San Andres).

3.6 FUTURE PLANS

The main focus of the Ministry for the next fiscal year will be the development of the strategic plan. Additionally, in light of the heritage needs of Trinidad and Tobago; the Ministry has identified other policies and initiatives for development. Some of these include:

- The Ecclesiastical Policy for the Distribution of Land and Grants;
- The Museum Sector Policy;
- The National Archives Policy;
- The Establishment of a Civic and Citizenship Education Programme;
- National Heritage Policy for the Republic of Trinidad and Tobago;
- Establishment of a Social History Museum.

The following projects were prioritised:

- Restoration of Heritage Sites;
- Installation of signage for Heritage Sites throughout Trinidad and Tobago.

4.0 FINANCIAL OPERATIONS

For fiscal year 2013, the work of the Accounts Unit of the MNSDSI was supported by the Accounting Unit of the Ministry of the Arts and Multiculturalism (MAM). While the MNDSI handled most of its accounting and finance matters, the MAM printed cheques on behalf of this Ministry.

4.1 ALLOCATION AND EXPENDITURE

For the fiscal year 2013 the allocation of the MNDSI was **Sixty Two Million, Eight Hundred and Eighty Eight Thousand, Three Hundred and Ninety Nine Dollars (\$62,888,399.00)** for the purpose of both Recurrent and Capital Expenditure.

The Actual Expenditure as at 30th September 2013 was **Fifty Three Million, Seven Hundred and Ninety Eight Thousand, Four Hundred and Thirty Dollars (\$53,798,430.00)**. Following is a detailed breakdown of expenditure:

HEAD 74: MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION - 2013

SUB-HEAD	ALLOCATIONS -2013	EXPENDITURE - 2013	VARIANCE
01 – PERSONNEL EXPENDITURE	6,212,500.00	4,535,703.00	1,676,797.00
02 – GOODS AND SERVICES	18,347,120.00	13,982,004.00	4,365,116.00
03 – MINOR EQUIPMENT PURCHASES	2,809,500.00	2,433,773.00	375,727.00
04 – CURRENT TRANSFERS AND SUBSIDIES	15,267,314.00	13,468,612.00	1,798,702.00
06 – CURRENT TRANSFERS AND SUBSIDIES TO STATUTORY BOARDS AND SIMILAR BODIES	0.00	0.00	0.00
TOTAL RECURRENT:	42,636,434.00	34,420,092.00	8,216,342.00
09 – DEVELOPMENT PROGRAMME	19,022,000.00	18,148,373.00	873,627.00
701 – INFRASTRUCTURE DEVELOPMENT FUND (IDF)	1,229,965.00	1,229,965.00	0.00
TOTAL:	62,888,399.00	53,798,430.00	9,089,969.00

CITIZENS INITIATIVE	ALLOCATIONS - 2013	EXPENDITURE 2013	VARIANCE
74/04/009/01 – Citizens’s Initiative Fund	3,105,150.00	2,221,525.00	883,625.00

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.

4.3 THE OBJECTIVE OF INTERNAL AUDITING

The Internal Audit Unit is responsible to the Accounting Officer; to report to him whether the internal controls and accounting systems are in effective operations. In order to accomplish this, the Internal Audit examined 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.

The overall objective of Internal Auditing assists members of the organization in the effective discharge of their responsibilities. To this end, Internal Auditing furnishes Management with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

4.4 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.

4.5 AUDIT SCOPE

All divisions/departments that fall under the portfolio of the Ministry of the 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:-

- 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 to report 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 Organizational Structure outlining the reporting relationships within the MNDSI is appended at **Appendix I – Organogram of the MNDSI (2013)**

Staffing of the MNDSI as at September 30, 2013 is summarised as follows:

<u>Established Offices</u>	<u>Offices/Officers</u>
Officers serving in established offices	64
Vacant Offices	39
Total established offices	103

<u>Contract Positions</u>	<u>Employees/Positions</u>
Contract employees	74
Vacant contract positions	42

5.2 PERFORMANCE ASSESSMENT/MANAGEMENT STRATEGIES:

The Unit utilized the relevant position descriptions which gave clear and updated statements of the responsibilities of employees to derive statements of performance standards. These performance standards were then used in the standard Annual Performance Appraisal Reports. The reports were completed in relation to all public officers, in order to evaluate their work performance.

This standard Performance Appraisal tool was used in accordance with stipulated objectives that included rewarding employees for good performance and identifying training and development needs which would enable employees to develop beyond their present capacities.

In this regard, for fiscal 2013, the Human Resource Unit has achieved the following:

- Matters exercised under the powers delegated by the Public Service Commission:
 - 20 temporary appointments;
 - 26 acting appointments;
 - 3 Compulsory retirements; and
 - 1 resignation.
- Proposals for acting/permanent appointment:
 - 1 acting appointment;
 - 5 staff members were appointed to the Ministry.
- To meet the training and developmental needs of the Ministry the following training courses were administrated/sourced in order to: enhance the competencies, eliminate inefficiencies and to build capacity to improve performance towards successful achievement of strategic goals and objectives of the Ministry;
- Practical Mediation Skills – Dispute Resolution Centre;
- Alternate Dispute Resolution Training Workshop – Stitt Feld Handy Group;
- Managing Workplace Conflict – Dispute Resolution Centre;
- Distinguished Leadership & Innovation – Arthur Lok Jack Graduate School of Business; and
- Practical Mediation Skills Programme – Chamber of Industry & Commerce.

5.3 INDUSTRIAL RELATIONS

Internal records revealed that in the period under review, no Industrial Relations issues have arose in this Ministry.

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 Services:
The Permanent Secretary has the authority to award contracts up to a limit of \$1,000,000.00.
- Consultancy Services:
The Permanent Secretary has the authority to award contracts for consultancy services up to a limit of TT\$500,000.00¹.

6.1 CONTRACTS AWARDED

A total of thirteen (13) contracts were awarded, valued at six million, six hundred and seventeen thousand, nine hundred and sixty-eight dollars and three cents (\$6,617, 968.03) during this fiscal period.

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

¹ Cabinet Minute No. 2028 dated July 30, 2009 agreed to the Amendment of the Central Tenders Board Act, Chap. 71:91, and Regulations made thereunder be amended to reflect the increases in the expenditure limit for the procurement of goods and services and consultancy services.

7.0 PUBLIC AND COMMUNITY RELATIONS

The strategies employed by the Ministry to enhance public and community relations included development of the Ministry's website and Facebook Page, implementation of public outreach initiatives and the formulation of strategic partnerships.

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

To improve client and public access to service and service delivery systems, the Ministry initiated the development of its website and Facebook Page.

Website Development

The MNDSI, with Technical Support from “Lonsdale, Saatchi and Saatchi: The Lovemarks Company,” commenced the creation of a website for the dissemination of information and public access to the services under the remit of the Ministry.

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

- National Identity;
- Diversity;
- Heritage;
- Social Integration; and
- Ecclesiastical Affairs.

Additionally, the website 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; and
- The National Trust of Trinidad and Tobago.

The website also has a link and information about the Inter-Religious Organisation of Trinidad and Tobago.

7.1.2 Facebook Page

The MNDSI launched a Facebook page as it embraced the positives of public relations through social media. Managed by staff of the advertising agency and the Communications unit, the page exists with the domain address: <https://www.facebook.com/nationaldiversitytt>

7.1.3 Internal Celebrations

The MNDSI regards staff morale and effective internal communication as priorities. As such, the Executive committed to hosting internal celebrations for various events and special days in Trinidad and Tobago.

Thus far, these include:

- Divali;
- Eid Ul Fitr; and
- Christmas.

7.2 COMMUNITY AND STAKEHOLDER RELATIONS/OUTREACH:

Public Outreach

“Patriotism is that inexplicable, intrinsic, love and loyalty for your country. It is a sense of belonging. It is the knowledge that your home is Trinidad and Tobago”

The MNDSI is the lead agency in the execution of the National Patriotism Campaign (NPC). The NPC comprised a number of initiatives geared at achieving the objectives of fostering a sense of goodwill, national pride and unity among the citizens of Trinidad and Tobago; attaining social integration and cohesion in society; instilling in citizens the importance of embracing values and attitudes embodied in our national watchwords of ‘Discipline, Production and Tolerance’; and helping to shape the future of Trinidad and Tobago by inculcating in the nation’s children and youth, a sense of pride, love and duty to country and fellowmen.

Strategic initiative aimed at engendering a deepened sense of awareness about patriotism and its importance in the lives of citizens:

In an effort to implement the NPC the following programmes were undertaken:

- National Month of Patriotism: August 26th to September 28th, 2012
- National Year of Patriotism: August 26th 2012 to August 31st 2013
- Distribution of 98,000 flags and other patriotic items
- Patriotism Week: 19th – 23rd March, 2013, with Launch, National Patriotism Day in Schools, Open Day at the Ministry, Patriotism at the Workplace, and a Heritage Walk around the Savannah where 1,200 participants echoed the credo of the Ministry – “I am, you are, we are....Trinbago”
- National Flag Distribution – 1,000 Flags were distributed to winners across Trinidad and Tobago
- National Mascot Competition;
- Independence Celebrations – Open Day at the Ministry;
- National Day of Prayer in Schools; and
- Most Patriotic School Competition;

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 Ministries, Tertiary Organisations and Civil Society Groups.

8.0 NATIONAL ARCHIVES OF TRINIDAD & TOBAGO (NATT)

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.

The National Archives provides the following services:

- Research services available to all members of the public on a daily basis in the search room and via the internet
- Staging of thematic exhibitions and displays throughout the year in the search room and at other external venues
- Provision of records management guidelines and advice to Government Ministries and Agencies
- Restoration and preservation services offered to Government Ministries and Agencies.

8.2 MAJOR ACHIEVEMENTS REPORTED FOR OCTOBER 2012 - SEPTEMBER 2013

- During the period under review the National Archives acquired a small collection from Spain. Fourteen (14) museum quality replicas of records dated 1498 to 1801 and two copies of the book entitled Spanish Trinidad were donated by Spain as a gift to Trinidad and Tobago on (October 12, 2012) its 50th Anniversary of Independence.
- The National Archives hosted the Caribbean Branch of the International Council on Archives (CARBICA) Administrative Meetings (January 20 – 22, 2013). A training workshop entitled ‘Introducing a Finding Aid for Online Publication Implementing Archival Standards and Exchange Formats’ was implemented. Participants were all able to:
 - Forge partnerships and strengthen cooperation with their regional counterparts
 - Share knowledge and experience with respect to management of archival material.
- As part of an ongoing drive to attract more persons to the field of Archival Records and Conservation Management, NATT teamed up with College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) to offer an Internship Programme. Students enrolled in the Associate Degree and Bachelor’s Degree in Library and

Information Science. Seven (7) students participated in the programme this year with an average of two (2) students per semester.

- Re-enactment of Indian Arrival on Nelson Island (May 25 to 27, 2013). The National Archives was a member of the Committee that was appointed to plan and execute this event. This event was intended to help raise awareness in the national community of the rich history associated with Nelson Island and the potential for its development as a national heritage site. Approximately one thousand, three hundred and seventy-five persons attended the three day event, including a contingent of Primary School students on May 27, 2013. The outputs included:
 - Significant restoration work on one of the buildings including lighting, air condition and an exhibition space
 - A standing exhibition on the Indian Indentureship system
 - Historical signage detailing significant events which occurred on Nelson Island
 - Production and distribution of three thousand (3000) brochures on the history of Nelson Island
 - Live coverage of the event on television and the internet
 - Production of a documentary on the re-enactment performance
 - Installation of basic infrastructure including a generator, water supply, plumbing and sewage system
 - An upgrade of the landscape and walkways
- Participated in the Ministry of Public Administration's Diamond Standard programme and the creation of a Service Charter for the operations of the NATT Reference and Outreach Unit (June 2013). This is expected to yield more effective and efficient service delivery for the clientele of the Archives.
- National Archives was a member of the Committee that was appointed to plan and develop the Exhibition for CARICOM 40th Anniversary Celebration, Chaguaramas (July 04, 2013).
- NATT participated in a meeting of archives experts aimed towards the development of Archives and Records Management from September 09-10, 2013, at the University of the West Indies, Mona, Jamaica. The project was sponsored by UNESCO and aimed to train participants in the following areas:

- Validate the findings of a feasibility study aimed at ascertaining the relevance of a programme in archives education.
- To develop a roadmap of courses for the proposed programme.

Training in the field of Archives and Records Management is almost non-existent locally and regionally. The introduction of such a programme at the UWI is likely to increase the number of persons entering these areas of study.

8.3 TRAINING AND STAFF DEVELOPMENT

The NATT recognises the importance of capacity building and in this regard members of staff at various levels of functioning within the organisation were exposed to the following were training opportunities:

- The Heritage Culture and Tourism Workshop, London, UK (June 17 to 21, 2013);
- The International Council on Archives, Section on University and Research Institutions Archives (ICA/SUV) Conference (June 23 to 29, 2013);
- The Preservation for Caribbean Libraries and Archives Workshop at NALIS (July 08 to 10, 2013);
- The Annual Conference for the Society of American Archivist (SAA) in New Orleans, USA (August 11 to August 19, 2013); and
- The Memory of the World (MOW) Sub-regional meeting and workshop (September 25 to 27, 2013).

8.4 INFORMATION TECHNOLOGY

- Seventy-five percent (75%) of the work on the new website was completed. The Website is expected to be on stream by June 2014.

8.5 REFERENCE AND OUTREACH

The following reference and outreach initiatives were undertaken by the NATT for this reporting period:

- A panel discussion and exhibition in collaboration with NALIS, TUCO and the Carnival Institute entitled “Celebrating One Hundred Years of Recording Calypso 1912-2012” (October 19 to 26, 2012 and October 30 to November 09, 2012);
- An exhibition and panel discussion in collaboration with Freetown Foundation entitled “Owning our Past: The Belmont Story” (October 29 to November 23, 2012);
- The first Archives Awareness Week November (26 to 30, 2012);
- The NATT participated in the National District Career Fairs hosted by National Training Agency, Ministry of Tertiary Education and Skills Training and the Ministry of Education (February 20 to March 26, 2013);
- Two (2) exhibitions to commemorate Spiritual Baptist Shouter Liberation Day:
 - (a) Display booth at Levitical Council of Spiritual Baptist Ministers Inc. Youth Rally at the Queens Park Savannah
 - (b) Exhibition at the UTT Corinth Campus (March 2013);
- Facilitated tours to the National Archives as part of the Ministry of Gender, Youth and Child Development Vacation Camp (August 2013);
- An Emancipation Exhibit Booth at the Emancipation Support Committee’s, Lidj Yasu Omawale Village, Queen’s Park Savannah (July 26 to August 01, 2013);
- An Emancipation Exhibition in collaboration with Crosstown Carnival Committee, 28 Prince Street, Port of Spain (August 24 to 26, 2013); and
- A roving exhibition in collaboration with the Ministry of Education entitled “The Road to Sovereignty” which featured displays on Trinidad and Tobago (T&T) becoming an independent Nation, a Republic and the re-establishment of the Tobago House of Assembly. This programme was started in 2012 as part of the 50th anniversary celebration of T&T Independence.

8.6 REFERENCE SERVICES

Table 1 below summarises services provided at the Repository, Records Centre and Outreach Activities (Internal and External).

National Archives Statistics October 2012-September 2013	
Reference Services	
No. of Researchers	2102
No. of Records Used	5771
No. of Reproductions	4081
No. of queries received via email, telephone, etc.	463
Outreach Activities	
No. of Persons Visiting NATT's in-house Lectures, Exhibits and Tours	2,554
No. of Persons Attending NATT's external Lectures and Exhibits	11,897
Records Centre	
No. of Requests for Files from Record Centre	75
No. of records transferred to Record Centre (Boxes)	87

8.7 RECORDS MANAGEMENT CONSULTATIONS

NATT provided consultancy services and advice on the care and preservation of records of value and the preparation of retention and disposition schedules to the following Government Ministries and Agencies:

- Accreditation Council of Trinidad and Tobago (November 2012)
- Ministry of the Attorney General (February 2013)
- Ministry of Health (February 2013)
- Custom and Excise Site Visit (September 06, 2013)

- Lake Asphalt of Trinidad and Tobago (April 2013)
- Point Fortin Borough Corporation (April 2013)
- Ministry of Local Government (Course Presentation) (May 2013)

8.8 CONSERVATION

The Conservation Unit continued on-going works of repair and restoration of archival records as follows:

- Repairs and preventative preservation work was completed on approximately forty-six (46) volumes;
- Seventeen (17) new volumes were created and bound; and
- Approximately two hundred (200) files were produced.

The following items were cleaned and treated: one thousand, four hundred and forty-seven (1447) volumes, three hundred and twenty-three (323) newspapers and four (4) maps.

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 approximately three (3) 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 seven (7) COSTAATT Interns and received tours and site visits from groups and other institutions.

8.9 DEVELOPMENT PROJECTS

1. Infrastructural Improvements of the National Archives:

Conducted upgrade works at the Record Centre, Chaguaramas including:-

- An industrial cleaning and maintenance of the facility
- Fumigation of the Facility

Request for proposals have gone out for an Inter-American Development Bank (IADB) 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.

2. Automation/Digitization of the National Archives:

Purchased a wide format scanner as part of the creations of a fully functional Digitization Lab. 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.

3. Temporary Accommodation for the National Archives:

Cabinet by Minute No. 1265 of May 10, 2012 approved the construction of Temporary Accommodation for the National Archives. Construction began in August 2012 and as at September 2013 the building was approximately sixty percent (60%) complete. This building is intended to provide OSHA compliant accommodation for the staff who are currently working in a building deemed a health and safety risk.

9.0 THE NATIONAL MUSEUM AND ART GALLERY

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. Its operational management is guided by the National Museum and Art Gallery Act, 2000.

The Museum has five (5) major collections: Art, Social 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 19th 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 Act, Chapter 40:52 of the Laws of Trinidad and Tobago.

9.4 STRATEGIC OBJECTIVES

The National Museum Service aims to be:

- The Leading Authority in The Development Of The Museum Sector
- A Premier Educational Institution Focused On Citizen Education
- A Centre of Entertainment
- A Top-Tiered Research Institution
- The Major Custodian of the Tangible Heritage of Trinidad And Tobago

9.5 AREAS OF PRIORITY

The areas of priority for the National Museum at this time are as follows:

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

9.6 POLICIES

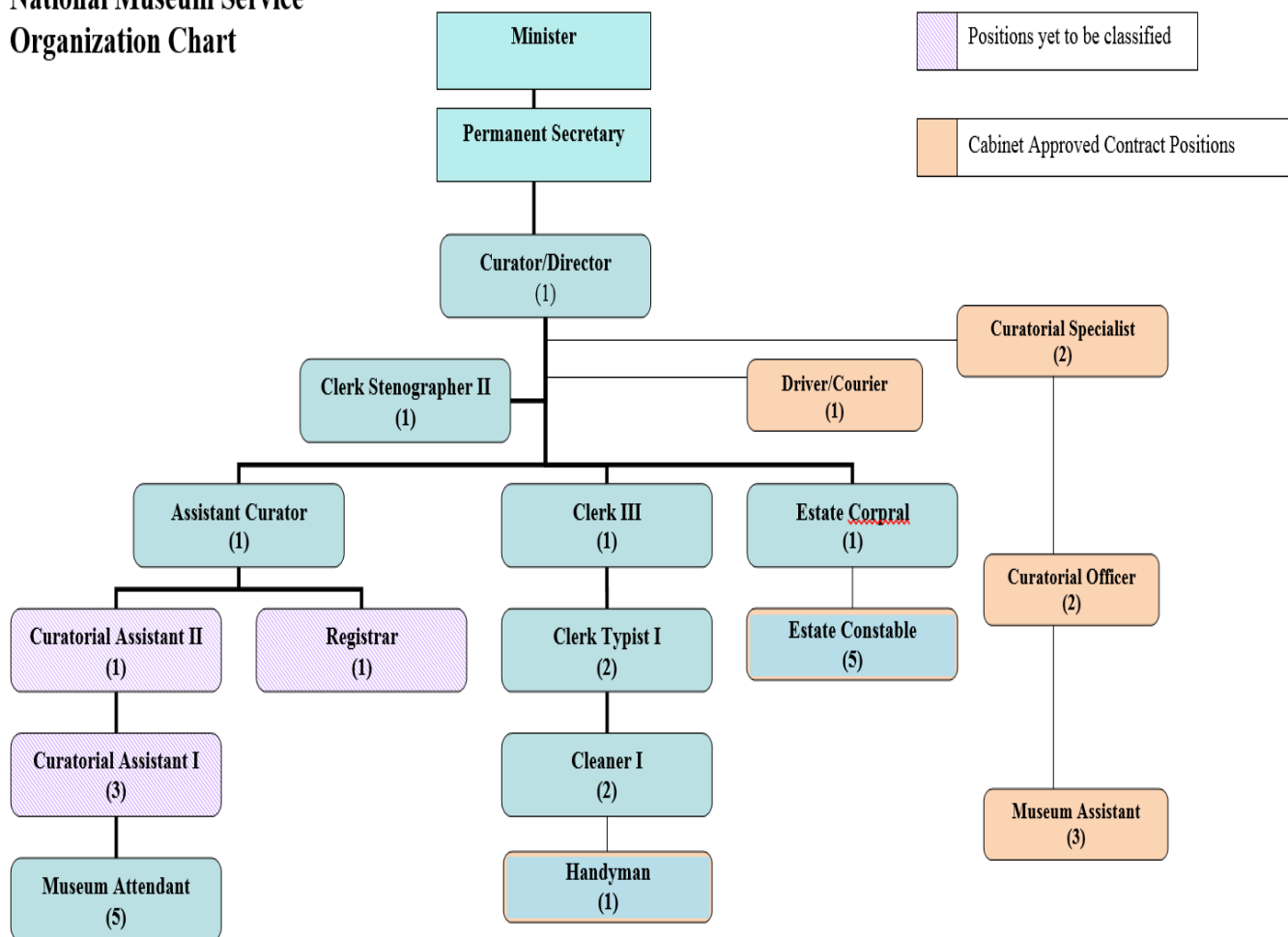
The institution's activities remain guided by Government's policies in the area of culture and cultural heritage. The cultural sector is developed on the following pillars:

- 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; and
- Allowing for the sharing of our creative products and talents with the rest of the world.

9.7 STAFFING

The organizational structure below depicts the reporting relationship within the National Museum and Art Gallery.

National Museum Service Organization Chart



9.8 FINANCIAL OPERATIONS

The National Museum and Art Gallery's budgeted expenditure is approximately four million dollars (\$4 Mn) annually.

9.9 PUBLIC AND COMMUNITY RELATIONS

The Museum mounts a lively programme of exhibitions each year from loaned collections as well as from its own permanent collections. Local contemporary art, historical works, and exhibits from abroad are highlighted in a series of temporary exhibitions. Science, history and arts organisations are encouraged to develop collaborative projects with the museum.

The Museum is open to the public from Tuesdays to Saturdays 10 a.m. to 6 p.m. The public is welcome to visit the National Museum and Art Gallery 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.

As part of our mandate to encourage excellence in museum development, the National Museum hosts several workshops geared toward local museum practitioners in several museum related subject areas.

From October 2012 – September 2013, the following exhibitions, events have formed part of the museum programming:

Exhibitions & Gallery Talks:-

- 5 Decades of Art, a Jackie Hinkson Retrospective – October 2012-February 2013
- Dear Joseph – An exhibition of rarely seen art works from the National Collection. March 2013-2014
- King Sailor – Costumes, photographs and videos about this seminal traditional mas character. March 2013-2014
- Colours of the Trinidad and Tobago Regiment – October 2013
- The Guild of Masters Exhibit of a 33ft Cedros Hosay Tadjah – September 2013

Loans:

- January 3, 2013 - Culture Division: 2 Bore Steelpans and Stand
- May 27, 2013 - UTT, Napa Campus: Indian Sculpture
- July 23, 2013 - CBTT c/o Soft Box Gallery
Backyard Baking (Lithograph) – Alfredo Codallo
The Bongo Wake (Lithograph) – Alfredo Codallo
- July 26, 2013 - Culture Division: 2 Bore Steelpans and Stand
- September 27, 2013 - NIHERST:

Redifussion Radio	Scale Model of Distillation Unit
Kerosene Stove	Old Fashioned Clothes Dryer
One Burner Gas Stove	Gramophone
Coal Iron	Old Fashioned Toilet
Electric Iron	Depression Range
Washing Board	
Coal Pot	
Ink Pen and Slate	

10.0 ARCHAEOLOGICAL COMMITTEE

The Archaeological Committee which was appointed by Cabinet on October 25, 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 by Minute No. 173 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 2012/2013 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 2013/2014 financial year as it seeks to fulfill its mandate.



**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION (MNDSI)
FINANCIAL YEAR: 2012-2013**

Projects/Programmes	Benefits	Challenges	Potential Impact
The Restoration of Nelson Island	<ul style="list-style-type: none"> • The establishment of a fully functional National Heritage Site at Nelson Island. • The Re-enactment of Indian Arrival Day on Nelson Island (May 25 to 27, 2013), also built awareness among the citizenry. • The generation of income through user fees. • The establishment of a permanent tourist attraction and a national heritage product. 	<ul style="list-style-type: none"> • The project was executed notwithstanding the challenges of an unrealistic budget and the absence of a model to follow given the uniqueness of the project. 	<ul style="list-style-type: none"> • Preservation of our heritage • The expansion of our tourism product for both local and foreign tourists.
The Restoration of the National Museum and Art Gallery	<ul style="list-style-type: none"> • The refurbishment and expansion of the museum facilities to create a more modern and welcoming space for visitors. 	<ul style="list-style-type: none"> • Limitations of human and financial resources restricted activities to the completion of Phase 1 of the works only for the period 2012-2013. 	<ul style="list-style-type: none"> • Preservation of our heritage.
The Establishment of the Sugar Museum	<ul style="list-style-type: none"> • Restoration of the Sevilla House, Couva • The establishment of a permanent tourist attraction and a national heritage product. 	<ul style="list-style-type: none"> • Limitations of human and financial resources restricted activities to the completion of Phase 1 of the works only for the period 2012-2013. 	<ul style="list-style-type: none"> • Preservation of our heritage • The expansion of our tourism product for both local and foreign tourist.
The Restoration of Fort San Andres	<ul style="list-style-type: none"> • Refurbishment of the space for the City of Port of Spain Museum 	<ul style="list-style-type: none"> • Limitations of human and financial resources restricted activities to the completion of Phase 1 of the works only for the period 2012-2013. 	<ul style="list-style-type: none"> • Work in progress therefore no impact in this fiscal period.
The Establishment of a Purpose Built National Archives and Record Centre	<ul style="list-style-type: none"> • Adequate storage and retrieval of the documentary heritage of Trinidad and Tobago. 	<ul style="list-style-type: none"> • In fiscal 2012-2013 the Ministry awaited Cabinet's approval to shift the location of the new Archives in Tamana to the current site of Archives at St. Vincent Street . 	<ul style="list-style-type: none"> • No impact in this fiscal period.

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION (MNDSI)
FINANCIAL YEAR: 2012-2013**

Projects/Programmes	Benefits	Challenges	Potential Impact
Institutional Strengthening of the National Archives	<ul style="list-style-type: none"> • Process improvement and capacity building at the National Archives. 	<ul style="list-style-type: none"> • In 2012-2013, systems/training was not fully implemented. 	<ul style="list-style-type: none"> • No impact in this fiscal period.
Automation and Digitization of the National Archives	<ul style="list-style-type: none"> • The expansion of the Information and Communications Technologies (ICTs) to modernize the operations of the National Archives in the creation of a digital lab • Improved efficiency in the operations at the National Archives and preservation of the materials archived. 	<ul style="list-style-type: none"> • In 2012-2013, the equipment was delivered but commissioning was outstanding. 	<ul style="list-style-type: none"> • No impact in this fiscal period
Infrastructural Improvements of the National Archives	<ul style="list-style-type: none"> • Completed maintenance works at the Record Centre, Chaguaramas, including: fumigation, industrial cleaning and facility maintenance. 	<ul style="list-style-type: none"> • The need for additional Secondary Storage space for the records of the Public Service in order to improve the management of the records. 	<ul style="list-style-type: none"> • Preservation of our heritage.
Public Education Awareness Initiatives	<ul style="list-style-type: none"> • Public sensitisation regarding the mandate, goals and objectives of the MNDSI 	<ul style="list-style-type: none"> • Financial limitations constrained the public education measures adopted 	<ul style="list-style-type: none"> • Increased awareness of the role and functions of MNDSI
Policy Development Initiatives	<p>Provide guidelines and improve operations for the following:</p> <ul style="list-style-type: none"> • The distribution of grants & land under Ecclesiastical Affairs • The museum sector, and • The recognition of National Heroes Policy • Greater interaction between civil society and public policy development through a Civil Society Board 	<ul style="list-style-type: none"> • Consultations were essential to effectively develop the policies however especially with respect to the Civil Society Board, there was a challenge in finding a suitable time to get key stakeholders around the table. 	<ul style="list-style-type: none"> • Work in progress therefore no impact in this fiscal period.
Observance of a National Year of Patriotism	<ul style="list-style-type: none"> • The exposure of citizens to positive social and patriotic messages to inspire a strong conviction to nation building. 	<ul style="list-style-type: none"> • Some of the patriotism fairs were held between the hours of 10:00 a.m. to 6:00 p.m. The times of the events were a challenge for working persons. 	<ul style="list-style-type: none"> • Contributed to promoting patriotism and national pride.

**ANALYSIS OF PROGRAMMES UNDERTAKEN BY THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION (MNDSI)
FINANCIAL YEAR: 2012-2013**

Projects/Programmes	Benefits	Challenges	Potential Impact
Approval of Site for the establishment of an Amerindian Village	<ul style="list-style-type: none"> • Significant progress towards the realization of a long standing goal of the nation's First Peoples as Cabinet approval was obtained for 25 acres of land for the establishment of a Model Amerindian Village at Blanchissuse Road, Arima. 	<ul style="list-style-type: none"> • The project was initially delayed by the challenge of locating land that was available. 	<ul style="list-style-type: none"> • Improved trust by the First Peoples in the state sector.
Installation of signage for Heritage Sites throughout Trinidad and Tobago	<ul style="list-style-type: none"> • Promotion/awareness of the Heritage Sites throughout Trinidad and Tobago. 	<ul style="list-style-type: none"> • Phase 1 of the works or 50% of the signs were installed for the period 2012-2013, due to financial and human resource limitations. 	<ul style="list-style-type: none"> • Improved appreciation by citizens of the locations and value of our heritage sites • Improved accessibility of sites to tourists and local users.