



Government of the Republic of Trinidad and Tobago
Ministry of Youth Development and National Service

FREEDOM OF INFORMATION STATEMENT 2020-2022

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02

In accordance with Sections 7, 8 and 9 of the FOIA, the Ministry of Youth Development and National Service (hereinafter referred to as ("the MYDNS")) is required by law to publish and annually update the statements which list the documents and information generally available to the Public. The following information is published with the approval of the MYDNS. The Head Office of the MYDNS is located at No. 2 Elizabeth Street, St. Clair, Port-of-Spain, Trinidad.

Section 7 STATEMENTS

Section 7 (1) (a) (i) Function and Structure of the MYDNS

The MYDNS was established with effect from September 9, 2020 with the primary focus to advance the youth development agenda and promote national service in Trinidad and Tobago.

UNIFYING STATEMENT

The foremost objective, is to be a dynamic, customer-oriented and policy driven organisation that brings all stakeholders together to promote youth development, and encourage civic-minded citizens to contribute to national service.

YOUTH DEVELOPMENT

The youth are vital to the future development of Trinidad and Tobago. They must be nurtured, listened to, protected and encouraged, given proper guidance and access to education, personal development, health care and meaningful employment. They must be supported and provided with the means to grow and develop and there must be a forum for their voices to be heard and their ideas, plans and programmes incorporated into the National Policy. They must also be given opportunities to participate in Government and the Public and Private Sectors.

The eight interconnected youth development 'Pillars' articulated in the National Youth Policy (2020-2025) are in congruence with the Sustainable Development Goals of Trinidad and Tobago's strategic development vision.

The Eight Pillars of the National Youth Policy are as follows:

- Pillar One - Prioritizing youth economic participation and empowerment;
- Pillar Two - Harnessing youth social and intellectual capital;
- Pillar Three - Facilitating inclusive and active youth participation in the civic and democratic life of Trinidad and Tobago;
- Pillar Four - Creating safe spaces, peaceful communities and environments;
- Pillar Five - Promoting holistic youth health and wellbeing;
- Pillar Six - Emphasizing youth participation in rural transformation, agriculture production and food security;
- Pillar Seven - Supporting youth action on climate change, environmental sustainability and climate justice; and
- Pillar Eight - Creating an enabling environment for positive youth development in Trinidad and Tobago.

NATIONAL SERVICE

The MYDNS with various Programmes and Divisions under its remit, remains steadfast in its thrust to work collectively and cohesively with all stakeholders to realize the unifying objectives and to best serve all citizens, particularly the youth.

National Pride:

The MYDNS is focused on developing civic-minded citizens, driven by an enthusiasm for national service, through a dynamic, customer oriented, policy driven organization that brings all stakeholders together for a better quality of life and nation pride.

Wealth Creation:

The MYDNS is also mandated to nurture the youth of the Nation into leading a creative and productive lifestyle through the incubation and development of culture for entrepreneurship. By strengthening indigenous financial sectors, including the Cooperatives and Friendly Societies, the MYDNS will encourage the growth of Small, Medium and Micro Enterprises as attainable options for wealth creation.

Major functions of the MYDNS include:

- partnering and collaborating with stakeholders to direct youth-delivery services.
- delivering quality, evidence based training programmes.
- monitoring and evaluating the delivery of quality services to meet the intended targets.
- strengthening legislative frameworks to enable youth development.
- supporting the holistic development and empowerment of young people to allow for transitioning smoothly into independent living.
- strengthening the organizational capacity to fulfil the goals and objectives of the MYDNS.
- developing human resources in youth activities at the community level.
- formulating policy and providing support as the co-ordinating Agency for youth development in Trinidad and Tobago.
- increasing the efficiency and effectiveness of the Youth Development Apprenticeship Centres and Youth Development Centres (sometimes collectively referred to as the ("Centres").
- utilizing an Information Management and Technology System to support the functions and enhance the service delivery of the MYDNS.
- providing support for the prevention of the emergence of social problems among young people and enabling them to play an active part in altering their conditions.

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The MYDNS consists of the following Divisions/Units:

- Accounts Unit
- General Administration Unit
- Information Management and Technology Unit
- Monitoring and Evaluation Unit
- Public Relations and Communications Unit
- Co-operative Development Division
- Human Resource Management Division
- Internal Audit Unit
- Procurement Unit
- Research and Planning Unit
- Friendly Society Division
- Legal Unit
- Project Management Unit
- Youth Affairs Division

Business and Departments of Government under the MYDNS:

Micro Development Cooperatives including Credit Unions
Transition Homes
Youth Development Centres

National Youth Policy
Youth Development Apprenticeship Centres
Youth Groups

Programmes:

Civilian Conservation Corps (CCC)
Military-Led Academic Training Programme (MiLAT)
National Service Programme

Geriatric Adolescent Partnership Programme (GAPP)
Military-Led Programmes of Apprenticeship and Reorientation Training (MYPART)
Retiree Adolescent Partnership Programme (RAPP)

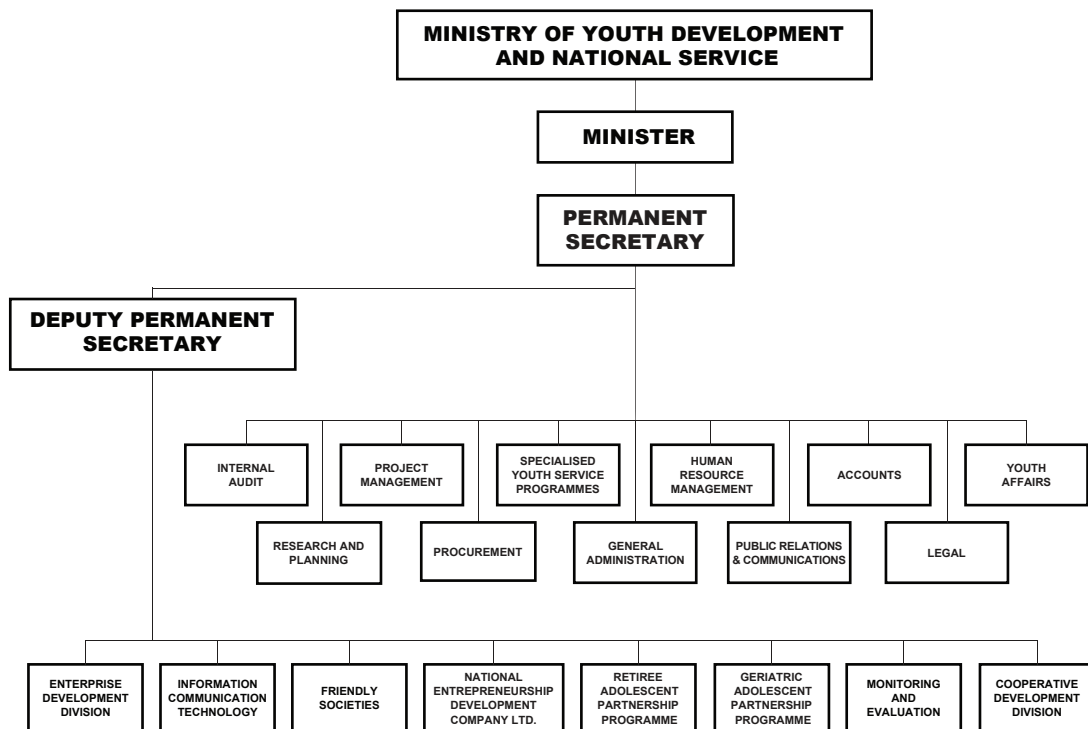
Statutory Boards and other Bodies:

Friendly Societies

Wholly Owned Enterprises:

National Entrepreneurship Development Company Limited (NEDCO)

ORGANISATIONAL CHART



Section 7 (1) (a) (i): Functions of the Divisions and Units of the MYDNS

ACCOUNTS UNIT

The main functions of this Unit are to:

1. improve the effectiveness and efficiency of the financial operations of the MYDNS.
2. ensure that expenditure is made in keeping with the estimates, programme plans and Financial Regulations.
3. maintain accounting records in proper order.
4. facilitate staff development in accurate accounting procedures.

CO-OPERATIVE DEVELOPMENT DIVISION

The Co-operative Development Division (CDD) is the regulatory authority headed by a Commissioner for Co-operative Development charged with the responsibility for registration and supervision of Co-operative and Credit Union Societies across Trinidad and Tobago in accordance with the Co-operative Societies Act, Chapter 81:03 (CSA) of the Laws of Trinidad and Tobago. The Office of the CDD is located at Level I, ANVA Building Plaza, 16-20 Eastern Main Road, Tunapuna with each of the seven (7) District Offices in St David/St Andrews, St. George East, St. George West, Caroni, Nariva/Mayaro, Victoria and St. Patrick.

Roles and Functions

The major role of the CDD is that of a Registrar and to actively promote the growth and development of a strong, vibrant Co-operative Sector, comprising both Financial and Non-Financial Co-operatives (NFCs), as a vehicle for national development. Co-operative Officers are attached to the CDD and act on behalf of the Commissioner for Co-operative Development. Some of their duties are to:

- regulate and supervise the operations of all Co-operative and Credit Union Societies for compliance with the CSA and the By- Laws of the respective Societies.
- attend Board and Statutory Committee Meetings.
- attend Annual General Meetings (AGMs) or Special General Meetings (SGMs) of Credit Unions and Co-operative Societies.
- conduct inquiries in accordance with Section 4 of the CSA.
- conduct inspections in accordance with Section 5 of the CSA.
- promote the Co-operative idea and the Co-operative business model.
- assist groups interested in forming Co-operatives with the process of organization and registration.
- offer technical advice to Societies in various areas of operation, including investments.
- conduct educational training programmes on Co-operative Management and Operations
- conduct Audit of Societies' Accounts.
- pursue the settlement of disputes touching the business of Societies in accordance with Section 67 of the CSA.
- perform the functions of Liquidator, as appointed, by the Commissioner for Co-operative Development in accordance with Sections 58,60 and 61 and Regulation 56 of the CSA.

Specialized Sections/Units of the CDD and their functions include the following:

Legal Unit

- attend to matters of a legal nature within the CDD and provide legal advice to the Commissioner for Co-operative Development.
- provide guidance to the Dispute Resolution Centre.

Dispute Resolution Unit (DRU)

- attend to all job functions relating to the resolution of disputes in accordance with Section 67 of the CSA.

Training and Development Unit

- prepare modules and arrange/conduct training for Co-operatives and their staff.
- assist Co-operative Officers with facilitating training to Co-operatives.
- arrange training and development programmes for Co-operative Officers to keep abreast of changes in the Co-operative Sector.
- arrange promotional materials to conduct outreach programmes for groups.

Business Development Unit

- assist Co-operative Officers in the preparation of Business Plans for new groups (Societies In-Formation).
- review and make recommendations for improvement of Business Plans for existing Societies.

Regulatory and Supervisory Unit

- assist Co-operative Officers with conducting Inspections into the operations of all Societies to ensure compliance with the CSA, By-Laws and Operational Policies.
- conduct inquiries into the Constitution, Operations and Financial Position of Societies in accordance with Section 4 of the CSA, as directed by the Commissioner for Co-operative Development.

Audit Section

- assist new groups with setting up Accounting Systems and Internal Control Measures.
- conduct training in interpreting and understanding Financial Statements.
- conduct Audits of Accounts for newly registered Societies.
- review all Societies' Audited Financial Statements.
- maintain Statistical Data on all Societies.

Investment Unit

- review all requests from Societies for approval to invest in accordance with Section 45 of the CSA.
- provide guidance to the Commissioner for Co-operative Development on issues pertaining to investments.

In-Information Unit

- promote the Co-operative idea and the Co-operative business model.
- assist groups interested in forming a Co-operative with the process of organization and registration.

ENTERPRISE DEVELOPMENT DIVISION

The Enterprise Development Division (EDD) has responsibility for developing policies and programmes for the Micro and Small Enterprise (MSE) Sector. Its role entails collaboration and forging partnerships with key responsibilities which include the MSE Sector, Public and Private Sector Agencies, Organized Labour Movement, Civil Society Organizations and the International Labour Organization (ILO).

The mission of the EDD is to promote entrepreneurship and foster a more enabling environment for entrepreneurs by developing policies aimed at improving the entrepreneurial climate and spurring economic activity through diversification.

The EDD was established and given responsibility for:

1. policy development for the MSE Sector.
2. monitoring the performance of the National Entrepreneurship Development Company Limited (NEDCO) and MSE Sector.
3. managing inter-institutional and inter-agency relationships and exercising supervision on behalf of MYDNS by receiving and reviewing reports.
4. making necessary interventions with the approval of the Minister to ensure that policy implementation is on course.

FRIENDLY SOCIETIES

The Office of the Registrar of Friendly, Building Societies and Lodges is responsible for the supervision and regulation of the operations of Societies and Lodges registered under the Friendly Societies Act, Chap. 32:50 and Societies registered under the Building Societies Act, Chap. 33:04.

The Registrar is responsible for the following in respect of both Friendly and Building Societies:

1. **Registration of Societies:** The Registration of Societies occurs in accordance with Sections 6 and 7 of the Friendly Societies Act and Sections 9 and 10 of the Building Societies Act.
2. **Regulation and supervision of all Registered Societies:** The Registrar supervises and thereby regulates their administration by ensuring that all amendments to rules and changes in offices are duly recorded.
3. **Inspection, investigation and audit of the financial records of Friendly and Building Societies:** These inspections are conducted by Friendly Societies Officers who physically visit the Societies and inspect their financial books to ensure that the Societies are operating in accordance with the Friendly Societies Act. In respect of Building Societies, this is performed by appointing an Inspector to look at the Societies' books, at the request of the Members of the Societies.
5. **Mediation and Settling Disputes:** The Registrar mediates on disputes between or amongst Members when a request is received.
6. **Amalgamation:** The Registrar facilitates the amalgamation of Societies registered under the Friendly Societies and Building Societies Acts respectively. The Registrar is responsible for ensuring that all the legal requirements for either the amalgamation or union of the Societies, where a request for same is made by the Societies, are met by the Societies.
7. **Cancellation:** The Registrar cancels the registration of Societies in accordance with Section 76 of the Friendly Societies Act and dissolution of Building Societies under Section 27 of the Building Societies Act.
8. **Realization and Distribution of Assets belonging to Societies whose registrations have been cancelled:** Pursuant to Section 76 (9) of the Friendly Societies Act, the Registrar, must realize all the assets (which include the sale of any properties belonging to the Society) and distribute same to its financial members. In this regard, a percentage of the assets of deregistered Societies, a deregistration fee and any remainder of monies from the liquidation and distribution process are deposited in the Revenue Account of the Treasury, Ministry of Finance.

GENERAL ADMINISTRATION UNIT

The core functions of the Unit are to:

1. provide adequate accommodation and ensure a safe work environment for all categories of staff and visitors at the Head Office, District Offices, Youth Development Apprenticeship Centres and Youth Development Centres (Youth Development Apprenticeship Centres and Youth Development Centres are sometimes collectively referred to as "Centres").
2. procure and maintain inventory records of stock supplies, equipment and machinery.
3. maintain janitorial and security services for the Head Office, District Offices, and Centres of the MYDNS.
4. computerize the Records throughout the MYDNS.

HUMAN RESOURCE MANAGEMENT DIVISION

The primary responsibilities of the Human Resource Management Division are to establish and maintain a system of Human Resource Management and improve human resource management services within the MYDNS. The core functions are to:

1. manage human resource planning.
2. manage recruitment and selection.
3. manage the performance appraisal management system.
4. encourage and promote positive employee relations.
5. provide training and development to build organizational capacity.
6. handle disciplinary matters.
7. ensure pension and leave records are prepared and updated.

INFORMATION MANAGEMENT AND TECHNOLOGY UNIT

The functions of this Unit are to:

1. meet all ICT requirements of the Ministry through effective use of technology.
2. establish site based Local Area Networks (LANs).
3. link satellite offices with the Head Office to establish Wide Area Network (WAN).
4. establish divisional databases to facilitate the sharing of information.
5. develop application-software which includes web based and database applications.
6. manage intranet and internet services at MYDNS.
7. develop and maintain Information Technology Policies for the MYDNS.
8. provide technical support for all users.
9. provide hardware maintenance and support for all computing and networking devices.
10. provide relevant software training to end users.
11. provide an effective and developmental ICT service to all users.
12. facilitate acquisition and utilization of relevant hardware and software in support of daily function.
13. manage and maintain data and network security.

INTERNAL AUDIT UNIT

The Internal Audit Unit has a core area of responsibility to:

1. provide the management of the MYDNS with information about the adequacy and effectiveness of systems of internal controls of the MYDNS.

LEGAL UNIT

The Legal Unit has the primary areas of responsibility to:

1. provide legal services to the MYDNS.
2. liaise with other legal counsels in the Public and Private Sectors with respect to the legal business of the MYDNS.
3. provide Registry support for the hearing of Appeals in accordance with section 74 of the Co-operative Societies Act, Chap. 81:03.

MONITORING AND EVALUATION UNIT

The Monitoring and Evaluation Unit (M&E) is mandated to provide support for evidence-based decision and policy-making and to track the progress, outcomes and impact of projects, programmes and policies of the MYDNS as it relates to the achievement of national goals and objectives. The key areas of responsibilities of this Unit are to:

1. develop and implement a M&E Strategy and Action Plan for the MYDNS.
2. establish synchronized monitoring and evaluation systems for all interventions of the MYDNS.
3. develop planning tools for interventions.
4. gather performance data and preparing status reports.
5. conduct field monitoring visits of projects, programmes and policies.
6. conduct evaluations and prepare performance reports.
7. manage M&E Data.
8. build a M&E culture through training and knowledge sharing.

NATIONAL ENTREPRENEURSHIP DEVELOPMENT COMPANY LIMITED

The National Entrepreneurship Development Company Limited (NEDCO) is the implementing Agency for the Government's Policy on Small and Micro Enterprise Development. The mission of NEDCO is to promote and support the development of new and existing Medium and Micro and Small Enterprises to achieve financial independence, sustain ability and competitiveness through the provision of evolving, cutting edge financial products and the development of support services in a customer focused environment.

PROCUREMENT UNIT

The major functions of this Unit are to:

1. plan, organize, direct and evaluate the procurement of works and services for the MYDNS.
2. ensure that all procurement activities comply with the Laws of Trinidad and Tobago and adhere to the principles of accountability, transparency and value for money.
3. prepare Annual Procurement Reports.
4. oversee the logistics associated with prompt delivery of supply services to meet the needs of the MYDNS.
5. participate in the development of recurrent budgetary estimates for the MYDNS.

PROJECT MANAGEMENT UNIT

The key responsibilities of this Unit are to:

1. facilitate project design, implementation and management within the MYDNS.
2. maintain the quality and standards of the Centres of the MYDNS.
3. manage contracts in relation to the projects of the MYDNS.

PUBLIC RELATIONS AND COMMUNICATIONS UNIT

The core functions of this Unit are to:

1. develop a communications approach to the operations of the MYDNS.
2. develop local publications and products in support of youth development and national service.
3. strengthen ties with the Government Information Division, Office of the Prime Minister and the media.
4. intensify information sharing of the programmes and internal operations of the MYDNS.

RESEARCH AND PLANNING UNIT

The key areas of responsibility of the Research and Planning Unit are to:

1. prepare Strategic Reports, Papers and Briefs on the activities of the MYDNS.
2. prepare Development Programme (DP) Estimates for each Fiscal Year.
3. monitor and manage the Development Programme (DP) Budget.
4. coordinate Policy Formulation, Planning, and Implementation.
5. conduct research, collect and analyze data on the Youth Sector and National Service.
6. conduct Strategic Exercises.

YOUTH AFFAIRS DIVISION

The major functions of this Division are to:

1. create specialized programmes for vulnerable youth which include:
 - crime and violence reduction;
 - safe spaces, peaceful communities, and environments;
 - drug abuse education, prevention and youth health and wellbeing; and
 - youth skills and entrepreneurship training for career development in traditional and non-traditional occupations.
2. develop a multi-sectoral approach to youth development.
3. facilitate the development of comprehensive support services to connect young persons with constructive leisure, social and career development at the community level.
4. create mechanisms to promote greater joint participation in national development for young persons.
5. promote and sponsor innovativeness, problem solving behaviour among the youth population.
6. facilitate parental advisory and counseling services.
7. expand job creation and skills training programmes by mobilizing social partners and Regional/International Agencies.
8. promote fiscal incentives to organizations which offer social, cultural and economic opportunities for young people.
9. coordinate technical and administrative support to promote institutional strengthening of viable programmes.
10. mobilize media capability to promote youth development with an emphasis on positive youth images, using both print and electronic media inclusive of social media.
11. promote and support youth platforms to engage active youth involvement and participation in governance and democratic practices such as the National Youth Council and District Youth Councils.
12. facilitate programmes to enable youth contribution to rural transformation, agricultural production, and food security.

YOUTH DEVELOPMENT CENTRES

The MYDNS currently operates six (6) Youth Development Centres (YDCs) which are community-based, multi-purpose, safe, youth-friendly spaces where young people, between the ages of ten (10) to thirty-five (35) years of age within a specific catchment area can meet and participate in a range of youth development programmes and activities. The YDCs are located in the following geographic areas across Trinidad:

- | | |
|--|--|
| 1. St. James YDC - Terrbrulee Road, St. James | 4. Malick YDC - 7th Avenue Malick, Barataria |
| 2. Laventille YDC - Laventille Road, East Dry River, P.O.S. | 5. California YDC - Yallery Street, California |
| 3. Basilon Street YDC - Basilon Street, East Dry River, P.O.S. | 6. Los Bajos YDC - Bennett Village, Los Bajos |

The YDCs serve the needs of young people, youth leaders, youth workers, and persons interested in youth development. These programmes and services are developed through consultation with youth and youth stakeholders and include cultural, recreational, sporting, educational, technological, social, entrepreneurial, religious, health related activities. Additionally, the YDCs are rented at a subsidized rate to youth and community groups as well as individuals for projects and programmes and social events and gatherings respectively.

The initiative to operate well-functioning YDCs is consistent with Theme I - Putting People First: Nurturing Our Greatest Asset of the National Development Strategy 2016-2030 (Vision 2030) of the Government of the Republic of Trinidad and Tobago (GoRTT). Some of the benefits which are derived from involvement of young people in the programmes and activities conducted at the various YDCs include, inter alia, the following:

- exposure to a learning environment that contributes to positive youth development.
- involvement in issues of the community (civic engagement) in which the YDCs are located.
- engagement in productive and constructive use of leisure time.
- exposure to healthy lifestyles (a focus on health, fitness and wellness).
- pursuit of self-employment (micro-entrepreneurship) options and opportunities.
- provision of a safe haven for vulnerable youth to socialize while receiving coaching, counselling and acquiring information on civic responsibility.

Youth Development Apprenticeship Programme

The Youth Development Apprenticeship Programme facilitates a residential training programme for two (2) years at the Youth Development Apprenticeship Centres (YDACs) which cater to young males and females referred to as trainees between the ages of fifteen (15) to twenty-five (25) years who are separately accommodated at different YDACs.

The Programme:

- focuses on the principles of self-efficacy, employability and good citizenship.
- affords trainees the opportunity for cognitive, social and cultural development as well as technical-vocational skills training in a residential setting and includes National Examination Council (NEC) Level 1 certification.
- includes extra-curricular activities such as basketball, small goal football, badminton, wind ball cricket, table tennis, music (steel pan, keyboard, drumming), drama and ballroom dancing.
- provides remedial programmes in the areas of Numeracy and Literacy.

The objectives of the Programme are to:

1. reconnect vulnerable youth to the business of life-long learning.
2. equip vulnerable youth with technical vocational skills to become innovative and fully productive citizens understanding global challenges and contributing meaningfully to national development.
3. equip vulnerable youth with inter-personal skills to enable meaningful re-integration into family, community and national life.
4. promote healthy lifestyles among youth through their involvement in sport, culture and recreational/leisure pursuits as well as knowledge on health education.
5. empower youth to accept the responsibilities for their actions and their consequences through attitudinal change and chart their future by becoming self-directed and self-disciplined.

PROGRAMMES UNDER THE MYDNS

GERIATRIC ADOLESCENT PARTNERSHIP PROGRAMME

The Geriatric Adolescent Partnership Programme (GAPP) is a programme which serves to bridge the division between the young and old generations through continuous relationship building.

Training Function

The primary function of GAPP is building a bridge between the youth and the elderly population, with an effort to enhance the human and skill development of vulnerable adolescents in the community. This is achieved through a para-professional training programme in elderly care from a basic to an advance level.

Caregiving Function

Elderly care is the second function of the GAPP. Graduates of the advance training programme matriculate into the internship programme as caregivers and placed into the private homes of elderly nationals of Trinidad, to provide companionship and geriatric care services.

The objectives are to:

1. instill in young men and women a sense of national pride and civic mindedness.
2. sensitize young persons to the needs of the elderly and in so doing, gain knowledge and understanding of the aging process.
3. bridge the gap between young persons and the elderly thereby allowing for more effective interaction and positive outcomes.
4. foster national consciousness.
5. equip young persons with basic skills in caregiving.
6. develop a sense of self-worth and self-discipline among young persons with the tools to make appropriate life choices.
7. instil discipline in young persons through training and services to the elderly.
8. improve intergenerational relationships.

RETIREE ADOLESCENT PARTNERSHIP PROGRAMME

The Retiree Adolescent Partnership Programme (RAPP) is a community-oriented programme which seeks to utilize the skills and experience of retired professionals to provide assistance to and supervision of young people between the ages of ten (10) to twenty-one (21) years of age.

The main objectives of the RAPP are to:

1. provide participants with access to supplemental and remedial classes and guidance in character formation.
2. expose participants to sports, culture and life skills in order to facilitate their holistic development.
3. engage retired persons in the process of nation building.
4. promote mentoring and community support for young people.

SPECIALISED YOUTH SERVICE PROGRAMMES

The Specialised Youth Service Programmes (SYSP) endeavour to empower youth at risk, primarily by instilling positive attitudinal and behavioural change in a quasi-military environment. The SYSP is responsible for the management of four (4) Programmes such as the Civilian Conservation Corps (CCC), Military-Led Academic Training (MiLAT), Military-Led Youth Programme of Apprenticeship and Reorientation (MYPART) and the National Male Transition Home.

The vision of the SYSP is to be Trinidad and Tobago's key provider of 'Specialised Youth Intervention' Programmes that target for adjustment, early inclinations, and tendencies towards indiscipline and deviant behavior with an intent to impart healthy social attitudes and behaviour,

developing potential competencies, with the overall aim of improving in young nationals, a sense of civic-mindedness and commitment towards serving the wider national community.

The mission is to manage, train and influence the development of young persons in structured and disciplined environments using quasi-military approaches to instill a sense of civic mindedness whilst preparing them for the world of work. The major objectives are to:

1. enhance the capacity of young persons to become productive and well balanced citizens.
2. train and develop the skills and competencies of young persons in a range of academic, technical and skills based vocational fields.
3. improve the sense of civic mindedness of young professionals utilizing their inherent skills in national community service.

Civilian Conservation Corps

The Civilian Conservation Corps (CCC) is a non-residential Programme for a period of eight (8) months which focuses on persons who may experience difficulty to succeed within the conventional education system, without additional guidance and management. The Programme is designed to give individuals the requirements to become employable, while at the same time, instilling, the requisite attitude and mindset to stay engaged and become better contributors to the Nation.

CCC operates in eight (8) Regions throughout Trinidad and Tobago (North West, North Central, North East, Central South West, South Central, South East in Trinidad; and Tobago) and recruits eight hundred (800) trainees per cycle. CCC offers a selection of eighteen (18) technical and vocational skills, which include Plumbing, Welding, Air Conditioning & Refrigeration, Electrical Installation, Administrative Skills, Hybrid Vehicle Theory, Child Care, Geriatric Nursing, Cosmetology, Barbering, Culinary Arts, Adult Literacy and Numeracy, Bartending, Introduction to Fiber Optics, Photovoltaic (Solar Panel) Installer, Upholstery, Photography and Disc Jockey (DJ) Science.

Military-Led Academic Training

The Military-Led Academic Training (MiLAT) Programme is a residency Programme for two (2) years with a cohort of one hundred (100) trainees per intake/school term. In addition to academic certification, the Programme emphasizes on building good character and improving the social skills of the cohort. The MiLAT also offers psycho-social intervention and discipline, using quasi-military instruction and remedial support in literacy and numeracy for individuals who need such assistance.

In essence, the MiLAT Programme addresses the increasing incidence of delinquency, literacy and numeracy problems, crime, and criminal behaviour among youth and provides a safe and regulated environment where young males can positively channel their energies and ambitions towards the achievement of their hopes and dreams. The MiLAT Programme is in sync with the national secondary school calendar and offers a total selection of twelve (12) academic subjects. Mathematics, English Language and Life skills are mandatory and the participants are required to do a minimum of five (5) and a maximum of seven (7) subjects.

Military-Led Youth Programme of Apprenticeship and Reorientation

The Military-Led Youth Programme of Apprenticeship and Reorientation (MYPART) is geared towards providing a safe, structured and regulated environment in which training, certification, and most critically, positive character development of young people can occur. The MYPART is a three (3) year Programme that involves both vocational and military training in three (3) areas, such as Induction, Academic and Pre-Technical Vocational Training and Specialized Study. The MYPART seeks to address the increasing despondency of youth from diverse backgrounds who are often referred to as 'At Risk Youth'. The MYPART Programme acts as a form of social intervention and produces disciplined and skilled individuals who can make meaningful contributions to Society.

Transition Homes

Transition Homes offer supportive services to young men and women between the ages of 18-24 years, who on leaving Children's Home or are no longer Wards of the State, are empowered through practical skills development that ensure both their basic and special needs are met, in preparation for reintegration into Society and sustainable independent living.

Section 7 (1) (a) (II) – Categories of Documents in the possession of the MYDNS:

Files dealing with administrative documents for the operations of the MYDNS:

1. Personnel files which detail staff appointments, job applications, job specifications, promotions, transfers, registrations, deaths, retirements, sick leave, vacation leave, etc.
2. Files dealing with the accounting and financial management function of the MYDNS
3. Financial records such as cheques, vouchers, receipts etc.
4. Files dealing with matters relating to the procurement of supplies, services and equipment
5. Cabinet Documents
6. Plans/ Drawings/Designs of Youth Development Centres
7. News releases and speeches originating in the MYDNS
8. Correspondence files
9. Customer files
10. Documents relating to the Training Plans of MYDNS
11. Legislation and Legal Instruments (available at the Government Printry)
12. Minutes/Agenda of meetings
13. Statistical and Technical Reports etc.
14. Booklets, leaflets, pamphlets, brochures, posters etc.
15. Files dealing with official functions, conferences and events hosted and attended by Officers of the MYDNS
16. Files relating to Programmes and Projects for training and development of youth in Trinidad and Tobago

Section 7 (1) (a) (III) – Material Prepared by the Divisions/Units of the MYDNS and where they can be inspected or obtained:

The Public can go onto the website of the MYDNS, or may inspect and/or obtain copies of the following material at the respective Division/Unit between the hours of 9.00 a.m. and 3:00 p.m. on normal working days at the Head Office of the MYDNS:

Youth Division

1. Programme Document- support for persons 10 - 35 years
2. List of Youth Organizations
3. National Youth Policy (2020 – 2025)

Research and Planning Unit

1. Strategic Reports on the activities of the MYDNS
2. Development Programme (DP) Estimates for a Fiscal Year
3. Development Programme Budget
4. Report on the Management of Strategic Exercises

Specialized Youth Service Programmes (SYSP)

1. MiLAT Cadet Handbook
2. MiLAT Programme Brochure

Section 7 (1) (a) (IV) – Listing of Literature available by way of Subscription:

Not applicable.

Section 7 (1) (a) (V) – General Policy for accessing a Document:

HOW TO REQUEST INFORMATION

General

The MYDNS is required to answer all requests for information both oral and written. However, in order to have the rights given to the applicant by the FOIA (for example, the right to challenge a decision if a request is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate Form (Request for Access to Official Documents).

Details in the Requests

The applicant should provide details that will help the MYDNS to readily identify and locate the requested records. If there is insufficient information, the MYDNS will request clarification from the applicant and if the applicant is not sure how to write the request or what details to include, the applicant may communicate with the Designated Officer of the MYDNS.

Requests which will not be addressed under the FOIA

Please note that the MYDNS will not be required to address a request under the FOIA to the extent that the request asks for information that is currently available in the public domain either from the website of the MYDNS or another Public Authority or from brochures and pamphlets etc.

Responding to Requests

The MYDNS is required to furnish copies of documents only when they are in the possession of the MYDNS or they can be retrieved from storage. If the MYDNS has stored the requested information in the National Archives or another storage site, the MYDNS will retrieve it, where it is possible to do so, in order to process the requests.

Furnishing Documents

1. The MYDNS is required to:
 - provide only one copy of a document.
2. The MYDNS is not compelled to:
 - create new documents. For example, the MYDNS is not required to write a new programme so that a computer will print information in the format preferred by the applicant.
 - perform research for the applicant.
3. If the MYDNS cannot make a legible copy of a document to be released, the MYDNS may not attempt to reconstruct it. Instead, the MYDNS will furnish the best copy possible and note its quality in the reply to the applicant.

TIME LIMITS

General: Time Allowed

Pursuant to Section 15 of the FOIA, the MYDNS shall take reasonable steps to enable an applicant to be notified of the approval or refusal of the request as soon as practicable but in any case not later than thirty (30) days after the day on which the request is duly made. If a decision is taken to grant access to the requested information, the applicant will be permitted to inspect the documents or be provided with copies.

Section 7 (1) (a) (VI) – Officers in the MYDNS responsible for requests under the FOIA:

Designated Officer:

Mrs. Cherin Lee Young
Address: #2 Elizabeth Street, St. Clair, Port of Spain
Tel. Nos.: 612-9367 Ext. 1200
E-Mail Address: info@mydns.gov.tt

Alternate Officer:

Ms. Neera Manmohan
Address: #2 Elizabeth Street, St. Clair, Port of Spain
Tel. Nos.: 612-9367 Ext. 1228
E-Mail Address: info@mydns.gov.tt

Section 7 (1) (a) (VII) – Advisory Boards, Councils, Committees and other Bodies whose Meetings are open to the Public:

None at the present time

Section 7 (1) (a) (VIII) – Reading Room in the MYDNS:

None at the present time

**Section 8 – CERTAIN DOCUMENTS TO BE MADE AVAILABLE FOR INSPECTION AND PURCHASE:
Section 8 (1) (a) (I) – Documents Containing Interpretations and Particulars of certain Laws, administered by the MYDNS:**

None at this present time

Section 8 (1) (a) (II) – Manuals, Rules of Procedure, Statements of Policy and Similar Documents:

1. National Youth Policy of Trinidad and Tobago (2020 – 2025)
2. Training Policy Guidelines
3. Shaping Performance – A Manual for Performance Management in the Public Service

Section 8 (1) (b) – Documents for Guidance on Various Procedures:

1. Guidelines for requesting subvention/financial assistance
2. Code of Conduct for Youth Development Apprenticeship Centres and Youth Development Centres
3. Bills of quantities and specifications governing projects
4. Standard forms of contract used to govern projects

**Section 9 – STATEMENT OF CERTAIN DOCUMENTS TO BE PUBLISHED:
Section 9 (1) (a), (b), (c), (e), (f), (g), (i), (k), (l) and (m)**

None at this time

Section 9 (1) (d) – Reports or Statements containing advice or recommendations of Committees established by the MYDNS:

1. Reports generated by the Youth Affairs Division on the status of youth in Trinidad and Tobago
2. Reports on the activities of the MYDNS conducted through its Youth Affairs Division

Section 9 (1) (h) – Reports on the performance or efficiency of the MYDNS:

1. Quarterly Status Reports on the Projects listed in the Government's Social and Economic Policy for the MYDNS
2. End of Fiscal Year Development Programme Status Report

Section 9 (1) (j) – Statements containing Policy Directions:

1. National Youth Policy (2020 – 2025)