



Government of the Republic of Trinidad and Tobago
Ministry of Housing

Updated Public Statement of the Ministry of Housing
as at December 31st 2025
in compliance with Sections 7, 8 and 9 of
the Freedom of Information Act, Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('the FOIA'), the Ministry of Housing ('the Ministry') by law is required to publish and annually update the following Statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right:-

- (1) for each person to access information held by the Ministry;
- (2) for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- (3) to obtain reasons for adverse decisions made by the Ministry regarding an applicant's request for information under the FOIA; and
- (4) to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

This Statement has been updated reflecting the changes at the Ministry as at December 31, 2025 in accordance with Sections 7, 8 and 9 of the FOIA and has been approved by the Honourable Minister on April 15, 2026.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and Structure of the Ministry

The Ministry was formerly known as the Ministry of Housing and Urban Development and has since undergone ministerial realignment consequent to the National General Elections. It is now designated, effective May 12, 2025, as the Ministry of Housing, as declared by the President and published in the Trinidad and Tobago Gazette dated May 23, 2025.

Vision of the Ministry

The Ministry is a premier State entity facilitating the development of, and access to, healthy sustainable communities in which citizens may thrive and grow.

Mission of the Ministry

The Ministry facilitates the development of sustainable communities through the formulation, administration and communication of Government's policy for the Housing and Urban Development sectors, in collaboration with its partners and stakeholders, for the benefit of the citizens of Trinidad and Tobago.

Function of the Ministry

The Ministry provides oversight, and formulates and communicates Government's policy with respect to the housing and urban development sectors, through its implementing Units/Agencies. The Ministry is charged with the responsibility for providing adequate housing to low and middle-income families so as to enhance their quality of life and reduce the annual national demand for new homes through-

- i. the construction and distribution of new housing units;
- ii. the development of home mortgage financing mechanisms; and
- iii. the development of sustainable communities.

The Ministry has placed emphasis on the maintenance of the existing housing stock, the upgrading of infrastructure and the distribution of subsidies to members of the public for the purpose of improving the social conditions of vulnerable families. The Ministry also

promotes, through one of its line Agencies, the development of small business enterprises and entrepreneurial activity. This is all in keeping with the fulfilment of the Government's public social policy.

Business of the Ministry

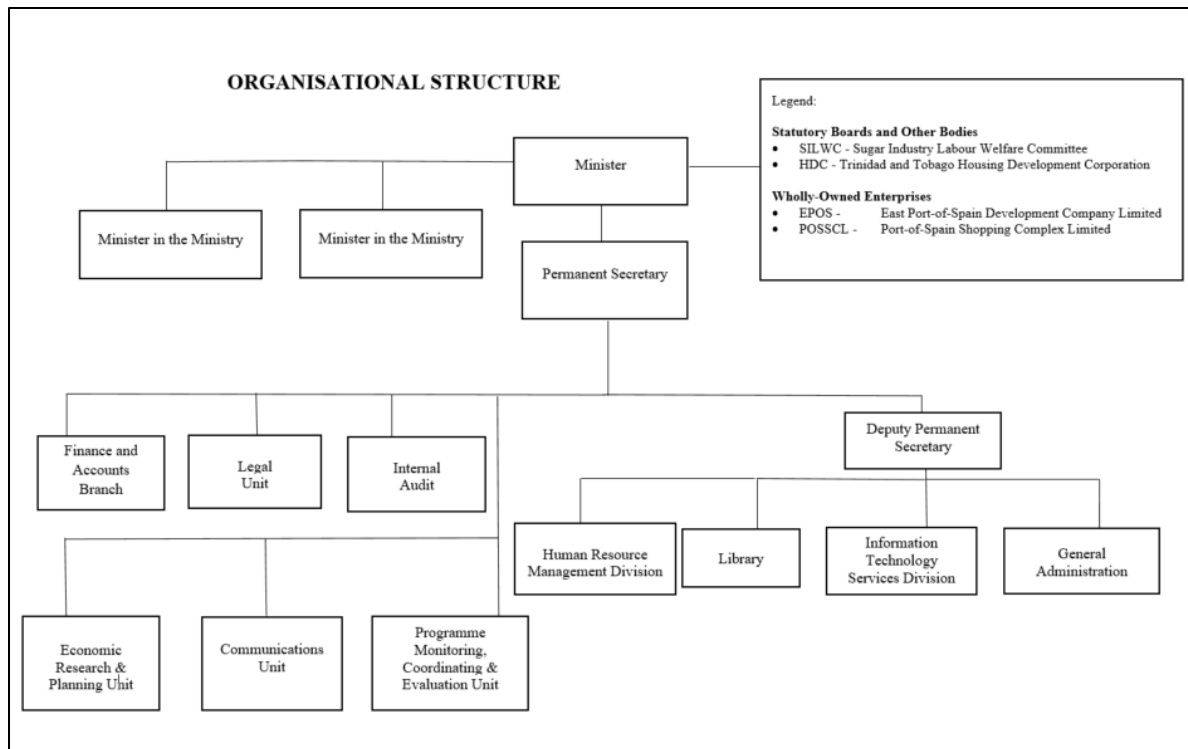
- Government Subsidised Land and Housing;
- Home Improvement and Construction Subsidies programmes;
- Urban Upgrading and Revitalization; and
- Urban Development

Programmes under the Ministry

- Accelerated Housing Programme;
- Home Improvement and Construction Subsidies;
- Rehabilitation and Maintenance of the HDC Rental Apartments and Housing Units;
- Social and Economic Programmes for residents of East Port-of-Spain;
- Regeneration of Communities- East Port-of-Spain Region;
- Urban Redevelopment; and
- Urban Upgrading and Revitalisation Programme

ORGANISATIONAL STRUCTURE AND STAFFING

The Ministry is headed by the Permanent Secretary and comprises at the end of the reporting period, sixty-six (66) established and twenty-eight (28) contract positions in sum, including clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units, as outlined in the organisational chart attached.



FUNCTIONS OF THE DIVISIONS OF THE MINISTRY

Human Resource Management Division

The Human Resource Management Division (HRMD) is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The HRMD's functions include recruitment, human resource planning, training and development, performance evaluation and management, discipline, development of human resource management policies, industrial and employee relations and compensation.

General Administration Unit

The General Administration Unit is responsible for providing comprehensive administrative and operational support to the Ministry. The Unit comprises four core arms: Facilities, Records Management and Registry, Office Management and Procurement. The Facilities Arm oversees the maintenance of the Ministry's physical infrastructure. It also ensures that the safety and security of staff are maintained in accordance with the provisions of the

Occupational Safety and Health Act. The Office Management Arm delivers essential support services, including the coordination of utilities, hospitality services, the provision of driver and messenger services and the maintenance of the vehicle fleet assigned to the General Administration Division. The Records Management and Registry Arm manages the receipt, sorting, scanning, recording and dispatch of incoming and outgoing correspondence to ensure timely and accurate document flow across the Ministry. Additionally, this Arm establishes and maintains systems and procedures to ensure the efficient creation, organization, storage, retrieval and preservation of information and records across all Units and Divisions of the Ministry. The Procurement Arm is responsible for the acquisition of goods and services for all Units and Divisions of the Ministry, as well as the disposal of unserviceable assets, in keeping with suite of procurement legislation.

Economic Research and Planning Unit

The Economic Research and Planning Unit (ERPU) provides technical support to the Ministry's internal units, external agencies, and key stakeholders through planning, budgeting, monitoring and evaluation, research, policy formulation, and coordination of the Ministry's Public Sector Investment Programme (PSIP) budgetary estimates. The Unit ensures that all policies, programmes, and projects align with the Government's mandate while closely monitoring the budgetary requirements and expenditure of divisions, units, and agencies under the Ministry's purview. Its core functions include overseeing PSIP implementation, preparing annual capital budgets and National Budget inputs, monitoring performance under the National Policy Framework, provision of data and advice on projects to the Minister and Permanent Secretary, reviewing reports, developing strategic initiatives, participating in committees, preparing Cabinet Notes, and producing comprehensive Ministry reports.

Finance Accounts Branch

The focus areas of the Finance Accounts Branch include; the processing of the Ministry's payroll, the processing of payments to all suppliers of goods and services to the Ministry, the processing of payments to the Ministry's Agencies for their operational and capital projects, the preparation of annual draft estimates and the preparation of statutory and other reports

for the Ministry of Finance, the Comptroller of Accounts and the Auditor General which include internal control and compliance and accounting and record keeping.

Information Technology Services (IT) Division

The IT Division is responsible for the Ministry's IT platform, which allows the Ministry and its support agencies to share information in real-time, and so improve the public's access to housing information through the Ministry's website. The five (5) broad areas of services provided by the IT Division are:

- IT Infrastructure Management, which includes LAN/WAN, Data Center, Voice (Telephone System), ICT Infrastructure Support Desk, Application Server Maintenance, Email, Video and Voice Conferencing;
- Business Solutions Administration, which includes Business Systems Analysis and Design, Training and Documentation, Project Management, Acquisition, Application Testing and Quality Assurance;
- Systems Engineering, which includes Application Support Desk, Web and Intranet Development, Systems Development and Systems Administration;
- Data Security and Protection, which includes identifying, evaluating and mitigating potential security risks to prevent unauthorized access, data breaches and other cyberattacks; and
- Database Architecture and Management, which includes Database Design, Database Implementation, Database Administration and Database Support.

Programme Monitoring Coordinating and Evaluation Unit

The Programme Monitoring Coordinating and Evaluation Unit (PMCEU) provides technical support and advice to the Permanent Secretary in relation to the Inter-American Development Bank (IDB) loan funded "Urban Upgrading and Revitalization Programme". The objectives of the Urban Upgrading and Revitalization Programme are to:

- Improve the habitability in urban settlements on State-owned lands;
- Improve the physical quality and economic performance of urban public spaces;
- Enhance housing conditions for low-income households; and

- Strengthen the capacity of supply side stakeholders to satisfy effective housing demand.

The PMCEU also manages project implementation and the monitoring and reporting activities of large scale and complex projects of the Ministry's PSIP, provides general oversight on the projects which are undertaken under the various loan components and interfaces with the IDB, the Tobago House of Assembly, other government ministries, agencies and departments which are deemed stakeholders of the Urban Upgrading and Revitalization Programme.

Communications Unit

The Communications Unit of the Ministry is mandated to develop and implement strategic communication programmes to inform and educate the public on the work of the Ministry and its agencies, while providing communications support to the Ministry's Executive.

In executing this mandate, the Unit employs a range of integrated communication functions, including public relations, media relations, executive protocol, stakeholder engagement, corporate identity management, and internal communications.

Communication channels utilised include, but are not limited to, face to face meetings, media releases, news conferences, executive communiqués, official correspondence, the Ministry's website, social media platforms and other digital communication tools.

A key responsibility of the Unit is to ensure that all internal and external messages are consistent with the Ministry's mandate and aligned with the policies of the Government of the Republic of Trinidad and Tobago.

Legal Unit

The Legal Unit provides legal opinions, oversight and guidance to the Ministry and its Agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its Agencies' legislative agenda, as well as, the examination of policy from a legal standpoint in relation to housing and urban development.

Internal Audit

Internal Audit is responsible for providing independent and objective assurance and advisory consulting services to the Accounting Officer. Internal Audit is designed to add value and improve the Ministry's operations by evaluating the effectiveness of risk management, governance and control processes.

Library

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

Housing Programme Facilitation and Implementation Unit

NB The Housing Programme Facilitation and Implementation Unit was reassigned to the Office of the Prime Minister by Gazette dated October 04, 2025 with effect from October 03, 2025.*

STATUTORY BOARDS AND OTHER BODIES

- Sugar Industry Labour Welfare Committee; and
- The Land Settlement Agency- *NB* The Land Settlement Agency was reassigned from the Ministry's schedule to the Ministry of Agriculture, Land and Fisheries by Gazette dated May 23, 2025 with effect from May 12, 2025.*

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited;
- Port-of-Spain Shopping Complex Limited; and
- Trinidad and Tobago Housing Development Corporation.

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED, INDIRECTLY OWNED AND MINORITY-OWNED ENTERPRISES OF THE MINISTRY

Sugar Industry Labour Welfare Committee

The Sugar Industry Labour Welfare Committee ('the SILWC') was formally established by Act No 64:05 of 1951 to administer and manage the Sugar Industry Labour Welfare Fund to

Caroni workers. Its main focus is the improvement of housing for persons involved in the sugar industry.

Under the said Act, the SILWC exercises the powers to:

- Acquire by purchase, transfer, assignment, donation, exchange, demise, gift, bequest, grant, conveyance or otherwise any real or personal property in Trinidad and Tobago and any estate or interest therein; and
- Sell, demise, grant, convey, exchange or otherwise dispose of and deal with all property which may, from time to time, be vested in or acquired by the Committee.

The Trinidad and Tobago Housing Development Corporation

The Trinidad and Tobago Housing Development Corporation ('the HDC'), is an Agency of the Ministry, which was established by Act No. 24 of 2005 of the Laws of the Republic of Trinidad and Tobago. The business of the HDC is managed by its Board of Directors. The functions of the HDC are to:

- do all things necessary and convenient for and in relation to the provision of affordable shelter and associated community facilities for low and lower-middle income persons;
- carry on any business activity that is incidental to or which may be performed conveniently by the HDC, or which may assist the HDC in relation to its delivery of the services referred to above;
- implement the broad policy of the Government in relation to housing as may be directed by the Minister, with whom responsibility for the HDC is assigned;
- provide quality, affordable housing solutions, shelter and associated community facilities for first-time home-owners who fall within the lower to middle-income brackets;
- carry out the broad policy of the Government in relation to home construction;
- stimulate private sector investment activities with respect to public sector housing construction;
- develop sustainable communities; and
- acquire land for housing development.

East Port-of-Spain Development Company Limited

The East Port-of-Spain Development Company Limited is a wholly-owned, limited liability Special Purposes State Enterprise which was incorporated to fulfill the following mandate:

- To develop and re-develop a zone in East Port-of-Spain bounded by Charlotte Street, Lady Young Road and Eastern Main Road and including Morvant, Never Dirty, Caledonia, Sea Lots, Beetham Gardens/Katanga to improve the social, economic and physical environment of those areas.

Port-of-Spain Shopping Complex Limited

The Port-of-Spain Shopping Complex Limited ('the POSSCL') was incorporated as a Limited Liability Company under the Companies Act, Chapter 21:01. It comprises of three (3) Malls located at:

- No. 32 Charlotte Street, Port-of-Spain (formerly known as Eastside Plaza);
- No. 41 Independence Square (formerly known as New City Mall); and
- No. 43 Independence Square (*under construction*).

The malls of the POSSCL are strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad and Tobago. The primary objective of the POSSCL is to create more comfortable, secure commercial spaces to facilitate viable micro-entrepreneurial businesses among residents of East Port-of-Spain.

Effects of the Ministry's functions on Members of the Public

The work of the Ministry directly impacts the social and economic sectors of the country. Moreover, the Ministry's functions are geared towards long-term sustainable development by:

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Development through education and training;
- Creating opportunities for the proper maintenance of homes;
- Regeneration, upgrading and rehabilitation of East Port-of-Spain; and
- The accumulation of wealth through property ownership.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Ministry

The Ministry maintains files, financial records, contracts, legal notices, reports, digital data such as CDs', DVDs' and Cloud Storage and various pieces of legislation. As it relates to legislation, the Ministry maintains copies of the Administration of Estates Act, Chap. 9:01, Companies Act, Chap. 81:01, Conveyancing and Law of Property Act, Chap. 56:01, Housing Act, Chap. 33:01, Land Acquisition Act, Chap. 58:01, Land Tenants (Security of Tenure) Act, Chap. 59:54, Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010, Real Property Act, Chap. 56:02, Real Property Limitation Act, Chap. 56:03, Registration of Deeds Act, Chap. 19:06, Rent Restriction (Dwelling Houses) Act, Chap. 59:55, Slum Clearance and Housing Act, Chap. 33:02, State Lands Act, Chap. 57:01, State Land (Regularisation of Tenure) Act, Chap. 57:05, Succession Act, Chap. 9:02, Sugar Industry Labour Welfare Committee (Incorporation) Act, Chap. 64:05, Sugar Industry Special Funds Act, Chap. 64:04, The Town and Country Act, Chap. 35:01, The Trinidad and Tobago Housing Development Corporation Act, Chap. 33:03, Trinidad and Tobago Housing Development Corporation (Vesting) Act, Chap. 33:06 and the Wills and Probate Act, Chap. 9:03.

As it relates to Reports, the Ministry maintains copies of its Administrative Reports for the periods 2016-2017, 2017-2018 and 2018-2019.

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

At this time, the Ministry has no such materials.

Section 7 (1) (a) (iv)

Literature Available by Subscription

The Ministry offers no literature by way of subscription services.

Section 7 (1) (a) (v)

Procedure to be followed when a request for access to a document is made to the Ministry

Applications to the Ministry must be made in writing. The Request for Access to Official Documents form can be downloaded from the website <http://www.foia.gov.tt/>. The application should include:

- Full name of the Applicant;
- Contact information for the Applicant;
- The information requested and the format in which the information is to be provided;
- Date of the request;
- Signature of Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Ministry identified at Section 7(1)(a)(vi). If insufficient information is provided, clarification will be sought from the Applicant. An Applicant who is unsure how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry or another public authority, or if the said information is exempted.

The Ministry is only required to furnish copies of documents only when they are in its possession. The Ministry is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead, the best copy possible will be furnished.

The Ministry will determine whether to grant a request for access to information as soon as practicable, but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. If the Ministry fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

Section 17(1) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as

tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)

Procedure to be followed when a request for access to a document is made to the Ministry

Officers in the Ministry are responsible for:

1. the initial receipt of, and action upon notices under section 10 of the FOIA;
2. processing requests for access to documents under section 13 of the FOIA; and
3. processing applications for corrections of personal information under section 36 of the FOIA.

The current Designated Officer for the Ministry is:

Mr. Justin Dwarika

Senior State Counsel, Legal Unit

Nos. 44-46 South Quay, Port-of-Spain

Tel: 623-4663 Ext. 2189; E-mail: Justin.Dwarika@housing.gov.tt

The current Alternate Officer for the Ministry is:

Ms. Priya Bahadoor

Legal and Compliance Strategist, Legal Unit

Nos. 44-46 South Quay, Port-of-Spain

Tel: 623-4663 Ext. 2034; E-mail: Priya.Bahadoor@housing.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies (where meetings or minutes are open to the public)

There are no bodies which fall within the meaning of this Section at this time.

Section 7 (1) (a) (viii)

Library / Reading Room Facilities located at:

2nd Floor HDC Building

Nos. 44-46 South Quay, Port-of-Spain

External researchers can access the library via appointment from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. It is also recommended that requests to use the library facility be made in advance. The library can accommodate up to five (5) persons at a time for reading or research purposes, and one computer with internet access is also available for use.

Public Policy for the provision of copies of documents held in the public domain

At this time, the Ministry has no such documents.

SECTION 8 STATEMENTS

Section 8(1)

Documents that are provided for the use or guidance of the Ministry

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Ministry, not being particulars contained in another written law:

- Constitution, various Acts of Parliament, Regulations and Legal Notices;
- Circulars from the Chief Personnel Officer, Director Personnel Administration and Ministry of Finance;
- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Policies of Sectoral Agencies;
- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;

- State Enterprises Monitoring Performance Manual;
- Guidance on Implementation of FOIA; and
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside of Ministry or similar documents containing rules, policies, guidelines, practices or precedents:

- The Ministry's Strategic Plan 2018-2023.

Section 8 (1) (b)

In enforcing written laws or schemes administered by Ministry, where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

At this time, the Ministry has no such documents.

Section 9 (1) (a) – (m)

Statement of possession of certain documents to be published

At this time, the Ministry has no such reports or statements.

MINISTRY OF HOUSING¹

¹ This Annual Public Statement will be published in one (1) newspaper of daily circulation at a later date.