



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

Government of the Republic of Trinidad and Tobago Public Statement 2017 of the Ministry of Public Administration and Communications In compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Public Administration and Communications is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public: -

- (1) A legal right for each person to access information held by the Ministry of Public Administration and Communications;
- (2) A legal right for each person to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration and Communications (MPAC)

The Ministry of Public Administration and Communications (MPAC) last published its statement in January, 2017. The Gazette Notice No. 35 dated March 17, 2016 sets out the responsibility for the Minister of MPAC and thus, the mandate of the MPAC. This Statement has been updated to reflect changes in the Ministry during the period November 1, 2016 to September 30, 2017. The mandate consists of three inter-related portfolio components as follows:-

- Public Service Transformation
- National ICT
- Government Communications.

The MPAC's Draft three-year Strategic Plan for fiscals 2018 to 2020 outlines a

programme to enhance MPAC capacity, become client-centric, improve public service architecture and thus delivery of public services with a view to becoming a regional leader.

The Vision of the MPAC is:

"To be the regional leader in public service transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPAC is:

"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management, public administration and communications solutions."

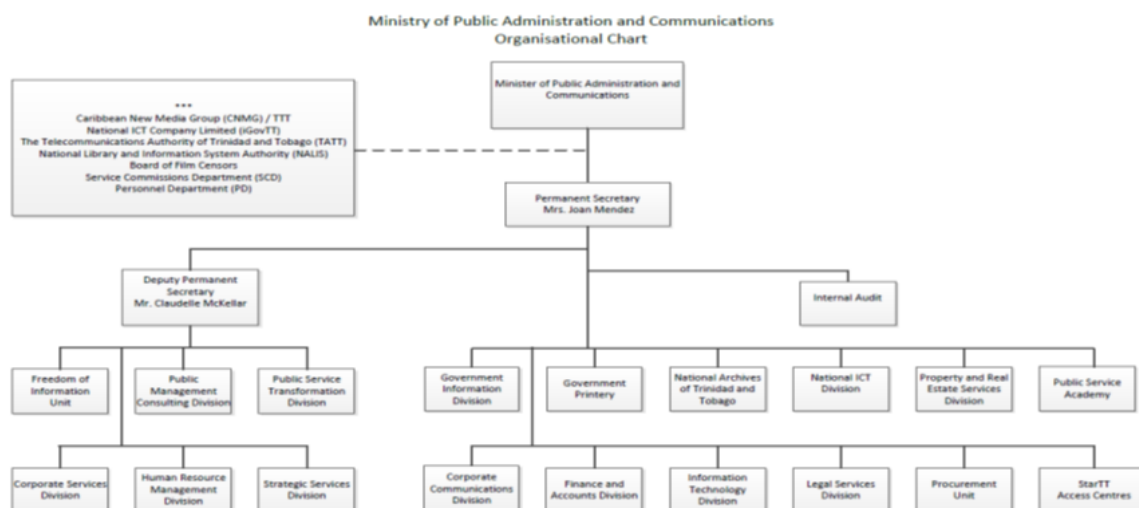
The MPAC is comprised of the following Divisions: -

Core Divisions:

- Freedom of Information Unit
- Government Information Division
- Government Printery
- National Archives of Trinidad and Tobago
- National Information and Communication Technology Division
- Property and Real Estate Services Division
- Public Management Consulting Division
- Public Service Academy
- Public Service Transformation Division
- Star.tt Access Centres

Support Divisions:

- Executive Secretariat
- Corporate Communications
- Corporate Services
- Finance and Accounts
- Human Resource Management
- Information Technology
- Internal Audit
- Legal Services
- Procurement
- Strategic Services.



***Agencies and Departments that report to the Minister of Public Administration and Communications

Section 7 (1) (a) (i)

Functions of the Divisions of the Ministry of Public Administration and Communications: -

CORE DIVISIONS

The Freedom of Information Unit (FOIU) was established in 2001 to administer the Freedom of Information Act, Chapter 22:02 ("FOIA"). The FOIU educates, trains, monitors and evaluates public authorities and advises members of the public as it relates to their rights and/or statutory obligations under the Freedom of Information Act.

Government Information Division (formerly Government Information Services Division) provides radio, television, newspaper and social media communications services to Government Ministries and Departments. Government Ministries and Departments use the communications created by the Information Division to provide the public timely information on government services, accomplishments, and initiatives. The Information Division also provides past published information/communications to the public or media houses based on requests.

Government Printery was established to provide reliable printing, binding and related services for the government and the public. The Printery currently prints and sells official Government Publications that are required by law to the Public, including the Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices and official Government Forms. The Printery also prints and/or binds books, forms and other documents to be used by Government Ministries and Departments. Other services include printing of Statutes of Parliament and Trinidad and Tobago Ballot Papers and sales to the public of Government Publications and Forms that are required by law.

The National Archives of Trinidad and Tobago (NATT) acquires, preserves and makes accessible thousands of records, of various formats, to the public. These include government records, immigration records, photographs, books, maps and more. Many of these records reveal our heritage and enable us as a nation to have a better understanding of Trinidad and Tobago and our ancestors.

NATT influences all areas of archival processing throughout the Public Service and also provides services, such as records management and archival training, across the country but primarily to government agencies. NATT's overall objectives are to provide the public with the means to access public records, to secure information for judicial and administrative purposes, and to provide documentation for purposes of research.

National Information and Communication Technology Division is responsible for supporting the implementation, monitoring and evaluation of the National ICT Plan. The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT; and ICT Regulatory Compliance and Standards. The ICT Governance, Policy and Strategy functional area is responsible for policy and strategy development to address gaps in terms of national hardware and software requirements as well as providing strategic coordination and oversight of the National ICT planning process. The Public Sector ICT functional area provides oversight for the growth and development of the ICT Sector, the advancement of the ICT knowledge sector through capacity building and the integration and standardization of e-services across the Trinidad and Tobago Public Service. The ICT Regulatory Compliance and Standards functional area is responsible for providing regulatory review for the TATT and iGovTT and develops ICT standards for all Ministries and Departments.

The Property and Real Estate Services Division is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum socio-economic returns from assets. It has an advisory role to the State on property matters.

The Public Management Consulting Division provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its core business is to act as an internal consulting agency with the responsibility of providing the following services:-

- i. The delivery of Executive Advisory Services to Cabinet and Government Ministries and Departments through the preparation of comments and reports for Cabinet's consideration.
- ii. The management of job positions across the Public Service, including improving the reliability of the Public Service-wide database of positions in iHRIS (The Public Service Human Resource Information System).
- iii. The review of structures, staffing and systems of Government Ministries & Departments.

iv. The provision of advice on the reengineering of operational processes.

v. Working with agencies where there is need to design new organizational units.

vi. Conducting diagnostic assessments, strategic reviews and management audits.

vii. Advising on records management.

viii. Conducting organizational development interventions.

ix. Conducting training interventions when necessary.

x. Assisting Ministries and Departments in the development of their Terms of Reference and Requests for Proposals whenever there are major consultancy projects.

The Public Service Academy is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. It also administers offers of technical cooperation training from foreign governments and international agencies.

The Public Service Transformation Division facilitates the transformation agenda for the public service of Trinidad and Tobago. PSTD engages in policy, strategy and monitoring and evaluation activities that guide and support the development and implementation of innovative solutions for improved public service governance and for the delivery of consistently high quality public goods and services. These include management of a Service Delivery Improvement Programme and a Human Resource Management Modernization Programme which involves partnering with relevant central and line ministries.

Star.tt Access Centres - four (4) Star.tt ICT Access Centres provide computers with internet access, a wi-fi pavilion for those with their own devices and ICT training to rural underserved communities. Sessions focused on remedial education, homework support as well as fun, practical interactive sessions are also provided.

SUPPORT DIVISIONS

The Executive Secretariat (Exec Sec) is comprised of the Minister of Public Administration and Communications, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry. The Exec Sec reviews and submits Notes for the consideration of Cabinet which have been prepared by divisions and receives and distributes Cabinet Minutes for action or information within the Ministry. Amongst their various activities, the Administrative support staff in the Exec Sec coordinates all meetings and schedules of the Executive.

Corporate Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. Its activities include internal communications, public relations, media relations, events management, branding, crisis and issues management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, facilities management, customer service and procurement) that support the business goals of the Ministry and contributes to its efficiency.

The Human Resource Management Division aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organizational development, training and development and employee relations of the Ministry's employees.

Information Technology Division is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts.

Legal Services Division performs general transactional legal work and

provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Procurement Unit was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the prequalification of suppliers and the procuring of all stationery, materials and supplies, and some goods and services for the Ministry.

Strategic Services Division is responsible for coordinating the Ministry's strategic plan, developing and reviewing policies, coordinating the Ministry's PSIP projects and monitoring and evaluation of the Ministry's work programme. SSD supports the Permanent Secretary in the administrative oversight of the agencies under the purview of the Ministry. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to ensure statutory reporting requirements.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Ministry of Public Administration and Communications:-

a. Files, Records, Manuals, Documents:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with official functions, conferences and events hosted
6. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Customer files
10. Complaint/suggestion files
11. Inventory Management files
12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
13. Contracts, agreements, leases, deeds, concessions and licences.
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration and Communications
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act forms
2. Customer Feedback Forms

d. Audio Visuals:

1. Reels and tapes

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public was able to inspect and/or obtain copies of material

between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following offices: -

Ministry of Public Administration and Communications
Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,

Port of Spain
Telephone: 623-4724
Fax: 624-9482

This Ministry's current website is www.mpa.gov.tt, however, the MPAC operated www.mpac.gov.tt for the period concerned. The resources below were accessible at the www.mpac.gov.tt website:

Legislation:

- Cinematograph Act Chapter 20:10
- Civil Service Act Chapter 23:01
- Copyright Act Chapter 82:80
- Computer Misuse Act Chapter 11:17
- Data Protection Act Chapter 22:04
- Electronic Funds Transfer Regulations 2015
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act Chapter 22:05
- Freedom of Information Act Chapter 22:02
- Finance Act No 4 of 2014
- Finance Act No. 2 of 2015
- Motion Picture Films Carriage and Storage Act Chapter 20:11
- National Library and Information Systems Act Chapter 40:01
- Telecommunications Act Chapter 47:31
- Legal Notice No. 64 - The Telecommunications (Accounting Separation) Regulations, 2015
- Legal Notice No. 63 - The Telecommunications (Universal Service) Regulations, 2015
- Proceeds of Crime Act Chapter 11:27

Publications:

- GoRTT Outfitting Policy 2012
- Business Continuity Management Policy for the Public Service, August 2015
- Business Continuity Management Strategy for the Public Service, August 2015
- Draft National ICT Plan 2017-2021 fastforward II
- smarTT – National ICT Plan 2014-2018
- Draft Ministry of Public Administration and Communications Strategic Plan FY 2018 to 2020
- Ministry of Public Administration and Communications FOI Public Statement Updated 2016
- Ministry of Public Administration FOIA Public Statement 2014
- Ministry of Public Administration Annual Reports 2013-2014, 2012-2013, 2011-2012, 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007
- Ministry of Science and Technology Annual Report 2014-2015
- Simplifying Lives: Quality and Satisfaction in Public Services 2015- IDB Report
- Caribbean Leadership Programme FAQs Oct 2012
- Organizational Structure of the GoRTT Sept 2012
- Ministry of Public Administration Achievement Report 2010-2011
- MORI – Opinion Leaders Panel Report Wave 19 – July 2011
- Gazettes No. 89 Vol 50 dated July 13, 2011 and No.35 Vol 55 dated March 17, 2016 and – Assignment of responsibility to Ministers.
- Minister of Public Administration and Communication Instrument from the President effective October 2, 2017 – assignment of the responsibility of tconnect Service Centre.
- Ministry of Public Administration Green Paper: Transforming the Civil Service 2011

Other information that can be accessed at the Ministry's website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration and Communications
- Print Notices
- Videos
- Information on the services provided to citizens and the government:
 - o PSA Training course schedules and Technical Cooperation programmes
 - o TTDS Certification programme
 - o Government Property and Real Estate Services
 - o Public Sector Organizational Design and Development
 - o Community ICT access centres
 - o TT WiFi

Additionally, the following documents can be accessed on the The Freedom of Information Unit's website www.foia.gov.tt :

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

Section 7(1) (a) (iv)

Literature available by Subscription: -

The Ministry of Public Administration and Communications has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Public Administration and Communications: -

GENERAL PROCEDURE

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi))

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

Section 7 (1) (a) (vi)

Officers in the Ministry responsible for: -

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13; and
- (3) Applications for correction of personal information under Section 36.

The Designated Officers for the Ministry at the time were: -

***Mrs. Sasha Pancham-Bentinck (Designate)**

Research Officer II (Ag)
Ministry of Public Administration and Communications
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2074
E-mail: panchams@mpa.gov.tt

Ms. Charlene Jeffrey (Alternate)

Clerk Stenographer IV (Ag)
Ministry of Public Administration and Communications
Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 32007
E-mail: charlene.jeffrey@gov.tt

***Ms. Marlene Inniss-Joseph (Alternate)**

Administrative Officer IV (Ag.)
Ministry of Public Administration and Communications
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2173, 2102
E-mail: inniss-josephm@mpa.gov.tt

*These officers are no longer associated with the FOI Portfolio.

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public):-

At the present time, there are no bodies that fall within the meaning of this section.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:-

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPAC for provision of copies of documents that are readily available to the public is as follows:-

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i)

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

- Freedom of Information (Amendments) Act Chapter 22:02
- Telecommunications (Amendments) Act Chapter 37:42
- Electronic Transactions (Amendments) Act Chapter 22:05
- Data Protection (Amendments) Act No. 13 of 2011
- Cinematograph (Amendments) Act Chapter 20:10

Section 8 (1) (a) (ii)

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

- GoRTT Office Outfitting Policy 2012 as well as Guide to the Application for Accommodation Form, Application for Accommodation Form and Request for Site Visit Form
- Achieving the Trinidad and Tobago Diamond Standard (TTDS): A Pocket Guide 2013
- Frequently Asked Questions and Answers on the Trinidad and Tobago Diamond Standard
- Government of the Republic of Trinidad and Tobago Business Continuity Management Policy and Strategy for the Public Service 2015
- Updated Terms and Conditions for standard Government deed of lease for private office space 2015
- National ICT Plan SmarTT 2014-2018
- Government of the Republic of Trinidad and Tobago (GoRTT) Information and Communication Technology (ICT) Technical Standards and Guidelines:
 - o e-Government Interoperability Framework (e-GIF) (2015)
 - o e-Government Omnibus Technical Standards (e-GOTS) (2015)
 - o Information Security Technical Standards(2015)
 - o Domain Name Usage (2015)
 - o Document File Formats (2015)
 - o Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences (Revised) (2015)
 - o Government Cloud Initiative (2015)
 - o GoRTT Policy and Procedural Guidelines for Email and Internet Usage (2015)
 - o Open Source Software (OSS) (2015)
 - o GoRTT Email and Internet Usage (2015)
 - o Computer Hardware and Software Standards (2015)

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPAC 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:

There are no statements to be published under this subsection at this time.

Section 9 (1)**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established within the MPAC.

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MPAC by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the MPAC or to the responsible Minister of that public authority.

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPAC.

- Strategic Human Resource Management Council

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MPAC to submit a report, provide advice or make recommendations to the responsible Minister of MPAC or to another officer of the MPAC who is not a member of the committee.

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the MPAC by a scientific or technical expert, whether employed within the MPAC or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Market and Opinion Research International - Opinion Leaders' Reports – Baseline & Panel Waves II to XVI
- World Values Survey Reports 2006 and 2010
- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Public Service Employee Survey Reports 2004 and 2008
- Teaching Service Employee Survey Report 2007
- Health Service Survey Report 2007

Section 9 (1) (f)

A report prepared for the MPAC by a consultant who was paid for preparing the report.

a. Adam Smith International Reports:

- o Public Service Reform-Communication and Dialogue Support (2010)
- o Public Service Transformation Agenda – Building Institutional Capacity (2011)
- o Progressing the Public Service Transformation Agenda Phase 2-Recommendation (2009)

b. Pricewaterhouse Coopers:

- o Scholarship Allowance Review 2013 Survey Results Report
- o MPA Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report 2015
- o MPA Business Continuity and Disaster Recovery Test and Exercise Report 2015
- o MPA Business Continuity and Disaster Recovery Strategy Report 2015
- o MPA BCM Guidance Handbook 2015

c. Deloitte in collaboration with the Institute of Public Administration of Canada (IPAC): Institutional strengthening of the Service Commissions Department (2015-2017)**d. KPMG – Business Process Management Programme (2015-2016)****Section 9 (1) (g)**

A report prepared within the MPAC and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no statements to be published under this subsection at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the MPAC, or of an office, division or branch of the MPAC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MPAC.

- o Evaluation Report on the New Systems Facilitator Initiative dated November 2010.
- o Ministry of Public Administration – Annual Administrative Reports for the fiscal years 2010, 2011, 2012, 2013, 2014
- o Ministry of Science and Technology – Annual Administrative Report for the fiscal years 2014, 2015.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPAC, the establishment of a new policy, programme or project to be administered by the MPAC, or the alteration of an existing policy, programme or project administered by the MPAC, whether or not the plans or proposals are subject to approval by an officer of the MPAC, another public authority, the responsible Minister of the MPAC or Cabinet;

- o Draft Strategic Plan of the Ministry of Public Administration and Communications FY 2018-2020

Section 9 (1) (j)

A statement prepared within the MPAC and containing policy directions for the drafting of legislation;

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

A report of a test carried out within the MPAC on a product for the purpose of purchasing equipment.

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPAC

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

A valuation report prepared for the MPAC by a valuator, whether or not the valuator is an officer of the MPAC

- o Valuation reports on state owned properties
- o Valuation reports on privately owned properties rented by the State