



Government of the Republic of Trinidad and Tobago  
**Ministry of Public Administration and Communications**

**Updated Public Statement 2016 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 and Communications.

**Section 7 Statements**

**Section 7 (1) (a) (i)**

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

The former Ministry of Public Administration last published its statement in June 2015 in respect of the year 2014 in accordance with Section 7 of the FOIA. This statement has been updated reflecting changes in the Ministry for the year 2015 and up to October 31, 2016.

On September 7, 2015, the Ministry's mandate was enhanced to include National Information and Communication Technology and Property Real Estate Services portfolios. The responsibility for Scholarships and Advanced Training was transferred to the Ministry of Education. Additionally, on March 17, 2016 the Ministry of Public Administration and the Ministry of Communications were consolidated into the Ministry of Public Administration and Communications (MPAC) thereby adding the portfolios for government communications and information to the mandate.

In September 2016, a Strategic Plan 2017-2020 for the MPAC was formulated and approved. The focus of MPAC is geared towards creating a public service that provides services that exceeds citizen expectations, with sound fiscal management and no redundancy.

The Mission of the MPAC is:

*"Governance, Guidance and Getting it Done."*

The Vision of the MPAC is:

*"To become the regional expert in building a sustainable public service with good governance, ICT-driven service improvement and citizen feedback."*

The MPAC is comprised of the following Divisions: -

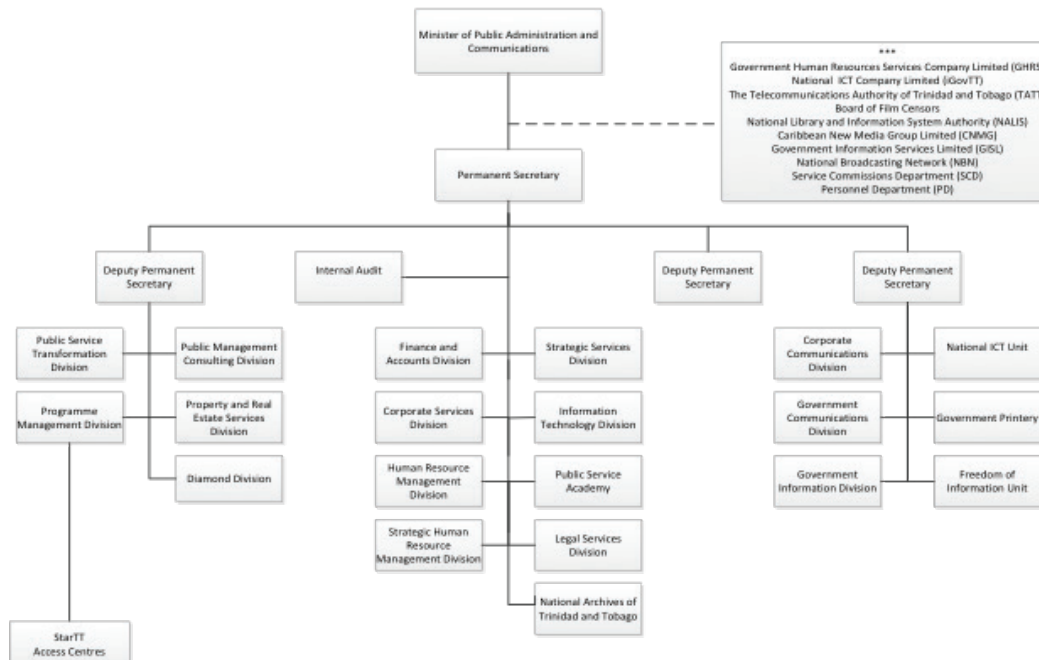
Core Divisions:

- Diamond Division
- Government Communications
- Government Printery
- Freedom of Information Unit
- Information Division
- National Archives of Trinidad and Tobago
- National Information and Communication Technology Unit
- Property and Real Estate Services Division
- Public Management Consulting Division
- Public Service Academy
- Public Service Transformation Division
- Strategic Human Resource Management Division

Support Divisions:

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

Ministry of Public Administration and Communications  
Organisational Chart



\*\*\*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 Diamond Division** implements, manages and champions the Trinidad and Tobago Diamond Standard (TTDS), a public service certification programme. This programme has provided national certification to services within Government Ministries, Departments and Agencies within the Trinidad and Tobago Public Service, that exemplify excellence in delivering public services to citizens and other client groups. The Diamond Division guides Government Ministries, Departments and Agencies to become Diamond Standard certified by providing technical advice and assistance for service delivery enhancement. The Division is also responsible for engaging and training Assessors who conduct assessments on agencies that have registered to be Diamond Standard certified.

**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 Communications

The Government Communications Unit is responsible for developing, designing and implementing Government Communications Policy/Strategy. The Unit also provides expert advice to Government Ministries and Departments on Communications policies, systems, procedures, rules and regulations as well as coordinates a "whole of Government approach" to inform and motivate citizens.

**The 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.

**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.

**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 Unit** is responsible for the provision of technical and policy oversight in the area of National ICT. These include drafting of policy and plans for secure Government of the Republic of Trinidad and Tobago (GoRTT) enterprise solutions; strategic ICT support solutions and advice to Government Ministries, Departments and Agencies; implementation oversight of GoRTT (enterprise-wide) and national ICT programmes and projects; development of GoRTT ICT technical guidelines, standards and policy; analysis, design, development and implementation of MPAC-led National ICT programmes and projects. As part of the NICT Unit, the **External Relations Unit (ERU)** is responsible for the effective conduct of the Ministry's external relations both overseas and domestically and it plays a key role in the development of a deliberate strategy of external engagement and communication aimed at rendering the Ministry more open and outward-looking. The ERU serves as the Ministry's focal point for engagement with external stakeholders, including regional and international ICT agencies and initiatives. Its key responsibilities include providing strategic policy recommendations and advice on international ICT developments and their impact on national interests. The ERU also acts as Secretariat to key ICT Governance Committees.

**The Public Management Consulting Division** provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its primary mandate is the review of submissions from Ministries relating to their organizational structures.

**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 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 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.

**Strategic Human Resource Management Division** is responsible for coordinating a programme for the enhancement of the public service Human Resource Management (HRM) function. The Division's work is done through collaboration with the other central HRM agencies and the line HRM Divisions in the Public Service. The Division's mandate is the renewal and modernization of the HRM Architecture (policies, regulations, structures, systems, processes and people) in the Public Service.

#### SUPPORT DIVISIONS

**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) that support the business goals of the Ministry and contributes to its efficiency.

**The Executive Secretariat (Exec Sec)** is comprised of the Minister of Public Administration and Communications, the Permanent Secretary, Deputy Permanent Secretaries 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.

**Finance and Accounts Division** is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

**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, organisational 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.

**Programme Management Division** is responsible for managing the Ministry's PSIP and other projects to ensure proper design, implementation and monitoring and evaluation mechanisms are in place. In addition, the Division is responsible for the management of eight (8) Start ICT Access Centres, which provide ICT access and training to rural underserved communities. The PMD was the executing agency and focal point for the eGovernment and Knowledge Brokering Programme (eGKBP) - an Inter-American Development Bank (IDB) Loan Programme. The Division provided project management and oversight support for the projects under the IDB loan.

**Strategic Services Division** is responsible for coordinating the Ministry's strategic plan and developing various internal policies. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to monitor and evaluate/measure performance and meet 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 and Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
  6. Files dealing with matters relating to the procurement of supplies, services and equipment
  7. Internal and external correspondence files
  8. Customer files
  9. Complaint/suggestion files
  10. Inventory files
  11. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
  12. Contracts, agreements, leases, deeds, concessions and licences. Legal opinions and related matters
  13. Minutes/Agenda of meetings attended by the Ministry of Public Administration and Communications
  14. Archival documents
  15. Cabinet Documents
  16. Policy and Procedure Documents
  17. Acts and Gazettes
  18. 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 may 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

The following documents may be accessed at the website [www.mpac.gov.tt](http://www.mpac.gov.tt):

#### Legislation:

- Civil Service Act Chapter 23:01
- Copyright Act Chapter 82:80
- Computer Misuse Act Chapter 11:17
- Data Protection Act No. 13 of 2011
- Electronic Funds Transfer Regulations 2015
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act No. 6 of 2011
- Electronic Transactions Act Chapter 22:05
- Finance Act No 4 of 2014
- Finance Act No. 2 of 2015
- Proclamation No. 1 of 2012
- Proclamation No. 2 of 2012
- Proclamation No. 3 of 2012
- 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
- Ministry of Public Administration Annual Reports 2013- 2014, 2012-2013, 2011-2012, 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007
- smarTT – National ICT Plan 2014-2018
- Ministry of Public Administration FOIA Public Statement 2014
- Caribbean Leadership Programme FAQs Oct 2012
- Organizational Structure of the GoRTT Sept 2012
- Ministry of Public Administration Achievement Report 2010-2012
- MORI – Opinion Leaders Panel Report Wave 19 – July 2011
- Gazette No. 89 Vol 50 dated July 13, 2011 – Assignment of responsibility to Ministers.
- Ministry of Public Administration Green Paper: Transforming the Civil Service

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:
  - PSA Training course schedules and Technical Cooperation programmes
  - TTDS Certification programme
  - Government Property and Real Estate services
  - Public Sector Organizational Design and Development
  - Community ICT access centres
  - TT WIFI

Additionally, the following documents can be accessed on the The Freedom of Information Unit's website [www.foia.gov.tt](http://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](http://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 are: -

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

Research Officer II (Ag)  
Ministry of Public Administration and Communications  
Level 6  
National Library Building  
Corner Hart and Abercromby Streets  
Port of Spain  
Tel: 625-6724 ext. 2195  
E-mail: [panchams@mpa.gov.tt](mailto: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. 2209  
E-mail: [jeffreyc@mpa.gov.tt](mailto:jeffreyc@mpa.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  
-mail: inniss-josephm@mpa.gov.tt

**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: -**

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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.

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**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
- Data Protection (Amendments) Act
- 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
- 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:
  - e-Government Interoperability Framework
  - e-Government Omnibus Technical Standards
  - Information Security Technical Standards
  - Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences
  - GoRTT Email and Internet Usage
  - Open Source Software (OSS) Position Paper
  - Computer Hardware and Software Standards

**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.**

- Inter-ministerial committee to rationalise Government Accommodation
- 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:
  - Public Service Reform- Communication and Dialogue Support (2010)
  - Public Service Transformation Agenda – Building Institutional Capacity (2011)
  - Progressing the Public Service Transformation Agenda Phase 2 Recommendation (2009)
- b. Pricewaterhouse Coopers:
  - Scholarship Allowance Review 2013 Survey Results Report
  - Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report
  - Business Continuity and Disaster Recovery Test and Exercise Report
  - Business Continuity and Disaster Recovery Strategy Report
  - BCM Guidance Handbook

**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.**

- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Ministry of Public Administration – Annual Administrative Reports 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014
- Ministry of Science and Technology – Annual Administrative Report 2013 to 2014.

**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;**

- Strategic Plan of the Ministry of Public Administration 2016-2020
- Strategic Plan of the Ministry of Science and Technology 2015-2019

**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**

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