



**Public Statement of the Children's Life Fund
Authority - 2022 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 Act) the Children's Life Fund Authority (hereafter referred to as "the Authority") is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Children's Life Fund Authority;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's requests for information under the Act;
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 Act.

SECTION 7 STATEMENTS

Section 7(1) (a) (i)

Function and Structure of the Authority

Vision Statement of the Authority:

For every child, an extraordinary journey into tomorrow; life in its fullness.

Mission Statement of the Authority:

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

The Authority:

The Authority continues to be a body corporate established in the Republic of Trinidad and Tobago, by operation of the *Children's Life Fund Act*, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

"(2)The functions of the Authority are to-

- a) operate, manage and administer the Children's Life Fund;
- b) facilitate the provision of specialist medical treatment to children suffering from life threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of Board of Management

By Sections 5(1) and (2) of the *Children's Life Fund Act*, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an *ex officio* member.

Location:

The Office of the Children's Life Fund Authority is located at the Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Positions on the organizational chart of the Authority

The Authority is comprised of the following positions:

- Chief Executive Officer
- Family Case Manager
- Case Officers
- Business Operations Assistant II
- Assistant Accountant
- Facility/ Office Assistant
- Medical Volunteers; and
- Non- Medical Volunteers

By Section 17(2) of the *Children's Life Fund Act*, the Life Unit shall comprise:

- a) a manager
- b) an administrative officer
- c) medical volunteers; and
- d) non-medical volunteers.

By Section 18 of the *Children's Life Fund Act*, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the *Children's Life Fund Act*, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the *Children's Life Fund Act*, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars.

Decision Making Powers Affecting Members of the Public

By Section 9 of the *Children's Life Fund Act*, the Board shall-

- a) authorize the payment of medical and related expenses of beneficiaries;
- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
- j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and

- k) perform such other duties as may be necessary to achieve the purposes of the Authority.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc.
- b) Files dealing with the accounting and financial management function of the Authority.
- c) Financial records (cheques, vouchers, receipts, expenses, etc.)
- d) Files dealing with Cabinet documents.
- e) Files dealing with matters relating to the procurement of supplies, services, and equipment.
- f) Charts, photographs, compact discs, and catalogs.
- g) Policy and procedure documents.
- h) Internal and external correspondence files
- i) Documents relating to strategic and operational plans of the Authority
- j) Legislation and legal instruments.
- k) Legal opinions and related matters.
- l) Files dealing with the training of staff
- m) Minutes and agenda of board meetings.
- n) File dealing with circulars, memoranda, notices, bulletins
- o) Newspaper clippings, publications, and advertisements.
- p) Reports.
- q) Books, booklets, leaflets, pamphlets, brochures, posters, and directories.
- r) Files on official conferences and events hosted and attended by the Authority
- s) Inventories
- t) Forms
- u) Certificates
- v) Administrative files for the processing of cases containing all documents for all stages of the application process and documents for the preparation of the case, the decision of the case, and logistics regarding the transfer of the beneficiary to the approved medical facility and the return of the beneficiary to Trinidad and Tobago.

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms and associated documents submitted.
- Company policies.

These material are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The Office of the Children's Life Fund Authority is located at the Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

This section is not applicable to the Authority at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund Authority

General Procedure

In order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the office of the Children's Life Fund Authority located at the Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Addressing Requests

To facilitate prompt handling, please address all requests to Chief Executive Officer-CLFA.

Details in Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided clarification shall be sought from the applicant.

Requests not handled under the FOIA

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include but not limited the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

An applicant is entitled to copies of information in our possession, custody or power. We are required to furnish only one (1) copy of a requested document. If we are unable to make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we shall furnish the best copy possible and note its quality in our reply.

The Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

Applicants shall be notified no later than thirty (30) days after receipt of request whether it is approved. Applicants whose requests are incomplete or unclear shall be similarly informed and arrangements shall be made with the applicant for consultation, with a view to clarifying the request. The time limit of 30 days, stipulated by Section 15 FOIA, shall be suspended while consultation with the applicant is being undertaken, and shall resume on the day the applicant confirms or alters the request.

An applicant whose request for information is refused shall be notified in writing of the reasons for refusal. The Office of the Chief Executive Officer and designate shall consult with the applicant about alternative recourses that are available to him or her.

If the Authority fails to meet the 30 day deadline, the Act gives the applicant the right to proceed as though the request has been denied. The Authority, however, shall make every attempt to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we shall acknowledge your request and advise on our status. Given the possibility that requests may be incorrectly addressed or misdirected, the applicant is advised to call or write our office to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested you shall be permitted to inspect the documents and or be provided with copies.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

The designated officer for the Authority is:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs

Telephone: 1(868) 225-4673 ext. 3320-24

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letter of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents:

This section is not applicable to the Authority at this time.

Section 8 (1) (b)

In enforcing writing laws or schemes administered by the public authority 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:

This section is not applicable to the Authority at this time.

SECTION 9 REPORTS & STATEMENTS

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the public authority:

- Case Report

Section 9 (1) (b)

A report, or a statement containing advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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 public authority or to the responsible Minister of that public authority:

This section is not applicable to the Authority at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the Authority:

This section is not applicable to the Authority at this time.

Section 9 (1) (d)

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

- Case Reports
- Board Notes
- Social Sector Initiative Performance (SSIP) Report

Section 9 (1) (e)

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

This section is not applicable to the Authority at this time.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report:

- Financial Statements of the Authority

Section 9 (1) (g)

A report prepared within the public authority 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:

This section is not applicable to the Authority at this time.

Section 9 (1) (h)

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

- Social Sector Initiative Performance (SSIP) Report
- Ministry of Health Quarterly Report.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority or Cabinet:

This section is not applicable to the Authority at this time.

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation:

This section is not applicable to the Authority at this time.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment:

This section is not applicable to the Authority at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:

This section is not applicable to the Authority at this time.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an office of the public authority:

This section is not applicable to the Authority at this time.

15, June, 2022



CHILDREN'S LIFE FUND AUTHORITY ORGANIZATIONAL STRUCTURE

