



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF NATIONAL SECURITY**

**PATI Information Statement**

**Name of Public Authority:** Department for National Drug Control

**Introduction:**

The purpose of this Public Access To Information Act 2010 is to give the public the right to access information held by public authorities, subject to exceptions, to increase transparency, eliminate unnecessary secrecy, with regard to information held by public authorities; to increase the accountability of public authorities; to inform the public about the activities of public authorities, including the manner in which they make decisions; and to have more information placed in the public domain as a matter of routine.

This Information Statement commits the Department for National Drug Control (DNDC) to make information available to the public as part of its normal activities.

The purpose of this information statement is to provide people wanting access to information held by the DNDC a view of what the DNDC does; the types of documents held by the DNDC, and how a person can access the information they require.

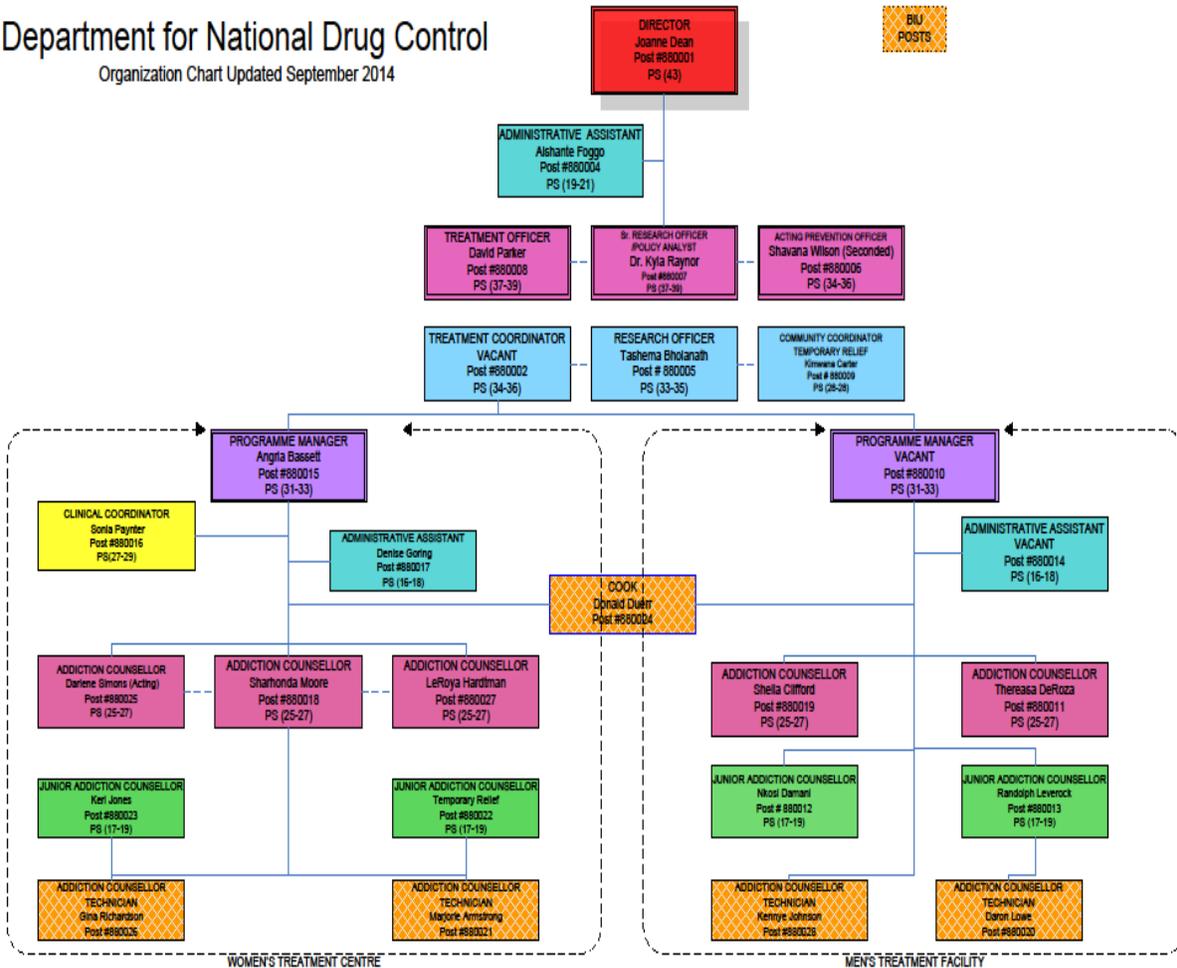
The Department for National Drug Control will:

- Specify the information held by the department
- Identify exempted information
- Proactively publish and make routinely available, information which is held by the department
- Identify methods by which specific information is made available, so that it can be easily accessed by members of the public
- Make this information scheme available to the public online and at the DNDC Office
- Regularly review and update the information made available under this scheme (at least annually).

**Section A: Structure, Organization and Legislation [s5(1)a]**

**Department for National Drug Control**

Organization Chart Updated September 2014



**Legislation**

NDC Act 2013

**Section B: I) Functions, powers, duties of the Authority [s5(1)b]**

The Department for National Drug Control provides leadership and policy coordination for the planning, development, implementation, and evaluation of a comprehensive national system of alcohol, tobacco and other drug (ATOD) prevention, treatment and rehabilitation services.

The Department is primarily staffed by technical officers with competencies in the field of drug abuse prevention, drug dependence treatment and rehabilitation and research, policy analysis and evaluation. The DNDC has oversight responsibilities for an average annual budget of approximately \$3M. It manages and administers both grant funds to partner agencies providing prevention and treatment services as well as a budget for core administration functions, prevention, treatment, and public education and research initiatives.

In its leadership role the DNDC has been charged with the task of facilitating collaboration with all agencies involved in the national drug control effort to establish standards of performance for a national service delivery system that supports all demand reduction activities.

### **Mission**

Lead efforts to reduce alcohol and drug misuse through education, research, advocacy, service delivery, and inter-agency/department coordination.

### **Vision**

For residents of Bermuda to understand the preventable, treatable, and chronic nature of alcohol and drug abuse and be engaged in reducing their harmful effects in our community.

### **Organizational Excellence**

Advance the Department's ability to manage and coordinate for results and achieve the goals of the National Strategy as it related to Drug Demand Reductions.

### **Strategic Objectives of the Department**

- a. Guided by the National Drug Control Master Plan, the Department for National Drug Control will coordinate the development, management, implementation, and the monitoring and evaluation of all national-level drug control efforts including the formulation and implementation of national drug control policies and national strategies ( Master Plan), incorporating supply and demand reduction activities through a balanced inter-agency/departmental approach.
- b. To strengthen and develop sustainable drug prevention and drug treatment services by providing policy direction and technical oversight guided by the National Drug Abuse Prevention and Treatment Strategies.
- c. To continue the development and maintenance of the national database (Bermuda Drug Information Network (BerDIN)) to provide comprehensive information on the drugs phenomenon in Bermuda and drug-related issues affecting specific community groups and the overall society; and
- d. Provide support, advocacy, and resources to stakeholder Ministries, Departments, and Community partners to enhance efforts in achieving goals identified in the National Drug Control Strategy.

## Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

## Section C: Services and Programmes [s5(1)c]

**Services:**

### **Administration**

The primary function of Administration is to provide the organizational infrastructure that supports the mission and mandate of the Department for National Drug Control, its programmes, personnel and recurrent fiscal expenditures. The unit is responsible for operating within the approved cash limit and within financial instructions; facilitating the progress and coordination of programming within each of the department units; managing and ensuring the

continued development of human resources; facilitation of MOU's and dissemination of grants; facilitating inter-departmental relationships and community partnerships; providing policy direction on drug/alcohol issues and to provide the required support to the Permanent Secretary, Minister and the overall Ministry. A budget \$1,154,979.00 is allocated for these functions.

### **Treatment Unit**

The treatment unit coordinates and maintains initiatives aimed at strengthening the infrastructure of the treatment continuum through accreditation of institutions, maintenance of acceptable national and international standards and best practices, evaluation of services and programmes, certification of professionals, client-centered assessments, workforce development and training, and population-specific targeted interventions. These activities, in the long-term, provide for a treatment continuum that is accessible and supported by competent staff and facilities that provide quality services to the dependent population. This unit coordinates addiction treatment services provided in both the public and private sectors, including those services provided under other ministries, departments and quangos. Coordination is focused on the provision of a continuum of care from a national perspective and not at the operational level. The budget allocation for the Treatment Unit is \$310,260.00

### **Prevention Unit**

The primary function of the prevention programme is deterring substance use before it starts. The Prevention Unit uses best practices and evidenced based programming to provide both universal and specially indicated prevention intervention activities that seek to educate young people to avoid high risk behavior and to reject drug use. The work of the Prevention Unit is also geared towards increasing the capacity for communities to promote positive lifestyles and establishing partnerships to support prevention efforts throughout the island. A budget of \$229,260.00 is allocated to this unit.

### **Community Development**

The Prevention Unit is also responsible for educating the public about the negative impact of drug, alcohol and tobacco and to provide consistent anti-drug use messages to our young people. The messages disseminated are based on sound research in the field of addiction. The Unit collaborates with the media and community businesses to ensure that anti-drug messages are sustained and visible within the community. Messages are highlighted on many public buses / school buses and within the print media. Pamphlets are provided at many community events and posters and information are provided to each school annually. Approximately \$272,065.00 is allocated for these activities.

## **Research**

An integral function of the Department of National Drug Control is research and policy development. As mandated in the Master Plan and Action Plan, the DNDC recognizes the need to provide sound evidence to guide policies as well as make informed decisions about prevention and treatment programme implementation. The role of the research and policy unit is to gather information that will facilitate evidence-based decision making as well as provide clear policy direction for the national drug control efforts. Another role of the Research Unit is to ensure that national level research and surveillance information is available to guide the development, implementation and evaluation of demand reduction programmes; to ensure that sufficient data and information is available to assess and report on the impact of national drug control initiatives and to inform the policy and strategic direction of the National Office which has responsibility for developing the balanced approach for our drug control efforts. The Research Unit is staffed with qualified professionals who utilize international best practice and standardized survey tools to conduct all of their work. Data is collected, analyzed and disseminated through the Bermuda National Drug Information Network (BerDIN), annually and intermittently throughout each year. The budget for Research is currently:\$320,477.00

## **National Drug Control Master Plan**

In its leadership role the DNDC has been charged with facilitating collaboration with all agencies involved in the national drug control effort, both supply reduction and demand reduction and to establish targets and standards of performance for initiatives supporting the National Drug Control effort specified in the National Drug Control Master Plan, Action Plans and Strategies.

Funding attached to the National Drug Control Master Plan provides for the effective implementation of the communication strategy of the Master Plan; cross-ministry initiatives with the Police, Customs and Corrections; evaluation of the Master Plan activities and Supporting the involvement of civil society in the implementation process of the Master Plan. A budget of \$35,000 is allocated for these purposes.

## **Programmes:**

### **Women's Treatment Center and Women Transitional / Community Residence**

Women's Treatment is located at the Nelson Bascome Substance Abuse Treatment Centre in Dockyard with the community living house being located on Middle Road Devonshire. The facility at the Nelson Bascome Centre, houses intensive substance abuse treatment for 12 women and the community living house provides the opportunity for independent living in a

safe environment while women re-integrate back into the community for 9 residents. The intensive treatment programme is offered for 12 -18 months and transitional/ community housing is offered for 6 months to women 18 years and older. ***This programme has been Internationally Accredited by CARF since 2009 and received “Gold Star Accreditation” 2011-2013 and 2014-2016.***

The current budget for this programme is \$1, 07, 5180 (This budget includes funding to operate the residential treatment facility and the supportive residence as well as salary for a shared cook).

### **Men’s Treatment**

Men’s Treatment, formerly known as Camp Spirit is currently housed at the Nelson Bascome Substance Abuse Treatment Centre and provides intensive substance abuse treatment for up to 24 men. The programme offers treatment for a 12 month period with ***transitional housing provided by a community partner, Focus Counselling Services.*** This programme has been upgraded to include primary addiction treatment as well as Relapse prevention. (Previously the programme focused on relapse prevention only.) ***This programme is currently working towards accreditation with CARF by March 2015.***

The current budget for this programme is \$729,690.00

### **Right Living House ( In collaboration with Department of Corrections)**

Right Living House is a substance Abuse Treatment Facility dedicated to the treatment of clients within the Correctional Facilities. The Programme is housed at the Farm Facility and clients participating in the programme are separated out of the general corrections environment while they receive treatment. The programme accommodates 18 males and provides 9-12 months of intensive substance abuse treatment prior to release. The programme opened in January 2010 as a collaborative effort between DNDC and the Department of Corrections. DNDC continues to partner with the Department of Corrections to ensure effective programming related to substance abuse treatment. This programme is budgeted for under the Department of Corrections.

### **AI’s Pals**

AI’s Pals is an evidenced based substance abuse prevention curriculum specifically designed for pre-school and primary level students. The DNDC commenced training of pre-school teachers in 2009 and succeeded in training the majority of pre-school teachers , both private and public, in the utilization of the AI’s Pals curriculum. The DNDC provide all teachers with programme kits and the programme was successfully implemented at the pre-schools and continues to this date. Primary 1 and 2 levels teachers were trained in 2012 in collaboration

with the Department of Education. This curriculum is taught by the teachers and will be monitored and evaluated by DNDC. Funding for training and materials is estimated at \$60,000.00 and is included in the Prevention unit budget allocation.

### **After-School Substance Abuse Prevention and Life-Skills Programme (Teen Peace)**

The After-School programme (Teen Peace) focuses on Middle School age children and aims to provide support to parents by providing an after-school option that will enhance middle schooler's life-skills, decision making and refusal skills to combat the lure of substance use and substance related activities. The programme currently operates 2 days out of the school week and is facilitated by adults trained to utilize the Social Emotional Theory in their interactions with the young people. Life-Skills is provided by DNDC staff and the programme is further enhanced by creative activities provided by community members. (Art, photography...). The programme operates at Whitney, Dellwood , T.N Tatem , Sandy's Middle School and Clear Water. Annual operating costs are approximately \$150,000.00 for programming in five (5) schools which is included in the Prevention Unit budget allocation.

### **Community Partners receiving financial grants:**

**PRIDE:** provides substance abuse prevention life-skills programmes throughout primary and middle school with the grant provided by Government. Grant: \$182,500.00 included in the Administration budget allocation.

**CADA:** focuses on alcohol awareness, drug prevention life-skills at the high-school level and TIPS training for servers of alcohol with the grant provided by Government. Grant: \$100,000.00 included in the Administration budget allocation.

**FOCUS:** provides transitional/supportive community housing for 21 recovering males with funding provided by Government. Grant: \$184,500.00 included in the Administration budget allocation.

**SALVATION ARMY:** continues to provide residential treatment and community life-skills to males with the grant from Government. Grant: \$100,000.00 included in the Administration budget allocation.

**Bermuda Addiction Certification Board (BACB):** provides international certification through the provision of training and examinations for addiction professionals in both treatment and prevention on the island. Addiction Counsellor certification through BACB is

required to register and to practice as an addiction counselor under The Council on Allied Health Professionals 1973. Providing Addiction Counselling without being registered is prohibited under the Professions Supplementary to Medicines Act. Grant: \$100,000.00 included in the Administration budget allocation.

**Section D: Records and documents held [s5(1)d]**

Organizational Chart  
Job descriptions  
Programme / Unit descriptions  
Memorandum of Understanding  
Contracts / leases  
News Letters  
Annual Reports  
Business Plans  
Bermuda National Drug Information Network ( BerDIN) Reports  
Staff Meeting minutes  
Health and Safety Committee Minutes  
List of Key stakeholders/ partners  
Position Papers  
Ministerial Statements  
Press releases/ statements  
Briefings  
Drug prevention information pamphlets, posters.

**Section E: Administration (all public access) manuals [s5(1)e]**

Policy and Procedures Manual : Women's Treatment Center  
Policy and Procedures Manual: Women's Treatment Community Residence  
Policies and Procedures Manual: Men's Treatment Center  
Policies and Procedures Manual : Dept. for National Drug Control  
National Prevention and Treatment Strategy  
National Drug Control Master Plan/ Strategy  
CARF Accreditation Standards Manual  
Substance Abuse Prevention and Treatment Directory

**Section F: Decision-making documents [s5(1)f]**

Budget

Business Plan  
National Drug Control Master Plan  
National Drug Control Master Plan Evaluation Report  
Needs Assessments  
Monthly Financial Performance Summary  
Quarterly Unit Performance Reports  
Grantee MOU Quarterly Reports and Financial statements  
Programme Accreditation Reports  
Programme Evaluations  
Programme Records Audit reports  
Consumer satisfaction Reports  
Employee climate surveys  
Surveys and data analysis ( School; Household, Omnibus; population specific)  
Studies  
Health and Safety Audits/ Reports

#### **Section G: The Information officer [s5(1)g]**

Public Access to Information Manager: Dr. Kyla Raynor

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Suite #304 Melbourne House  
11 Parliament Street,  
Hamilton, HM12  
Bermuda

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Alternate: Joanne Dean [jldean@gov.bm](mailto:jldean@gov.bm)

#### **Section H: Any Other Information [s5(1)h]**

Information available under the DNDC publication scheme will be accessible through the

methods described below.

### **Online**

Many of our documents are published electronically on this website and can be downloaded in PDF format. [www.dndc.gov.bm](http://www.dndc.gov.bm)

If you cannot locate what you are looking for on the website, please contact Dr. Kyla Raynor, Information Manager or alternate as listed.

### **Email**

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email [kjraynor@gov.bm](mailto:kjraynor@gov.bm) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

### **Phone**

Documents listed in the publication scheme can also be requested by telephone. Please call Dr. Kyla Raynor, at (441)292-3049; or Ms. Joanne Dean, at (441)292-3049 to request information.

### **Post**

All information listed in the publication scheme can be available in hard copy. Requests may be addressed to:

Dr. Kyla Raynor  
Information Manager  
Department for National Drug Control  
P.O. Box HM 480, Hamilton HMCX  
Bermuda

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary.

### **Advice and assistance**

If you experience any difficulty identifying the information you want to access, please contact the Access to information Manager, Dr. Kyla Raynor [kjraynor@gov.bm](mailto:kjraynor@gov.bm)

The Department for National Drug Control will adhere to its obligations under PATI ACT 2012.

Please see Part 4 of the Public Access to Information Act 2010 for Exempt Records

\* No records containing client information or personal information will be released.

**Section I: Any Other Information To be Provided? [s5(1)i]**

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

**Date Information Statement was updated:** November 20, 2014

**Locations of Information Statement:**

- Your principal office: Dept. for National Drug Control  
Suite #304 Melbourne House  
11 Parliament Street, Hamilton, HM12 Y/N
  
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority: [www.dndc.gov.bm](http://www.dndc.gov.bm) Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
- With the Information Commissioner. Y/N

*Sign and Date:*