



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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186

### FREEDOM OF INFORMATION ACT, 1999

#### PUBLIC STATEMENT OF SMALL BUSINESS DEVELOPMENT COMPANY LIMITED

IN ACCORDANCE with sections 7, 8 and 9 of the Freedom of Information Act, 1999, (FOIA) the Small Business Development Company Limited 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 Public Authority;
- (2) A legal right for each person to have official information relating to him/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.

#### SECTION 7 STATEMENTS

Section 7(1)(a)(i)—Function and Structure of the Small Business Development Company Limited.

##### *Mission Statement:*

The Small Business Development Company Limited's mission is:

To promote, facilitate and encourage entrepreneurial spirit and awareness, plus business growth and development of the Micro, Small and Medium Enterprise (MSME) sector.

To be a conduit for the execution of GORTT's Medium, Small and Micro Enterprise policy.

To contribute to the socio-economic development of Trinidad and Tobago.

To provide a congenial environment for the development of our Human Resources.

The Small Business Development Company Limited is a majority owned enterprise under the Ministry of Enterprise Development and Foreign Affairs. The Small Business Development Company Limited was established on 1st June, 1989 under the Companies Act in accordance with the Companies Ordinance, Chap. 31:01 in the Revised Laws of the Republic of Trinidad and Tobago and continued under section 343 of the Companies Act 1995. It comprises a staff of 51 and is headed by a President. The Small Business Development Company Limited is divided into four (4) responsibility centers—

##### (1) President's Office

The President's Office is responsible for the leadership of the SBDC and the MSME sector by facilitating and coordinating the expansion of MSME development in Trinidad and Tobago. This office is also responsible for the formulation and the monitoring of the implementation of comprehensive programmes for the MSME Sector to ensure economic growth and facilitate global competitiveness.

## FREEDOM OF INFORMATION ACT—CONTINUED

## (2) Business Development

This center is responsible for the delivery of quality services to satisfy customers needs in finance, entrepreneurial development, technical support, business advisory and information dissemination.

The services listed herein can be accessed at Company's three regional offices located at Port-of-Spain, San Fernando and Tobago. The Company also extends its business advisory service through the provision of Outreach Offices at the following venues:

Agricultural Development Bank, Arima—every Wednesday

Intercommercial Bank, Chaguanas—every 3rd Wednesday of the month

Republic bank, Center City Mall—every 1st, 2nd and 4th Wednesday of the month

Royal Bank, Point Fortin: the Point Fortin Chamber of Industry and Commerce Desk—every 2nd and 4th Thursday of the month.

## (3) Sector Development

This center is responsible for the planning, monitoring and co-ordination of sector development through continuous examination of the MSME environment.

This center is divided into two (2) units: The Project Management, Research, Policy and Planning and the Network Services Unit.

The Project Management, Research, Policy and Planning Unit is responsible for obtaining information that will inform policy, research and sector planning. This unit is also responsible for identifying project management opportunities.

The Network Services Unit is responsible for corporate communication and the monitoring of the impact of stakeholder relationships which add value to the MSME sector.

## (4) Finance and Administration

The center is responsible for providing administrative support to the company's departments and for monitoring the financial performance of the company.

## Effects of functions on Members of the Public

This work of the Small Business Development Company Limited impacts directly upon the MSME sector of the country.

The company affords the general public the opportunity to be involved in the formulation of policy via research, surveys and needs assessments. The SBDC functions influence the quality of life in Trinidad and Tobago through increased employment facilitated by new and improved business enterprises.

## Section 7(1)(a)(ii)—Categories of Documents in the possession of the Small Business Development Company Limited.

- (1) Files dealing with administrative support and General administrative documents for the operations of the Small Business Development Company Limited.
- (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 Small Business Development Company Limited.
- (4) Financial Records (cheques, vouchers, receipts, journals, etc).
- (5) Files dealing with matters relating to the procurement of supplies, services and equipment.
- (6) Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
- (7) News Releases, speeches originating in the Small Business Development Company Limited.
- (8) Policy and Procedure Documents.
- (9) Internal and External correspondence files.
- (10) Customer files.
- (11) Documents relating to strategic review of the Small Business Development Company Limited, Information Technology Strategy and Training Plans.
- (12) Legislation and Legal Instruments.
- (13) Legal Opinions and related matters.
- (14) Files dealing with training, local and foreign and technical co-operation.
- (15) Minutes/Agenda of meetings.
- (16) Files dealing with Circulars, memoranda, notices, bulletins, etc.
- (17) Reports: Projects, Annual/monthly/quarterly, Audit Consultant's/Technical, Corporate, Valuation, Accidents etc.
- (18) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, directories.
- (19) Files dealing with official functions, conferences and events hosted and attended by the Small Business Development Company Limited.
- (20) Inventories.
- (21) Periodicals and publications.
- (22) Registers/Certificates/Licenses.

186—Continued

## FREEDOM OF INFORMATION ACT—CONTINUED

## Section 7(1)(a)(iii)—Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. – 4:00 p.m. on normal working days at:

Address: 151B, Charlotte Street, Port of Spain  
Telephone Numbers 623-5507, 624-3932, 624-3923  
Fax Number 624-3919  
E-mail Address info@sdbc.co.tt  
Website www.sdbc.co.tt

Loan Guarantee Operations Manual.

SBDC Leasing Limited Operational Policies and Procedures.

A Guide to the Recovery of Delinquent Guarantees.

See "Catalogue of Information" available in the SBDC's Library.

## Section 7(1)(a)(iv)—Not Applicable.

## Section 7(1)(a)(v)—Procedure to be followed when accessing a document from the Small Business Development Company Limited

## How to Request Information

*General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, 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 in our Reception Area, for information that is not readily available in the public domain.

*Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Small Business Development Company Limited [(see section 7(1)(a)(vi)].

*Details in the Request*

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 the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

## Request not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from this public authority or from another public authority, for example, brochures and pamphlets, etc.

## Responding to your Request

*Retrieving Documents*

The Small Business Development Company Limited is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

*Furnishing Documents*

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

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

## Time Limits

*General*

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

*Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

186—Continued

## FREEDOM OF INFORMATION ACT—CONTINUED

*Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the documents requested.

Section 7(1)(a)(vi)—Officers in the Small Business Development Company Limited 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 corrections of Personal Documents under section 36 of the FOIA.

The Designated Officer is—

Manager—Corporate Services  
 Frances Guide-Atherly  
 151B, Charlotte Street, Port-of-Spain  
 Tel: 623-5507, 624-3932, 624-3923 Fax: 624-3919, 625-8126  
 E-mail address: info@sbdc.co.tt

The Alternate Officer is—

Human Resource Officer  
 Charlene Pedro  
 151B, Charlotte Street, Port-of-Spain  
 Tel: 623-5507, 624-3932, 624-3923 Fax: 624-3919, 625-8126  
 E-mail: info@sbdc.co.tt

Section 7(1)(a)(vii)—Presently there are no Advisory Boards, Councils, Committee or other bodies that fall within the meaning of this section of the FOIA.

Section 7(1)(a)(viii)

*Library Facilities*

Information in the public domain can be accessed in our library or through our website at www.sbdc.co.tt. You may make general enquiries to our Information Services Officer at 623-5507, 624-3932 and 624-3923 in Port-of-Spain; 652-3975 and 652-8779 in San Fernando; and 639-4667 and 639-4340 in Tobago.

The Libraries in the Small Business Development Company Limited are located on 151B, Charlotte Street, Port of Spain; Corner Pointe-a-Pierre Road and St James Street, San Fernando; TIDCO Mall, Sangster's Hill, Scarborough, Tobago.

The Libraries are open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m.

Policy of the Small Business Development Company Limited for provision of copies of documents held in the public domain.

The charge for photocopies is fifty cents (\$0.50) per page.

Certain publications can be purchased. An index of prices is available in the Reception Area.

No smoking, eating or drinking is allowed in the Library.

No bags are allowed in the Library.

Visitors are required to record their names and area of interest in the Library Log Book.

## SECTION 8

Section 8(1)(a)(i)—Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

Memorandum and Articles of Association of Small Business Development Company Limited—Ashmead Ali and Company, 1989.

Section (8)(a)(ii)—Manuals, rules of procedure, statements of policy, or similar documents containing rules, policies, guidelines, practices or precedents.

Personnel Policy Manual—Robert Giuseppi, 1991

A Guide to the Recovery of Delinquent Guarantees—SBDC, March, 1998

Loan Guarantee Operations Manual—SBDC, 1997

Investment Policy Guide—SBDC, February, 1998

SBDC Leasing Limited Operational Policies and Procedures—SBDC, June, 1998

Section 8(1)(b)—In enforcing written 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.

Loan Guarantee Operations Manual—SBDC, 1997

A Guide to the Recovery of Delinquent Guarantees—SBDC, March, 1998

SBDC Leasing Limited Operational Policies and Procedures—SBDC, June, 1998

Review of SME Financing Institutions—Excel Services, 1998

## SECTION 9 STATEMENTS

Section 9 (1)(a) to (m)—At this time, we have no reports or statements containing advice or recommendations that fall within the meaning of this section of the FOIA.