



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1339



Government of the Republic of Trinidad and Tobago  
**PUBLIC STATEMENT OF THE  
EASTERN REGIONAL HEALTH AUTHORITY**

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 **Eastern Regional Health Authority (ERHA)** is required by law to publish the following statement, which lists 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 ERHA;
2. A legal right for each person to have official information relating to him/herself amended where it is
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
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

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### Section 7 (1) (a) (i)

#### Function and Structure of the Eastern Regional Health Authority

The Eastern Regional Health Authority (ERHA) is, geographically, the largest of the Regional Health Authorities in Trinidad and Tobago. We encompass the St. Andrew, St. David, Nariva and Mayaro counties. The ERHA delivers health care services to an area extending from Valencia to Matelot to Mayaro, Guayaguayare, Rio Claro and its environs.

We deliver health care via the Sangre Grande Hospital, the Mayaro District Hospital and sixteen (16) Health and Outreach Centres. Our facilities also include County Health Administrative Offices in Nariva/Mayaro and St. Andrew/St. David, along with a Learning Resource Centre, a Staff Development Unit and a Community Liaison Unit.

Our mission is to promote wellness and provide a cost-effective consumer-focused health care service to the population through a highly motivated and developed human resource within the guidelines of national policy.

The vision of the ERHA is to be acknowledged by our clients, staff, suppliers and the national community as a beacon in the health sector, as an organization which embodies excellence in the promotion of wellness and the delivery of health care.

The ERHA is a Statutory Body. It was established on May 20, 1994 in accordance with an Act of Parliament, Act No. 5 of 1994. It is governed by a Board of Directors. The Eastern Regional Health Authority is divided into four (4) responsibility centers:

1. Head Office  
Supercare Building, Eastern Main Road, Sangre Grande, Trinidad.
  
2. County Medical Office – Health, St. Andrew/St. David  
Damarie Hill, Guaico
  - Coryal Outreach Centre
  - Cumana Outreach Centre
  - Cumuto Outreach Centre
  - Grande Riviere Outreach Centre
  - Manzanilla Outreach Centre
  - Matelot Outreach Centre
  - Matura Outreach Centre
  - San Souci Outreach Centre
  - Sangre Grande Health Centre
  - Toco Health Centre
  - Valencia Outreach Centre
  
3. County Medical Office – Health, Nariva/Mayaro  
Corner De Verteuil and Dougdeen Streets, Rio Claro
  - Biche Outreach Centre
  - Brother's Road Outreach Centre
  - Guayaguayare Outreach Centre
  - Mayaro District Facility
  - Rio Claro Health Centre

4. Sangre Grande Hospital

Ojoe Road, Sangre Grande.

The Community Liaison Unit is situated at the Sangre Grande Hospital.

Our Learning Resource Centre is located in Pierreville, Mayaro, and is supported by a Staff Development Unit situated at the Corner of Picton and Cross Streets, Sangre Grande. Each County Medical Office has a Public Health Inspectorate Division.

**Effect of Functions on Members of the Public**

The services of the ERHA are specifically geared toward the 120,000 resident population of the Eastern Region. However, individuals from all over Trinidad and Tobago have access to our services, including visitors to our region.

Our primary approach in achieving our objectives is working closely with the community. The ERHA hosts meetings with communities to seek their comments on our activities. For example community members are involved in the decision-making processes in the renovation of our Health and Outreach Centres. We are confident that the community's involvement will increase in the future. The ERHA also has community representation on the Tenders Committee and Quality Management Committee of our Board of Directors.

**Section 7 (1) (a) (ii)**

Categories of Documents in the possession of the ERHA

The ERHA has the following categories of documents in its possession:

1. Files and documents dealing with administrative support for the operations of the ERHA's Head Office and its facilities.
2. Personnel files, which detail advertisements for vacancies, staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc. for all categories of staff.
3. Files dealing with pension, gratuity and other human resources issues.
4. Files dealing with the construction, maintenance and enhancement of the ERHA offices and facilities, including the procurement of consultants, contractors, equipment, furniture and other supplies and including proposals, quotations and tenders.
5. Proposals, quotations and tenders for the provision of services or supplies as requested by the ERHA.
6. Files dealing with the accounting and financial management procedures, functions and consultancies of the ERHA.
7. Financial Records such as cheques, vouchers, receipts, budgets, journals, audit reports and other financial reports.
8. News Releases and speeches originating in the ERHA.
9. Policy and Procedure Documents, such as Medical, Hospital, Accounting, Management and Human Resource Policies and Procedures.
10. Internal and External correspondence files.
11. Medical Records of patients visiting our health facilities, including monthly and annual Statistical Reports.
12. Documents concerning the standards for hospitals, rights and obligations of patients and patient risk reduction protocol.
13. Documents and files relating to Strategic Planning, Action Plan/Operational Targets, Annual Reviews, Quality Management, Accreditation and Training Plans within the ERHA and Ministry of Health.
14. Legislation (especially health-related) and Legal Instruments.
15. Legal Opinions and related matters.

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16. Files and documents dealing with training, including training manuals and other resource material.
17. Minutes and Agenda of meetings hosted by the ERHA and attended by ERHA officers.
18. Files dealing with Circulars, memoranda, notices, bulletins, etc
19. Periodic Reports (annual, monthly and/or quarterly) prepared by the ERHA or officers of the ERHA, Consultants' Reports, Technical Reports etc.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings and journals on health-related and other topics.
21. Periodicals, publications and newsletters from local and international agencies on health-related and general topics, including from the Ministry of Health (Trinidad and Tobago), the World Health Organisation and Pan American Health Organisation.
22. Files dealing with official functions, conferences and events hosted by the ERHA, including our Annual General Meetings and Sports Days.
23. Files and documents dealing with our Customer Feedback Programme.
24. Admissions and Discharge Registers, Casualty Department Registers, Birth & Death Registers, Operations/Surgery Registers, Master Patient Index for health facilities under our purview.
25. Files and documents dealing with the Health Sector Reform Programme and the Inter-American Development Bank.
26. Files, documents and handouts related to the provision of health care service in the region, including Ambulance Services, Disease Surveillance, Food Service Control, Immunization/ Vaccination, Market Inspection Reports, School Inspection Reports and other Public Health Reports.
27. Files and documents dealing with various facets of health care, including Health Education, Health Promotion, Adolescent Health, Male Health, Community Health, Oral Health, Child Care, Mental Health and Dental Health.
28. Files and documents dealing with Disaster Management, Risk Management and Safety within the ERHA and in general.
29. Files dealing with stocktaking and inventory, the Valuation of ERHA's property and Fixed Assets Verifications.

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

The public may inspect and/or obtain copies of the material listed in the ERHA's "*Catalogue of Information available to the Public*", between the hours of 9:00 a.m. and 3:00 p.m. on normal working days at:

Supercare Building  
Eastern Main Road  
Sangre Grande  
Telephone No. 668-1105  
Fax No. 668-3387

The Catalogue can be viewed at the above address.



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### **Section 7 (1) (a) (iv)**

#### **Literature available by subscription**

The ERHA does not have any documents or literature available by subscription.

### **Section 7 (1) (a) (v)**

Procedure to be followed when accessing a document from the Eastern Regional Health Authority.

#### 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 the Reception Areas of our Head Office and our administrative offices (described above), 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 ERHA (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, please communicate with our Designated Officer.

#### Requests 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 public authority is required to furnish copies of documents only when they are in our possession or we can attempt to retrieve them from storage.

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.

##### *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; or
- (b) perform research for you.

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**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 mis-addressed 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.

**Section 7 (1) (a) (vi)**

**Officers in the Public Authority 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 Decision Maker is:**

Chief Executive Officer  
Supercare Building  
Eastern Main Road  
Sangre Grande  
Tel: 668-1105; Fax: 668-3387  
Email: [erha@tstt.net.tt](mailto:erha@tstt.net.tt)

**The Designated Officer is:**

Communications Assistant  
Ms. Debbie Ann Bailey  
(Contact information as above)

**The Alternate Designated Officer is:**

Industrial Relations Officer  
Mr. Jules Moore  
(Contact information as above)

**Section 7 (1) (a)(vii)****Advisory Boards, Councils, Committees, and other bodies**

The ERHA at times hosts Public Board Meetings and community meetings, which are open to the public. These meetings are advertised accordingly.

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**Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

Information in the public domain can be accessed at our offices. Some of this information may be accessible through our website at [www.healthsectorreform.gov.tt](http://www.healthsectorreform.gov.tt). You may make general enquiries to the Receptionist/Telephone Operator at **668-1105**.

The Library/Reading Room in the ERHA is located at the  
Upper Floor  
Supercare Building  
Eastern Main Road  
Sangre Grande

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of **9:00 a.m. and 3:00 p.m.** and may be used to make FOI requests or inspect printed material.

**Policy of the Public Authority for provision of copies of documents held in the public domain**

- Certain provision of documents may be subject to a small charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Room/Library.
- Access to use our Reading Room/Library is by appointment only. You are to liaise with the Designated Officer to schedule an appointment (see Section 7 (1) (a) (vi)).

**Section 8 Statements****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:**

- Act No. 1 of 2004 – Occupational Safety and Health Act, 2004
- Act No. 23 of 2000 - Act to Amend the Regional Health Authorities Act, 1994
- Act No. 31 of 1994 - Act to Amend the Regional Health Authorities Act, 1994
- Civil Service Regulations 1967
- Companies Act 1995
- Constitution of Trinidad and Tobago (Extract)
- Employment Injury and Disability Benefits Bill, 2001 - Explanatory Note
- Exchequer and Audit Act
- Financial Institutions (Prudential Criteria) Regulations 1993 - Revised Draft 21
- Freedom of Information Act, 1999
- Gazette material and copies of amendments to Acts of Parliament
- Income Tax Act - Extract
- Land Acquisitions Act 1994
- Laws of the Health Sector of Trinidad and Tobago to 1st January 1986
- Laws of Trinidad and Tobago – Revised Edition
- Nurses and Midwives Act 1960
- Occupational Safety and Health Regulations 1996
- Pensions Act
- Public Service Commission Regulations 1966
- Regional Health Authorities Act 1994

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- Regional Health Authorities Order 1994 and Regional Health Authorities (Contracting for Goods and Services) Regulations 1994
- Regional Health Authority Act 1994
- Workmen's Compensation Act

These documents are available for purchase at the Government Printery.

#### **Section 8 (1) (a) (ii)**

**Manuals, rules of procedure, statements of policy, records of decisions, letters 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 Eastern Regional Health Authority at present.

#### **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.**

This section is not applicable to the Eastern Regional Health Authority at present.

### **Section 9 Statements**

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

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

- A Strategy for Implementing Adolescent Health Care; Krishna Ramsumair, Research Officer, Eastern Regional Health Authority
- Adolescent Sexual Behaviour Risk Survey – Proposal and Questionnaire: Ms. Yvonne Lewis, Health Education Officer, County Health Administration Office, St. Andrew/St. David, November 2001
- Chronic Disease Pilot Programme Expansion: Ms. Joanna Friday-Bartholomew, District Health Visitor, St. Andrew/St. David

#### **Section 9 (1) (b)**

**A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority 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 public authority or to the responsible Minister of that public authority.**

- At this time, we have no such reports or statements.

**Section 9 (1) (c)**

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

- Eastern Regional Health Authority's Policy and Procedures on Staff Loans prepared by the Motor Vehicle Advances Fund and Other Staff Loans Committee.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Insurance Coverage from January 28, 2002 to January 27, 2003; dated November 15, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the selection of a Contractor for the Coryal/Cumuto Outreach Centres Improvement Works; dated October 17, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Motor Vehicle Fleet Management – Approved Garages; dated October 17, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Purchase of Buses for Dental Outreach Programme; dated April 24, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Variation to Include an Upper Floor to the New General Practice Wing at the Rio Claro Health Centre Improvement Works; dated April 18, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the selection of a Contractor for the Valencia/Manzanilla Outreach Centres Improvement; dated April 3, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Renewal Lease for County Medical Office of Health, St. Andrew/St. David; dated May 18, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Lease of Photocopier/Printer System; dated May 21, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Additional Works for the New Cumana Outreach Centre and Toco Health Centre Improvement (including New Toco Doctor's and Nurse's Quarters); dated July 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Additional Works for Rio Claro Health Centre; dated July 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Disposal of Unserviceable Assets – Head Office, dated January 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Disposal for Surplus Cell Phone, dated May 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Award of Contractual Services – Quantity Surveyors IT McLeod Partnership Limited, dated June 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Rio Claro Health Centre – Dental Equipment and Instruments, dated July 2003.

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- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Dental Equipment and Instruments dated, August 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Insurance Coverage – January 28, 2004 to January 27, 2005, dated October 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Acquisition of two (2) Ambulances, dated November 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Sans Soci Outreach Health Centre – Urgent Repairs – Award of Contract, dated November 2003.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Meal Containers of Sangre Grande Hospital – Award of Contract, dated January 2004.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Urgent Medical Equipment – Sangre Grande Hospital – Award of Contract, dated January 2004.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Pre-Qualification of Security Firm – Public Tender, dated January 2004.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Acquisition of Dental Equipment and Furniture for Toco Health Centre Dental Service, dated January 2004.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Public Tender for Preventative Maintenance of Medical Equipment, dated April 2004.
- Note for approval by the Board of Directors of the Eastern Regional Health Authority for Selective Tender for the Design – Consultancy and Project Management Services for the Sangre Grande Hospital Wards Expansion Project, dated January 2005.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Supply of New Enclosed 3 Ton Truck – Award of Contract, dated February 2005
- Note for approval by the Human Resource Committee and the Board of Directors of the Eastern Regional Health Authority for Health Insurance for Monthly Paid Employees, January 2005.

**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.**

- Request to Minister of Health for the appointment of a Medical Records Officer; dated September 20, 2001
- Request to Minister of Health for the appointment of a Medical Records Officer; dated September 26, 2001
- Request to Minister of Health for the appointment of a Temporary Accountant on a one-year contract; dated December 05, 2001
- Request to Minister of Health for approval of Eastern Regional Health Business Plan 2004/2005

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**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.

- Customer Traffic at the Mayaro District Hospital from June 2000 to January 2001; dated February 23, 2001
- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. S. Mejias, Medical Physicist, National Radiotherapy Centre, St. James; dated September 28, 2001

**Section 9 (1) (f)**

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

- Audit of National Programmes and Laboratories Trinidad and Tobago – National HIV/AIDS/STI Project – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospital Laboratories – Information Systems Development – Draft Final Report by KPMG Consultancy
- Audit of National Programmes and Laboratories Trinidad and Tobago – Laundry and Linen Services Programme – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – National Tuberculosis Control Programme/Hansen's Disease Control Programme – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – National Blood Transfusion Unit – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospitals Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Hospital Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Health Sector Quality Council – Risk Management Council Initial Findings; by Mercy International Health Services – May 2001
- Management Advisory Services, Ministry of Health: Information Technology Planning – Presentation by Ernst and Young, September 24, 2001
- Ministry of Health – Regional Health Authorities Organisational Restructuring Workshop Report – Management Advisory Services; by Ernst and Young, April 2001
- Risk Management Consultancy: Briefing and Sensitization – Ministry of Health, Mercy International Health Services, 2001
- Trinidad and Tobago Health Sector Accreditation Programme – Draft Final Report; by Joint Commission International Consultants, November 09, 2001



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**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.

- At this time, we have no such reports.

**Section 9 (1) (h)**

A report on the performance or efficiency of 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.

- Food Supplies and Consumption of the Sangre Grande Hospital by Claudine Richardson-Sheppard, Quality Co-ordinator.
- Health Sector Reform Programme Annual Review 2001 for the period October 1, 2000 to September 30, 2001 – Eastern Regional Health Authority
- Operational Targets re Business Plan 2000/2001 – Final Status Report as at September 30, 2001
- Progress Report of Baby Friendly Initiatives for the Co-ordination and Monitoring Team by Yvonne Floyd-Davis, Baby Friendly Co-ordinator, dated May 02, 2001
- Public Board Meeting – June 28, 2001 – Current Issues – Eastern Regional Health Authority
- Report of Operations as per Section 66D, Act No. 29 of 1999 – Fiscal 2000/2001, January 15, 2002
- Report of Operations as per Section 66D, Act No. 29 of 1999 – Fiscal 1999/2000, November 23, 2001
- Report on 5<sup>th</sup> Annual Review of the Client Feedback System (Customer Relations/ Complaints System) – March 2000 to February 2001; Directorate of Quality Management; July 2001
- Report on the Achievements of the Community Health Team of St. Andrew/St. David, October 2000 to September 2001 by Gloria Andrews, Primary Care Nurse Manager, October 2001.
- Reports from the Auditor General's Department on the performance of the ERHA for 1995, 1996 and 1997
- Status Reports from the Eastern Regional Health Authority, its facilities and its officers from 1997 to present.
- Valencia Chronic Disease Pilot Project – Report on the Achievements for November 2001 by Mrs. Joanna Friday Bartholomew.
- Audit of the Eastern Regional Health Authority Sports and Family's Day 2004.
- Examination of arrears payable to House Officers attached to Sangre Grande Hospital and Mayaro District Health Facility for the period January 2003 to April 2004.
- Eastern Regional Health Authority Communications Policy
- Policy for Acquisition, Issuance and Use of Cellular Phones in the Authority
- Policy of Eastern Regional Health Authority Identification Badges
- Eastern Regional Health Authority Buy-Out Policy
- Amendment to Policy for Recruitment and Selection of Retired Nurses
- Policy on Motor Vehicle Loans and Motor Vehicle Tax Exemptions to Eligible RHA Employees
- Protocol for the Diagnosis of Brain Stem Death

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- Policy Guidelines on Donations
- Statistics on Services at Sangre Grande Hospital for 2003/2004
- Protocol on the Care of Patients Accessing Mammography Services
- Policy Referral/Discharge Planning/Transfer Policy
- Public Board Meeting – January 28<sup>th</sup>, 2004 – Current Issues – Eastern Regional Health Authority
- Public Board Meeting – November 30<sup>th</sup>, 2004 – Current Issues – Eastern Regional Health Authority
- Status Report as at March 31, 2004 (Business Plan 2003/2004).
- Final Status Report for Fiscal 2003/2004 as at September 30, 2004
- Actual Financial Management Accounts as at September 30, 2004
- Financial Statements for year ending September 30, 2001
- Financial Statements for year ending September 30, 2002
- Financial Statements for year ending September 30, 2003
- Financial Statements for year ending September 30, 2004
- Status Report 2004/2005 (Business Plan 2004/2005)
- Quality Audit Report
- Customer Feedback 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, the responsible Minister of the public authority or Cabinet.**

- Accreditation Standards for Health Sector of Trinidad and Tobago – Joint Commission International – 2001
- Action Plan/Operational Targets for the Eastern Regional Health Authority for 2001/2002; dated November 2001
- Dental Outreach Programme – Eastern Regional Health Authority; May 01, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Draft 1 – Ministry of Health, May 10, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 2 – Ministry of Health, March 21, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 1 – Ministry of Health, March 08, 2001
- Information Manual for Client Feedback Systems (Customer Relations/Complaints System) – Ministry of Health/Regional Health Authorities, in collaboration with the Pan American Health Organization; dated July 2001
- Ministry of Health Medical Records Polices and Procedures – Death Information Systems Management – Directorate of Health Policy and Procedures, May 2001
- Ministry of Health National Emergency Medical Services Policy – Trinidad and Tobago – Draft 2 – Ministry of Health, July 26, 2001
- Patient Care Risk Reduction Protocol – Directorate of Quality Management, Ministry of Health, August 2001
- Regional Health Authorities Human Resource Polices and Guidelines (Draft) – Ministry of Health, August 22, 2001
- Risk Assessment Policy – Eastern Regional Health Authority; Krishna Ramsumair, Research Officer, 2001

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**Section 9 (1) (j)**

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

- At this time, we have no such statements.

**Section 9 (1) (k)**

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

- At this time, we have no such statements.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the public authority.**

- At this time, we have no such statements.

**Section 9 (1) (m)**

**A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.**

- Report on Stock Count and Fixed Asset Verification Exercise; dated September/October 2001.
- Report on Stock Count and Fixed Asset Verification Exercise; dated September/October 2002.
- Report on Stock Count and Fixed Asset Verification Exercise; dated September/October 2003.
- Report on Stock Count and Fixed Asset Verification Exercise; dated September/October 2004.

April 8, 2005

**THE GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD AND TOBAGO**

**PUBLIC STATEMENT OF THE  
ARIMA BOROUGH CORPORATION  
IN  
COMPLIANCE WITH SECTION 7, 8 AND 9  
OF THE  
FREEDOM OF INFORMATION ACT (F.O.I.A.) 1999**

**In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (F.O.I.A.) the Public Authority is required by law to publish the following statements, which list the documents and information generally available to the public.**

**PART A****Section 7 (1) (a) (i)****FUNCTIONS AND STRUCTURE OF THE ARIMA BOROUGH CORPORATION****Mission Statement**

To forge partnerships with all stakeholders in creating a unique modern city that delivers efficient premium services whilst preserving its distinct cultural heritage.

The Arima Borough Corporation is a Local Government Authority. It was established on the 13<sup>th</sup> September 1990 in accordance with an Act of Parliament No. 21 of 1990. It comprises a monthly-paid staff of one hundred and twenty-four (124) persons and three hundred and forty-three (343) daily-paid employees. It is headed by the Chief Executive Officer who is the Chief Administrative Officer and also the Chief Accounting Officer of the Corporation.

The Arima Borough Corporation is divided into nine (9) departments or responsibility centers as outlined hereunder: -

- i. The Council
- ii. Administration
- iii. Public Health Department
- iv. Engineering Department
- v. Property Taxation
- vi. The Security Department
- vii. Audit Department
- viii. Finance and Accounts Department
- ix. Human Resource Management Department

**Responsibility Centres**

- i. The Council is responsible for the creation and development of policy aimed at realizing the Mission and Vision of the organization.
- ii. The Administration plans, organizes directs and controls the implementation of policies of the Council.
- iii. The Financial Management Department is responsible for the management of the financial resources of the Corporation.
- iv. The Engineering Department is responsible for the maintenance and development of the physical environment.
- v. The Public Health Department is responsible for the promotion of primary health care.
- vi. The Security Department/Arima Municipal Police Service is responsible for the maintenance of law and order.
- vii. The Audit Department is responsible for the internal audit of accounts.
- viii. The Human Resource Management Department is responsible for the procurement, development and maintenance of an effective and efficient workforce.
- ix. The Property Taxation Department is responsible for the assessment and valuation of properties.

**Functions of the Corporation**

The following functions are executed by the Arima Borough Corporation: -

- i. The construction and maintenance of all drains and watercourses except main drains and main watercourses and drains along main roads and highways.
- ii. The provision, maintenance and control of all Corporation buildings.

**Other services provided by the Corporation**

- i. Issuance of Construction Permits and Completion Certificates.
- ii. Issuance of Removal of House/Building Certificates.
- iii. Issuance of Food Badges.
- iv. Inspection, Registration and Issuance of Certificates for Food Premises.
- v. Inspection, Registration and Issuance of Certificates for cinemas.
- vi. Processing of Water Applications.
- vii. Assessment of properties for payment of Rates and Taxes.
- viii. Issuance of Certificates of Assessment.
- ix. Transfer of properties.
- x. Rental of the Corporation's facilities and advertising space.

**Effect of functions on the members of the public**

The Arima Borough Corporation's work impacts positively upon the quality of life of the burgesses in the Borough and the citizenry through an effective and efficient delivery of local government services, as enshrined in the Municipal Corporations Act No. 21 of 1990 and other advisory bodies.



**Section 7 (1) (a) (ii)****Categories of Documents held by the Arima Borough Corporation**

- Legislation administered by the Arima Borough Corporation.
- Financial and Accounting documents.
- Strategic review and strategic plans.
- Corporate plans.
- Documents from other public authorities lodged at the Corporation for public views e.g. The Environmental Management Authority.
- Environmental Management Authority development plans.
- Registers.
- Contractual Documents.
- Documents relating to Human Resource and Industrial Relations, Policies and other matters.
- Reports.
- Maps.
- Infrastructural matters.
- General administrative documents.
- Policy documents.

**Section 7 (1) (a) (iii)****Material prepared for inspection by the public**

- Minutes of Statutory Meetings and appended reports.
- Draft Estimates of Revenue and Expenditure - recurrent and development programme.
- Detailed estimates of approved projects.
- Approval estimates of development programme expenditure and recurrent expenditure.
- Assessment Rolls.
- Audited and Unaudited Financial Reports.
- Annual Administration Report.
- Magazines, brochures.
- Collective Agreements (PSA and NUGFW).
- Signed Permanent Cadre, Regular and Casual list of employees of the Corporations.
- Municipal Corporations Act 21 of 1990 and its Amendment No. 8 of 1992.
- Standing Orders.
- Market and Abattoir byelaws.
- Conditions of contracts:
  - Schedules
  - Tender Documents
  - Summary of Tenders invited
  - Schedule of Awards
  - Return of Awards

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**Section 7 (1) (a) (iv)**

**Literature available by subscription**

Not Applicable.

1340—Continued

## **PART A**

### **Section 7 (1) (a) (v)**

#### **Procedure to be followed when accessing a document from the Arima Borough Corporation.**

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following.

**Section 7 (1) (a) (vi)**

The Designated Officer for the Corporation is: -

Mrs. Lakiah Ramlal-Singh  
Administrative Assistant  
Arima Borough Corporation  
Upstairs First Citizens Bank Building  
Corner Hollis Avenue & Woodford Street  
Arima  
Telephone: 667-3508/3435/4319  
Fax: 667-1010

The Alternate Officer is: -

Miss Jane Toussaint  
Clerk IV  
Council Secretariat Department  
Arima Borough Corporation  
Upstairs First Citizens Bank Building  
Corner Hollis Avenue & Woodford Street  
Arima  
Telephone: 667-3508/3435/4319  
Fax: 667-1010

**Section 7 (1) (a) (vii)**

**Advisory Boards, Councils, Committees and other bodies**

**Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

Literature available by subscription.

Not applicable.

The public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 3:00 pm on normal working days at the under mentioned office:

Arima Borough Corporation  
Town Clerk's Department  
Upstairs First Citizens Bank Building  
Corner Hollis Avenue and Woodford Street  
Arima  
Telephone: 667-3435/3508/4319  
Fax: 667-1010

**Registers**

- Assets
- Fee Structure
- Food Badges
- Business Places
- Water Applications
- Petty contractors and Bonded Contractors
- Approved Plans
- Market Vendors
- Complaints
- Vault



1340—Continued

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

Council of the Arima Municipal Corporation, Committees and Electoral

Districts: -

<b>Committees</b>	<b>Chairperson</b>	<b>Electoral District</b>
Welfare, Youth Affairs and Public Ceremonies	Councillor Pheria Fournillier	Calvary
Education	Councillor Donna La Foucade-Pereira	Arima Central
Physical Infrastructure and Beautification Committee	Councillor Karen Nelson	Arima North-East
Public Health	Councillor Renwick Austin	Tumpuna
Personnel	Councillor Andre Maloney	O'Meara
Security	Alderman Gumarpat Lutchie-Maharaj	Alderman
Sports	Councillor St. Servius Clint Pamphille	Malabar
Culture	Councillor Ricardo Bharath-Hernandez	Arima West
Finance, Planning Development, Implementation and Allocation of Resources Committee	His Worship the Mayor, Alderman Eustace Nancis	

1340—Continued

**Section 7 (1) (a)****Conference Room - Arima Borough Corporation**

A Conference Room, which is located in the Town Clerk's Department, Upstairs First Citizens Bank Limited, Hollis Avenue, Arima, is available for use when it becomes necessary, by members of the public seeking to access documents.

**Hours of Operation**

<b>Days</b>	<b>Time</b>	
	<b>From</b>	<b>To</b>
Monday	10:00 a.m.	2:30 p.m.
Tuesday	10:00 a.m.	2:30 p.m.
Wednesday	10:00 a.m.	2:30 p.m.
Thursday	10:00 a.m.	2:30 p.m.
Friday	10:00 a.m.	2:30 p.m.

**PART B****Section 8 (1) (a) (i)**

- i. Municipal Corporations Act 21 of 1990 and its amendment No. 8 of 2000.
- ii. Public Health Ordinance Chapter 12 No. 4
- iii. Highways Act Chapter 48:01
- iv. Market Bye Laws, Legal Notice No. 99
- v. Abattoir Bye Laws, Legal Notice No. 164
- vi. Litter Act Chapter 30:52
- vii. Recreation Ground and Pastures Act Chapter 41:01
- viii. Arima Savannah Act

1340—Continued

**PART B**

**Section 8 (1) (a) (ii)**

- i. Standing Orders Legal Notice No. 37.
- ii. Statutory Minutes and Reports.

**PART B**

**Section 8 (1) (b)**

- i. Classifications - monthly-paid and daily-paid.

1340—Continued

**Section 9 (1) Statements**

- i. Strategic Plan of the Arima Borough Corporation.
- ii. Auditor General Reports.
- iii. Committee Reports.
- iv. Draft Estimates of Revenue and Expenditure Recurrent and Development Programme.
- v. Approved Estimates of Revenue and Expenditure Recurrent and Development Programme.

1341

TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF EQUIPMENT FURNITURE AND SUPPLIES FOR FIFTEEN SECONDARY SCHOOLS FOR THE MINISTRY OF EDUCATION

TENDERS are invited for the supply, delivery, installation, commissioning and maintenance of Equipment, Furniture and Supplies to fifteen (15) Secondary Schools in Trinidad and Tobago for the Ministry of Education in the following lots:

Lot 1 —Biology	Lot 2 —Physics
Lot 3 —Chemistry	Lot 4 —Integrated Science
Lot 5 —Physical Education	Lot 6 —Technology Education
Lot 7 —Art and Craft	Lot 8 —Language Laboratory
Lot 9 —Music	Lot 10—Home Economics
Lot 11—Food and Nutrition	Lot 12—Mathematics Resources
Lot 13—Library Furniture	Lot 14—Agricultural Technology
Lot 15—Technical Drawing	Lot 16—Beauty Culture
Lot 17—Clothing and Textiles	

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Any further technical information may be obtained from Mr. Trevor Trim, Acting Procurement Officer, Education Facilities Management Division, Ministry of Education, 18, Alexandra Street, St. Clair, Port-of-Spain. Telephone Number: 622-6335.

Tenderers are required to provide a Bid Security in the amount of ten thousand dollars (\$10,000.00) per lot.

Tenders must be accompanied by the following:

- (i) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue; and
- (ii) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Tenderers are required to submit the original and three (3) copies of the tender. Separate packages are required for each lot and should clearly state the lot Number.

Tenders should be packaged to fit the slot of the Tenders Box which is 37.5 cm x 5.5 cm.

Sealed tenders will be received up to 1.00 p.m. on Thursday 21st July, 2005.

Packages must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Supply, Delivery, Installation, Commissioning and Maintenance of Equipment, Furniture and Supplies for fifteen (15) Secondary Schools for the Ministry of Education Lot No. . . .," and deposited in the Brown Tender Box located in the Lobby of the Board's Office.

Tenders will be opened publicly shortly thereafter. The tenderer or a representative may attend the opening.

Late tenders will not be accepted under any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

27th June, 2005.

S. BABOOLAL  
Acting Chairman,  
Central Tenders Board

1342

PROPOSALS FOR CONSULTING SERVICES FOR (I) THE STRENGTHENING OF THE CENTRAL STATISTICAL OFFICE (CSO) AND (II) DEVELOPMENT OF A COMPENSATION POLICY, UNDER COMPONENT 2 OF THE PUBLIC SECTOR REFORM INITIATION PROGRAMME—IDB LOAN NO. 1523/OC—TT—MINISTRY OF PUBLIC ADMINISTRATION AND INFORMATION

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) through the Ministry of Public Administration and Information (MPAI) has accessed loan funding from the Inter-American Development Bank (IDB) for a Public Sector Reform Initiation Programme (PSRIP)—IDB Loan No. 1523/OC—TT. The general objective of the Programme is to support the initial development and implementation of a long-term strategy to reform the Public Sector in order to meet the national goal of achieving developed country status by the year 2020.

The implementation of this Programme will involve the commissioning of a number of technical studies in the area of governance and institutional assessment. In addition, the programme will support a number of initiatives geared towards strengthening the public sector's reform management capacity. These include: (i) optimization of the organizational structure and strengthening the institutional capacity of the Central Statistical Office (CSO); and (ii) developing a compensation policy suitable to attract, motivate and retain adequate personnel for the Public Service in line with the strategic goals of Public Sector Reform.

In this regard, proposals are invited for the provision of consulting services for the following:

- (i) Strengthening of the Central Statistical Office (CSO), Ministry of Planning and Development; and
- (ii) Development of a Compensation Policy for the Chief Personnel Office.

The proposals for these consultancies will be evaluated on the basis of the following criteria:

- (1) Specific experience of the consultants in the field of the assignment (similar projects in similar countries).
- (2) Adequacy of the proposed methodology, including quality management and work plan in responding to the Terms of Reference.

1342—Continued

PROPOSALS FOR CONSULTING SERVICES FOR (I) THE STRENGTHENING OF THE CENTRAL STATISTICAL OFFICE (CSO) AND (II) DEVELOPMENT OF A COMPENSATION POLICY, UNDER COMPONENT 2 OF THE PUBLIC SECTOR REFORM INITIATION PROGRAMME—IDB LOAN NO. 1523/OC—TT—MINISTRY OF PUBLIC ADMINISTRATION AND INFORMATION—CONTINUED

- (3) Qualifications and competence of—  
The Team Leader  
Other key staff proposed for the assignment.
- (4) Participation by nationals among proposed key staff.
- (5) Administrative and financial strength of the firm.

Proposals must be submitted separately for each project, as separate contracts will be awarded.

Bid Packages may be obtained during the hours of 8.00 a.m. to 4.00 p.m. local time from the Central Tenders Board's Office at Address 1 below; and further information may be obtained from Mrs. Dorothy Sookdeo at Address 2.

Proposals must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender. In addition, a valid Certificate issued in accordance with the National Insurance Act must be submitted.

One (1) original and six (6) copies each of the Technical and Financial Proposals should be placed in separate sealed envelopes clearly marked:

Envelope 1—Technical Proposal for Consulting Services for the Strengthening of the CSO, Ministry of Planning and Development—Component 2—PSRIP—IDB Loan No. 1523/OC—TT—Ministry of Public Administration and Information.

Envelope 2—Financial Proposal for Consulting Services for the Strengthening of the CSO, Ministry of Planning and Development—Component 2—PSRIP—IDB Loan No. 1523/OC—TT—Ministry of Public Administration and Information.

Envelope 1—Technical Proposal for Consulting Services for the Development of a Compensation Policy, Chief Personnel Office—Component 2—PSRIP—IDB Loan No. 1523/OC—TT—Ministry of Public Administration and Information.

Envelope 2—Financial Proposal for Consulting Services for the Development of a Compensation Policy, Chief Personnel Office—Component 2—PSRIP—IDB Loan No. 1523/OC—TT—Ministry of Public Administration and Information.

and addressed to the Chairman, Central Tenders Board at Address 1. The firm's name must be included on the Envelopes of the Financial Proposals.

Proposals must be deposited in the Brown Tenders Box located in the lobby of the Board's Office on or before 1.00 p.m. on Thursday 4th August, 2005.

Proposals should be packaged to fit the slot in the Tenders Box, the dimension of which is 37.5 cm. x 5.5 cm.

Technical proposals will be opened shortly after the closing, at the Board's Office. A representative of the firm may attend the opening.

Late proposals will not be accepted in any circumstances.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or partially without defraying any cost incurred by individuals submitting proposals.

The Board does not bind itself to accept any proposal.

Address (1)

Chairman  
Central Tenders Board  
116, Frederick Street  
Port-of-Spain  
Republic of Trinidad and Tobago  
West Indies

Telephone No.: 1-868-625-3565  
Fax No.: 1-868-625-1809  
E-mail: mofctb@tstt.net.tt

Address (2)

Mrs. Dorothy Sookdeo  
Programme Adviser  
Program Management Division  
Ministry of Public Administration and Information  
National Library Building  
Corner Hart and Abercromby Streets  
Port-of-Spain  
Republic of Trinidad and Tobago  
West Indies

Telephone No.: 1-868-623-8578  
Fax No.: 1-868-623-6027  
E-mail: sookdeod@pai.gov.tt

1st July, 2005.

S. BABOOLAL  
Acting Chairman,  
Central Tenders Board,  
Government of the Republic  
of Trinidad and Tobago