



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 44

Port-of-Spain, Trinidad, Tuesday 12th July, 2005—Price \$1.00

No. 116

1404

GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM, OF INFORMATION ACT 1999:

Section 7 Statements

Section 7 (1) (a) (i)

MISSION STATEMENT:

To effectively and reliably ensure infrastructural, social, environmental and communal services focused on continuous improvement of the quality of life of our burgesses and staff through a process of community empowerment and innovative approaches to future development.

Function of the Corporation:

The San Juan/Laventille Regional Corporation provides a range of services to the Local Community. The Corporation acts as a catalyst and facilitator in the development of Regional activities.

Role, Structure and function of the San Juan/Laventille Regional Corporation:

Structure

The structure consists of the following: -

1. Council
2. Management/Administration

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Council

Twelve (12) Councillors and two Aldermen

Management/Administration

1. Technical Unit
2. Human Resource Unit
3. Building Inspectorate
4. Rates and Taxes (in the process of being implemented)
5. Finance and Accounts
6. General Administration
7. Public Health
8. Municipal Police

Functions

The following functions are performed by the Corporation:-

- (a) The distribution of truck-borne water within the San Juan/Laventille Region is subject to the provisions of Water and Sewerage Act, Chap. 54:40
- (b) The provision, maintenance and control of all Corporation buildings.
- (c) The maintenance and control of homes for the aged established by the Corporation.
- (d) Subject to any other written law, the maintenance and control of child care centers established by the Corporation.
- (e) The construction and maintenance of all drains and water- courses except main water- courses, highway water-courses, drains along main roads and highway.
- (f) The provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe.
- (g) The promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning.

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- (h) The maintenance of state property including such police stations, health centers, post offices and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings is assigned may by order determine.
- (i) The disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect vector control, abatement of public nuisances and dissemination of information for primary health care.
- (j) The co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- (k) The collection and distribution of forms issued by Departments of Government.
- (l) The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act.
- (m) The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act.
- (n) Such other functions as the President may from time to time by Order prescribe.

Other Services Provided by the Corporation:

- (1) Granting of final approval for Building Plans and Building Area Layouts; monitor to ensure compliance with details of specifications.
- (2) Issuing Completion Certificates
- (3) Providing advice on land development and building construction to the public.
- (4) Granting of provisional approval for land development.
- (5) Enforcement of Litter Act. (Litter Wardens).
- (6) Cleaning of cesspits and septic tanks.
- (7) Supplying of Food Badges.
- (8) Granting of financial assistance for charitable and needy cases from Chairman's Fund.

Section 7 (1) (a) (ii)**(ii) Categories of Documents held by the San Juan/Laventille Regional Corporation:**

1. Legislation administered by the San Juan/Laventille Regional Corporation
2. Financial and Accounting (files etc.)
3. Strategic Review and Strategic Plans
4. Corporate Plans
5. Documents from other public authorities lodged at the Corporation for public viewing e.g. Environmental Management Authority (EMA)
6. Registers
7. Contractual Documents
8. Documents relating to Human Resource, Industrial Relations, Policies and Other matters
9. Reports
10. Maps
11. Infrastructural matters
12. General Administration Documents
13. Policy Document

Section 7 (1) (a) (iii)**Material Prepared for Publication or 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.
- * Approved Estimates of the Development Programme

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Expenditure and Recurrent Expenditure

- * Audited Administration Report
- * Magazines, Brochures
- * Collective Joint Negotiating Committee Agreement
- * Signed Permanent Cadre, Regular and Casual List of employees of the San Juan/Laventille Regional Corporation
- * Municipal Corporations Act 21 of 1990 and its Amendment No. 8 of 1992
- * Standing Orders
- * Market and Abattoir Bye-Laws
- * Conditions of Contracts
 - Schedules
 - Tender Documents
 - Summary of Tenders invited
 - Schedule of Awards
 - Return of Awards
- * Manual of operating procedures

Registers: -

- * Assets
- * Fee Structure
- * Food Badges
- * Business Places
- * Water Applications
- * Petty Contractors and Bonded Contractors
- * Approved Plans
- * Market and Cemetery Allotments
- * Complaints

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Section 7 (1) (a) IV**Literature Available By Subscription.**

This section is not applicable to San Juan/Laventille Regional Corporation

Section 7 (1) (a) (V)**Procedure to be followed when accessing document from the San Juan/Laventille Regional Corporation****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 in the Administrative Section, for information that is not readily available in the public domain.

□ ADDRESSING REQUEST

To facilitate prompt handling of your request, please address it to the Designated Officer of the San Juan/Laventille Regional Corporation (**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.

□ 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 in the public domain, either from this public authority or from another public authority, for example brochures and pamphlets etc.

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□ **RESPONDING TO YOUR REQUEST**

Retrieving Documents

The San Juan/Laventille Regional Corporation 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 period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

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 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.

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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.

□ **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 document/s requested.

Section 7 (1) (a) (vi)

Officers in the San Juan/Laventille Regional Corporation 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 (s) is/are:

Job Title: Administrative Officer II
Name: Verna Quow-Charles
Address (work) M.T.S. Plaza, Aranguez Main Road, Aranguez
Tel/Fax Numbers: 638-1107: Fax - 638-4470
E-mail Address: sjlrc@freeservers.com

The Alternate Officer (s) is/are:

Job Title: Administrative Assistant
Name: Chandai Ramlogan
Address (work) M.T.S. Plaza, Aranguez Main Road, Aranguez
Tel/Fax Numbers: 638-1073: Fax - 638-4470
E-mail Address: sjlrc@freeservers.com

Section 7 (1) (a) (vii)

Members of Council of San Juan/Laventille Regional Corporation for the Term 2003 – 2006 are :

Councillor Jeffrey A. Reyes - Chairman
Morvant/Upper Malick

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Councillor Richard Walcott	-	Vice Chairman St. Barb's /Chinapoo
Councillor Henry Nicholas	-	Maracas/Santa Cruz/La Fillette
Councillor Christopher Perreira	-	Petit Bourg/Champ Fleur/Mt. Lambert
Councillor James Henry	-	Success/Trou Macaque
Councillor Davlin Thomas	-	Barataria
Councillor Jennifer Guerra	-	Febeau/Bourg Mulatresse
Councillor Kwesi Antoine	-	San Juan West/Caledonia
Councillor Linda Hollingsworth	-	Beetham/Picton
Councillor Junior Jacky	-	St. Ann's/Cascade/Mon Repos West
Councillor Nazeemool Mohammed-		San Juan East
Councillor Santam Ramjit	-	Aranguez/Warner Village
Alderman Joanne Thomas		
Alderman Lizanne Bolan		

Section 7 (i) (a) (viii)**Reading Room of the San Juan/Laventille Regional Corporation:**

A reading room is available for public use at the San Juan/Laventille Regional Corporation. The reading room is located in the training room of the San Juan/Laventille Regional Corporation located in the Western Building, M.T.S. Plaza, Aranguez Main Road, Aranguez Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. No eating or drinking is allowed.

Section 8 Statements**Section 8 (1) (a) (I)**

- (a) Municipal Corporation Act No. 21 of 1990 and its amendment Act No. 8 of 1992.
- (b) Public Health Ordinance Chapter 12 No. 4
- (c) Highways Act Chapter 48:01

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- (d) Market Bye Laws, Legal Notice No. 147
- (e) Abattoir Bye Laws, Legal Notice No. 167
- (f) Litter Act Chapter 30:52
- (g) Dogs Act Chapter 67:5
- (h) Recreation Ground and Pastures Act Chapter 41:01
- (i) Burial Grounds Act Chapter 30:50

Section (i) (a) (ii)

- (a) Standing Orders, Legal Notice No. 13.
- (b) Manual of Operating Procedures

Section 8 (1) (b)

- (a) Manual of Policy Statements
- (b) Statutory Minutes and Reports.

Section 9 (1) (a)

The public is advised that there are no reports or statements for viewing with respect to subsections

(a) - (h) and (j) - (m).

Section 9 (1) (I)

Strategic Plans 2001 - 2003 and 2003 - 2005

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Section 8 (1) (b)

- (a) Manual of Policy Statements
- (b) Statutory Minutes and Reports.

Section 9 (1) (a)

The public is advised that there are no reports or statements for viewing with respect to subsections

- (a) - (h) and (j) - (m).

Section 9 (1) (I)

Strategic Plans 2001 - 2003 and 2003 - 2005

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER (HEAD OFFICE)
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION
ACT 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Office of the Prime Minister is required by law to publish the following statements, which lists 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 Office of the Prime Minister.
- (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.

The following information is published by the Office of the Prime Minister with the approval of the Prime Minister.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

(1) STATEMENT OF THE FUNCTION AND STRUCTURE

The Office of the Prime Minister is located at White Hall, Maraval Road, Port of Spain.

The Office of the Prime Minister provides administrative and other support to the Prime Minister and the Cabinet and is responsible for co-ordinating the implementation of decisions taken by the Prime Minister and the Cabinet in order to ensure and promote the effective and efficient conduct of the business of Government.

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The Divisions/Units that comprise the Head Office of the Office of the Prime Minister are:

- Cabinet Secretariat
- Corporate Services Division
- National AIDS Co-ordinating Committee Secretariat
- National Awards Committee Secretariat
- National Security Council Secretariat
- Public Affairs and Communications Unit
- International Relations and Protocol Unit
- Secretariat to the Committee established to hold round table discussions on race relations
- Sport and Culture Fund Secretariat
- Information Technology Unit
- Accounting Unit
- Human Resource Unit
- Internal Audit Unit

RESPONSIBILITIES OF THE DIVISIONS/UNITS IN THE OFFICE OF THE PRIME MINISTER

• CABINET SECRETARIAT

According to the Constitution of Trinidad and Tobago, Cabinet consists of the Prime Minister who is appointed by the President, and other Ministers (of whom one shall be the Attorney General) chosen from among the members of the House of Representatives and the Senators appointed by the President acting in accordance with the advice of the Prime Minister. The Cabinet has the general direction and control of the Government of Trinidad and Tobago and is collectively responsible to Parliament.

The Cabinet is serviced by the Cabinet Secretariat. The Cabinet Secretariat receives submissions from all Ministers in the form of Cabinet Notes for consideration by Cabinet. The Cabinet Secretariat records the decisions and transmits them to the relevant public authorities for implementation. It also has the responsibility for monitoring the implementation of Cabinet decisions.

• CORPORATE SERVICES DIVISION

The Corporate Services Division is responsible for the delivery of support services to the Office of the Prime Minister. The Division treats with accommodation, registry, records management, inventory management, security and maintenance. The Division also has supervisory oversight of the Human Resources Unit and the Accounting Unit.

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- **NATIONAL AIDS CO-ORDINATING COMMITTEE SECRETARIAT**

The National AIDS Co-ordinating Committee Secretariat was established to:

- Take a lead role in policy development, strategic planning and management of the national response to the epidemic, ensuring that said response is effective and efficient and in keeping with national, regional and international HIV/AIDS and development goals and/or indicators
- Within the framework of the national HIV/AIDS strategic plan, facilitate a coordinated and effective response to the epidemic – across and within all sectors and disciplines and at all levels of the society, from high level government and administrative leadership to effective community involvement
- Mobilise financial and technical resources for the national HIV/AIDS response
- Monitor the allocation and utilization of all resources assigned to the HIV/AIDS response
- Monitor and evaluate the implementation of national HIV/AIDS strategies and programmes to ensure that they are effective in reducing the epidemic and its impact on Trinidad and Tobago
- Keep the NACC abreast of current and relevant information so as to facilitate informed, effective decision making and actions vis-à-vis the management of HIV/AIDS in Trinidad and Tobago

- **NATIONAL AWARDS SECRETARIAT**

The National Awards Committee was established by the 1969 Constitution of the Order of the Trinity to select persons nominated by members of the public, deemed suitable for National Awards based on selection criteria.

The National Award Committee Secretariat is responsible for the annual advertisement of the awards, collating of the nominations and submission to the National Awards Committee.

Any person or organization may submit to the National Awards Committee, for its consideration, a nomination for an award of the Trinity Cross, the Chaconia Medal, the Hummingbird Medal or the Medal of Merit.

- **NATIONAL SECURITY COUNCIL SECRETARIAT**

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- **NATIONAL SECURITY COUNCIL SECRETARIAT**

The National Security Council consists of the Prime Minister as Chairman, the Attorney General, the Minister of National Security and one other Minister appointed at the discretion of the Prime Minister to monitor matters of defence and national security. The Secretariat comprises the staff employed to assist the Council in the execution of its duties.

- **PUBLIC AFFAIRS AND COMMUNICATIONS UNIT**

This Unit develops and implements strategies for communicating the activities of the Prime Minister and the Office of the Prime Minister to the media, general public and other target audiences. It also handles all public relations, including enquiries from the general public, requests for interviews and meetings.

- **INTERNATIONAL RELATIONS AND PROTOCOL UNIT**

This Unit provides protocol services for the Prime Minister. It also provides advice on issues relating to the foreign relations of Trinidad and Tobago in collaboration with the Ministry of Foreign Affairs.

- **SECRETARIAT TO THE COMMITTEE ESTABLISHED TO HOLD ROUND TABLE DISCUSSIONS ON RACE RELATIONS**

The Committee was established to hold round table discussions with a view to fostering racial harmony between the two major ethnic groups in Trinidad and Tobago. The Secretariat records and prepares minutes of the meetings of the Committee and performs related research activities.

- **SPORT AND CULTURE FUND SECRETARIAT**

The Sport and Culture Fund, established by the Sport and Culture Fund Act No. 31 of 1988, as amended by Act No. 25 of 1993, is available to all *bona fide* sport and cultural groups in communities in Trinidad and Tobago. Assistance is given in the form of grants and loans.

The eligibility of individuals and groups is determined by the Board established by the Act.

The Secretariat receives all requests which are to be submitted on application forms addressed to the Secretary of the Sport and Culture Fund, Office of the Prime Minister, White Hall, and, where applicable, these are to be made with the consent of the umbrella organization.

Applicants should submit annual reports, budget statements and proof of having made attempts at being self-sufficient. The applications are submitted to the Board for consideration at its monthly meetings.

- **INFORMATION TECHNOLOGY UNIT**

The Information Technology Unit is responsible for the planning, operation and management of the information system services and network facilities, including local area networks and peripheral systems, of the Office of the Prime Minister.

- **ACCOUNTING UNIT**

The main function of the Accounting Unit is to ensure that expenditure is met in keeping with estimates, project plans and financial regulations. It also has the responsibility for maintaining the accounting records of the Office of the Prime Minister in proper order.

- **HUMAN RESOURCE UNIT**

The main function of this Unit is to establish and maintain a system of human resource management in the Office of the Prime Minister. It also has the responsibility to improve the human resource management services and to implement the performance management system in the Office of the Prime Minister.

- **INTERNAL AUDIT**

This Unit provides management with information about the adequacy and effectiveness of the organization's system of internal control.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Head Office, Office of the Prime Minister

1. Files dealing with administrative support and general administrative documents for the operations of the Office of the Prime Minister
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, deaths, retirements, leave, vacation, etc
3. Files dealing with the accounting and financial management function of the Office of the Prime Minister
4. Financial Records (cheques, vouchers, receipts, journals, etc)
5. Cabinet documents
6. Internal and external correspondence files

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7. Documents relating to strategic review of the Office of the Prime Minister
8. Legislation and Legal Instruments
9. Minutes/Agenda of meetings
10. Files dealing with circulars, memoranda, notices, bulletins
11. Files dealing with official functions, conferences and events hosted and attended by the Office of the Prime Minister
12. Files dealing with complaints
13. Files with speeches, messages and addresses
14. Newspaper clippings and periodicals
15. Financial records – cheques, vouchers, receipts, journals
16. Files dealing with matters relating to the procurement of supplies, services and equipment

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

1. A guide to the Sport and Culture Fund
2. National HIV/AIDS Strategic Plan 2004-2008
3. NACC HIV/AIDS Bulletins
4. Directory of Government Services

Section 7 (1) (a) (iv)

Literature available by subscription

There is no literature available by subscription

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Office of the Prime Minister

How to Request Information

- *General Procedure*

The Policy of the Office of the Prime Minister is to respond to all requests for information both oral and written. However, in order to exercise the rights conferred by the FOIA (for example, the right to challenge a decision if a request for information is refused) requests must be made in writing. In order to access information that is not readily available in the public domain, an application must be completed on the appropriate form “*Request for Access to Official Documents*” available from the Office of the Prime Minister or any public authority.

- *Addressing Requests*

To facilitate prompt handling of a request, such a request must be addressed to the Designated Officer of the Office of the Prime Minister (Head Office)

- *Details in 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 the applicant is uncertain as to the details to be included he/she should communicate with the 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 that is readily available to the public, either from this Office or from another public authority.

Responding to your Request

- *Retrieving Document*

The Office of the Prime Minister is required to furnish only copies of documents in its possession or which can be retrieved from storage, either in the National Archives or another storage centre.

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

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- *Furnishing Documents*

An applicant is entitled to copies of information in our possession, custody or power. The Office of the Prime Minister is required to furnish only one copy of a document. If a legible copy of a document is not possible the Office of the Prime Minister may not attempt to reconstruct it. Instead, the best copy possible will be furnished and an indication of its quality will be mentioned in our reply.

Please note that the Office of the Prime Minister is not compelled to do the following:

- (a) Create new documents
- (b) Perform research for the applicant

Time Limits

- *General*

The Office of the Prime Minister will determine whether a request for access to information will be granted as soon as is practicable but no later than 30 days after the request has been made, as required by Section 15 of the FOIA.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies, if so requested. If it appears that processing the request may take longer than the statutory limit, we will acknowledge the request and advise that the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.

Section 7 (1) (a) (vi)

Officers in the Office of the Prime Minister are responsible for:

1. the initial receipt of an action upon notices under Section 10;
2. requests for access to documents under Section 13; and
3. applications for correction of personal information under Section 36 of the FOIA.

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**The Designated Officer is Mrs Grace Franklin-Emmanuel.
The Alternate Officer is Mrs Brenda Scott-Pedro**

Address: Office of the Prime Minister
White Hall
Maraval Road
Port of Spain

Tel: 622-1625
Fax: 622-1132

Section 7 (1) (a) (vii)

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

This Section is not applicable at this time.

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.

- Laws of the Republic of Trinidad and Tobago
- Gazette material
- Financial Regulations - Exchequer and Audit Ordinance
- Financial Instructions
- Civil Service Regulations, as amended
- Public Service Commission (Amendment) Regulations

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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.

- The National HIV/AIDS Strategic Plan
- Guidelines for the Administration of the Devolved Functions
- Service Commissions Department
Manual of Guidelines and Procedures for the Exercise of Delegated Powers
- Shaping performance – A manual for Performance Management in the Public Service
- Ministry of Public Administration and Information – Training Policy for the Public Service of Trinidad and Tobago
- Training Policy Guidelines
- Circular Memoranda

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.

- A Guide to the Sport and Culture Fund

SECTION 9 STATEMENTS

Section 9 (1) (a)-(g) and (i)-(m)

- There are no statements to be published under these subsections at this time.

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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.

- A review of White Hall prepared by the University of the West Indies, Institute of Business
- Organization Development and Management Division Report on the Restructuring of the Office of the Prime Minister