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1406

**Government of the Republic of Trinidad and Tobago  
Public Statement of the Ministry of Foreign Affairs  
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 **Ministry of Foreign Affairs** 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 Ministry of Foreign Affairs;
- (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 Ministry of Foreign Affairs**

##### **Mission Statement:**

The mission of the Ministry of Foreign Affairs is to promote and protect the political, socio-economic, trade, security and cultural interests of the Government and People of Trinidad and Tobago at home and at the regional, hemispheric and international levels.

The Ministry of Foreign Affairs was established in 1962. It comprises a staff of 378 and is headed by the Minister of Foreign Affairs.

The Permanent Secretary is the administrative head of the Ministry, accounting officer and Head of the Foreign Service. The Ministry of Foreign Affairs is divided into the Headquarters (MFA) and twelve (12) Diplomatic Missions and three (3) Consulates General.

At Headquarters, the Ministry is divided into Divisions, Sections and the CARICOM Single Market and Economy (CSME) Unit. Each Division is headed by a Director. Each Section is headed by an Officer-in-Charge. The Divisions and Sections are as follows:

1406—*Continued***Inspector of Overseas Mission**

The Ambassador, Inspector of Overseas Missions monitors the working and living conditions of staff and makes appropriate recommendations thereon; monitors the operations of missions to ensure that maximum use is being made of and maximum returns are being derived from available resources; seeks to maintain morale of all staff and ensure proper motivation and commitment to duty; visits Missions when required; prepares special briefs on the request of the Minister of Foreign Affairs and the Prime Minister; and undertakes special assignments on behalf of the Government.

**Administration Division**

The Administration Division is the support arm of the Ministry of Foreign Affairs. It provides administrative management services to all Technical/Professional Staff and other Divisions of the Ministry and coordinates all administrative functions of the Ministry both at headquarters and its Overseas Missions including training and recruitment. The Director and Deputy Director deal mainly with policy issues, while other day-to-day matters are handled by the following Sections/Units:

- Accounts Section
- Cypher Section
- Information Technology Unit
- Library
- Office Management
- Personnel Section
- Records Management
- Registry
- Communications Specialist

**Africa, Asia, Middle East and The Pacific (AAMEP) DIVISION**

The Africa, Asia, Middle East and the Pacific (AAMEP) Division is responsible for pursuing the strengthening of bilateral links between Trinidad and Tobago and the countries of these regions. The Division also explores possibilities for technical cooperation and assistance from these countries which primarily result in the successful conclusion of cultural, investment and trade and economic cooperation agreements.

In addition, the Division monitors developments in the regions under its purview and prepares briefs and reports on the relevant countries and on issues of importance to Trinidad and Tobago.

**Americas Division**

The Americas Division's mandate is to research, formulate and implement initiatives in a coordinated network of bilateral and multilateral activities that permits the pro-active achievement of the desired objectives of Trinidad and Tobago's relationship with the countries of the Americas – North, South and Central America.

The Division is also responsible for the monitoring of developments in the sub-regional, regional, hemispheric and international agencies and joint initiatives involving any or all of the hemispheric agencies, including the Latin American Common Market (ALADI), the Central American Common Market (CACM), the Rio Group, the Latin American Integration Association (SELA), the Organization of American States (OAS), the Andean



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Community of Nations (CAN), Southern Common Market Agreement (MERCOSUR), North American Free Trade Association (NAFTA) and the Free Trade Area of the Americas (FTAA).

In addition, the Division is responsible for participation in multi-sectoral and bilateral negotiations with the countries in the region, as well as the preparation of political and economic briefing documents and bilateral data on technical training and cooperation matters between Trinidad and Tobago and the states of the Americas.

The Division is also responsible for the preparation of political briefs for the FTAA negotiations and the bid process in respect of the hosting of the General Secretariat of the FTAA. In consultation with the CARICOM/Trinidad and Tobago Lobbying Team for the Free Trade Area of the Americas, the Division provides technical support – strategic analytical and diplomatic reports for the lobbying missions.

### **CARICOM and Caribbean Affairs Division**

The CARICOM and Caribbean Affairs Division is the focal point for matters pertaining to the Caribbean Community (CARICOM), the Association of Caribbean States (ACS), the Dominican Republic, Cuba and the Netherlands Antilles. The Minister of Foreign Affairs is the Minister responsible for CARICOM matters and in this context the Ministry has lead responsibility for monitoring activities, conducting research, preparing briefs, Cabinet Notes, formulating policy and implementing decisions on CARICOM issues. It should be noted that the respective line Ministries assume responsibility for specific issues on the CARICOM Agenda.

The CARICOM and Caribbean Affairs Division has primary responsibility for servicing CARICOM and CARICOM-related Meetings, principal among which are the Meetings of the Conference of Heads of Government of the Caribbean Community, the Caribbean Community Council of Ministers and the Council of Foreign Affairs. The Division also services meetings of the ACS, principal among which are the summit of Heads of State and Government and the Ministerial Council.

The CARICOM and Caribbean Affairs Division, in keeping with the Ministry's responsibility for CARICOM Affairs, also functions as the Secretariat for the CARICOM Skills Advisory Committee. This Committee reviews applications for the Certificate of Recognition of Caribbean Community Skills Qualification (Certificate of Recognition) and advises the Honourable Minister of Foreign Affairs whether applicants satisfy the criteria specified in the Act for the issuance of a Certificate of Recognition.

### **CARICOM Division: CSME UNIT**

The CSME Unit of Trinidad and Tobago falls within the ambit of the Ministry of Foreign Affairs. The Unit was established to facilitate national decision-making and coordination to give effect to the CSME. It is charged with the singular mandate of ensuring that Trinidad and Tobago is CSME compliant within the stipulated deadline.

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The Unit, whose authority is outlined in a Cabinet Decision of March 13, 2003, is designed to promote, service and monitor the implementation of the various elements of the CARICOM Single Market and Economy in Trinidad and Tobago.

The Unit has the lead responsibility for monitoring activities and conducting public education programme research on all CSME matters, at both the administrative and legislative levels.

### **European Affairs Division**

The European Affairs Division has a mandate to intensify and expand the scope of Trinidad and Tobago's relations with countries of the European Union and other European countries, in particular, to maximize the benefits of trade, economic and political relations. The Division is the central coordinating point for collecting and analyzing information and for providing policy recommendations and recommendations and representation on the implementation of agreements between the African, Caribbean and Pacific Group of States (ACP) and the European Union (EU) and the negotiations for a new framework for Regional Economic Partnership Agreements that are envisaged under the Cotonou Agreement (2000), which will establish a new framework for trade and development cooperation between the EU and the ACP Regional groups.

### **International Trade and Economic Relations Division**

The International Trade and Economic Relations (ITER) Division focuses mainly on issues pertaining to the World Trade Organisation (WTO), the Free Trade Area of the Americas (FTAA) and the United Nations Conference on Trade and Development. Although portfolio responsibility for international trade vests in the Ministry of Trade and Industry, the Ministry of Foreign Affairs provides considerable technical support through its Mission in Geneva in respect of the WTO and UNCTAD. The Division also supports the Ministry's participation in the FTAA negotiating process and participates in selected FTAA meetings (Ministerial, Trade Negotiation Committee (TNC) and the Services and Market Access Negotiating Group meetings).

### **Legal and Marine Affairs Division**

The Legal and Marine Affairs Division is mandated to provide legal advice on international legal matters and interpretation of treaty provisions to which Trinidad and Tobago is a party; to provide legal advice and interpretation of domestic legislative matters relevant to the Ministry of Foreign Affairs; to prepare international legal instruments (treaties, full powers, instruments of ratification/accession) including Credentials for Trinidad and Tobago delegations attending conferences abroad.

The Division also *inter alia* reviews draft treaties, conventions, bilateral and international agreements that may be entered into by Trinidad and Tobago. In addition, the Division monitors developments in international law, including international humanitarian law, international trade law and international criminal law; leads negotiations on maritime

boundary agreements with neighbouring coastal states; negotiates bilateral fisheries access agreements; and assists in the implementation of local legislation in conformity with relevant treaties. The Division also participates in sessions devoted to the implementation of the United Nations Convention on the Law of the Sea and its part XI.

### **Multilateral Relations Division**

One of the primary functions of the Division of Multilateral Relations of the Ministry of Foreign Affairs is to ensure that the interests of Trinidad and Tobago are protected and promoted within those international organizations in which Trinidad and Tobago has membership. Trinidad and Tobago's representation on these bodies serves to influence policies, rules and regulations that emerge from within these systems. In addition, through the Ministry's presence and representation in these systems, the Government is assured that the political relationship between Trinidad and Tobago and other Member States of the International community are fostered in the pursuance of the nation's economic development and trading relations.

Although generally it is the individual Overseas Missions which interface with specific international organizations, it is important to have a Unit at Headquarters which is in touch with developments on a global scale which can disseminate relevant information to the line Ministries in Trinidad and Tobago as well as communicate to our Overseas Missions any critical developments which may be important to the representation of Trinidad and Tobago's interests internationally.

In essence, the work of the Division of Multilateral Relations focuses on:

- Issues relating to the country's development agenda within a multilateral context
- Providing advice on benefits, both tangible and intangible, to be derived from membership in international organisations and their subsidiary bodies
- In conjunction with relevant Government and para-statal agencies, to engage in an ongoing assessment of the country's needs from these organizations as they relate to Trinidad and Tobago's adjustment to the new global environment
- To take action, if required, to facilitate access to available services and assistance from these bodies.

### **Protocol, Consular and Conference Services Division**

The Protocol, Consular and Conference Services Division is headed by the Chief of Protocol. The Division services the diplomatic corps and international organizations in Port of Spain in accordance with the Vienna Conventions on Diplomatic and Consular Relations and the respective Headquarters agreements. The responsibilities of the Division also include events management for Trinidad and Tobago Government Ministries and Agencies; provision of protocol services; facilitation of the Presentation of Credentials by Heads of Mission; conduct of training; preparation of greetings and messages. The Chief of Protocol is also the Chief of State Protocol and liaises on a continuous basis with the offices of the President and Prime Minister and Government Ministries, giving relevant advice where needed/solicited.

The Consular Section of the Division engages in the authentication of documents; liaises with Overseas Missions, Ministries of Health and National Security and the Comptroller of Customs and Excise with respect to the import of human remains; and liaises with Overseas Missions, Consulates and Honorary Consulates, nationals abroad, Ministries and the Commissioner of Police and the Commissioner of Prisons to ensure the observance of the rights of foreign nationals under Article 36 of the Vienna Convention on Consular Rights.

The Diplomatic and Consular Missions of Trinidad and Tobago and their functions and responsibilities are as follows:

### **High Commission, Kingston**

The High Commission of Trinidad and Tobago, Kingston, Jamaica is accredited to Jamaica, the Dominican Republic, Haiti and Cuba.

The High Commission monitors progress in the implementation of CARICOM policies and approved programmes by the Government of Jamaica, for example, the Caribbean Court of Justice, the CARICOM Single Market and Economy, the CARICOM/Jamaica – US Open Skies Agreement, Regional Security Cooperation etc. The Mission also administers Government Scholarship Programmes in Jamaica, Cuba and the Dominican Republic.

The High Commission is also the Permanent Mission of Trinidad and Tobago to the International Seabed Authority and, in that capacity, represents Trinidad and Tobago at annual Meetings of this United Nations Organisation. The Mission also provides consular services and functions as a point of critical interface with Diplomatic Missions that are accredited to Trinidad and Tobago, for example, Chile, South Africa, Colombia and Haiti.

The High Commission also provides assistance and support to the Trinidad and Tobago Private Sector by way of facilitating and promoting Trade Missions being planned and/or undertaken in Jamaica as well as lobbies relevant agencies of the Government of Jamaica for the resolution of problems affecting Trinidad and Tobago's exports in Jamaica. The High Commission collaborates with relevant quasi government agencies in strengthening bilateral trade between the two countries such as the CARICOM Trade Support Programme and the Export Import Bank of Trinidad and Tobago.

### **Embassy, Washington**

The Embassy of Trinidad and Tobago in Washington, D.C. is accredited to the United States of America, Mexico and the Organization of American States (OAS). The Embassy also liaises with international financial institutions based in Washington D.C. such as the World Bank, the International Monetary Fund (IMF) and the Inter-American Development Bank (IDB). It also maintains relations with the Pan American Health Organization.

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The Embassy is active in the promotion of trade, investment, culture and tourism and also provides consular services.

The Embassy is also the principal point of contact for the following Diplomatic Missions whose Head of Mission is accredited to Trinidad and Tobago on a non-resident basis:

- Republic of Botswana
- Republic of Liberia
- Republic of Mauritius
- The Philippine Republic
- Republic of Senegal
- Kingdom of Swaziland

### **Permanent Mission to the United Nations, New York**

The Permanent Mission of Trinidad and Tobago to the United Nations, New York is responsible for ensuring effective representation of and maintaining constant liaison between Trinidad and Tobago and the United Nations; monitoring United Nations activities and reporting thereon to Government; ensuring participation of Trinidad and Tobago in the activities of the United Nations and making optimum use of access to available resources within the United Nations System, including in the field of technical assistance; protecting the interests of Trinidad and Tobago in relation to the United Nations; and promoting the realization of the purposes and principles of the United Nations as set out in Articles 1 and 2 of the Charter.

The Forum of the United Nations also provides a useful and cost-effective medium for the conduct of relations with countries with which there is no resident accreditation, as well as with those with which formal diplomatic relations are yet to be established.

The Mission also works towards the strengthening of political alliances with groups of like-minded countries at the United Nations particularly in the context of the Group of 77 and China (132 countries), the Non-Aligned Movement (114 countries) and the Alliance of Small Island States (AOSIS – 43 countries)

### **High Commission, Ottawa**

The High Commission of Trinidad and Tobago in Ottawa, Canada, is responsible for strengthening bilateral relations with Canada in all spheres, including trade, investment, culture and tourism. The High Commission also provides consular services.

**Embassy, Brasilia**

Argentina, Chile, Paraguay and Uruguay. Its main responsibilities are to facilitate trade, investment and tourism with the countries of South America to which the Mission is accredited and to provide consular services.

**Embassy, Caracas**

The Embassy of Trinidad and Tobago in Caracas, Venezuela, is accredited to Venezuela, Bolivia, Colombia, Ecuador and Peru. Its mandate is to strengthen relations with the countries to which it is accredited and to provide consular service. The Embassy also has special responsibility for the Venezuela/Trinidad and Tobago Fishing Arrangement.

**Embassy, Brussels**

The Embassy of Trinidad and Tobago in Brussels is responsible for: European Union (EU)/Africa, Caribbean and Pacific (ACP) states relations; implementation of the Cotonou Agreement and the Common Fund for Commodities. The Embassy is accredited to the Kingdom of Belgium, the French Republic, Luxembourg, the Kingdom of the Netherlands, the European Commission, Switzerland and The Holy See. The Embassy also assists in cultural promotion, issues Passports and Emergency Certificates (for nationals of Trinidad and Tobago) and visas and provides other consular services.

**Permanent Mission to the United Nations, Geneva**

The Mission in Geneva is accredited to the United Nations Office, Geneva and its Specialized Agencies in Europe. This Mission is responsible for maintaining relations with the World Trade Organization (WTO) and the following United Nations Organisations: United Nations Conference on Trade and Development (UNCTAD); United Nations Educational, Scientific and Cultural Organization (UNESCO); Food and Agriculture Organization (FAO); International Fund for Agriculture Development (IFAD); United Nations Environment Programme (UNEP); United Nations Industrial Development Organization (UNIDO); World Health Organization (WHO); International Labour Organization (ILO); World Intellectual Property Organization (WIPO); UNCTAD/WTO International Trade Centre (ITC); Joint United Nations Programme on HIV/AIDS (UNAIDS); UN High Commissioner for Refugees (UNHCR); UN High Commissioner for Human Rights (UNHCHR); UN Institute for Training and Research (UNITAR); UN Research Institute for Social Development; World Meteorological Organization (WMO); Universal Postal Union (UPU); World Food Programme (WFP); UN Office at Vienna (UNOV); UN Office for Drug Control and Crime Prevention (UNODCCP); and International Narcotics Board (INCB). The Mission also accesses available resources and technical assistance within the UN system for Trinidad and Tobago. It is also accredited to Austria, Italy and Romania and, through the Consulate General provides consular services which include the issue of passports, visas, emergency certificates and the certification of documents.



**High Commission, London**

The High Commission of Trinidad and Tobago in London is accredited to the United Kingdom of Great Britain and Northern Ireland, Denmark, Finland, Germany, Norway and Sweden. The High Commission is responsible for boosting bilateral relations with those countries and monitoring the activities of and representing the interests of Trinidad and Tobago at the Commonwealth Secretariat and its Agencies, the International Maritime Organisation (IMO), International Cocoa Organisation (ICCO), International Sugar Organisations (ISO), International Oil Pollution Compensation Fund (IOPC) and Commonwealth Agricultural Bureau (CAB) International. The High Commission also provides consular services.

**High Commission, Abuja**

The High Commission of Trinidad and Tobago in Abuja, Nigeria, is accredited to Nigeria, Algeria, Cameroon, Ghana, Guinea, Ivory Coast, Liberia, Senegal, Sierra Leone and Democratic Republic of Congo. The High Commission boosts bilateral relations in the commercial and cultural spheres with the countries to which it is accredited. The Mission also provides consular services.

**High Commission, Pretoria**

The High Commission of Trinidad and Tobago in Pretoria, South Africa, is accredited to the Republic of South Africa, Botswana, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe. Its responsibilities are to maintain commercial, cultural and other ties between Trinidad and Tobago and the countries to which it is accredited and to encourage trade, investment and tourism with those countries. The High Commission also provides consular services.

**High Commission, New Delhi**

The High Commission of Trinidad and Tobago in New Delhi, India is accredited to India, India, Bangladesh, Indonesia, Japan, Singapore and Sri Lanka and is responsible for promoting trade, investment, tourism and cultural relations with those countries. The High Commission also provides consular services.



**Consulates General: Miami, New York, Toronto**

The Consulates General of Miami, New York and Toronto all have the primary function of the provision of consular services to nationals of Trinidad and Tobago and to non-nationals. Those services include the following:

- issue of passports and emergency travel certificates
- issue of visas
- Notarization and authentication of documents
- Trade and tourism promotion
- Assistance to nationals in distress
- Assistance in obtaining Birth, Death, Marriage
- Certificates, Work Permits
- Processing of Denunciation of Citizenship
- Processing of Restoration of Citizenship
- Provision of information on Trinidad and Tobago in the areas of trade, investment opportunities, culture, tourism, immigration, customs regulations
- Promotion of trade and investment opportunities and tourism
- Promotion of the culture of Trinidad and Tobago
- Affidavits
- Certification of Life Certificates for pensioners
- Payments in respect of students on scholarship
- Processing of documents for the shipment of human remains
- Conducting of interviews for Permanent Residence status and Citizenship of Trinidad and Tobago

The Labour Liaison Branch of the Consulate General of Trinidad and Tobago in Toronto administers the Canada Caribbean Seasonal Agricultural Workers Programme in Canada under which workers are supplied from Trinidad and Tobago in response to requests from Canadian employers. The Labour Liaison Branch liaises with governmental and non-governmental agencies, inclusive of the Ministry of Labour and Small and Micro Enterprise Development in Port of Spain and the Department of Human Resource and Skills Development of Canada (HRSDC). Further, the Labour Liaison Branch facilitates the activities of employers and workers by performing the role of mediator and the provision of labour inspection.

The Ministry of Foreign Affairs has also engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. Those Honorary Consuls are located as follows:

Australia: New South Wales

Belize: Belize City

Brazil: Rio de Janeiro, São Paulo, Goias, Belem (Pará), Bairro Gutierrez

Canada: Edmonton (Alberta), Halifax (Nova Scotia)

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Denmark: Copenhagen  
Dominica: Goodwill  
Dominican Republic: Santo Domingo  
Germany: Hamburg, Koln, Munich  
Grenada: St George's  
Guyana: Stabroek  
Haiti: Port-au-Prince  
Hong Kong: Quarry Bay  
Italy: Rome  
Republic of Korea: Seoul  
Lebanon: Tripoli  
New Zealand: Auckland  
Norway: Oslo  
Panama: El Dorado  
Peru: Lima  
Saint Kitts and Nevis: Basseterre  
Saint Lucia: Castries  
Singapore: Singapore 238459  
Suriname: Paramaribo  
Sweden: Stockholm  
Switzerland: Berne  
United States of America: Texas

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

The work of the Ministry of Foreign Affairs impacts on members of the public. The Ministry of Foreign Affairs, at home and through the Missions abroad, engages in multilateral negotiations and conferences on behalf of the Government of Trinidad and Tobago, which have legal, commercial and other implications for the country and affect the well-being of the public. The Ministry also provides consular services to the public, certification, processes applications for Certificates of Recognition of Caribbean Community Skills Qualification which facilitates the free movement of certain categories of skilled persons within the CSME.

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

#### **Categories of Documents in the possession of the Public Authority**

1. Files dealing with administrative support and General administrative documents for the operations of the Ministry of Foreign Affairs.
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 Public Authority.
4. Financial Records (cheques, vouchers, receipts, journals etc)

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5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/ Diskettes/ Abstracts/ Tapes/Catalogues
8. News Releases, speeches originating in the Ministry of Foreign Affairs.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Customer files
12. Documents relating to strategic review of the Ministry of Foreign Affairs, Information Technology Strategy and Training Plans.
13. Legislation and Legal Instruments.
14. Legal Opinions and related matters.
15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, memoranda, notices, bulletins, etc
18. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
19. Briefing Papers.
20. Diplomatic lists
21. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
22. Files dealing with official functions, conferences and events hosted and attended by the Ministry of Foreign Affairs.
23. Inventories.
24. Periodicals and publications.
25. Complaint/suggestion files
26. Registers/Certificates

### **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 8:15 a.m. – 4:30 p.m. Monday to Thursday and 8:15 a.m. – 4:15 p.m. Friday

Ministry of Foreign Affairs

Knowsley

1, Queen's Park West

Port of Spain

Tel. No.: 623 4116 - 20

Fax. No.: 627 0571; 624 4220

e-mail address: [permsec@foreign.gov.tt](mailto:permsec@foreign.gov.tt)

- Addresses/Statements by the Honorable Minister of Foreign Affairs

- Addresses/Statements by the Permanent Secretary
- Statements by Heads of Mission
- Protocol and Consular Handbook
- Press Releases
- Communiqués from Conferences of the Heads of Government of CARICOM; meetings and conferences of United Nations bodies
- Guidelines on the movement of professionals within the Caribbean Community
- Newsletters of Missions (High Commission, New Delhi; High Commission, London; High Commission, Ottawa)

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

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

This section is not applicable at this time.

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

#### **Procedure to be followed when accessing a document from the Ministry of Foreign Affairs**

How to Request Information:

##### *General Procedure*

The Policy of the Ministry of Foreign Affairs is to answer all requests for information, both oral and written. However, in order to have the rights given to the public by the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in the Ministry of Foreign Affairs for information that is not readily available to the public.

##### *Addressing Requests*

To facilitate prompt handling of a request, applications must be addressed to Ms Reita Toussaint, Foreign Service Officer, Ministry of Foreign Affairs.

##### *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 the applicant is not sure how to write the request or what details to include, he/she must 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 which is readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

### Responding to your Request

#### *Retrieving Documents*

The Ministry of Foreign Affairs 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 centre, will be retrieved in order to process your request.

#### *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 a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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 incorrectly addressed or misdirected, 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 and/or be provided with copies.

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

**Officers in the Ministry of Foreign Affairs 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 information under section 36 of the FOIA**

**The Designated Officer is:**

Ms Reita Toussaint  
Foreign Service Officer  
Ministry of Foreign Affairs  
Knowsley  
1, Queen's Park West  
Port of Spain  
Tel.: 623 4116 – 20; Fax.: 627 0571, 624 4220

**The Alternate Officer is:**

Ms Cheryl Moses  
Communications Specialist  
Ministry of Foreign Affairs  
Knowsley  
1, Queen's Park West  
Port of Spain  
Tel.: 623 4116 – 20; Fax.: 627 0571, 624 4220

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

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

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

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

At present the Library is not accessible to the public due to refurbishment that is being undertaken. The Ministry's website is under construction. You may submit general enquiries to the Librarian 623 4116 – 20.

**Policy of the Ministry of Foreign Affairs for provision of copies of documents that are readily available to the public**

The Ministry of Foreign Affairs does not charge for photocopies at this time.

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

**Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law**

- Treaties
- Conventions
- Legal opinions and advice
- Memoranda

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

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Ministry of Foreign Affairs, or similar documents containing rules, policies, guidelines, practices or precedents.**

- Protocol and Consular Handbook

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

**In enforcing written laws or schemes administered by the Ministry of Foreign Affairs 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.**

- Immigration Act of Trinidad and Tobago



**Section 9 Statements****Section 9 (1) (a)**

**A report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Foreign Affairs.**

- Report by the Inter-Ministerial International Humanitarian Law Committee on accession to and ratification of various international humanitarian law treaties
- Report by the Marine Scientific Research Sub-Committee recommending approval for the conduct of marine scientific research in Trinidad and Tobago waters

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

**A report, or a statement containing the advice or recommendations, \* (1) of a body or entity established outside the Ministry of Foreign Affairs 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 Ministry or to the responsible Minister of Foreign Affairs.**

This section is not applicable at this time.

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

**A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Foreign Affairs.**

- Bilateral Oil Spill Committee
- Bilateral Investment Committee
- Report of the Trade Negotiations Committee
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Minutes of Meetings of the National Commission for UNESCO
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee

**Section 9 (1) (d)**

**A report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Foreign Affairs to submit a report, provide advice or make recommendations to the Minister of Foreign Affairs or to another officer of the Ministry who is not a member of the committee.**

This section is not applicable at this time.

**Section 9 (1) (e)**

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

This section is not applicable to the Ministry of Foreign Affairs at this time.

**A report prepared for the Ministry of Foreign Affairs by a consultant who was paid for preparing the report.**

This section is not applicable at this time.

**Section 9 (1) (g)**

**A report prepared within the Ministry of Foreign Affairs 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.**

- Reports on the establishment of diplomatic relations
- Reports on the establishment of Honorary Consulates.

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

**A report on the performance or efficiency of the Ministry of Foreign Affairs, or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.**

- Report by Auditor General on Ministry
- Achievements of the Ministry of Foreign Affairs for the year 2004
- Annual Reports

**Section 9 (1) (i)**

A report containing \*(1) final plans or proposals for the re-organization of the functions of the Ministry of Foreign Affairs, \*(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 Ministry, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry or Cabinet.

This Section is not applicable at this time.

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

A statement prepared within the Ministry of Foreign Affairs and containing policy directions for the drafting of legislation.

- Report on the establishment of the CARICOM Single Market and Economy (CSME)
- Report on the establishment of the Caribbean Court of Justice

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

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

This section is not applicable to the Ministry of Foreign Affairs

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

An environmental impact statement prepared within the Ministry of Foreign Affairs.

This section is not applicable to the Ministry of Foreign Affairs

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

A valuation report prepared for the Ministry of Foreign Affairs by a valuator, whether or not the valuator is an officer of the Ministry.

This section is not applicable at this time.



## **Government of the Republic of Trinidad and Tobago**

### **Public Statement of the Parliament Department of the Republic of Trinidad and Tobago**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA) [Act No. 26, 1999] the Parliament Department is required by law to publish the following statements:

#### **Section 7 - Statements**

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

#### **Structure and Function of the Parliament Department of the Republic of Trinidad and Tobago**

The offices of the Parliament Department have their origins in the Department of the Colonial Secretary's Office, which was in existence up to the attainment of Independence in 1962. The Trinidad and Tobago (Constitution) Order in Council, 1961 created the bi-cameral Legislature that is in operation today. The Legislature today, is supported by a Department comprising over 100 Members of Staff, the administrative management of which is exercised by the Clerk of the House.

The mission of the Parliament Department is:-

**“To provide Parliamentarians with timely procedural advice and essential professional support services, in order that they may carry out their responsibilities as Legislators in an informed and efficient manner”**

The key objectives of the Parliament Department are:

1. Ensuring that the Houses of Parliament and their Committees have the necessary procedural, administrative and research support to effectively carry out their functions;
2. Providing all Members with the requisite advice and assistance regardless of party or office;
3. Providing efficient and effective service delivery while at the same time ensuring that resources are allocated responsibly and utilized to their maximum capacity;
4. Increasing public understanding of Parliament and its institutions;
5. Developing its physical and human resources so that the Department will be equipped to anticipate and manage changes in the organization's environment.

The Parliament Department is divided into eleven responsibility centers:

1. Parliament Secretariat:
  - o Offices of the Presiding Officers (President of the Senate and Speaker of the House of Representatives)
  - o Office of the Clerk of the House
  - o Office of the Clerk of the Senate
2. Accounts Division
3. Administrative Services Unit
  - o Records Management Division
4. Auditing Unit
5. Hansard Unit
6. Human Resource Management Unit
7. Information/Communications Unit
8. Office of Committees
9. Office of the Marshal of the Houses
10. Office of the Public Accounts Committee and Public Accounts (Enterprises) Committee
11. Parliament Library

The Offices of the Leader of the Opposition and the Ombudsman fall under the jurisdiction of the Parliament and include members of staff of the Parliament Department, but maintain separate functions.

### **Parliament Secretariat**

Purpose: To provide professional advice and assistance to the Presiding Officers and Members of Parliament in support of their parliamentary duties.

Responsibilities include:-

- Ensuring that the Houses of Parliament have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the Order Papers and other departmental documents
- Researching matters of procedure and preparing papers occasionally on parliamentary matters

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- Maintaining manual and computerized records of all the legislative and other activities of the Parliament Department
- Preparing Bills passed by both Houses, for Presidential assent (and proclamation)
- Responding to requests for information and advice from Members of Parliament Department. Response is also made to requests from the public and private sectors, the general public, other Parliaments, regional and international organizations
- Providing secretariat services to the Presiding Officers
- Providing secretariat services to the Trinidad and Tobago Branch of the Commonwealth Parliamentary Association.

### **Accounts Division**

Purpose: To provide effective financial and accounting services to the Parliament Department, and to ensure that the financial functions are conducted in compliance with the Exchequer and Audit Act, and with financial regulations and instructions.

Responsibilities include:-

- Paying salaries and allowances to Members of Parliament, in accordance with the financial regulations
- Accounting for and advising the Accounting Officer on all aspects of the votes, Members' salaries and other financial matters pertaining to the Parliament Department
- Maintaining accurate and up to date accounting records to facilitate prompt and effective decision-making
- Paying all approved invoices for goods and services required by the Parliament Department.

### **Administrative Services Unit**

Purpose: To provide and maintain efficient and functional administrative support to the Parliament.

Responsibilities include:-

- Coordinating the preparation and timely production of annual Estimates of Expenditure



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- Procuring the supplies, furniture and equipment essential to the functioning of the Parliament Department
- Maintaining official personnel files of all staff employed by the Office of the Leader of the Opposition for the administration of personnel matters like vacation leave and casual/sick absences and for the payment of salaries and allowances
- Keeping staff informed of the Parliament Department's goal and plans through regular bulletins, and the provision of opportunity for feedback
- Maintaining a reliable system of record and registry management
- Providing up-to-date and accurate information particularly on administrative matters to facilitate decision-making by the Clerk of the House.

### **Auditing Unit**

Purpose: To plan, organize and implement the internal audit function in the Parliament Department, including the office of the Ombudsman and Office of the Leader of the Opposition.

Responsibilities include:-

- Examining the records of the Department to ensure that all transactions are authorized properly, seconded and executed, in accordance with the financial regulations and instructions
- Ensuring that accounting and management systems are properly adhered to
- Examining the relevant registers on a regular basis and making recommendations when necessary.

### **Office of Committees**

Purpose: To provide secretarial services and procedural advice to Select Committees of the Parliament other than Sessional Select Committees.

Responsibilities include:-

- Ensuring that the Committees have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the agenda and notices of meetings, reports, minutes and other documents following meetings of Committees
- Advising Members of Parliament on parliamentary practice and procedure.



Committees for which this office are responsible:-

#### SESSIONAL SELECT COMMITTEES

- The Public Accounts Committee: examines and reports on accounts showing the appropriation of the sums granted by the Legislature to meet public expenditure; accounts referred to the Committee by the House of Representatives (HOR) or under any law and reports of the Auditor General
- Public Accounts (Enterprises) Committee: examines the reports and accounts of public undertakings and determines whether the affairs of institutions are in accordance with sound business principles and commercial practices. (HOR)
- Standing Orders Committee: Considers and reports on such matters relating to standing orders referred by Houses of the Parliament
- House Committee: Considers and advises the Presiding Officers on all matters connected with the comfort and convenience of Members of Parliament
- Committee of Privileges: Considers and reports on matters which affect the powers or privileges of the Houses of Parliament
- Regulations Committee: Scrutinises and reports whether powers to make regulations, rules, sub-rules and bye-laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation
- Statutory Instruments Committee: Scrutinises and reports whether powers to make regulations, rules, sub-rules and bye-laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation.

#### SPECIAL SELECT

(Appointed on an ad hoc basis to consider specific matters)

#### JOINT SELECT

(Appointed on an ad hoc basis to consider specific matters. Comprises Members of both Houses)

Committees established by Act 29 of 1999 (Amendment to the Constitution) to inquire into and report to both Houses of Parliament in respect of:

- Government Ministries
- Municipal Corporations
- Statutory Authorities
- Service Commissions (with the exception of the Judicial and Legal Services Commission)
- State-owned enterprises

**Hansard Unit**

**Purpose:** To provide a permanent and accurate record of the proceedings of both Houses of Parliament as well as verbatim records of meetings of Select Committees.

**Responsibilities include:-**

- Producing the timely editing of verbatim transcripts of proceedings of the Parliament
- Facilitating the printing, by the Government Printer, of the official Hansard.

**Human Resource Management Unit**

**Purpose:** To acquire, develop, motivate, organize and maintain the employees of the Parliament Department.

**Responsibilities include:-**

- Performing the duties of personnel management and maintaining adequate staff levels, essential to the requirements of the Department
- Encouraging human resource development by preparing/conducting training programmes for the improvement of skills, attitudes and knowledge of staff; performance management and career guidance
- Ensuring that adequate levels of occupational safety and health are maintained, conducive to the effective performance of all Members of staff
- Serving as the nexus of labour management relations.

**Information/ Communications Unit**

**Purpose:** To provide the public with information relating to the parliamentary affairs both in print and electronic format.

**Responsibilities include:-**

- Liaising with the public, including the media, other departments of Government and schools and providing information requested
- Arranging group tours for visiting schools
- Ensuring that the Parliament Department website conforms to standardized formatting
- Maintaining current public information on the Parliament Department website.

**Office of the Marshal of the Houses of Parliament****Purpose:**

- a. To ensure the security of, and the maintenance of order and cleanliness in the Parliament Chamber and its precincts, including the departmental offices
- b. To provide reliable messengerial services through which information is disseminated to Members of Parliament and to other public offices

**Responsibilities include:-**

- Ensuring the security of the Presiding Officers and Members of Parliament, the Parliamentary officers and the parliamentary precincts
- Ensuring that the offices are, at all times, clean and well kept
- Providing a sufficient and reliable delivery service, which ensures that Members of Parliament receive their documents in good time
- Providing adequate housekeeping services to the Parliament Department.

**Office of the Public Accounts Committees**

**Purpose:** To function as the secretariat of the Public Accounts Committee (PAC) and the Public Accounts (Enterprises) Committee (PA(E)C) and to provide professional advice to the Members of these Committees.

Established under our Republican Constitution (1976), the Public Accounts Committee and the Public Accounts (Enterprises) Committee respectively, are mandated to consider and report to the Houses of Parliament on appropriation accounts of monies expended out of sums granted by Parliament to meet public expenditure and audited accounts, balance sheets and other financial statements of all enterprises that are owned or controlled by, or on behalf of the State.

**Responsibilities include:-**

- Ensuring that all necessary arrangements are made to facilitate regular and punctual meetings of the PAC and PA(E)C
- Providing professional communication linkages between these Committees and the Office of the Auditor General as well as other relevant offices and corporations
- Providing advice on practice and procedure, particularly relating to the work of the Committees, to the Members of the Committees, other Members of Parliament and interested persons
- Preparing and maintaining up-to-date information and records to facilitate decision-making by these Committees.



**The Parliament Library**

**Purpose:** To provide high-quality information resource services to Members of Parliament and their research staff, officers of the Parliament Department and their assistants in a timely, accurate and nonpartisan manner.

**Responsibilities include:-**

- Ensuring that books, journals and other printed documents which may be required by Members of Parliament, in support of their legislative duties, are available
- Responding promptly to requests from Members, officers of both Houses and other authorized users, for such relevant documents that are considered necessary for the performance of parliamentary duties
- Maintaining a definitive collection of sessional papers and other documents related to the business of proceedings of the Senate and House of Representatives
- Assisting Members' research staff to make effective use of parliamentary and other sources in their work for the Members.

**Section 7 (1)(a) (ii)****Categories of Documents in the possession of the Parliament Department:**

1. Administrative files dealing with general matters for the operations of the Department
2. Personnel files of employees of the Department
3. Accounting files and financial records dealing with the financial management of the Department
4. Files dealing with the purchase of supplies, services and equipment
5. Inventory files
6. Cabinet documents
7. Minutes/Agenda of Parliament and Committee meetings
8. Order Papers of the Houses of Parliament
9. Papers laid in Parliament
10. Debates of the Houses of Parliament
11. Standing Orders of the Houses of Parliament
12. Internal and External correspondence files
13. Query files
14. Legislation and legal instruments

15. Commonwealth Constitutions
16. Files dealing with circulars, memoranda, notices and bulletins
17. Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliament and its Members as well of buildings of Parliament
18. Files dealing with official functions, conferences and events hosted and attended by Parliamentarians and Staff
19. Books, booklets and newspaper clippings of matters relating to parliamentary government
20. Periodicals and publications on matters relating to parliamentary government
21. Other multimedia resources such as films and cassettes relating to parliamentary government

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

#### **Material prepared for inspection**

Material prepared for inspection:

- Order Papers of the House of Representatives and Senate 1961 -
- Debates of Parliament
  - o Legislative Council 1901 - 1962
  - o House of Representatives, 1962 -
  - o Senate 1962 -
- Reports of the Committees of Parliament

Material not prepared for inspection but which can be inspected:

- Debates of Parliament (British)
  - o House of Commons 1980 - 1994
  - o House of Lords 1977 - 1980
- Reports: Annual/monthly/quarterly
  - o Annual Reports (State-owned enterprises) 1960 -
  - o Auditor General's Reports (State-owned enterprises) 1960 -
  - o Central Statistical Office Statistical Reports
  - o Central Bank Reports
- Minutes of Legislative Council 1865 - 1961
- Papers laid in Parliament 1874 -
  - o These include Green Papers, White Papers, Reports of Commissions of Enquiry, Committee Reports *et al*

- Standing Orders of the House of Representatives and the Senate
- Legislation and legal instruments (Acts, Bills and Legal Notices) 1901 -
- Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and Staff as well of buildings of other Parliaments
- Commonwealth Parliamentary Association documents
- Books, booklets and newspaper clippings of matters relating to government
  - o Books relating to governmental and parliamentary procedure, Caribbean history, philosophy, management etc
  - o Vertical file newspaper clippings 1994 - 1997: parliamentary and general topics
  - o Newspapers from 1997 - :
    - Trinidad Guardian*
    - Express*
    - Newsday*
    - Selected weeklies
- Periodicals and publications
  - o *Royal Gazette, Trinidad Gazette 1874 -*
  - o *Parliamentarian 1960 -*
  - o Other Periodicals relating to general matters such as health, accounting, government, current events etc

The Parliament Library is the repository for papers laid in Parliament and a source for reference material on parliamentary and related topics. The above material exists in the public domain and can be accessed by **appointment only** between the hours of 9:00 am to 3:00 pm on normal\* working days at the Reading Room:

The Parliament Library  
Red House  
Abercromby Street  
Port of Spain  
Tel. No.: 627-9603; PBX- 623-7045/55  
Fax No.: 625-4672  
E-mail Address: [librarian@ttparliament.org](mailto:librarian@ttparliament.org)  
Website: [www.ttparliament.org](http://www.ttparliament.org)

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\* Any day Monday to Friday on which there are **no meetings** of either the House of Representatives or the Senate

The following rules for the use of the Parliament Library apply:

1. Read-access only to material - No photocopying or scanning of resources
2. Public users are not allowed to remove or borrow items from the library shelves
3. Cellular phones are to be silenced or switched off
4. No eating, drinking or smoking allowed
5. No music or group discussions allowed

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

Literature is not available by way of subscription.

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

**Procedure for accessing a document not available in the public domain -**

General enquiries can be made via telephone and email without the necessity of completing an official request form. Selected legislation, debates and general parliamentary information are available on our website.

For information that is not readily available in the public domain **the request must be submitted in writing**. FOIA request forms are available at the Parliament Library or can be downloaded from the Parliament Department website. The request should provide sufficient details to allow for easy identification and location of the records requested. If the applicant is unsure of how to write the request or what details to include, he/she may communicate with the Designated Officer or Alternate Officers. The applicant should receive a reply within thirty (30) days granting either approval or refusal of access to requested documents.

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

Requests must be addressed to the Designated Officer or in his absence the Alternate Officer:

**Designated Officer:** Mr. Jason Elcock - Communications Officer or

**Alternates:** Mrs. Gertrude James –Research Assistant II  
Mrs. Lila Rodriguez-Roberts – Hansard Editor

Parliament Department

Red House

Abercromby Street

Port of Spain

Tel. No: PBX: 623-7045/55 Ext.- 246 (J. Elcock);

Library: 627-9063 Ext.- 237 (G. James);

Hansard: 623-4494 Ext. - 240 (L. Rodriguez-Roberts)

Fax No.: 625-4672

E-mail Address: [librarian@tpparliament.org](mailto:librarian@tpparliament.org)—(G. James)

Website: [www.tpparliament.org](http://www.tpparliament.org)—(J. Elcock)



There is no application fee, however, there will be charges for time spent on searches, photocopies etc., as outlined in the Freedom of Information Fees and Regulations.

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

There are no bodies which fall under this section of the Freedom of Information Act that have been established for the purpose of advising the Department and whose meetings are open to the public.

### **Section 8**

Documents provided by the Parliament Department for use by its Officers

- Standing Orders of the House of Representatives and the Senate. These are rules of procedure pertaining to the conduct of the Offices of the Presiding Officers and Members of Parliament Department only and the procedure in the Chambers and in the Parliament Department generally. These Standing Orders are available for purchase from the Government Printery Sales Section
- Desk manuals for Parliament Department Staff outlining duties and responsibilities

### **Section 9**

Documents created since 20th February 2001 which fall under Section 9 (1) (d):

1. Special Select Committee appointed to consider and report on a Bill entitled "The Occupational Safety And Health (No. 2) Bill, 2001".  
Laid in the House of Representatives 29/06/2001.
2. Second Special Report of the Special Select Committee appointed to consider and report on a bill entitled, "The Occupational Safety and Health (No. 2) Bill, 2001".  
Laid in the House of Representatives 27/07/2001.
3. Address to both Houses of Parliament by His Excellency the President, Arthur N.R. Robinson, T.C., O.C.C., S.C., on the occasion of the opening of the First Session of the Sixth Parliament of the Republic of Trinidad and Tobago.  
House of Representatives Paper. No.1, 2001  
Laid in the House of Representatives 12/01/2001.
4. First report [2001 session] of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the expenditure from the public revenue which were not included in the annual estimates, 1999/2000.  
House of Representatives Papers. No. 2, 2001.  
Laid in the House of Representatives 2001/01/02.

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5. Report of the Committee of Privileges of the House of Representatives of the Republic of Trinidad and Tobago (2001 session).  
House of Representatives Paper. No. 5, 2001.  
Laid in the House of Representatives 2001/06/29.
6. Third report of the 2001 session of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for supplementation of the annual estimates 2001  
House of Representatives Paper. No. 6, 2001.  
Laid in the House of Representatives 2001/09/12.