



TRINIDAD AND TOBAGO GAZETTE

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1608

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES

**In Compliance with sections 7, 8 and 9 of
THE FREEDOM OF INFORMATION ACT 1999**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Energy and Energy Industries (MEEI) is required by law to publish the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by the MEEI;
- (2) A legal right for each person to have official information relating to himself/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)

Functions and structure of the MEEI.

The main policy goal for the energy sector is to optimally exploit the country's hydrocarbon resources ensuring its' efficient administration in order to obtain the greatest returns to the country for the benefit of all citizens. The energy sector is primarily administered by the MEEI whose portfolio encompasses the following:-

- (1) the management and regulation of oil and gas operations, upstream and downstream, marketing activities and the petroleum service industry;
- (2) the development and implementation of a wide range of policies related to the energy sector viz. fiscal, environmental, pricing and industrial;
- (3) policy management and control of state-owned energy based companies;
- (4) management and regulation of the mineral (quarrying) industry.

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MEEI is divided basically into eight (8) divisions or responsibility centres as shown on the organizational chart attached (See figure 1). These are as follows:

- (1) Accounts
- (2) Energy Planning
- (3) Technical
- (4) Minerals
- (5) Human Resources
- (6) Legal
- (7) Information Technology
- (8) Library
- (9) Monitoring and Evaluation Unit

The Human Resources Division is divided into:

- (i) Registry
- (ii) Records Management
- (iii) Office Management

The Technical Division is divided into:

- (i) Technical Services
- (ii) Operations
- (iii) Geology and Geophysics

Of these divisions; accounts, energy planning, human resources, legal, and information technology departments are located at:

Levels 8 and 9
Riverside Plaza,
Besson Street
Port of Spain

The Technical Division and the Minerals Division are located at:

Moonan Building
Frederick Street
Port of Spain

The Operations Division is located at:

JAPS Building
Point-a-Pierre Road,
San Fernando

The above outlined divisions or responsibility centres within the MEEI perform the following functions:

1. ACCOUNTS

This division is responsible for:

- (a) The collection and accounting of all revenues for which the MEEI is responsible.
- (b) The processing of payment of expenses relating to the MEEI after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance.
- (c) The proper recording of all revenue received and payments made e.g. lease payments, administrative charges, payment of licence fees etc.
- (d) The recording of revenues collected from Royalty, Petroleum Impost and Petroleum Levy Subsidy.

2. ENERGY PLANNING

This division is responsible for:

- (a) Fiscal matters pertaining to oil and gas exploration, development operations under both Exploration and Production Licences and Production Sharing Contracts (PSCs).
- (b) Monitoring compliance to fiscal/financial obligations under terms of the PSCs.
- (c) Domestic retail marketing which includes all aspects of MEEI portfolio with regard to crude oil and product pricing, domestic product marketing, royalty evaluation and estimates, and determination of petroleum impost.
- (d) Petrochemical marketing which includes developments trends and forecasts in the international market for petrochemicals i.e. supply demand and price.
- (e) The identification, promotion and development of initiatives in this area, implementation of Government policy with respect to alternative energy.
- (f) Energy policy formulation.
- (g) Establishing and maintaining contact with regional and international energy organizations.
- (h) Maintenance of national energy balance regional energy - economic information system, provision of data for Caribbean Energy Information System.
- (i) Overall supervision and monitoring of the electricity power sector with direct responsibility for policy and technical evaluations.

3. TECHNICAL

TECHNICAL SERVICES

The Technical Section has as its primary focus the carrying out of the Technical Operations of MEEI. This involves monitoring, regulating, developing and managing the activities of the organizations, which operate in the energy and mineral sectors with special emphasis on the compliance and adherence to the Petroleum Act and Regulations and other relevant Laws and Regulations. It also involves advising on the technical and professional aspects of the sectors and ensuring that maximum benefits can be derived from the utilization of the country's resources.

The Section is also responsible for determining and classifying the country's oil and gas reserves, determining the production lines of the petroleum reservoirs and the regulation of exploration, production, transmission and final disposal of natural gas in Trinidad and Tobago.

The Section also has a Statistical Unit which maintains statistical records on for example, oil and gas production, drilling activities, wells drilled, depth drilled and natural gas utilization by well field and company as applicable. This unit is responsible for cumulative statistical data record keeping which is complied annually for publication in the Annual Report of MEEI.

OPERATIONS

The Operations Section located in San Fernando, is responsible for regulating a wide range of activities in the petroleum industry, upstream as well as downstream. It is also responsible for the verification of oil and natural gas sales which are used in royalty determination.

Upstream activities regulated include exploration, field development, production and pipeline transmission. On the downstream end, the regulated activities are related to refining, petrochemical and liquefied natural gas plants, service stations and liquefied petroleum gas (LPG) installations. The Section is responsible for ensuring that all physical plants and facilities in the energy sector conform to internationally acceptable standards of design and operation. The Section also has an investigatory role in respect of all major accidents and/or incidents on the petroleum industry.

The Operations Section prepares the monthly bulletin which is posted on the MEEI website.

GEOLOGY AND GEOPHYSICS

The Geology and Geophysics Section is responsible for co-ordinating all exploration activities for hydrocarbon and mineral with the ultimate goal of increasing the known reserves of these resources. Its major functions are to:

- (a) Advise Government on its hydrocarbon exploration policy;
- (b) Make open acreage, both land and marine, available to oil companies for exploration activities, through competitive bidding;
- (c) Approve and monitor all exploration activities submitted by the oil and gas companies which include the conducting of seismic surveys and the drilling of exploration wells.

4. MINERALS

The major functions of the Minerals Division are to: -

- (a) Advise government on its minerals exploration policy;
- (b) Conduct geological surveys to identify mineral deposits;
- (c) Make mineral blocks available to the private sector through competitive bidding;
- (d) Arrange meetings of the Mineral Advisory Committee, which is responsible for advising government on quarrying and related matters;
- (e) Monitoring of all quarrying operations to ensure compliance with the Mineral Act 2000 so as to minimize the negative effect of quarrying on the environment.

5. HUMAN RESOURCES

The Human Resources Division has Management Section responsible for planning, organizing and controlling all human resource management activities in MEEI. The responsibility of the section concern the personnel and industrial relations of the MEEI and involves all matters relevant to employees from their recruitment/acquisition to their exit from the service via retirement/resignation with emphasis placed on training and development.

REGISTRY

The Registry is responsible for safe-keeping and maintenance of all the MEEI records. All letters, memoranda and reports are kept on files according to a classification system. Files are routed among staff as necessary. The Registry also “follows up” correspondence to ensure that replies are received or dispatched and that deadlines are observed. A file register, which is the guide to locating correspondence on specific subjects, is maintained.

PERSONNEL

Personnel is responsible for ensuring that the MEEI human resource at all levels are met. Therefore, it must arrange for recruitment of new personnel as vacancies arise. Personnel maintains personal files of all members of staff which includes information on promotions, transfers, leave, confidential reports, disciplinary and other matters relating to conditions of service in the Public Service.

OFFICE MANAGEMENT

This Unit ensures that all physical and material requirements of the organization are supplied. The Office Manager maintains inventory of stationery and supplies. Office maintenance, improvement and telephone services are also the responsibility of this Unit.

GENERAL ADMINISTRATION

General Administration is responsible for facilities and office management in the MEEI. It also handles events and conference planning as well as travel arrangements including the procurement of goods and services.

6. LEGAL

This Division advises Government on general legal problems and does general legal work within the scope of MEEI. The field will cover, for example, leases, production sharing contracts and other agreements, sources of revenue enforcement of the petroleum and related Acts and legislation.

7. INFORMATION TECHNOLOGY

The Information Unit continues to explore opportunities to strategically align the information services with technological developments and opportunities. This is in keeping with its mission to provide up-to-date and timely information support for primary and general users at MEEI three locations. The Information Unit has developed a Wide Area Network with the ability to share files easily between all branches of MEEI and to maximize use of network resources.

8. LIBRARY

The library is responsible for organizing and maintaining an information service, comprising resource material that is primarily relevant to the work of the MEEI. The library operates from two physical locations as follows:-

- (a) The main office in Port of Spain, where the collection covers a range of information items on the technical, social and economic aspects of the local, regional and international energy and minerals industry.
- (b) The South Office, where a smaller, more specialized, technical collection of energy-related information is available.

The library is also available for use by the general public, which includes other government agencies, energy companies, local and international researchers and students.

9. MONITORING AND EVALUATION UNIT

This unit appraises applications from oil companies for foreign personnel and makes recommendations to the Ministry of National Security for the grant of work permits. The unit monitors the transfer of knowledge and skills from the expatriates to nationals of Trinidad and Tobago.

ORGANISATIONAL RE-STRUCTURING

The MEEI has embarked on a programme of re-structuring its business activities and as such a revised structure has been determined which is now reflected in figure 2. However, further details of the revised structure and specific activities to be conducted in the respective divisions will be published upon finalization.

EFFECT OF MEEI FUNCTIONS ON MEMBERS OF THE PUBLIC

The work of the MEEI impacts on various sectors in Trinidad and Tobago and ultimately on every citizen of the country. The energy resources of the country represent the patrimony of the citizens and must be used for their benefit. The public has the opportunity to be involved in the formulation of policy and energy related matters through a continuous programme inviting public comment, consultation and through various committees and advisory bodies.

In consideration of the environment and health impact of energy production and use, the MEEI seeks to promote the use of energy sources which are both user and environmentally friendly. The drive for energy conservation and a clean environment is an important motivating factor for promoting the use of new and renewable energy resources, thus enhancing the quality of life in Trinidad and Tobago.

SECTION 7 (1) (a) (ii)

Categories of Documents in the possession of the MEEI:

- (1) Files dealing with administrative documents, for the operations of the MEEI.
- (2) Personnel files, which detail all staff appointments, job applications, job promotion transfers, resignations, deaths, retirements, leave, etc.
- (3) Files dealing with the accounting functions of the MEEI.
- (4) Financial records (cheques, vouchers, receipts, pay records etc.)
- (5) Files dealing with matters relating to the procurement of supplies services and equipment.
- (6) Cabinet Documents
- (7) Policy and Procedure Documents
- (8) News releases, speeches etc. originating in the MEEI.
- (9) Internal and external correspondence files.
- (10) Maps, charts, compact and digital discs, diskettes, tapes, photographs, abstracts and catalogue.
- (11) Documents relating to the strategic review of MEEI.
- (12) Legislation and Legal Instruments.
- (13) Legal opinions and related matters.
- (14) Files dealing with training – local and technical co-operation.
- (15) Reports – annual, statistical, audit, consultants, technical, corporate etc.
- (16) Pamphlets, brochures, posters, newspaper clippings, and bulletins.
- (17) Minutes and agenda of meetings.
- (18) Files dealing with circulars, memoranda, notices, etc.
- (19) Files dealing with official functions, conferences and events hosted and attended by MEEI.
- (20) Books and journals.
- (21) Complaint/suggestion files.
- (22) Registers, approvals, licenses, contracts, memoranda of understanding etc.
- (24) Scientific and technical files/reports.
- (25) Files dealing with projects initiated conducted and/or facilitated by MEEI.
- (26) Files dealing with tenders issued by MEEI.
- (27) Files dealing with competitive bidding rounds held by MEEI.
- (28) Files dealing with health, safety and environmental issues.
- (29) Files dealing with energy industry statistics i.e. production, consumption and utilization.
- (30) Inventory files.

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection.

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The Library at the Port of Spain office has a catalogue of information available at the MEEI. While the library does not offer photocopying services, the public may inspect the material between the hours of 8.00 am to 4.00 pm on normal working days at: -

The Library, Level 7
MEEI
Riverside Plaza
Besson Street
Port of Spain
Tel.623-6708 ext 2007
Fax: 624-3147
E-mail: librarypos@energy.gov.tt

SECTION 7 (1) (a) (iv)

Publications available from MEEI.

Members of the public may request the following material:-

- (1) The Monthly Bulletin of the MEEI.
- (2) The Annual Report of the MEEI.

Please contact or write to:

The Library, Level 7
MEEI
Riverside Plaza
Besson Street
Port of Spain
Tel.623-6708 ext 2007
Fax: 624-3147
E-mail: librarypos@energy.gov.tt

The Library
MEEI
Operations Section
JAPS Building
Point-a-Pierre Road
San Fernando
Tel: 652-2075 ext 2006
E-mail: nazeemamohammed@energy.gov.tt

Members of the public can also visit our website at www.energy.gov.tt

SECTION 7 (1) (a) (v)

The procedures to be followed when accessing documents from the MEEI:

How to request information:

(1) 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 i.e. (Request for Access to Official Documents) available from our library or Designated Officer, for information that is not readily available in the public domain.

(2) 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 you are not sure how to write your request or what details to include, communicate with our Designated Officer or Alternate Officers as named in section 7 (1)(a)(vi).

(3) Request not handled under the FOIA

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

(4) Responding to your request**Retrieving documents**

MEEI is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored at the National Archives or any other storage center, will be retrieved in order to process your request. Prior to the commencement of the FOIA old records may have been destroyed. The granting of a request for such documents would therefore be impossible. Various laws, regulations and manuals give the time periods for preserving records before they may be destroyed.

(5) 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 will 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.
- (b) Perform research for you.

(6) Time limits

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 requests, 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.

(7) Time Allowed

We will determine whether to grant your requests 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.

(8) Fees and Refunds

The Freedom of Information Fees and Charges Regulations (yet to be enacted) prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within (7) days of payment of the relevant fee (when enacted). If we fail to provide the information within the seven (7) day period you are entitled to a refund of any fees paid in addition to access to the documents requested.

Section 7 (1) (a) (vi)

Officers in the MEEI responsible for:-

- (a) The initial receipt of and action upon notices under section 10
- (b) Requests for access to documents under section 13 and
- (c) Applications for corrections of personal information under section 36 of the FOIA

are as follows:-

The Designated Officer: -

Ms. Indira Ramkissoon
Senior State Counsel
Level 9 Riverside Plaza
Besson Street
Port of Spain

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Tel: 623-6708 ext. 2037
Fax: 627-1486
E-mail: iramkissoon@energy.gov.tt

The two Alternate Officers:-

(1) Mr. Selwyn Lashley
Chief Technical Officer
Moonan Building
Frederick Street
Port of Spain
Tel: 625-7015
Fax: 623-2627
E-mail: slashley@energy.gov.tt

(2) Ms. Cheryl Medford
Librarian 111
Level 7, Riverside Plaza
Besson Street
Port of Spain
Tel: 623-6708 ext 2005
Fax: 624-3147
E-mail: cmedford@energy.gov.tt

SECTION 7 (1) (a) (vii)

At the present time there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities.

Information can be accessed from our libraries in both the North and South offices. You may make general enquiries of our Librarian at 623-6708 ext. 2007. The library/reading room in MEEI is located on Level 7, Riverside Plaza, Besson Street, Port-of-Spain and it is open to the public from Monday to Friday between the hours of 8:00 am and 4:00 pm.

Policy of MEEI for provision of copies of documents held in the public domain are as follows:

- (1) Certain provision of documents may be subject to a small charge to cover administrative costs.
- (2) No smoking, eating or drinking is allowed in the library/reading room.

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. The Laws/Acts which impact upon the MEEI are as follows:

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- 1) The Petroleum Act Chapter 62:01 and Regulations
- 2) The Petroleum Production Levy and Subsidy Act Chapter 62:02
- 3) The Petroleum Taxes Act Chapter 75:04
- 4) The Income Tax (In Aid of Industry) Act Chapter 85:04
- 5) The Income Tax Act Chapter 75:01
- 6) The Unemployment Levy Act Chapter 75:03
- 7) The Minerals Act No. 61 of 2000
- 8) The Exchequer and Audit Act Chapter 69:01
- 9) The Fiscal Incentives Act Chapter 85:01
- 10) The Freedom of Information Act No. 26 of 1999
- 11) The Environment Management Act No. 3 of 2000

SECTION 8 (1) (a) (ii)

The 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 that apply under this section are as follows:-

- 1) A Guide to obtaining a work permit in Trinidad and Tobago.
- 2) Underground storage tank systems – Guidelines for the installation and use of underground storage tank systems.
- 3) Above ground storage of diesel and kerosene – Guidelines for the aboveground storage of diesel and kerosene.
- 4) LPG Storage – Guidelines and application procedure for LPG storage.
- 5) Road Tank Wagons – Guidelines for the transportation of petroleum by road tank wagons: [Draft].
- 6) Handling and storage of petroleum products – General guidelines for handling and storage of petroleum products and combustible liquids.
- 7) Code of Practice for Drilling and Production Rigs Operating in Trinidad and Tobago.

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, the following will apply:

- Role of the Certified Verification Agent: Onshore and Offshore Pipelines and Facilities.

SECTION 9 STATEMENTS**SECTION 9(1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established with MEEI.

- Accident / Incident reports.
- Oil Spill Contingency plans.

SECTION 9(1) (b)

A report or a statement containing the advice or recommendations:

- (i) of a body or entity established outside MEEI by or under a written law,
- (ii) or by a Minister of Government of either public authority for the purpose of submitting a report or reports, providing advice or making recommendations to MEEI or to the responsible Minister of MEEI.

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (c)

A report or a statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of MEEI.

- Accident / Incident reports.

SECTION 9 (1) (d)

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

- National Oil Spill Contingency Plan for Trinidad and Tobago.

SECTION 9(1) (e)

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

- Reports from CARIRI'S Petroleum Testing Laboratory on samples submitted by MEEI for analyses. A list of laboratory analyses that have been conducted can be obtained from MEEI.

SECTION 9 (1) (f)

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

- MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.

SECTION 9 (1) (g)

A report prepared within the MEEI 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.

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (h)

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

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (i)

A report containing:

(i) final plans or proposals for the re-organization of the functions of the MEEI.

(ii) the establishment of a new policy, programme or project to be administered by the MEEI or

(iii) the alteration of an existing policy programme or project administered by the MEEI, whether or not the plans or proposals are subject to approval by an officer of the MEEI, another public authority, the responsible Minister of the MEEI or Cabinet.

- MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.
- Trinidad and Tobago Energy Sector Local Content and Participation Policy Framework.

SECTION 9(1) (j)

A statement prepared within MEEI and containing policy directions for the drafting of legislation.

- Draft Quarry Policy for Trinidad and Tobago: A Green Paper, April 2005.

SECTION 9 (1) (k)

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

- There are no reports to be published under this section at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the MEEI.

- There are no environmental impact statements to be published under this section at this time.

1608—*Continued***SECTION 9 (1) (m)**

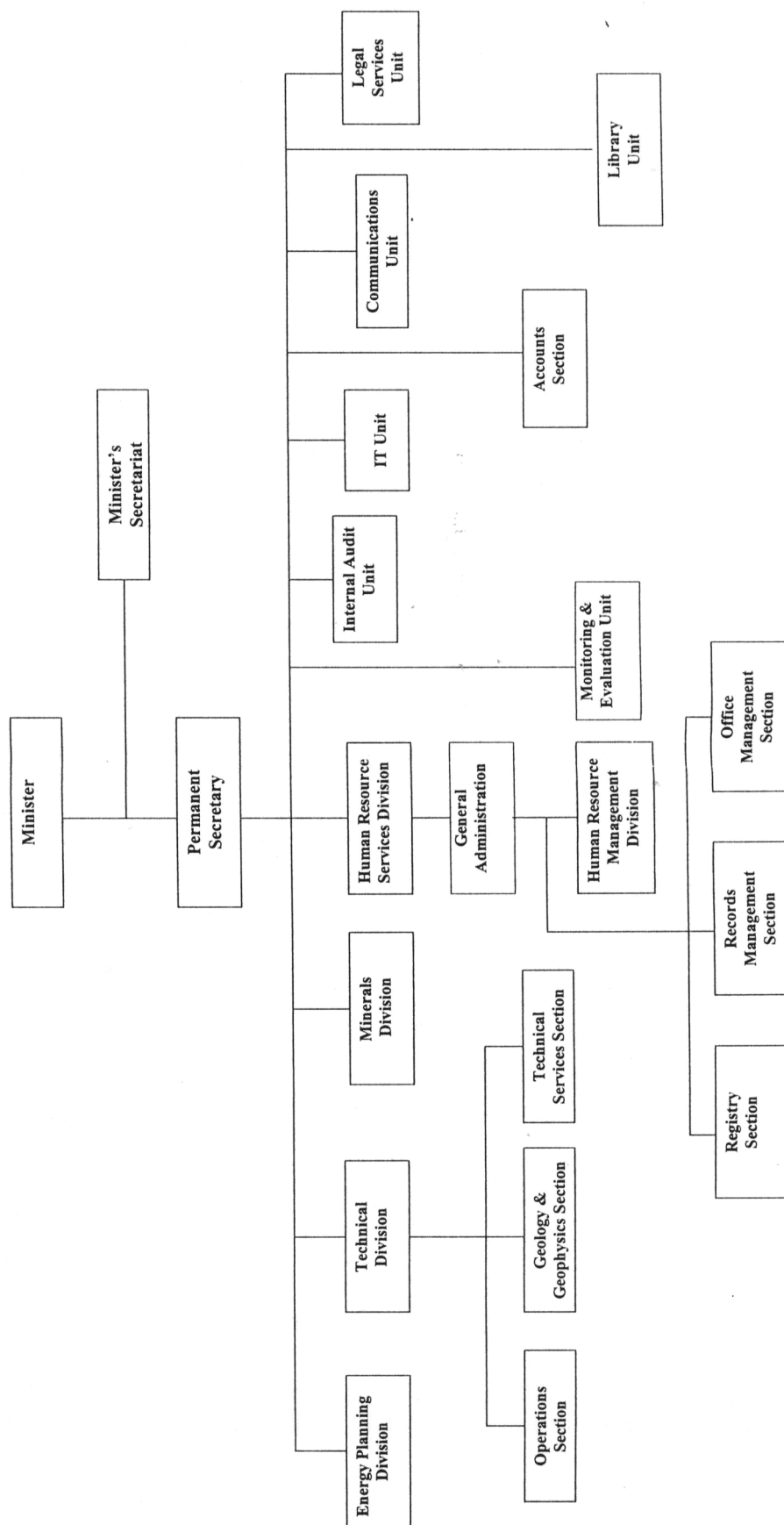
A valuation report prepared for MEEI by a valuator, whether or not the valuator is an officer of the MEEI.

- There are no reports to be published under this section at this time.

April 13, 2005

ORGANISATIONAL CHART
MINISTRY OF ENERGY AND ENERGY INDUSTRIES
(RE: DIVISIONS/SECTIONS/UNITS – 2004)

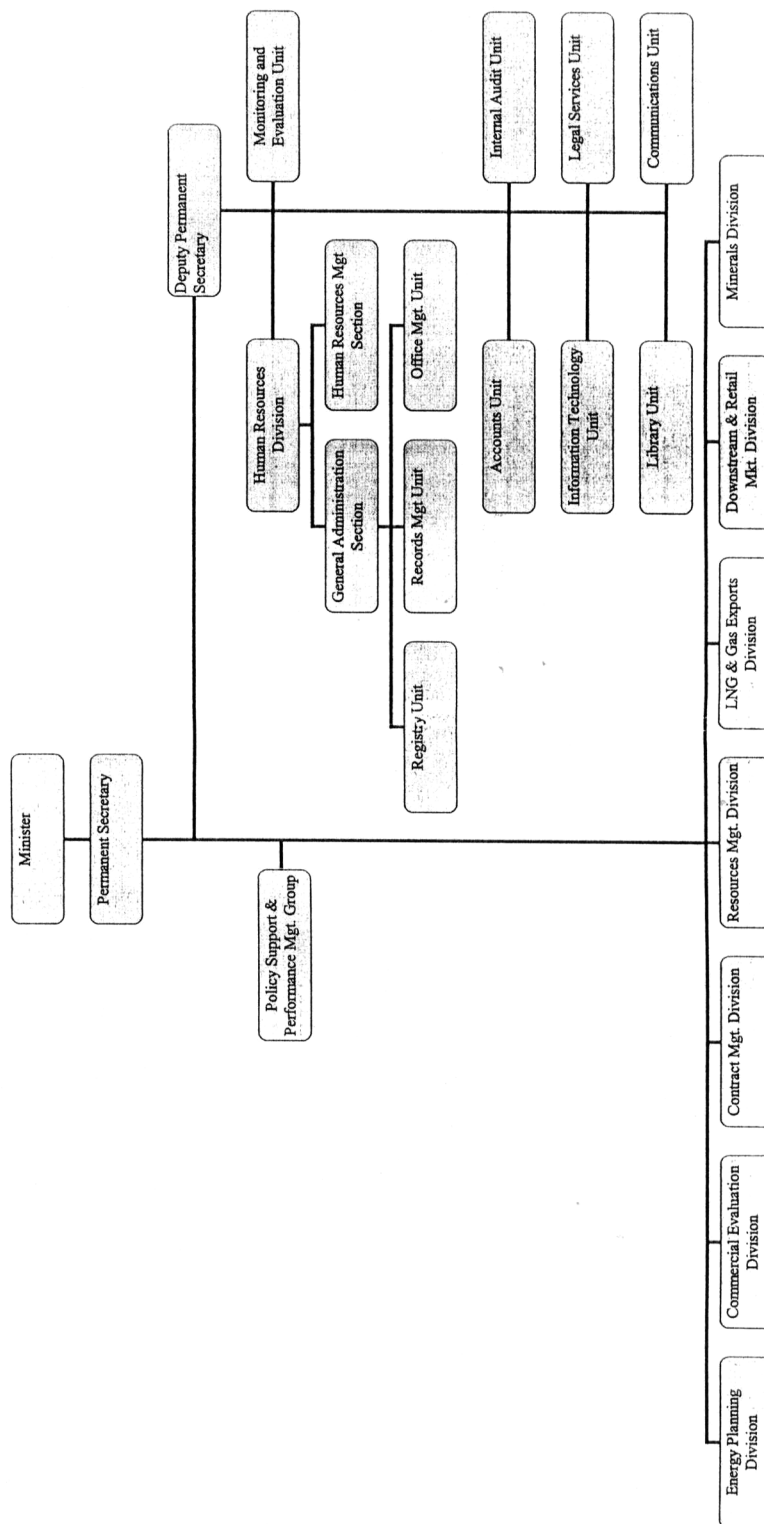
Figure 1



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ORGANISATIONAL CHART
MINISTRY OF ENERGY AND ENERGY INDUSTRIES
(RE: DIVISIONS/SECTIONS/UNITS)
REPORTING RELATIONSHIPS

Figure 2





GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

GOVERNMENT of the Republic of Trinidad and Tobago

Public Statement of the MINISTRY OF EDUCATION

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 (FOIA) 1999**, the Ministry of Education is required by law to publish the following statements which list the documents and information available for public scrutiny.

The Act gives the public a general right of access (with exemptions) to official documents held by the Ministry of Education, a legal right to have official information pertaining to himself/herself amended where it is incomplete, incorrect or misleading, a legal right to obtain reasons for adverse decision made in respect of an applicant's request for information under the Freedom of Information Act and a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions under the Freedom of Information Act.

EDUCATION ADMINISTRATION

The **Mission Statement** of the Ministry of Education is “**to lead the modernization and renewal of the system of education.**” It is within this context that the administration of the Ministry and the education system is premised.

The Ministry of Education is headed by the Minister of Education who is constitutionally responsible for its operations. The Minister of Education is assisted by two (2) Permanent Secretaries, Deputy Permanent Secretary, the Chief Education Officer, Heads of Divisions and a cadre of technical, administrative and clerical officers and other support staff in the administration of the education system and in the execution of the education policy of the Government. The various divisions in the Ministry hold the responsibility for implementation of educational policy, education programmes and the monitoring of the education system.

SECTION 7 STATEMENTS:

Section 7 (1) (a) (i)

FUNCTION OF THE MINISTRY OF EDUCATION

The Ministry of Education is the arm of government that:

- (i) *promotes the education of the people of Trinidad and Tobago, and establishes institutions devoted to that purpose;*
- (ii) *establishes a system of education designed to provide adequately for the planning and development of an educational service related to the changing needs of the community;*
- (iii) *ensures the effective execution of the education policy of the Government.*

The **Education Act 1966 Chapter 39:01** (copy available at the Government Printery) confers on the Minister of Education such powers as to ensure –

- a) *the promotion of the education of the people of Trinidad and Tobago, and the establishment of institutions devoted to that purpose by means of which she/he shall thereby contribute towards the development of the human resources, physical, mental, moral and spiritual of the community;*
- b) *the establishment of a system of education designed to provide adequately for the planning and development of an educational service related to the changing needs of the community;*
- c) *the effective execution of the education policy of the Government.*

STRUCTURE OF THE MINISTRY OF EDUCATION

The Ministry of Education comprises of a staff of approximately eighteen thousand persons who is responsible for the development and delivery of education in Trinidad and Tobago up to secondary school level. The Ministry is headed by the Honourable Minister of Education who is assisted by two Permanent Secretaries, a Deputy Permanent Secretary and the Chief Education Officer. The Ministry is divided into the following Divisions, Units and Special Programmes:-

Divisions

- The School Supervision Division
- The Educational Planning Division
- The Curriculum Development Division
- The Educational Services Division
- The Educational Research and Evaluation Division
- The Technical Vocational Education and Training Division
- The Human Resource Management Division
- The General Administration Division
- The Finance and Accounts Division
- Educational Management Facilities Division

Units

- Communications
- Information Technology
- Internal Audit
- Legal
- Local School Board
- School Support Services
- Rudranath Capildeo Learning Resource Centre
- Rudranath Capildeo Learning Resource Centre Library/ School Libraries Division

Special Programmes

- Secondary Education Modernization Programme (SEMP)
- Education Programme Co-ordinating Unit

Statutory Boards

- United Nations Educational, Scientific and Cultural Organisation (UNESCO)

State Enterprises

- National Schools' Dietary Services Limited
- Educational Facilities Company Limited

Section 7 (1) (a) (ii)**Categories of Documents which are common to all Divisions of the Ministry of Education:**

- Administration files
- Personnel files
- Application forms – teaching positions, transfers, student admissions, use of schools, local and foreign/external examinations, teacher registration, special concessions (SEA), review of examination results, pre-service teacher training
- Reports – Consultancies, Examining bodies, Educational research
- News releases and speeches
- Contracts and Agreements
- Circulars
- Job descriptions
- Policy and Procedural documents – Strategic Plan
- Minutes and Agendas of meetings
- Inventories
- Periodicals, pamphlets, brochures
- Cumulative Record Cards
- Career Planning documents
- Syllabi
- Curricula documents
- Examination papers & results
- Video Tapes
- Registers – Attendance
- Journals – Education Journal of Trinidad and Tobago
- Accounting and Financial documents
- Plans/designs for schools
- Tender documents
- School Nutrition Menus
- List of Caterers of the School Nutrition Programme
- Cabinet Documents relevant to the Ministry of Education
- Legislation

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 9:00 a.m. to 3:00 p.m. on normal working days at:-

***General Administration
Ministry of Education
Alexandra Street
St. Clair
Tel. No. 628-7868
Fax No. 622-4892***

The documents available for publication and/or inspection are:

- Examination results statistics
- Annual reports from Examining Bodies
- Subject reports
- Adult Education Booklet
- Reviews of the Adult Education Unit
- Educational Journal of Trinidad and Tobago
- School Paper of Trinidad and Tobago
- Supplementary Texts for Schools
- Education Proposals/Reports
- Videotapes – Refer to the Video Catalogue at the R.C.L.R.C.
- Handbooks

Section 7 (1) (a) (iv)**Literature available by subscription:**

Members of the Public may subscribe for the following material:

- UNESCO magazines and materials listed in the UNESCO catalogue

***Contact: The Documentation Centre
15 Wainwright Street
St. Clair
Port of Spain
Tel. No. 622 0939
Fax No. 6228909
Email: tntncunesco@tstt.net.tt***

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Ministry of Education:**

- In order to have the rights given to you by the Freedom of Information Act you must make your request in writing in the prescribed form. The Applicant must complete the appropriate form available in our Reading Room for information that is not readily available in the public domain.
- The “**Request for Access to Official Documents**” Form must be addressed to:

Ms. Merle Goden
General Administration
Ministry of Education
Alexandra Street
St. Clair
Tel. No. 628-7868
Fax No. 622-4892
- Applicants must ensure that details are provided for ready identification and location of the records being requested. If the details are insufficient the Applicant is required to provide clarification.

The Ministry of Education 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 Freedom of Information Act. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies if you so request.

Section 7 (1) (a) (vi)

The Public may submit requests pursuant to Sections 10, 13 and 36 of the Freedom of Information Act to the following officers:

1. Mr. Henry Scindian
Administrative Officer
General Administration
Ministry of Education
Alexandra Street
St. Clair
Tel. No. 622-3703
Fax No. 622-4892

or to:

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2. Ms. Merle Goden
Administrative Officer IV
General Administration
Ministry of Education
Alexandra Street
St. Clair
Tel. No. 622-3703
Fax No. 622-4892

Section 7 (1) (a) (vii)

Not applicable at this time

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:

Information of the **Ministry of Education** (excluding those of the Rudranath Capildeo Learning Resource Centre) in the public domain can be accessed in our reading room at:

***General Administration
Ministry of Education
Alexandra Street
St. Clair
Tel. No. 622-3703
Fax No. 622-4892***

The Reading Room is open to the Public from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m.

Information of the **Rudranath Capildeo Learning Resource Centre (R.C.L.R.C.)** in the public domain can be accessed in our reading room at:

***Rudranath Capildeo Learning Resource Centre Library
Southern Main Road
McBean
Couva
Tel. No. 679-4119 or 679-2574 ext. 4***

The Reading Room is open to the Public as follows:-

Monday	8:00 a.m. – 4:15 p.m.
Tuesday to Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

The following rules are in effect at both Reading Rooms:

- No smoking, eating or drinking is allowed in the Reading Room.
- Applicants are asked to be properly attired.

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:

- Education Act Chapter 39:01 and amendments thereto
- Public Service Commission Regulations
- Pensions Act Chapter 23:52 and amendments thereto
- Children's Act Chapter 46:01 and amendments thereto
- Industrial Relations Act Chapter 88:01 and amendments thereto
- Code of Conduct – Legal Notice 184 of 2000
- Freedom of Information Act 1999
- Financial Regulations
- Financial Instructions
- Sexual Offences Act 1986 and amendments thereto

Section 8 (1)(a)(ii)

Manuals, rules of procedure, statements of policy, records or decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents:

- Brochure outlining criteria for the award of National Scholarships
- Audio visual advantages
- Principles for designing instruction
- Selecting video media for instruction
- Handbook on Junior Secondary Schools
- Manual for school libraries
- Standards for Secondary School Library Media Centres
- Draft Policy Manual for the R.C.L.R.C.
- Departmental Circulars

- PMAP Handbook
- Handbook of Rules for Training Awards
- SEMP master plan
- Chief Personnel Officer's Guidelines for the Administration of Devolved Functions

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:

Not available at this time

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 Education

- ❖ Procedure for the acquisition of sites for schools
- ❖ Procedural guidelines for the execution of maintenance and upkeep services and security services
- ❖ Policies, Procedures, Instructions, Guidelines for entering candidates for the National Examinations Council's yearly examinations
- ❖ Instructions to candidates writing the National Examinations Council's yearly examinations
- ❖ Examinations timetable
- ❖ Daily timetable

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) or a body or entity established outside the Ministry of Education by or under a written law (2) or by a Minister or Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Ministry of Education or to the responsible Minister of that public authority

- ❖ National Task Force on Education Policy Paper (1993-2003)
- ❖ Biche Enquiry Report – September 2002

Section 9 (1) (c)

A report, or a statement containing the advice or recommendation of an interdepartmental Committee whose membership includes an officer of the Ministry of Education

- ❖ Textbook Evaluation Instrument, June 2001
- ❖ Textbook Evaluation Committee Report on Lower Secondary School Textbooks, February 2002
- ❖ Textbook Evaluation Committee Report on Primary School Textbooks, May 2002
- ❖ Textbook Evaluation Committee Report on Forms One and Two in Secondary Schools, March 2003
- ❖ Textbook Evaluation Committee Report on Form three, April 2004

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the Ministry of Education to submit a report provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the Ministry of Education who is not a member of the Committee

Strategic Plan for the De-Shifting and Conversion of Secondary Schools, July 2004

Section 9 (1) (e)

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

- ❖ Geotechnical Reports for all Secondary Schools
- ❖ Environmental Scoping Reports (done prior to the construction of Secondary Schools)

Section 9 (1) (f)

A report prepared for the Ministry by a consultant who was paid for preparing the report

- ❖ Restructuring and Decentralization of the Ministry of Education – Coopers Lybrand & Co. Ltd.

- ❖ Restructuring and Decentralization of the Ministry of Education – Dr. Ralph Romain
- ❖ Impact Evaluation of the Early Childhood Care and Education – Hi-Scope
- ❖ Report on Testing and Reform – University of Cambridge
- ❖ Report on Early Childhood Care and Education – Patricia Dyer
- ❖ Report on Early Childhood Care and Education – Steve West
- ❖ Institutional Strengthening – Mid-Term Evaluation on Curriculum – Dr. Michael Alleyne

Section 9 (1) (g)

A report prepared within the Ministry of Education 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, programmed or project

- ❖ Ministry of Education Local School Board Committee – Committee Annual Status Report, May 2003
- ❖ Report on Pilot Local School Boards – Survey Feedback, December 2, 2004
- ❖ Benchmarking Violence and Delinquency in the Secondary School: Towards a Culture of Peace and Civility - Ramesh Deosaran
- ❖ Report of Committee to Review the Recommendations of Deosaran Report
- ❖ Proposal for an Incentives Programme for the Ministry of Education - Incentives Committee, August 2003
- ❖ National Consultation Report on Restructuring and Decentralization of the Ministry of Education, July 2003
- ❖ Modernization of Secondary Education in Trinidad and Tobago and its impact on education reform – August 2004
- ❖ Textbook Development in Trinidad and Tobago – Draft Proposal, 1994
- ❖ Ministry of Education Draft Textbook Policy – November, 2003
- ❖ Architects' and Users' Briefs for schools
- ❖ Textbook Rental Programme 2003, Evaluation Report

Section 9 (1) (h)

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

- ❖ Textbook Rental Programme Project Report January – September 2003
- ❖ Reports on achievements of the Ministry of Education
- ❖ Social and Economic Policy Framework for the Ministry of Education – Status Reports

- ❖ Social Sector Investment Programme for the Ministry of Education – Status Reports
- ❖ Public Sector Investment Programme – Status Reports
- ❖ Administrative Report of Ministry of Education 2002 – 2003
- ❖ Report on Phase 2 Schools Sensitization Seminar on Local School Boards - March 9, 2005
- ❖ Report on (Make-Up) Training workshops for Local School Boards - February 25, 2005
- ❖ Report on Best Practices Seminar for Local School Boards – February 4, 2005
- ❖ Status Report on Local School Boards Implementation – December 20, 2004
- ❖ Status Report for Local School Boards Unit for September and October 2004
- ❖ Final Report on Training Sessions - October 11, 2004
- ❖ Training Sessions: Report for Phase 1 Local School Boards – August 3, 2004
- ❖ Status Report for Local School Boards Unit – July 2004
- ❖ Status Report for Local School Boards Unit – August 2004
- ❖ Local School Boards Phase 1 Training Sessions for July 13-16, 2004
- ❖ Local School Boards Phase 1 Training Sessions for July 20-23, 2004
- ❖ Local School Boards Phase 1 Training Sessions for July 27-30, 2004
- ❖ Status Report for Local School Boards Unit for May 2004
- ❖ Status Report for Local School Boards Unit for June 2004
- ❖ Report on the Introduction to Local School Boards Workshop - June 3, 2004
- ❖ Interim Report on Activities of the Local School Boards Unit – May 21, 2004
- ❖ Status Report for Local School Boards Unit for January and February 2005
- ❖ Status Report for Local School Boards Unit for November 2004

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the Ministry of Education (2) the establishment of a new policy, programme or project to be administered by the Ministry of Education or (3) the alteration of an existing policy programme or project administered by the Ministry of Education whether or not the plans or proposals are subject to approval by an officer of the Ministry of Education, another public authority, the responsible Minister of the Ministry of Education

- ❖ Strategic Plan 2002-2006
- ❖ Report on Envisioning the Communications Sector – January 2004
- ❖ Restructuring and Decentralization of the Ministry of Education: The Way Forward – January 2004

Section 9 (1) (j)

A statement prepared within the Ministry of Education and containing policy directions for the drafting of legislation

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Not applicable

Section 9 (1) (k)

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

Not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the Ministry of Education

Not applicable

Section 9 (1) (m)

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

Not applicable