



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 44

Port-of-Spain, Trinidad, Friday 7th October, 2005—Price \$1.00

No. 186

2011

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part B—

Notification—(Legal Notice No. 256 of 2005).

2012

APPOINTMENT TO ACT AS CHAIRMAN OF THE POLICE SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 122 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has appointed Mr. AINSLEY TIM POW, Deputy Chairman of the Public Service Commission, to act as Chairman of the Police Service Commission, with effect from 6th October, 2005 and continuing during the period of illness of the Chairman, Ambassador CHRISTOPHER THOMAS.

H. HEMNATH
*Secretary to Her Excellency
the Acting President*

6th October, 2005.

2013

APPOINTMENT TO ACT AS CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all powers thereto her enabling, has appointed Mr. AINSLEY TIM POW, Deputy Chairman of the Public Service Commission, to act as Chairman of the said Commission with effect from 6th October, 2005 and continuing during the period of illness of the Chairman, Ambassador CHRISTOPHER THOMAS.

H. HEMNATH
*Secretary to Her Excellency
the Acting President*

6th October, 2005.

2014

APPOINTMENT TO ACT AS DEPUTY CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all powers thereto her enabling, has appointed Mr. SAKAL SEEMUNGAL, a Member of the Public Service Commission, to act as Deputy Chairman of the said Commission with effect from 6th October, 2005 and continuing during the period that the Deputy Chairman, Mr. AINSLEY TIM POW is acting as Chairman.

H. HEMNATH
*Secretary to Her Excellency
the Acting President*

6th October, 2005.

2015

Pursuant to section 21(3) of the Telecommunications Act, 2001, the Telecommunications Authority of Trinidad and Tobago hereby notifies that it has received and is now reviewing, applications from the following entities for concessions for the provision of Broadcasting Services (Television):

Applicant	Address
Mohan Jaikaran	46-54 Valsayn Avenue, #2 Comelot Townhouse, Valsayn
Caribbean Communications Network	Express House, 35 Independence Square, Port of Spain
Advance Community Television Network Limited	53B Circular Road, San Fernando
Gayelle Limited	161 Western Main Road, St. James
Caribbean New Media Group Limited	11A Maraval Road, Port of Spain

Comments on or objections to the above applications, may be submitted to the Telecommunications Authority of Trinidad and Tobago on or before 7th November, 2005.

Comments should be addressed to:

**The Corporate Secretary
Telecommunications Authority of Trinidad and Tobago
Suites 3-5 BEN Court
76 Boundary Road, San Juan
Tel: (868) 675-8288
Fax: (868) 674-1055
Website: www.tatt.org.tt
Email: info@tatt.org.tt**

2016

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Caribbean Industrial Research Institute (CARIRI), is required by law to publish the following statements, which is an explanation of the role and responsibility of CARIRI and the categories of documents held by CARIRI. The Act gives the public right of access (with exemptions) to official documents held by the Caribbean Industrial Research Institute.

Section 7 STATEMENTS

Section 7 (1) (a) (i)

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological services to private and public sector organizations locally and regionally.

The Institute's mission is: *"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."*

The Institute's major functions include:

- ◆ To provide technical and industrial services to public and private industrial enterprises;
- ◆ To collect and disseminate technical information, including applicable standards, specifications and quality control procedures;
- ◆ To undertake chemical analytical work particularly in connection with quality control testing in the food industries and other local industries;
- ◆ To provide physical (measurements) and materials testing services;
- ◆ To provide engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- ◆ To undertake economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;

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- ◆ To provide environmental monitoring, control and developmental activities.
- ◆ To advise the government on the formulation of specifications, the promulgation and application of industrial processes and practices and the preparation of industrial standards;
- ◆ To engage in industrial research programmes related to the needs of Trinidad and Tobago and the Caribbean region.

The Board of Directors is appointed by the President, the Republic of Trinidad and Tobago, and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and ten (110) persons and is headed by a Chief Executive Officer.

OPERATIONAL UNITS AND DEPARTMENTS

The Caribbean Industrial Research Institute operates from two (2) locations - UWI Campus, St. Augustine and Trincity West Industrial Estate, Macoya. The key focus areas are:

- Food and Biotechnology
- Microbiology
- Analytical Chemistry
- Petroleum and Energy
- Industrial Materials
- Environmental Management

CARIRI is comprised of the following Units as shown in the Organizational Chart

- Petroleum and Energy-based Services (PEBS)
- Analytical Chemistry and Microbiology Services (ACAMS)
- Environmental Services (ES)
- Food/Biotechnology Services (Biotech)
- Industrial Material Unit (IMU)
- Business Services Unit (BSU)
- Corporate Services

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Analytical Chemistry and Microbiology Services (ACAMS)

This Unit provides industry and the population at large with a wide range of testing and consultancy services:

- Analytical Chemistry Laboratory
- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals re compliance
- Chemicals re conformance to specified requirements
- Environmental contaminants to e.g. pesticides
- Toxicology
- Air Monitoring
- Food Safety
- Food and Potable water re fitness for human consumption
- Effluent – both industrial and from domestic wastewater treatment plants in compliance with TTS 547 and 417 respectively
- Biodegradability
- Identification and quantification of microbial strains which have specific implications in air and water quality
- Pesticide identification

Biotechnology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is therefore to provide general and laboratory based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and process development
- Plant and quality audits
- Feasibility studies – technical and economic and plant layout
- Troubleshooting process plant operations
- Development and implementation of Quality Assurance programme
- Provision of technical assistance to entrepreneurs and small and medium scale processors in the agro-processing sectors
- Training in food preservation techniques and wine making from local raw materials
- Food safety
- Contract processing in Pilot Plant

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- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory analysis and Consumer research
- Licensing of technology
- Raw material assessment
- Post-harvest technology
- Cleaner Production technologies
 - waste generation baseline (plant optimization)
 - development of processes and systems to minimize waste

Business Services

The responsibilities of the Business Services Unit are as follows:

- Promotion of the Institute's services to existing and potential clients;
- Identification of new business opportunities;
- Conduct of market research including competitor evaluation;
- Customer relations;
- Development (in conjunction with other Units / Departments) of new products;
- Preparation of proposals and review of proposals and contracts;

Environmental Services

There is a great demand for specialized environmental services both in an advisory capacity as well as for use by the regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) – management program
 - stack testing

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- Environmental Engineering Consulting, including:
 - waste management
 - environmental impact assessment (EIA)
- Environmental Management Cleaner Environment
 - consulting services in the implementation of clean technologies
- Sewerage Treatment Plants
 - effluent monitoring at hotels and public systems
 - water quality in streams

Industrial Materials Unit

This Unit provides a number of services to the construction and heavy industries and serves a wide range of client from micro to large. Their objectives include solving their materials technological problems and quality related issues by providing the under mentioned services:

- Cube works
 - accredited testing of concrete products, aggregates, asphalt and asphalt concrete, etc.
- Metallurgy
 - mechanized testing, metallography analysis of engineering factors, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro structural analysis
- Cleaner Production Technologies
 - composite materials
 - recycled products
- Physical Measurements and Calibration
- Specialized Services

2016—Continued

- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - fracture analysis
 - calibration
 - weld assessment

Petroleum and Energy-based Services (PEBS)

This Unit provides laboratory based in-plant consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy's Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes
- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Corporate Services
- Quality Services
- CAMS
- Information Services
- Human Resources
- Accounts Department
- Facilities Maintenance
- Procurement /Stores
- Transport
- Corporate Communications
- Security

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Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is working to achieve its primary objective of positioning this country as the leading technology and technological services provider in the Region. The Institute provides its services to the public sector industry on a fee for service basis.

Section 7 (1) (a) (ii)

Categories of documents in the possession of the Caribbean Industrial Research Institute

The documents listed below relate to the work of CARIRI:

- *Standards, Specifications and Methods*
- *Equipment Manuals*
- *Books relating to our core areas of expertise*
- *Journals*
- *Pamphlets, Newsletters, bulletins and newspaper clippings*
- Circulars/directives issued by the Human Resource Department
- Strategic plans for CARIRI.
- General Administrative Documents
- Miscellaneous reports, studies and surveys
- Client reports
- Financial records
- Internal and external correspondence files
- Policy and procedure documents

Section 7 (1) (a) (iii)

Material prepared for public inspection

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Technical Information Service
Caribbean Industrial Research Institute
St. Augustine Campus
St. Augustine
Tel: 662-7161/2
E-mail: mail@cariri.com

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Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.
Seating arrangements for 10 persons.

A library catalogue of information is available to the public. This is comprised mainly of purchased material, which are available to the public and can be accessed by visiting the library during the hours indicated.

Section 7 (1) (a) (iv)

Literature available by subscription

At the present time this section is not applicable.

Section 7 (1) (a) (v):

Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute

Applicants may request information via telephone, e-mail or in person. However, in order to access the rights afforded under the FOIA, **the request must be made in writing** on the official form *Request for access to Official Documents*, for information not available in the public domain. These forms would be made available to applicants.

Requests must be addressed to the Designated Officer of CARIRI named in section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of the FOIA, the Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

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The time frame for delivery of a document, if it exists or can be found, is established under the FOIA. If CARIRI fails to meet these deadlines, the FOIA gives applicants the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI 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, applicants will be permitted to inspect the documents or be provided with copies, if so requested, and upon payment of the relevant fees.

The FOIA Fees and Charges Regulations prescribe fees related to the search, retrieval and provision of documents. The documents will be delivered to applicants within seven days of receipt of payment of the relevant fee. The FOIA allows applicants a refund of fees paid, in addition to the requested information, if CARIRI fails to provide the information within the seven-day period.

In respect of any documents requiring an additional level of approval, the Chief Executive Officer would make the decision.

Section 7 (1) (a) (vi)

Statement identifying Designated Officer

The designated officer for the above-mentioned CARIRI is:

Mr Ramnarine Ramnasingsh
Corporate Secretary
UWI Campus
St Augustine
Tel : 662 7161/3 Ext 2300

Alternate Officer : Mr Meghnath Gosein
Head, Business Services Unit
UWI Campus
St Augustine
Tel : 662 7161/3 Ext 2300

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Section 7 (1) (a) (vii)

Presently, 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

Technical Information Service
Caribbean Industrial Research Institute
St. Augustine Campus
St. Augustine
Tel: 662-7161/2
E-mail: mail@cariri.com

Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.
Seating arrangements for 10 persons.

Policy of CARIRI 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 reading room.

Section 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by CARIRI not being particulars contained in another written law.

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act No 19 of 1971 and Amendment No 33 of 1981
- Collective Agreements

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Section 8 (1) (a) (ii)

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

- *At the present time this section is not applicable.*

Section 8 (1) (b)

In enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

- *At the present time this section is not applicable.*

Section 9 STATEMENTS

Section 9 (1) (a)

A report or statement containing the advice or recommendations of a body or entity established within CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (b)

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

- *At the present time this section is not applicable.*

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of CARIRI:

- *At the present time this section is not applicable.*

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Section 9 (1) (d)

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

- *At the present time this section is not applicable.*

Section 9 (1) (e)

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

- *At the present time this section is not applicable.*

Section 9 (1) (f)

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

- *At the present time this section is not applicable.*

Section 9 (1) (g)

A report prepared within CARIRI and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project:

- *At the present time this section is not applicable.*

Section 9 (1) (h)

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

- *At the present time this section is not applicable.*

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Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of CARIRI, the establishment of a new policy, programme or project to be administered by CARIRI, or the alteration of an existing policy programme or project administered by CARIRI, whether or not the plans or proposals are subject to approval by an officer of CARIRI, another public authority, the responsible Minister of CARIRI or Cabinet

- *Strategic plan of the Caribbean Industrial Research Institute*

Section 9 (1) (j)

A statement prepared within CARIRI and containing policy directions for the drafting of legislation:

- *At the present time this section is not applicable.*

Section 9 (1) (k)

A report of a test carried out within CARIRI on a product for the purpose of purchasing equipment:

- *At the present time this section is not applicable.*

Section 9 (1) (l)

An environmental impact statement prepared within CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (m)

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

- *At the present time this section is not applicable.*

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ORGANISATIONAL CHART AS AT MARCH 2003

