



TRINIDAD AND TOBAGO GAZETTE

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410

PUBLIC STATEMENT OF THE REGULATED INDUSTRIES COMMISSION 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 (FOIA) the Regulated Industries Commission (the Commission) is required by law as a statutory body to publish certain information for the benefit of the public. The statement identifies documents that are available for public scrutiny and purchase. The following information is being published by the Regulated Industries Commission.

Section 7 - STATEMENTS

FUNCTION AND STRUCTURE OF THE REGULATED INDUSTRIES COMMISSION

The RIC is a statutory body established by Act No. 26, of 1998 (the RIC Act) to regulate and monitor the operations of the service providers named in the RIC Act. The RIC replaced the Public Utilities Commission (PUC) whose jurisdiction was issued under the Public Utilities Commission Act Chap 34:01, which was repealed under the RIC Act. The named service providers that presently fall under the purview of the RIC Act include:

- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Power Generation Company of Trinidad and Tobago (PowerGen)
-
- Trinity Power Limited (formerly InnCogen Limited)

With the proclamation of the Telecommunications Act 2001, the Commission no longer possesses regulatory authority over the Telecommunications Services of Trinidad and Tobago (TSTT) and telephone services. TSTT now falls under the purview of the Trinidad and Tobago Telecommunications Authority (TTTA).

The role of the Commission has been expanded under the RIC Act to include:

- Making Recommendations to the Minister on the awarding of licences.
- Monitoring and enforcing compliance with licence conditions and imposing penalties for non-compliance.
- Prescribing and monitoring standards of services.
- Establishing the principles on which tariffs will be based and conducting periodic reviews of rates.
- Conducting studies of efficiency and economy of operation and performance by service providers.
- Investigating consumer complaints and facilitating relief in respect of rates, billing and unsatisfactory service.

- Facilitating competition among service providers, where desirable.
- Collection of Licence fees.

The Commission shall consist of a Chairman, Deputy Chairman and at least three (3) other members. The total composition of the Commission shall not consist of less than five (5) or more than seven (7) members, appointed by the President for a maximum of five (5) years in each case. The RIC Act also provides for an Executive Director, who is presently contracted for two (2) years.

The RIC Act makes provision for the establishment of Consumer Services Committees, members of which are appointed by the Minister and will consist of a Chairman, a representative nominated by the Tobago House of Assembly and three (3) other members who will serve as consumer advocates. Such committees will advise the Commission on matters related to quality of service delivered and ensure that complaints procedures of Service Providers produce speedy resolutions for consumers. They may also be required to contribute to deliberations of the Commission where rates and licence conditions come under review.

Section 7 STATEMENTS

Section 7 (1) (a)(i)

FUNCTION AND STRUCTURE OF THE PUBLIC AUTHORITY

MISSION STATEMENT

- *To ensure that services provided for all are reliable, efficient and cost effective.*
- *To be a credible and transparent regulatory regime that responds adequately to stakeholders' concerns.*
- *To demonstrate fairness, equity and concern for the national welfare in the performance of the Commission's functions."*

The functions of the Commission are discharged with the assistance of the thirty (30) members of staff employed at the office of the Commission. Staff serve as a support arm of the Commission by functioning in furtherance to the mandate of the Commission. The organizational structure of the Commission is attached.

The office of the Commission is located on the 1st and 3rd Floors, Furness House, Corner of Wrightson Road and Independence Square, Port-of-Spain.

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS HELD BY THE REGULATED INDUSTRIES COMMISSION

These documents pertain to: -

- The operations of the Commission with respect to the RIC under its jurisdiction, and
- The administration of the Commission.

OPERATIONAL RECORDS

- The Regulated Industries Commission Act
- Reports
- Policies, decisions of the Commission includes Minutes/Agenda
- Establishment Records
- Personal files of employees of the Commission
- Customer Service Records
- Research Papers on various areas of the Service Providers
- News releases, speeches originating in the Commission
- Legislation and Legal Instruments
- Book, Brochures, newspaper clippings
- Materials dealing with conferences and events hosted by the Commission.

ADMINISTRATION RECORDS

Strategic Plans

Policies pertaining to the internal operations of the Commission

Human Resource matters

General office files required for internal administration

Accounting files and reports.

Section 7 (1) (a) (iii)**MATERIALS FOR ACCESS**

The Regulated Industries Commission Act

Reports

Utility Standards

Social Action Plan: Initial Framework

Research Papers

Publications

Business/Economic Journals

Regulatory Journals/Magazines.

Section 7 (1) (a) (iv)**Literature available by Subscription**

The Commission does not possess any literature available by subscription.

Section 7 (1) (a) (v) and Section 7 (1) (a) (vi)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE PUBLIC
AUTHORITY AND OFFICERS RESPONSIBLE**

PROCEDURE FOR ACCESSING DOCUMENTS

The Designated Officer for the Department is Ms. Lillibeth Ackbarali, Librarian/Information Specialist, telephone: 627-7820 Ext. 233. The Alternate Officer is Ms. Turkessa Blades, Legal/Corporate Secretary, Telephone: 627-7820 Ext 325.

The public may view documents from Mon-Fri between the hours of 9:00am – 12:00 noon and 2:00pm – 3:30pm at the office of the Regulated Industries Commission, Furness House, 1st Floor, Corner Wrightson Road and Independence Square, Port-of-Spain, by making a request to either of the above persons or by enquiring to the address above.

HOW TO REQUEST INFORMATION

▪ *General Procedure*

Our policy is to answer all requests, oral and written requests, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (**Request for Access to Official Documents**) available from any Public Authority, in order to access information that is not readily available in the public domain.

▪ *Addressing Requests*

To expedite the processing of your request, please address it to the Designated Officer, Lillibeth Ackbarali, Librarian/Information Specialist.

▪ *Details in the Request*

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from the Commission or from another public authority, for example brochures, pamphlets, reports, magazines, journals.

Responding to your request

- *Retrieving Documents*

The Commission is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

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. Instead, we will furnish the best copy possible and note its quality in our reply.

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

Information in the public domain may be assessed in our Library/Information Centre or through our website at www.ric.org.tt. You may make general enquiries to our Designated Officer. **Please see Section 7 (1)(a)(v).**

No eating, smoking or drinking is allowed in the Library/Information Centre.

PLEASE NOTE WE ARE NOT COMPELLED TO DO THE FOLLOWING:

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.

Section 8: STATEMENTS***Section 8 (1) (a) (i)***

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

The following Legal Notices can be purchased at the Government Printery:

1. Legal Notice No. 83 of 2001 – The Regulated Industries Commission (Approval of Cess) Order 2001.
2. Legal Notice No. 42 of 2002 – The Regulated Industries Commission (Approval of Cess) Order 2002.
3. Legal Notice No. 104 of 2003 – The Regulated Industries Commission (Approval of Cess) Order 2003.

4. Legal Notice No. 133 of 2004 – The Regulated Industries Commission (Approval of Cess) Order 2004.
5. Legal Notice No. 64 of 2004 – The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.

Section 8 (1)(a)(ii)

Manuals of 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 procedures.

1. The Commission's Tender Rules
2. FOIA responses
3. Complaints Responses

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.

1. Legal Notice No. 64 of 2004 - Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.

Section 9 – STATEMENTS

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public by a scientific – relating to or based on science; systematic, methodical - or technical – having to do with the practical skills of a particular subject, for example, science - expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Water Quality testing from outside agency/agencies
- International Call Centres
- 2003 Report on T&TEC's Rio Claro Substation
- 2003-2004 Report on Pollution of the Caroni River affecting the Caroni Arena Water Treatment Plant.

Section 9 (1) (f)

- 2003 Report on The Willingness To Pay for Changes in Water, Wastewater and Electricity Services in Trinidad and Tobago.
- Report of Rate of Return Review for TSTT 1999-2003.

Section 9(1)(h)

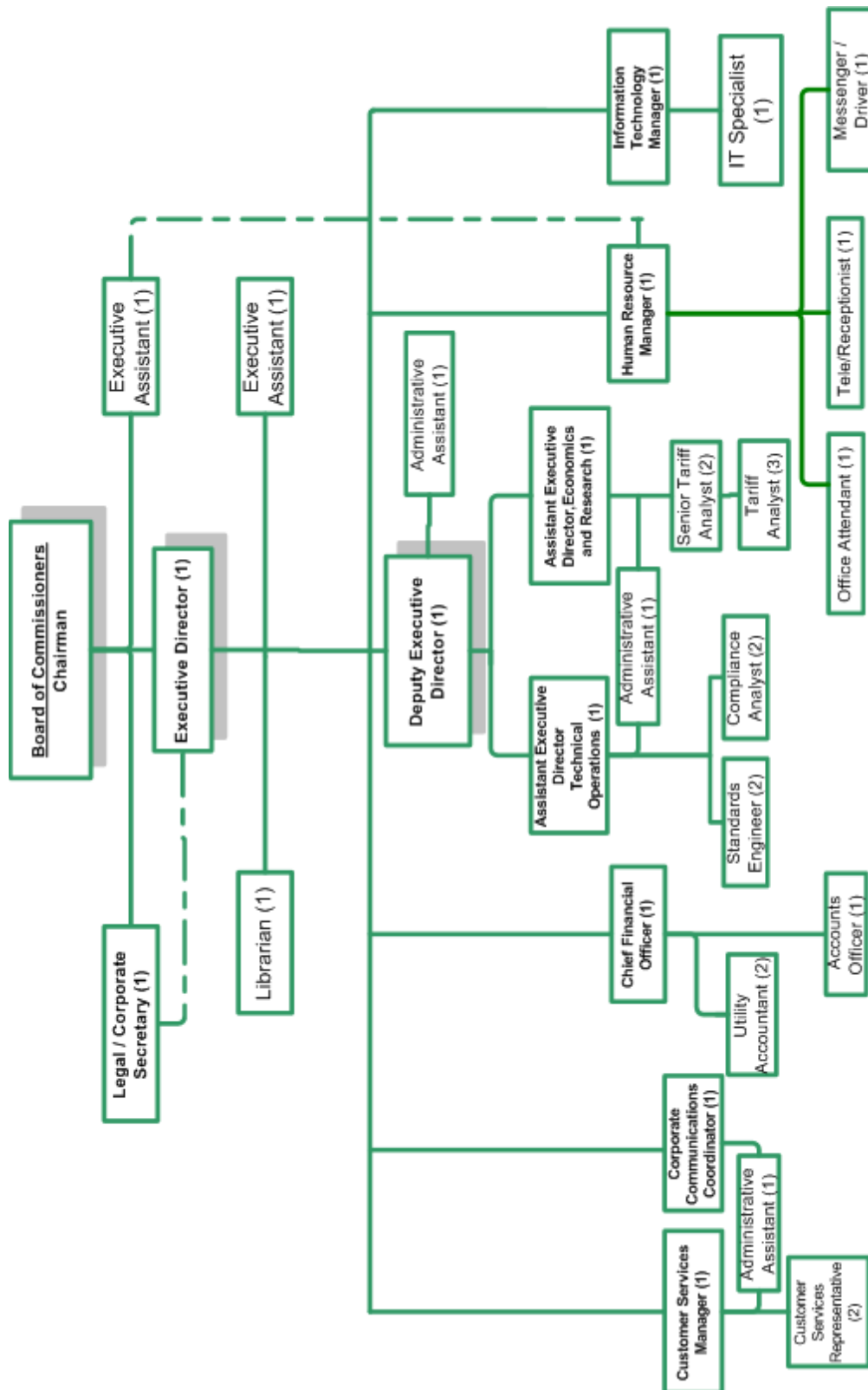
A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

The following reports relate to the performance and efficiency of the RIC:

- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2000 June 01 to 2000 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2001 December 31.

The Commission is not in possession of information under Sections 9 (1), (a), (b), (c), (d), (g), (j), (k), (l), (m).

RIC Organisation Structure



Government of the Republic of Trinidad and Tobago**Public Statement of the Water and Sewerage Authority (WASA)****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 Water and Sewerage Authority (WASA) 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:

- A legal right for each person to access information held by WASA;
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- 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 WASA****Mission Statement:**

WASA's Mission as a Customer Service Business is:

To deliver consistent, reliable, quality water and wastewater services;

To achieve sustainable financial self – sufficiency;

To enable employees to be motivated and well trained, providing a platform for future growth and delivery of excellence; and

To improve the organization's impact on the environment.

WASA is a statutory body and a wholly state owned enterprise established in 1965 in accordance with an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago. It comprises a staff of 3152 employees (inclusive of permanent, contract and casual staff) and is headed by the Chief Executive Officer.

DETAILS OF RESPONSIBILITY CENTRES

➤ Office of the Chief Executive Officer

Internal Audit

Corporate Communications

➤ Corporate Secretariat

Board and Committees

Freedom of Information Act Unit (FOIA)

➤ Legal Services

Land Management Unit

➤ Operations

Water Supply

Wastewater

Customer Satisfaction

Central Support

➤ Finance

Financial Management

Exchequer Services

Customer Accounting

Customer Business Service

Customer Information Systems

➤ Business Services

Project Planning

Project Implementation

Business Services (continued)

Business Planning

Quality Assurance

Environment & Regulation

➤ Water Sector Modernisation Unit

Investment Program Planning

Investment Program Implementation

➤ Human Resources

Industrial Relations

Employee Relations

Health & Safety

Planning, Development & Administration

➤ Corporate Services

Corporate Services Administration

Facilities Management

Management Information Systems

Purchasing & Stores

Security Services

Transport Services

➤ Tobago Services

HR Administration

Health & Safety

Customer Service

Operations

- Water Resources Agency
 - Aquifer Monitoring
 - Water Planning
 - Administration/Commercial

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment etc.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of WASA

- **General Administration Documents**
- **Documents Relating to Water Resources of Trinidad and Tobago**
 - Drawings; maps; surveys, plans and logs, assessment reports
- **Finance Documents**
- **Correspondence**
- **Documents/correspondence relating to Board and Executive Management Group/Team**
- **Documents relating to Union Matters**
- **Collective Agreements**
- **Correspondence from the various Ministries and external agencies**
- **Documents, reports and correspondence from Divisions within the Authority**
- **Water and Sewerage Act and other Legislation**
- **Contracts**
- **Claim Files**
- **Conveyance Files**
- **High Court Files**
- **Performance Bonds**
- **Application forms**

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- **Guidelines/Policy Documents**
- **Audited Financial Statements**
- **Aged Analysis of Debtors**
- **Customer Files**
- **Verification Forms**
- **Customer Statements**
- **Demand Notices**
- **WASA's Corporate Business Plan**
- **Registry Systems and Procedures**
- **Administrative policies and procedures**
- **Benefits and Allowances Ledger**
- **Files containing the particulars of accidents and or injuries**
- **Documents relating to Disciplinary Tribunal matters**
- **Cleaning and Janitorial Guidelines**
- **Request for Service Forms**
- **Air Conditioning Maintenance Management Guidelines**
- **Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA**
- **Procedures for Inviting Tenders under \$15,000.00 and between \$15,000.00- \$100,000.00**
- **Annual Dry Season Plan**
- **Press Releases**

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 8:00 a.m. to 4:00 p.m. Monday – Friday at

Water and Sewerage Authority, Head Office, Farm Road, St. Joseph

662-2302/7 ext. 2109

Fax 663-9117

- **Documents Relating to Water Resources of Trinidad and Tobago**
Drawings; maps; surveys, plans and logs, assessment reports
- **Collective Agreements**
- **Monthly Report/News Releases**

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- **Water and Sewerage Act and other Legislation**
- **Performance Bonds**
- **Application forms**
- **Guidelines/Policy Documents**
- **Audited Financial Statements**
- **Verification Forms**
- **WASA's Corporate Business Plan**
- **Registry Systems and Procedures**
- **Administrative policies and procedures**
- **Cleaning and Janitorial Guidelines**
- **Request for Service Forms**
- **Air Conditioning Maintenance Management Guidelines**
- **Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA**
- **Procedures for Inviting Tenders under \$15,000.00 and between \$15,000.00- \$100,000.00**
- **Annual Dry Season Plan**
- **Press Releases**

SECTION 7 (1) (a) (iv)

Literature available by subscription

Members of the public may subscribe for the following material:

"The Authority's Newsletter"

Please contact or write to:

Corporate Communications Division

WASA, Farm Road, St. Joseph Tel. 662-2302/7

SECTION 7 (1) (a) (v)**Procedure to be followed when accessing a document from WASA****How to Request Information:****▪ *General Procedure***

Our policy is to answer all oral and written requests 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 complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. These forms are available in our Library/Lobby.

▪ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of WASA (**see Section 7 (1) (a) (vi)**).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If clarification on what details to include is needed, applicants are advised to 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 public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

▪ ***Retrieving Documents***

WASA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01

▪ ***Furnishing Documents***

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality

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 that 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 after the day on which the request is duly made 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.

▪ ***Fees and Refunds***

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

SECTION 7 (1) (a) (vi)

Officers in the WASA 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 correction of personal information under Section 36 of the FOIA

The Designated Officer is:

Mr. Dion M. Abdool
Corporate Secretary
WASA, Farm Road, St. Joseph
662-2302/7 ext. 2206

SECTION 7 (1) (a)(vii)

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

- Public Tender Openings

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

You may make general enquiries to our Corporate Secretary at **662-2302 ext. 2109**

The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

- Provision of documents may be subject to a charge to cover administrative costs, (An Index of prices is available in the Library)
- No smoking, eating or drinking is allowed in the Reading Room/Library area

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

- Water and Sewerage Act
- Regulated Industries Commission Act
- Collective Agreements

SECTION 8 (1) (a) (ii)

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

- Training Policy
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Environmental Management System (EMS) Policy Document
- The National Plumbing Code of Trinidad and Tobago
- Health and Safety Code and Policy

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.

At this time, we have no information.

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 public authority.

At this time, we have no reports or statements.

SECTION 9 (1) (b)

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

- Water Resources Management Strategy Documents

SECTION 9 (1) (c)

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

- Evaluation Reports of Tenders/Quotations

SECTION 9 (1) (d)

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

At this time, we have no reports or statements.

SECTION 9 (1) (e)

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

- Tobago Groundwater Assessment and Wells Development Programme

SECTION 9 (1) (f)

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

- London Economics Study on Tariff.
- Greater Port of Spain Sewerage System Study (GPOSSS)

SECTION 9 (1) (g)

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

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recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

At this time, we have no reports.

SECTION 9 (1) (h)

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

- Ombudsman Annual Reports
- Audit Reports

SECTION 9 (1) (i)

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

- Business Plan

SECTION 9 (1) (j)

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

- Amendment of the Water and Sewerage Act

SECTION 9 (1) (k)

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

411—*Continued*

At this time we have no reports.

SECTION 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time we have no statements.

SECTION 9 (1) (m)

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

➤ Valuation Reports of Properties for Acquisition/Sale/Lease.

Government of the Republic of Trinidad and Tobago

Public Statement of the Horticultural Services Division

Ministry of Public Utilities and the Environment

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 Horticultural Services Division 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 **Horticultural Services Division**;
- 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.

Statement, Section 7

Mission Statement:

To promote, facilitate and support the conservation, management and utilization of plant biodiversity, which will enhance the development of agriculture, forestry, fishery and eco-tourism sectors for the benefit of present and future generations.

Designation of Head:

Director, Horticultural Services Division.

No. of Staff:

Eighteen (18) monthly paid officers.

One Hundred and seventy - three (173) daily rated staff.

No. of Responsible Centres:

Botanic Gardens Station

Cotton Hill

St. Clair

La Pastora Plant Propagating Station

Upper La Pastora Road

La Pastora

Impact of Work of the Agency on Members of the Public and how they can participate in the Decision Making Process of the Agency:

- Protection and conservation of plant biodiversity of Trinidad and Tobago.
- Education and public awareness programmes re value of natural plant resources.
- Provide opportunities for passive and active recreation.
- Provide plant material to schools, community groups and Government institutions.
- Provide planting material for landscape enhancement works.
- Research and development re plants of horticultural importance.
- Assist in the maintenance of the health and trees in public parks and savannahs as well as in disaster management and mitigation.
- The public has the opportunity to be involved in policy formulation by public comment through e.g. Friends of Botanic Gardens of Trinidad and Tobago, the Cabinet appointed Queen's Park Savannah Management Committee, and personal correspondence to the Division.

List of Documents held by Agency:

- Administrative, personnel files (all staff), accounting, management, meetings, newspaper clippings, report on conferences.
- Financial records – pay sheets, pay record cards, releases, estimates.
- Survey plans – Botanic Gardens, Queen's Park Savannah, Wild Flower Park.
- Reports – Annual, Administrative, Operational Plan, Strategic Plan.
- Limited books, journals, pamphlets.

List of Published Material that the Public may look at:

General information on the Royal Botanic Gardens of Trinidad and Tobago, the Queen's Park Savannah, annual reports, laws governing the use of the Royal Botanic Gardens of Trinidad and Tobago, the Queen's Park Savannah and handouts on plant species and horticulture.

The places where individual may inspect published material.

Address:	Botanic Gardens Station Cotton Hill St. Clair
Tel.:	622-1221/5 Ext. 2160-64 and 2166
Fax:	622-9131
Time:	8:00 a.m. to 4:00 p.m.

Note: Reading room facilities non-existent.

Procedure for Making Requests for Information and Agency's Obligation in Processing Requests:

- **Request to be made in writing to:**
Director
Horticultural Services Division
Botanic Gardens
St. Clair
- **Details to be included in request :**
Nature of request; name of person/organization making request, contact number, deadline date.

- **Time Limit:**
Information to be provided within one week.

- **Designated Officer:**
David Chadee
Agricultural Officer I
Botanic Gardens
Cotton Hill
St. Clair

Tel: 622-1221/5, Ext. 2160-64 and 2166

Committees whose Meetings or Minutes of Meetings are open to Public Scrutiny:

The Cabinet appointed Queen's Park Savannah Management Committee.

Description of Library/Reading Room Facilities:

At present, no facilities exist for this service in the Division. Members of the public can however use the visitor's seating for perusing documents.

Statement, Section 8

Description of documents, which guide the employees of the Agency carrying out their duties:

- Civil Services Regulations.
- Financial Regulations.
- Laws of Trinidad and Tobago – Botanic Gardens Act and Queen's Park Savannah Act.
- Convention on Biological Diversity.
- National Environmental Policy.
- National Biodiversity Strategy and Action Plan
- Botanic Gardens Conservation Strategy
- Action Plan for Botanic Gardens of the Caribbean.
- Division's Strategic Plan.

Statement, Section 9:

N/A

Government of the Republic of Trinidad and Tobago**Public Statement of the Meteorological Services Division,****Ministry of Public Utilities and the Environment****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 Meteorological Services Division 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 **Meteorological Services Division**;
- (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 Meteorological Services Division****Mission Statement:**

The *Meteorological Services Division* mission is to provide meteorological information and advice consistent with international standards towards the pursuit of national, scientific, social, economic and cultural goals and sustainable development.

The Meteorological Services Division is a *Division of the Ministry of Public Utilities and the Environment*. It comprises a staff of *fifty-one (51) officers* and is headed by a *Director*. The Meteorological Services Division is divided into *three (3) responsibility* centers:

Details of Responsibility Centres**(1) Administration Centre:**

The Administration Centre is responsible for the overall policy direction of the Division. All clerical, financial and administrative functions fall under this center, which is under the purview of the Director.

(2) Applied Section:

This Section is headed by the Climatologist and has as its responsibilities the dissemination of monthly climatological information to relevant agencies both nationally and internationally. Requests for climatological information from agencies, and companies both nationally and internationally must be referred to the Climatologist for a reply. The Climatologist is also responsible for the functioning of the Rawinsonde office.

Both the Administration and Applied Section are housed in the same building, which is located opposite the BelAir Hotel in Piarco.

(3) Synoptic Office:

The Synoptic Office, which is located in the South Terminal building at the Piarco Airport, is responsible for:

- a) The analysis and forecast of weather systems*
- b) The dissemination of Public Weather Forecast to the general public through the media houses.*
- c) Making of weather observations at Piarco and the dissemination of these observations through the communication gateway to the aviation community both nationally and internationally.*
- d) Creation and dissemination of aviation forecast to the aviation community both nationally and internationally.*
- e) The issuance to the aviation community of significant weather systems, which can negatively impact on aviation. These systems include but are not limited to severe weather associated with thunderstorms, volcanic ash clouds and tropical cyclones.*
- f) The issuance of bulletins to the public through the media houses and to critical agencies directly, warning of rough seas, severe weather and approaching tropical cyclones.*
- g) Outreach to the public through lectures and seminars.*

Effect of functions on members of the public

The functions of the Meteorological services Division have a profound effect on the public through the public weather forecasts and bulletins which are issued for rough seas, severe weather and tropical cyclones. The latter warns the public about the impact of adverse weather systems on their lives and it gives the public the opportunity to take preventative measures to avoid personal or property damage. The

public forecast, which are issued daily allows the public to plan their daily schedules around expected weather events.

Companies, agencies make use of climatological data in the design of buildings, drainage, infrastructural development and environmental impact assessments.

The public has no direct involvement in policy formation. Note that the Meteorological Services Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Meteorological Services Division

1. Files dealing with administrative support and General administrative documents for the operations of the Meteorological Services Division.
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 Division.
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Minutes pertaining to the functioning of the Meteorological Services Division.
7. Analyzed weather charts, satellite photographs, software diskettes and CDs
8. Hourly and special reports, monthly and annual weather summaries, monthly climate statistics.
9. Text books on environmental topics and related physical sciences. Technical guides and manuals. Periodicals and journals
10. Files dealing with Circulars, memoranda, notices, bulletins, etc

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 **8:00am to 4:00pm** on normal working days at:

Meteorological Services Division

Rawinsonde Building, Piarco International Airport

Telephone: 669 5465

Fax: 669 4009

Email: dirmet@tstt.net.tt

- Video Tapes of weather systems
- Publications – Textbooks on Meteorology
- Monthly Climate Summaries.

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

This Section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Meteorological Services Division**How to Request Information:

- *General Procedure*

The request is to be made in writing and, where possible, on the requesting organization's letterhead or with the requesting organization's stamp. It may be posted, hand delivered or faxed. If it is e-mailed a non-electronic copy must be provided upon agreement to fulfill request.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Director, Meteorological Services

- *Details in the Request.*

The request must include

- Details of information required e.g. spatial and temporal information
- Purpose for which information is to be used
- Contact telephone and fax, if available

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 Meteorological Services Division or data on personnel and data gathered by other agencies/organizations

Responding to your Request

- *Retrieving Documents*

The Meteorological Services Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

- *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.

- *Fees and Refunds*

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

Section 7 (1) (a) (vi)

Officers in the Meteorological Services Division are 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 correction of personal information under section 36 of the FOIA**

The Designated Officer is:

Assistant Director
Mr. Glendell De Souza
Rawlsonde Building, Piarco International Airport, Piarco
Telephone 669-5465/3964
Fax: 669-4009
E-mail: dirmet@tsit.net.tt

The Alternate Officer is:

Meteorologist IV
Mr. Emmanuel Moolchan
Rawinsonde Building, Piarco International Airport, Piarco
Telephone 669-4282
Fax: 669-4727
E-mail: synop@tslt.net.tt

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

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

Section 7 (1) (a) (viii)**Library Facilities**

Certain information may be readily accessed in our library. You may make general enquiries to Mr. Glendell De Souza at telephone No. 669-5485/3964.

The Library Room in the Meteorological Services Division is located at the Rawinsonde Building, Piarco International Airport, Piarco

The Library is open to the public from Mondays to Fridays between the hours of 9:00am and 3:00pm.

Policy of the Meteorological Services Division for provision of copies of documents that are readily available to the public

- You must provide your own paper, no fee will be charged.
- No smoking, eating or drinking is allowed in the Library.

Section 8 Statements

This section is not applicable 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 Meteorological Services Division.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the Meteorological Services Division.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the Meteorological Services Division by or under a written law, * (2) or by a Minister of Government or other public authorities for the purpose of submitting a report or reports, providing advice or making recommendations to the Meteorological Services Division or to the responsible Minister of Public Utilities and the Environment.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established outside the Meteorological Services Division.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Meteorological Services Division.

At this time, we have no reports or statements containing advice or recommendations of an inter-departmental committee whose membership includes and officer of the Meteorological Services Division.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Meteorological Services Division to submit a report, provide advice or make recommendations to the responsible Minister of Public Utilities and the Environment or to another officer of the public authority who is not a member of the committee.

At this time, we have no reports, or statements containing the advice or recommendations, of a committee established within the Meteorological Services Division to submit a report, provide advice or make recommendations to the responsible Minister of Public Utilities and the Environment or to another officer of the Meteorological Services Division who is not a member of the committee.

Section 9 (1) (e)

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

At this time, we have no reports prepared for the Meteorological Services Division by a scientific or technical expert, whether employed within the Meteorological Services Division or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Section 9 (1) (f)

A report prepared for the Meteorological Services Division by a consultant who was paid for preparing the report.

At this time, we have no reports prepared for the Meteorological Services Division by a consultant who was paid for preparing the report.

Section 9 (1) (g)

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

At this time this sub-section is not applicable.

Section 9 (1) (h)

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

At this time this sub-section is not applicable.

Section 9 (1) (i)

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

At this time this sub-section is not applicable.

Section 9 (1) (j)

A statement prepared within the Meteorological Services Division and containing policy directions for the drafting of legislation.

At this time this sub-section is not applicable.

Section 9 (1) (k)

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

At this time this sub-section is not applicable.

Section 9 (1) (l)

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An environmental impact statement prepared within the Meteorological Services Division.

At this time this sub-section is not applicable

Section 9 (1) (m)

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

At this time this sub-section is not applicable.

Government of the Republic of Trinidad and Tobago

Public Statement of The Forestry Division, Ministry Of Public Utilities And The Environment In Compliance With Section 7, 8 And 9 Of The Freedom Of Information Act. 1999 (FOIA)

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Public Utilities and the Environment is required by law to publish the following statements that list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right to access information held by the Forestry Division.
2. A legal right to have official information relating to oneself 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 FORESTRY DIVISION

MISSION STATEMENT

The mission of the Forestry Division is to promote the well being of the nation's forest resources and those who depend upon them.

STRUCTURE OF THE FORESTRY DIVISION

The Conservator of Forests is the Divisional Head and the Chief Advisor to the Honourable Minister on all Forestry and Wildlife matters. However, the Minister exercises ultimate control of all operations through the Permanent Secretary, who is the Administrative Head of the Ministry. The Conservator of Forests is also the Chief Game Warden under the Conservation of Wildlife Act.

For administrative convenience, Trinidad is divided into six (6) territorial districts, referred to as Conservancies. Within the Division, there are three (3) Sections, namely, Wildlife, National Parks and Forest Resource Inventory and Management (F.R.I.M.) Other specialized units are the Forestry Information Unit and Community Forestry/Incentive Unit.

An Assistant Conservator of Forests is placed in charge of each Conservancy and Section. Each Conservancy comprises several ranges, each managed by one Forester I, who is usually assisted by one or more Forest Rangers. An Organizational chart for the Division is shown at Appendix I.

SECTION LOCATION

Head Office	Long Circular Road, St. James
South Sub-Office	Pleasantville, San Fernando
South-East Conservancy Office	District Revenue Office, Rio Claro
South-Central Conservancy Office	Brickfield
South-West Conservancy Office	Cap-de-Ville, Point Fortin
North-West Conservancy Office	Farm Road St. Joseph
Wildlife	Farm Road St. Joseph
National Parks	Farm Road St. Joseph
Community-based Forestry and Agro Forestry	Farm Road St. Joseph
North-Central Conservancy Office	Main Road, Cumuto
North-East Conservancy Office	District Revenue Office, Sangre Grande
F.R.I.M. Section	Long Circular Road, St. James

ADMINISTRATION

POLICY

To equip the forestry administration with the necessary means and structure to best meet the objectives of the Forest Policy.

STRATEGIES

(a) Periodically review and update the structure of the forestry organization to take into account its changing responsibilities and the desirability of it having separate functional identity within the overall framework of the government's administration.

(b) Attract adequate and suitable staff to meet management needs.

(c) Retain staff through equitable financial remuneration and a good motivational climate.

(d) Establish and maintain effective communication systems within the forestry organization.

(e) Prepare and use suitable operational and procedural manuals.

(f) Optimize economic returns from forestry activities.

(g) Provide the necessary financial resources to execute management plans.

(h) Provide supportive services to allow staff to function effectively.

- (i) Construct and maintain adequate office facilities.
- (j) Provide adequate housing and 'overnight' facilities in strategic locations for forest officers.
- (k) Prepare periodic reports on the work and achievements of the forestry organization.

FOREST MANAGEMENT

The Forest Resource Inventory And Management (F.R.I.M.) Section is the unit in the Forestry Division that advises the Director of Forestry on matters concerning the management of the Forest Resource of Trinidad. As a consequence, this section is therefore responsible for the following activities: -

- The review of the forest policies guiding the Division's operations;
- The preparation of management plans for the forests of Trinidad and Tobago;
- The initiation of projects that would encourage better forest management within the country;

F.R.I.M. consists of the following units: -

- (i) Administration, Inventory and Management.
- (ii) Mapping and Surveys.
- (iii) Research.

UTILIZATION AND FOREST INDUSTRIES

GENERAL

Logging, pole and picket production, hunting, mining and exploitation of non-forest wood produce are the major primary forest based activities. The single most important item continues to be roundwood from the natural forest and the plantations (Teak and Pine) for the saw-milling industry. This raw material supports the seventy-nine (79) registered sawmills in Trinidad, including the state-owned sawmill, Trinidad and Tobago Forest Products Company Limited (TANTEAK)*. This base further supports secondary and tertiary industries, such as the furniture industry, pallet and box manufacture, door factories, boat building, handicraft and other cottage industries. Little industrial seasoning of sawn lumber is practised while there is limited use of pressure treated lumber with preservatives.

The demand for local lumber continues to exceed supply. This has led to the importation of foreign lumber to satisfy the needs of the construction industry. The state of the economic climate has also taken its toll. Exploitation from local forest resources continues to be hampered by high labour costs and poor access.

*Note - Based on a decision by Government's divestment secretariat, TANTEAK ceased operation in July 2001.

SALES AND HARVESTING

Divisional control is exercised in the exploitation of timber resources from the natural forest.

WILDLIFE MANAGEMENT

The Wildlife Section has the major responsibility for wildlife management including research and conservation programmes. Patrols for the detections of various forest and wildlife offences, including poaching, are undertaken by Game Wardens, the majority of whom are supervised by the Conservancies. The work of these Game Wardens is supplemented by Honorary Game Wardens.

FOREST FIRE PROTECTION

The Forest Fire Protection Unit continues to monitor and coordinate the Forestry Division's Fire Protection Programme. The major components of this programme are planning, publicity/education, fire detection and suppression, and fire investigation and report. The Fire Protection Unit was responsible for planning, monitoring and data compilation, while the various Conservancies were responsible for fire detection and suppression. The Unit also supervised the work of a Community Fire Protection Project at Nariva Swamp.

NATIONAL PARKS AND FOREST BASED RECREATION

The National Parks Section of the Forestry Division manages ten (10) park areas including six (6) Natural areas and four (4) Historic Sites.

The Section focuses on routine maintenance and upkeep of the Parks and dissemination of Education and Interpretive Programmes. Some upgrade of facilities are also effected during the year.

The major objective of the National Parks Section is to "To protect in perpetuity, those areas of the country which represent significant examples of the country's natural heritage, in such ways and by such means that will leave it unimpaired for the benefit of future generations".

COMMUNITY-BASED FORESTRY AND AGROFORESTRY/ INCENTIVE PROGRAMME

This project was implemented to assist in arresting and reversing the cycle of deforestation and land degradation on **private lands**.

In 1999, a revised Agricultural Incentive Programme was introduced. In this programme for the first time, incentives for forestry operations were included. These incentives have increased the interest in and implementation of forestry - related activities on private lands.

The Forestry Division assists in the following ways:

Σ It provides technical assistance to farmers, community groups and other organizations.

Σ It processes incentives to assist farmers in establishing and maintaining plots.

Σ It monitors and assessed projects.

Σ It conducts basic training in forestry and Agro-forestry practices.

FORESTRY INFORMATION UNIT

The main areas of work for the Forestry Information Unit (F.I.U.) are Educational Lectures, the Forest Fire Prevention Campaign, Exhibitions, Seminars/Workshops and Newsletter Production. The main objectives of F.I.U. are:

- a. To develop and implement an environmental education and public relations programme.
- b. To receive complaints, refer them to relevant authorities within the Forestry Division and to follow up on progress made or action taken.

CONSERVANCIES

There are six conservancies in Trinidad, namely South East, South Central, South West, North East, North Central and North West. Some of the main functions and services of the conservancies are:

- Issue licences for sale of trees on state lands.
- Patrol and protect Forest Reserves.
- Provide technical advice on proper land use practices.
- Issue removal permits for logs on private lands.
- Issue licences for non-wood forest produce - leaves, vines etc.

SECTION 7 (1) (A) (II)**CATEGORIES OF DOCUMENTS IN THE POSSESSIONS OF THE FORESTRY DIVISION**

1. Files dealing with administrative and general documents for the operations of the Division.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions transfer, resignations, deaths, retirements, leave, vacations, etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records (cheques, vouchers, receipts, etc....).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps, Charts, Photographs.
8. News releases, speeches originating in the Ministry.
9. Policy and Procedure documents.
10. Internal and External correspondence files.
11. Documents relating to strategic review of the Ministry.
12. Legislation and legal instruments.
13. Legal opinions and related matters.

14. Files dealing with training - local and foreign and technical co-operation.

15. Minutes/Agenda of meetings.

16. Files dealing with Circulars, Memoranda, Notices, Bulletins etc.

17. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation.

18. Briefing Papers.

19. Files dealing with official functions, conferences and events hosted and attended by the Ministry.

20. Inventories.

21. Files dealing with complaints.

22. Registers, Certificates, Permits, Licences etc.

SECTION 7 (1) (A) (III) Not applicable at this time

SECTION 7 (1) (A) (IV) Not applicable at this time

**SECTION 7 (1) (A) (V)
PROCEDURE TO BE FOLLOWED WHEN ACCESSING
DOCUMENT FROM THE MINISTRY**

How to Request Information:**➤ General Procedure:**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the Freedom of Information Act (FOIA) (e.g. the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our Reception area, Forestry Information Unit or from our Designated Officer, for information that is not readily available in the public domain. [See Section 7 (1) (a) (VI)]

➤ Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Forestry Division, Ministry of Public Utilities and the Environment.

➤ Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how your request ought to be written or what details should be included, communicate with our Designated Officer.

➤ Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available in the public domain, either from the Forestry Division or from another public authority (e.g. brochures and pamphlets etc....).

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Responding to your Request**➤ Retrieving Document**

The Forestry Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

➤ 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. Extra copies will be provided at the cost of reproduction.

Please note that we are not compelled to do the following:-

- (a) Create new documents
- (b) Perform research for you

Time Limits**➤ General**

The Freedom of Information Act 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. 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 misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

➤ Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.

SECTION 7 (1) (A) (VI)

Officers in the Division are responsible for:-

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Processing requests for access to documents under Section 13 and;
- (3) Processing applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:-

Mr. Antony Ramarins, Ag. Conservator of Forests
Long Circular Road, St. James, Port of Spain, P.O. Bag 30
Telephone : 622-7476 E-mail: forestry@tstt.net
Fax: 626-5503

The Alternate Designated Officer is:-

Ms. Monica John, Forester II
Long Circular Road, St. James, Port of Spain, P.O. Bag 30
Telephone : 622-7476 E-mail: forestry@tstt.net
Fax: 626-5503

SECTION 7 (1) (a) (VII)

List of Agencies/Authorities, Advisory Boards, Councils and Committees whose meetings or minutes of meetings are open to public scrutiny as follows

- National Wetlands Committee
- Wildlife Conservation Committee
- San Fernando Hill Interim Management Committee
- Honorary Game Warden Administrative Committee
- Caroni Swamp National Park and Bird Sanctuary Management Committee

SECTION 7 (1) (a) (VIII)

Certain information may be readily available in our reference library. You may make general enquiries to the **Designated Officer** during the hours of 8:00 a.m. and 4:00 p.m. from Mondays to Fridays at Forestry Division, Long Circular Road, St. James, Port of Spain at telephone nos. 622-7476, 3217. The library room at the Division is located at Long Circular Road, St. James and opens from Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m.

The Policy of the Forestry Division for provision of copies of documents that are readily available to the public:

- You must provide your own paper, no fee will be charged.
- No smoking, eating or drinking is allowed in the library.

SECTION 8 (1) (a) (i)**Governing Legislation**

- Civil Service Act and Regulations, Chapter 23:01
- Public Services Commission Regulations, 1966, Chapter 86:01
- Code of Conduct-Legal Notice No. 217 of 1996 - (Amendment to Chapter XI of the Civil
- Service Act, Chapter 23:01
- Industrial Relations Act, 1972
- Exchequer and Audit Ordinance, 1959
- Financial Regulations, 1955
- Travelling Regulations, Chapter 23:50
- Central Tenders Board Ordinance No. 22 of 1961 (and Amendments)
- Freedom of Information Act, No. 26 of 1999 as amended by Act No. 92 of 2000
- Land Acquisition Act, No. 28 of 1994 Highway Act, No. 3 of 1970, Chapter 48:01
- Waterworks and Water Conservation Act, Chapter 54:41
- Forests Act, Chapter 66:01 and Amendments, Act 23/99
- Sawmills Act, Chapter 66:02 and Amendments, Act 24/99
- Conservation of Wildlife Act, Chapter 67:01
- Agricultural Fires Act, Chapter 63:02
- Litter Act, Chapter 30:52
- Environmental Management Act, 2000
- State Lands Act, Chapter 51:01
- Pounds Act, Chapter 67:03
- Fisheries Act, Chapter 67:51

SECTION 8 (1) (a) (ii)

Not applicable at this time

SECTION 8 (1) (b)

Not applicable at this time at this time

SECTION 9 STATEMENTS

Not applicable at this time

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APPENDIX 1

FORESTRY DIVISION
ORGANISATIONAL CHART