



TRINIDAD AND TOBAGO GAZETTE

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF TRINIDAD & TOBAGO

In compliance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA)

In accordance with Sections 7(1)(b), 8(2)(b), & 9(2)(b) of the Freedom of Information Act 1999 (FOIA), the Public Authority 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. the legal right for each person to access information held by the public authority: The Medical Board of Trinidad & Tobago.
2. the 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; and,
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.

FREEDOM OF INFORMATION ACT

Section 7 (1) (a) (i)

Function and Structure of the Medical Board of Trinidad and Tobago:

The Medical Board of Trinidad and Tobago (MBTT) is a Statutory Body which reports to the Minister of Health. The Medical Board of Trinidad and Tobago was established by the Medical Ordinance 1887 and continued under the former Ordinance by an Act of Parliament Chapter 29:50 in the Revised Laws of the Republic of Trinidad and Tobago. It comprises a staff of four and is headed by the **Secretary/Treasurer of the Council**. The function of the MBTT is primarily twofold:

1. a regulatory function, and
2. a disciplinary function

Secretariat:

- Council Meetings
- Tribunals
- Board Meetings
- Records Management
- Building Maintenance
- Policy implementation
- Register of Medical Doctors of Trinidad and Tobago

Finance /Information technology:

- Record of Revenue and Expenditure
- Receipt of monies for Registration – of all classes
- Preparation of monthly and annual financial statements

Operations:

- Maintenance of the Medical Board's website – www.mbtb.org
- Maintenance of a National Medical Human Resource Database
- Conduct of Investigations of complaints lodged with the MBTT
- Conduct of Disciplinary Tribunals and
- Execution of disciplinary sanctions
- Determination of a Code of Ethics and Regulations pertaining to the practice of the profession of Medicine in Trinidad and Tobago
- Establishing systems of recognition and reciprocity with other Medical Boards and International Regulatory Bodies
- Membership on the Caribbean Association of Medical Councils
- Setting Professional standards for the local Medical Professions
- Overseeing the period of Internship for new medical graduates
- Liaising with local and regional Medical training institutions and with local and regional accreditation bodies
- Reporting to the wider Medical Board.

Public Relations:

- Press releases, Doctor's lists, AGM, etc

Internal Audit:

- Auditing activities of accounts of the Board.

Section 7 (1) (a) (ii)**Categories of Documents in Possession of the Medical Board of Trinidad & Tobago:**

1. Register of Doctors practicing Medicine in Trinidad & Tobago – with the exception of those Doctors (primarily Cuban, and UNDP Doctors whose names appear on the Register of the “parallel Medical Board.”
2. Division of the Register into the following categories:
 - a. Provisional Registration
 - b. Temporary Registration, inclusive of:
 - i. Academic
 - ii. Conditional, &
 - iii. Special Registration
 - c. Full Registration
 - d. An active list – of all Doctors resident and working in Trinidad & Tobago;
 - e. An “overseas register” of Doctors currently registered, but residing abroad.

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3. Register of Higher Qualifications
4. Register of Additional Qualifications
5. Individual Dossier of each Board Member with appropriate record of Academic data, Registration data, complaints against individual Board Members, Disciplinary actions against Members and all correspondence pertaining to Registered Members.
6. Performance evaluation of Registered Members where applicable;
7. Record of status of annual retention fees and annual Licence.
8. Record of indebtedness to the Board.
9. Minutes of All Monthly Board Meetings, Annual General Meetings, Extra-ordinary meetings;
10. All stake-holders meetings on diverse topics;
11. Reports on all the activities of Council.
12. Monthly and annual financial statements of the Council prepared by a firm of chartered accountants;
13. Reports on legal advice and court matters undertaken by Council;
14. All official correspondence by the Council.
15. Policy and general administrative files and documents that pertain to the operation of the Board;
16. News Releases, speeches originating from the Council;
17. Booklets: Code of Ethics; Regulations; and booklet on Matters pertaining to the amendment of the Medical Board Act;
18. Personnel files detailing appointments, promotions, acting appointments, job specifications, retirement, leave etc.
19. Files dealing with "Paid advertisements and Gazetted items;
20. Files dealing with service contracts;
21. Reports of appointees to Committees;
22. All correspondence with our line Minister, and minutes of meetings with same;
23. Booklets, books, posters, newspaper clippings etc, held by the Board;
24. Files dealing with conferences, functions etc, attended by the Council;
25. Inventory of Furniture and appliances;
26. Internal and External correspondence files.
27. Legislation and Legal Instruments.

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 3.00 p.m. on normal working days at:

Medical Board of Trinidad & Tobago	Tel: 645-
5223	
c/o Eric Williams Medical Sciences Complex	Fax: 645-
5826	

A small fee is charged in order to offset the cost of printing.

- The Complete Register of Doctors
- Code of Ethics
- Regulations of the MBTT
- Medical Board Act 1960

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

There is to-date, no literature available from the MBTT by subscription. This Section is therefore not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a Document from the MBTT:****▪ General Procedure**

Our policy is to answer all requests, both oral and written, for information. The FOIA sets a time limit of thirty (30) calendar days from the date the request was received. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our **Reception area**, or from one of our Office staff for information that is not readily available to the public.

- **Addressing Requests**

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

- **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 this public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

- **Retrieving Documents**

The public authority 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 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 from the date the request

was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the MBTT 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:
Officer is:

The President, Council of the MBTT,
C/o EWMSC,
Uriah Butler Highway,

Section 7 (1) (a) (vii)

Telephone: 645-5223
FAX: 645-5826
e-mail: mbtt@tstt.net.tt

Section 7 (1) (a) (viii)

The Alternate

The Secretary/ Treasurer,
Council of the MBTT
C/o EWMSC, Uriah Butler
Highway,
Champs Fleurs.

within

Telephone: 645-5223
FAX: 645-5826
e-mail: mbtt@tstt.net.tt

At the present time, the MBTT does not have a website which information in the Public Domain can be accessed. However, we will accommodate as best we can, any person requesting information from Mondays to Fridays, between the hours of 8.00 a.m to 3.00 p.m.

Certain information may be readily accessed through our website at <http://www.mbtt.org>. You may make general enquiries to one of our Secretaries at 645-5223.

Policy of the MBTT for provision of copies of documents that are readily available to the public

Examples:

- Charge for Photocopies is 50 cents per page however if you provide your own paper 25 cents will be charged.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available at our Office.
- No smoking, eating or drinking is allowed in our Office.

Section 8 (1) (a) (i)

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

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

Section 8 (1) (a) (ii)

Manuals, rules, statements of policy, records of decisions, letters of advice to persons outside the MBTT, or similar documents containing rules, policies, guidelines, practice or precedents.

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

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.

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

Section 9 (1) (a)

A report of a statement containing the advice or recommendations of a body or entity established within the MBTT.

Quality Assessment, UWI; performance appraisal forms

Section 9 (1) (b)

(1) A report, recommendation or statement of advice from MBTT. (2) A report, statement containing the advice or recommendation by the Minister of Health on a matter of Medical Emergency.

Not Applicable

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 MBTT

Not Applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the MBTT to submit a report, provide advice or make recommendations to the Minister of Health or to another Council Member who is not a member of the committee.

Not applicable

Section 9 (1) (e)

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

Not Applicable

Section 9 (1) (f)

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

Not Applicable

Section 9 (1) (g)

A report prepared within the MBTT 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.

Not Applicable

Section 9 (1) (h)

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

Not Applicable

Section 9 (1) (i)

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

Not Applicable

Section 9 (1) (j)

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

MBTT's Handbooks on Amendment to the Medical Board Act.

Section 9 (1) (k)

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

Not Applicable

Section 9 (1) (l)

An environmental impact statement prepared within the MBTT

Not Applicable

Section 9 (1) (m)

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

Not Applicable

MINISTRY OF PLANNING AND DEVELOPMENT

SEPARATIONS

THE following separations are notified for general information in accordance with the Director of Personnel Administration's Circular Memorandum P: 39/19 Vol. IV, Temp. I, dated 25th August, 2006.

Resignations and Retirements

Name	Rank of Officer	Ministry/Department	Date of Separation	Reason
Alleyne, Dianne	Auditor I	Planning and Development	31st January, 2007	Voluntary Retirement
Scott, Isla	Executive Secretary	do.	3rd January, 2007	Compulsory Retirement
Emmanuel, Louisa	Administrative Officer IV	do.	24th April, 2007	Voluntary Retirement
Pierre-Gopaul, Tonya	Research Officer I	do.	31st January, 2007	Resigned
Budd, Nigel	Temporary Clerk I/ Acting Clerk II	do.	14th November, 2006	Resigned
Sampson, Claudia	Statistical Aide	do.	23rd December, 2006	Compulsory Retirement
Ramsanahie, Ted	Acting Project Analyst II	do.	28th October, 2006	Resigned
Sampson, Garvin	Temporary Clerk I/ Acting Clerk II	do.	3rd October, 2006	Resigned
De Souza, Betty-Ann	EDP Librarian	do.	8th January, 2007	Voluntary Retirement
Long, Gemma	EDP Librarian	do.	8th January, 2007	Voluntary Retirement
Phillip, Annette	Statistical Officer II	do.	27th February, 2007	Voluntary Retirement
Pariag, Peter	Director, Central Statistical Office	do.	17th June, 2007	Compulsory Retirement

TENDER FOR THE DESIGN, SUPPLY, DELIVERY AND IMPLEMENTATION OF A DEBIT CARD SYSTEM FOR THE UNEMPLOYMENT RELIEF PROGRAMME (URP), MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the design, supply and delivery and implementation of a Debit Card System for the Unemployment Relief Programme (URP), Ministry of Local Government for a period of two (2) years.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further information may be obtained from Ms. Janet Best, Acting Deputy Comptroller of Accounts, Treasury Division, 19th Floor, Eric Williams Financial Complex, Independence Square, Port-of-Spain. Telephone Numbers 624-6774 and 624-9700 Ext. 5002.

Tenders must be accompanied by the following:

- (i) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date for the receipt of tenders;
- (ii) valid Certificate of Compliance issued in accordance with the National Insurance Act.

One (1) original and six (6) copies of the tender should be placed in sealed envelopes, clearly marked on the outside: "Tender for the Design, Supply, Delivery and Implementation of a Debit Card System for the Unemployment Relief Programme (URP), Ministry of Local Government" and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. on Thursday 10th May, 2007.

Tenderers are asked to note that the dimensions of the slot of the Tenders Box are 37.5 cm x 5.5 cm.

Tenders will be opened publicly shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered under any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt/tenders> for all published tender notices.

16th April, 2007.

S. BABOOLAL
Chairman,
Central Tenders Board