



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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VOL. 47

Port-of-Spain, Trinidad, Monday 21st January, 2008—Price \$1.00

No. 8

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THE FOLLOWING HAVE BEEN ISSUED:

BILL entitled “An Act to make provision for the transmission of advance passenger information respecting persons travelling to Trinidad and Tobago and for related matters”—(56 cents).

BILL entitled “An Act to provide for the application on Trinidad and Tobago of the Hague Convention on the Civil Aspects of International Child Abduction and to provide for matters connected with or related thereto”—(\$1.68).

BILL entitled “An Act to provide for the Supplementary Appropriation for the Service of Trinidad and Tobago for the Financial Year ending 30th September, 2007 of the sum of the issue which was authorized by the Appropriation Act, 2007”—(42 cents).

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SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part B—*

Resolution—(Legal Notice No. 6 of 2008).

Resolution—(Legal Notice No. 7 of 2008).

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*Legal Supplement Part C—*

Bill entitled “An Act to make provision for the transmission of advance passenger information respecting persons travelling to Trinidad and Tobago and for related matters”.

Bill entitled “An Act to provide for the application on Trinidad and Tobago of the Hague Convention on the Civil Aspects of International Child Abduction and to provide for matters connected with or related thereto”.

Bill entitled “An Act to provide for the Supplementary Appropriation for the Service of Trinidad and Tobago for the Financial Year ending 30th September, 2007 of the sum of the issue which was authorized by the Appropriation Act, 2007”

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PUBLICATION OF BILLS

NOTICE is hereby given that the following Bills are published as Supplements to this *Trinidad and Tobago Gazette* for public information:

The Immigration (Advance Passenger Information) Bill, 2008.

17th January, 2008.

A. DILCHAN  
*for Clerk of the House*

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The International Child Abduction Bill, 2008.

The Finance (Supplementary Appropriation) (2007) Bill, 2008.

Copies of the Bills may be purchased from the Government Printery Sales Section, 2–4, Victoria Avenue, Port-of-Spain.

21st January, 2008.

J. SAMPSON  
*Clerk of the House*

**Government of the Republic of Trinidad and Tobago**  
**Updated Public Statement of Tourism Development Company Limited**  
**(December 2006)**

**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 **Tourism Development Company Limited (TDC)** is required by law to publish the following statement which lists the documents and information existing within the TDC and are generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the TDC;
- (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.

The Tourism Development Company Limited publishes the following information as approved by the Minister of Tourism.

**SECTION 7 STATEMENTS**

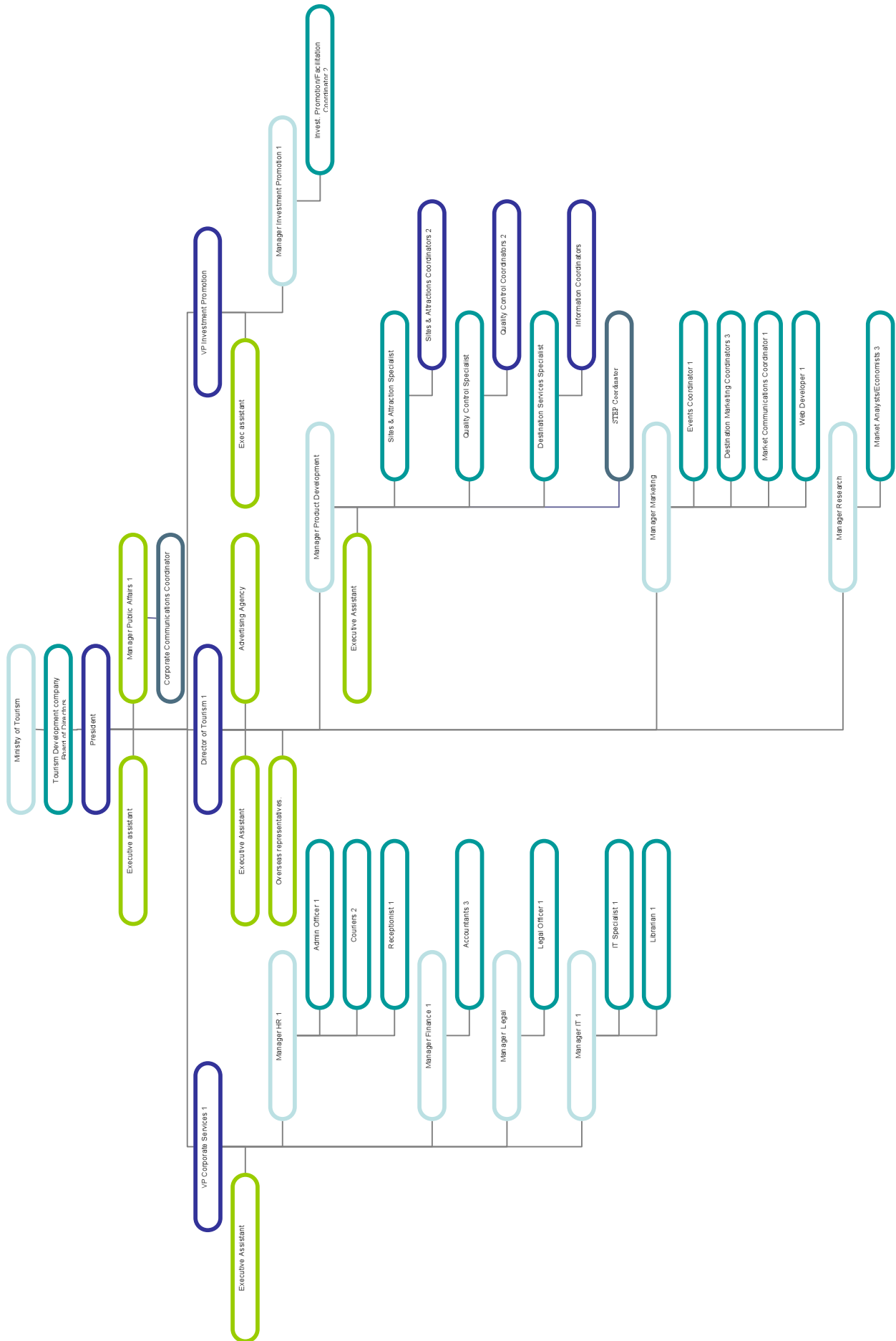
**Section 7 (1) (a) (i) - Function and structure of the TDC**

The TDC is mandated to develop and promote Trinidad and Tobago's tourism product.

The TDC is a State Enterprise incorporated on 13<sup>th</sup> September 2004. The Registered Office of the TDC is 29<sup>th</sup> Tenth Avenue, Barataria. The TDC is governed by a Board of Directors appointed by the Company's shareholders.

The following Organizational Chart depicts the main responsibility centres of the TDC:

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### **Scope of Responsibilities**

The TDC was established to be the agency responsible for the development and promotion of Trinidad and Tobago's tourism sector. More specifically, with regards to development, the TDC will establish and implement standards for the development and maintenance of tourism infrastructure and amenities as well as standards for all identified tourist sites and attractions. The TDC will also rationalize the ownership of all beach facilities, tourism sites and attractions and maintain these facilities/amenities. All elements of tourism marketing and promotion are the exclusive responsibility of the TDC, including the promotion of hotel investment opportunities. Furthermore, with regards to hotel investment, the company will manage the state's interest in all new hotel development and facilitate applications from tourism investors for concessions under the Tourism Development Act or similar legislation.

The TDC in conjunction with other public authorities will undertake and upgrade the reception and information service facilities at the official ports of entry to Trinidad and Tobago. Where the functions of the TDC relate to Tobago, the TDC will continue to consult with the Tobago House of Assembly.

### **Section 7 (1) (a) (ii) - Categories of Documents in the possession of the TDC:**

The following are the documents which are currently in TDC's possession:

- Files dealing with administrative support and general administration of the operations of the TDC;
- Personnel files detailing inter alia all staff appointments, job applications, job specifications, resignations, human resource issues;
- Financial and Accounting Records;
- Files dealing with procurement of supplies, services and equipment;
- Promotional and Collateral Material;
- Legislation and Legal Instruments;
- News releases from the TDC;
- Inventories;
- Registers;
- Intra-Governmental Correspondence such as correspondence with Ministries and other public authorities;
- Files dealing with contracts;
- Maps;
- Brochures and Posters;
- Newspaper clippings;
- Certificates.

**Section 7 (1) (a) (iii) - Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8 am and 4:30 pm on normal working days at:

Tourism Development Company Limited  
first floor, Maritime Centre  
No. 29 Tenth Avenue  
Barataria  
Fax: (868) 675 7034 - 7  
www.tdc.co.tt

- Two (2) DVDs the contents of which relate to the work of the TDC and which were aired on TV in February and September 2006;
- The corporate profile;
- Brochures promoting Trinidad and Tobago as a destination;
- Brochures focused on niche tourism products including diving, eco-tourism, culture and yachting;
- Brochure on Trinidad and Tobago Hotel Investment Profiles;
- Report prepared in conjunction with Ministry of Tourism titled “the Impact of Tourism on Jobs and the Economy”;
- Minimum Guidelines for the registration of Hotels and Guesthouses, Bed and Breakfast and Self Catering facilities;
- Accommodation checklists and applications forms.

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

We currently have no material available for subscription.

**Section 7 (1) (a) (v) - Procedure to be followed when accessing a document from the TDC****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 FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents* which is available from the Designated Officer of the TDC or [www.foia.gov.tt](http://www.foia.gov.tt) or the schedule of the FOIA) 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 TDC see **Section 7 (1) (a) (vi)**.

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### *§ 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 TDC or from another public authority, for example brochures , pamphlets , reports etc.

### **Responding to your Request:**

#### *§ Retrieving Documents*

The TDC is required to furnish copies of official 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.

Requests for access to documents maintained by the TDC should be forwarded to:

THE LEGAL OFFICER  
Tourism Development Company Limited  
29 Tenth Avenue  
Barataria  
675-7034-7

#### *§ 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 that the TDC is 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 preferred by a member(s) of the public.
- Perform research for the public.

### **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.

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§ *Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

**Section 7 (1) (a) (vi) – Responsibility of Officers**

Officers in the TDC responsible for:

- (1) The initial receipt of and action upon notices under section 10,
  - (2) Requests for access to documents under section 13 and
  - (3) Applications for corrections of personal information under section 36 of the FOIA
- The officers responsible for the receipt of and action upon notices under section 10, requests for access to documents under section 13 and applications under Section 36 are as follows:

LEGAL OFFICER  
Tourism Development Company Limited  
First Floor, Maritime Plaza  
#29 Tenth Avenue  
Barataria  
675-7034-7

Alternate:  
ADMINISTRATIVE OFFICER  
Tourism Development Company Limited  
First Floor, Maritime Plaza  
29 Tenth Avenue  
Barataria  
675-7034-7

**Section 7 (1) (a) (vii) - Advisory Boards, Councils, Committees, and other bodies Meetings/minutes that are open to the public)**

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

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

The Small Tourism Enterprises Project (STEP) Resource Centre is available to the public- this facility contains specialized material (audio visual) and literature to assist small tourism enterprises.

Please note:-

- General enquiries may be made to our STEP-Quality Control Coordinator at 675 - 7034-7 ext 307.

- The STEP Resource Centre is located at the TDC's offices at Level One Maritime Plaza, 29 Tenth Ave. Barataria.
- The STEP Resource Centre is open to the public from Mondays to Fridays, public holidays excluded. The STEP-Quality Control Coordinator must be contacted between the hours of 8 am and 4:30 pm to make arrangements before a member of the public can access the facility.

### **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.**

These are as follows:

- Act No. 9 of 2000; Tourism Development Act
- Act No. 20 of 2005; Tourism Development (Amendment) Act
- Act No. 16 of 2006; Tourism Development (Amendment) Act
- Standard Procurement Procedures for State Agencies
- TDC's Business Plan

**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.**

- Tourism Development Act 2000;
- TDC Financial and Procurement Policies;
- TDC Policy for Corporate Support;
- TDC Media Policy;
- TDC Guidelines to access Incentives for Tourism Transport Services-Vehicles;
- TDC Guidelines to access incentives for Tourism Accommodation Projects;
- TDC Camping Guidelines;
- Accommodation checklists and applications forms;
- Minimum Guidelines for the registration of Hotels and Guesthouses, Bed and Breakfast and Self Catering facilities;
- Letters to persons advising them on the outcome of their bids.

**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.**

- Tourism Development Act 2000;
- TDC Financial and Procurement Policies;



- TDC Policy for Corporate Support;
- TDC Media Policy;
- TDC Guidelines to access Incentives for Tourism Transport Services-Vehicles;
- TDC Guidelines to access incentives for Tourism Accommodation Projects;
- TDC Camping Rules and Guidelines;
- Minimum Guidelines for the registration of Hotels and Guesthouses, Bed and Breakfast and Self Catering facilities.

## **SECTION 9 STATEMENTS**

### **Section 9 (1) (a) - Reports, statements containing the advice or recommendations, of a body or entity established within the TDC**

- There is no such report

### **Section 9 (1) (b) - Reports or statements containing the advice or recommendations, (1) of a body or entity established outside the TDC 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 TDC or to the responsible Minister**

- Guidelines from the Ministry of Finance, Investments Division – STANDARD PROCUREMENT PROCEDURES FOR THE ACQUISITION OF GOODS, SERVICES TO BE PROVIDED AND WORKS TO BE UNDERTAKEN AND FOR THE DISPOSAL OF UNSERVICEABLE ITEM IN STATE ENTERPRISES/STATUTORY BODIES (STATE AGENCIES);
- Guidelines from the Ministry of Finance, Investments Division- STATE ENTERPRISES PERFORMANCE MONITORING MANUAL;
- Standards certified by the Trinidad and Tobago Bureau of Standards - Requirements for Tourist Accommodation Part 1: Hotels and Guesthouses;
- Standards certified by the Trinidad and Tobago Bureau of Standards - Requirements for Tourist Accommodation Part 2: Bed and Breakfast and Self Catering Facilities.

### **Section 9 (1) (c) - Reports, or statements containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the TDC**

- Reports Generated by the Local Organising Committee (LOC);
- Miscellaneous reports from the Ministry of Trade's – Trade Sector Support Program (TSSP) Committee;
- Yachting Steering Committee reports on matters pertaining to the yachting industry.

**Section 9 (1) (d) - Reports, or statements containing the advice or recommendations, of a committee established within the TDC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the TDC who is not a member of the Committee.**

- Interim Report re TOURISM PARK 2006

**Section 9 (1) (e) - Reports (including reports concerning the results of studies, surveys or tests) prepared for the TDC by a scientific or technical expert, whether employed within the TDC or not, including reports expressing the opinion of such an expert on scientific or technical matters)**

- Local Awareness Campaign Evaluation for 2006;
- Quarterly Visitor Exit Survey Results;
- Visitor Stopover Statistics ( obtained form the Central Statistical Office and reported by TDC);
- Airlift data for the purpose of determining Load Factors of various airlines and routed in Trinidad and Tobago;
- Hotel Site Options Report by Ernst & Young.

**Section 9 (1) (f) - Reports prepared for the TDC by a consultant who was paid for preparing such reports**

- Site Security Audit of TDC sites;
- Manpower Audit for Maracas Beach Facility;
- Monthly Project Status Reports for work done at the various facilities ( prepared by Creative Architectural Design Services);
- Inception Reports and Monthly Reports from Project Managers on the various facilities falling under TDC's Mandate (prepared by Plant Engineers Limited);
- Benchmarking Studies in both the USA and UK ( done by external firms in USA and UK respectively);
- Report on Residents' Perception of Tourism;
- Hotel Site Options Report By Ernst & Young;
- External Audit Report on the Technical Appraisal of the Accounting and Reporting Systems.

**Section 9 (1) (g) - Reports prepared within the TDC 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, program or project.**

- At this time there is no such report.

**Section 9 (1) (h) - Reports on the performance or efficiency of the TDC, or an office, division or branch of the TDC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the TDC**

- Monthly reports on the implementation of PSIP projects;
- Technical Appraisal of the Accounting and reporting systems within TDC;
- External Audit Report on the Technical Appraisal of the Accounting and Reporting Systems.

**Section 9 (1) (i) - Reports containing (1) final plans or proposals for the re-organisation of the functions of the TDC, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by the TDC whether or not the plans or proposals are subject to approval by an officer of the TDC, another public authority, the responsible Minister or Cabinet.**

- Proposal for Local Tourism Awareness Programme;
- TDC Business Plan;
- TDC Annual Budgets;
- Manpower Audit for Maracas Beach Facility;
- Site Security Audit for TDC Sites.

**Section 9 (1) (k) - Reports of tests carried out within the TDC on a product for the purpose of purchasing equipment.**

- At this time there is no such report.

**Section 9 (1) (l) - An environmental impact statement prepared by the TDC**

- At this time we have no such statement.

**Section 9 (1) (m) - Valuation reports prepared by the TDC by a valuator whether or not the valuator is an officer of the TDC**

- At this time there is no such report.

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LOSS OF AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
SHERWYN CAMBRIDGE ... ..	3410196
GEMMA MARSHALL ... ..	3318091
BRIAN KNIGHTS ... ..	4719389
BOBBY ROODAL ... ..	4701649
JEROME O'BRIEN ... ..	3405796

AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

91-93, St. Vincent Street  
Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
CHARISSE ROBERTS ... ..	3316056
LEASHA CHARLES ... ..	4742007

AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

91-93, St. Vincent Street  
Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue a duplicate policy to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
GEORGIANA COOPER ... ..	3358328
REBECCA OGIESTE ... ..	3396144

AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

91-93, St. Vincent Street  
Port-of-Spain.

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LOSS OF BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED POLICY

NOTICE is hereby given that Policy Number 101428960 issued by BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED on the life of VAUGHNRICK HOOD has been reported lost.

Unless objection is raised within one month of the date thereof, this Company intends to issue a duplicate policy.

BRITISH AMERICAN INSURANCE COMPANY  
(TRINIDAD) LIMITED

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LICENSING SESSIONS  
(Liquor Licences Act, Chap. 84:10)

MAYARO

NOTICE is hereby given that the Licensing Committee for the Licensing District of South-Eastern Counties, Nariva-Mayaro Area, has appointed WEDNESDAY THE 12TH DAY OF MARCH, 2008 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, date, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences for the period 1st April, 2008 to 31st March, 2009 in pursuance of the provisions of the above Act.

All applications for New Licences must be submitted in triplicate on the prescribed form and accompanied by an approved plan of the premises sought to be licensed, together with the prescribed fee of forty dollars (\$40.00) and should reach the Secretary, Licensing Committee, Mayaro on or before Wednesday 20th February, 2008.

All applications for Renewals should be submitted in duplicate on the prescribed form to the Secretary, Licensing Committee, Mayaro, on or before Wednesday 27th February, 2008.

Dated this 21st day of December, 2007 at the Mayaro Magistrate's Court.

L. SAISBHAN  
Secretary, Licensing Committee,  
South-Eastern Counties

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(Sale of Produce Act, Chap. 63:52)

MAYARO

NOTICE is hereby given that the undersigned Senior Magistrate has appointed WEDNESDAY THE 12TH DAY OF MARCH, 2008 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, date, hour and place at which a Session will be held for the granting of Licences as Dealers in Licensable Produce in the Licensing District of Nariva/Mayaro, for the period 1st April, 2008 to 31st December, 2008 in pursuance of the provisions of the above Act.

All applications for such Licences must be submitted to the Magistrate in duplicate on the prescribed form and should reach him/her on or before 27th February, 2008.

Dated this 21st day of December, 2007 at the Mayaro Magistrate's Court.

J. NARAIN  
Senior Magistrate,  
South-Eastern Counties