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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Dangerous Drugs (Appointment of Inspectors) Order, 2010—(Legal Notice No. 27 of 2010).

Notice of Land likely to be required for a Public Purpose—(Legal Notice No. 28 of 2010).

Common External Tariff (Suspension) (No. 2) Order, 2010—(Legal Notice No. 29 of 2010).

Common External Tariff (Variation of Duty) (No. 2) Order, 2010—(Legal Notice No. 30 of 2010).

Plant Protection (Giant African Snail) (*Achatina Fulica*) Order, 2010—(Legal Notice No. 31 of 2010).

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APPOINTMENT TO ACT AS MINISTER OF PUBLIC ADMINISTRATION

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. PETER TAYLOR, a Member of the House of Representatives, to act in the Office of the Honourable KENNEDY SWARATSingh, Minister of Public Administration, with effect from 15th February, 2010 and continuing during the absence from Trinidad and Tobago of the said the Honourable Kennedy Swaratsingh, M.P., in addition to the discharge of his normal duties.

12th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in him by section 40(2)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. CHRISTOPHER JOEFIELD, a Senator, with effect from 17th February, 2010.

17th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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HINDU MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 3rd February, 2010 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Hindu Marriage Act, Chap. 45:03.

By Command

P. TAYLOR
Minister of Legal Affairs

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Swaha	Ishwar Madho Maharaj	1B, Carib Avenue Lawrence Park Arima	The Tulsi Manas Mandir ¾ Mile Mark, Cunapo Southern Main Road, Coalmine Sangre Grande

Government of the Republic of Trinidad and Tobago

Updated Public Statement 2010

of the Meteorological Services Division,

Ministry of Public Utilities

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**. It comprises a staff of **fifty (50) 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.*

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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 is 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

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- 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*

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

[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 Designated Officer of the Meteorological Services Division (**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

(1) 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.

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(a) TIME LIMIT

▪ *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.

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.

“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 period 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.

▪ *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 (Ag)
Mr. Marlon Noel
Rawinsonde Building, Piarco International Airport, Piarco
Telephone 669-5465/3964
Fax: 669-4009
E-mail: dirmet@tstt.net.tt

The Alternate Officer is:

Meteorologist III
Mr. Shakeer Baig
Rawinsonde Building, Piarco International Airport, Piarco
Telephone 669-4282
Fax: 669-4727
E-mail: synop@tstt.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. Emmanuel Moolchan at telephone No. 669-5465/3964.

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.

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Section 8 Statements

Section 8 (1) (a) (ii)

Manuals on Regulations and Procedures at the Meteorological Services Division

Technical Regulations

- Regulations pertaining to the duties of technical staff, weather forecasters in particular.

Hurricane Procedures

- Procedures to adhere to in the event of hurricanes/storms.

Section 9 Statements

Section 9 (1) (I)

Environmental Impact Statement

- Severe weather advisories, watches and warnings – issued when necessary.

This statement represents an update to the last published statement.

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LICENSING SESSION

SANGRE GRANDE

APPLICATIONS for Licensing Committee's Certificates for New Licences in the Licensing District of North-Eastern Counties, (St. Andrew and St. David) under the provisions of the Liquor Licences Act, Chap. 84:10, will be considered at a Licensing Session to be held at the Sangre Grande Magistrate's Court on WEDNESDAY THE 2ND DAY OF DECEMBER, 2009 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Occupation</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's				
Ruthvin Coutain and Nadine Martin	Proprietor and Proprietress	Good Hope Extension Sangre Grande	Lots No. 1 and 2 Eastern Main Road Sangre Grande	From 1st January 2010 to 31st March, 2010
Spirit Grocer's				
Stephan Saunders	Proprietor	Cumuto Main Road Four Roads Tamana	Lot No. 19 Railway Extension Road Sangre Grande	do.
Ashuk Mirhai	do.	19, First Street Maingot Road Tunapuna	Light Pole No. 141 Cumuto Main Road Cumuto	do.

Dated this 20th day of November, 2009 at the Sangre Grande Magistrate's Court.

S. SOOKOOL
Secretary, Licensing Committee,
North-Eastern Counties