



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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2229

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

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 DR. ROODAL MOONILAL, a Member of the House of Representatives who is a Minister, to act in the Office of the Honourable WINSTON CHANDARBHAN DOOKERAN, Minister of Foreign Affairs, with effect from 2nd November, 2013 and continuing during the absence from Trinidad and Tobago of the said the Honourable Winston Chandarbhan Dookeran, M.P., in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the President*

1st November, 2013.

2230

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF

THE LEGAL PROFESSION ACT, 1986

And

In the Matter of

THE APPOINTMENT OF MEMBERS OF THE DISCIPLINARY COMMITTEE

AFTER consulting with the Council of the Law Association pursuant to section 1(1) of the Fourth Schedule of the Legal Profession Act, 1986, I hereby appoint the following persons to be members of the Disciplinary Committee, for a period of three (3) years, from the 23rd October, 2013:

Ms. MARCELLE FERDINAND
Mr. DARREL ALLAHAR
Ms. JOANNE JULIEN
Ms. VEENA BADRIE-MAHARAJ
Mr. JASON MOOTOO
Mr. IAN BENJAMIN
Ms. VANESSA GOPAUL

Ms. HYACINTH GRIFFITH
Ms. MERLIN ALEAN BOYCE
Mr. KERWYN A. GARCIA
Mr. COURTENAY WILLIAMS
Ms. BARBARA LODGE-JOHNSON
Ms. JANICE CLARENCE-QUAMINA
Ms. NATASHA LAMY-RAMSDEN

After consulting with the Council of the Law Association, I hereby appoint MR. GILBERT PETERSON, S.C. and Ms. MARCELLE FERDINAND to be respectively the Chairman and Vice Chairman of the Disciplinary Committee, as from the 23rd October, 2013, pursuant to section 1(4) of the Fourth Schedule of the Legal Profession Act.

Dated this 23rd day of October, 2013.

I. ARCHIE
Chief Justice of Trinidad and Tobago

2231

EXTENSION OF THE TERM OF OFFICE OF THE BOARD OF FILM CENSORS

PURSUANT to the provisions of section 11 of the Cinematograph Act, Chap. 20:10, the undermentioned persons have been appointed as members of the Board of Film Censors for a further period of six (6) months with effect from 1st July, 2013:

MR. STEPHEN RAMROOP	Chairman
MS. MAVIS VILLAFANA	Secretary
MR. KISHORE MAHARAJ	Member
MS. CATHERINE ALI	Member
MR. TROY GOSINE	Member
MS. INDRA RIBEIRO	Member
MS. CHARLENE FUNG	Member
MR. RICHARD GOBIN	Member

J. PERSAD-MYERS
Acting Permanent Secretary,
Ministry of Communications

25th October, 2013.

2232

RESIGNATION OF MEMBERS FROM THE BOARD OF DIRECTORS OF THE CENTRAL BANK OF TRINIDAD AND TOBAGO

IN ACCORDANCE with the provisions of section 13 of the Central Bank Act, Chap. 79:02 the public is notified for general information that His Excellency the President of the Republic of Trinidad and Tobago has received the resignations of the following persons as Members of the Board of Directors of the Central Bank of Trinidad and Tobago:

MS. CHINTAMANI SOOKOO	Resigned as a Public Service Director with effect from 1st August, 2013; and
MR. ROGER HOSEIN	Resigned as a Director with effect from 1st October, 2013.

V. DHANPAUL
Permanent Secretary,
Ministry of Finance and the Economy

28th October, 2013.

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ESTATE OF

STEPHEN CHARLES—Deceased

of 24, Second Street West, Beaulieu Avenue, in the Ward of Tacarigua, in the Island of Trinidad
who died on the 13th day of January, 2013

NOTICE is hereby given that creditors and other persons having claims against the Estate of the above-named deceased should give notice in writing to the undersigned who are Attorneys-at-law for Republic Bank Limited the Executor of the Will of the above-named deceased, not later than 9th December, 2013, after which time the Executor intends to distribute the Estate of the said deceased among persons entitled thereto having regard only to the claims for which notice have been received by the Attorneys-at-law.

Dated this 8th day of November, 2013.

M. J. LAQUIS
POLLONAI, BLANC, DE LA BASTIDE & JACELON
Attorneys-at-law for the Administrators

17–19, Pembroke Street, Port-of-Spain.

2210

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Supreme Court at San Fernando on MONDAY 25TH NOVEMBER, 2013 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at San Fernando on Friday 2nd November, 2013.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated this 2nd day of October, 2013.

T. RAMDIN
Assistant Registrar, Supreme Court
San Fernando

(2 ins.)



NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
**PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
 IN COMPLIANCE WITH SECTION 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 National Information and Communication Technology Company Limited (hereinafter referred to as "iGovTT"), 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 certain information held by iGovTT;
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 iGovTT

MISSION STATEMENT:

To champion and advance the development of ICT and its use by key stakeholders for the socio-economic transition and development of Trinidad & Tobago and the Caribbean region.

SCOPE OF BUSINESS:

iGovTT is a wholly owned State Enterprise which was incorporated on July 20, 2009 in accordance with the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago. The Company acts as the implementation arm of the Government of the Republic of Trinidad and Tobago ("GoRTT") in the execution and administration of Government enterprise-wide information and Communication Technology ("ICT") strategies and programmes. iGovTT designs, procures, project manages, implements and maintains enterprise-wide ICT solutions for GoRTT as well as provides value-added ICT support services to Government Ministries and Agencies.

The Company is also charged with the responsibility of maintaining the itconnect programme which is a suite of five (5) alternative means for interfacing with Government. The objective of itconnect is to bring Government information closer to citizens and making public services significantly more convenient and accessible through the medium of ICT.

ORGANISATIONAL STRUCTURE

iGovTT is headed by a Board of Directors ("the Board") which is responsible for charting the overall direction of the Company. The Board currently comprises nine (9) Directors. The Board Members are:

- Ms. Jacqueline Syms (Chairperson)
- Mr. Shiraz Mohammed (Deputy Chairman)
- Ms. Annessa Ali Bocas
- Mr. Daryl Ramkalawan

- Ms. Krishanna Badaloo
- Ms. Rachel Maikhooh
- Mr. Vishneu Koon Koon
- Mr. Vijay Persad
- Mr. William Archie

The Company currently employs One Hundred and Fifty-Eight (158) members of staff and is managed by a Chief Executive Officer (CEO). The Company is divided into fourteen (14) main Units and is structured as depicted in the approved Organisational structure below.

DETAILS OF RESPONSIBILITY CENTRES:

1. Chief Executive Officer's Office (CEO)

The Chief Executive Officer ensures the sustainable growth and profitability of the Company. The CEO has the overall responsibility for the efficient operation of all line functions and is accountable for strategic management. The CEO ensures that approved strategies, plans, policies and systems are implemented and that the Company is in compliance with all laws and regulations governing its operation. The CEO reports to the Board of Directors and ensures widespread collaboration with key stakeholders.

2. Deputy Chief Executive Officer (DCEO)

The Deputy Chief Executive Officer (DCEO) supports and advises the CEO on all core unit affairs, organisation development efforts, and initiatives and activities aimed at achieving short and long-term Company goals. The DCEO directly oversees and is responsible for the operations of the Company's core lines of business, comprised namely of Consulting, Delivery, Operations, and itconnect.

3. Internal Audit

This Unit is responsible for independent audits on all of the Company's operational functions to ensure compliance with approved and published company policies and processes. The Internal Audit Unit reports functionally to the Audit Committee of the Board of Directors and administratively to the CEO of the Company. Internal Audit assists the organization in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The Internal Audit function at iGovTT executes a wide range of audit engagements including but not limited to, audits of Compliance, Governance, Risk Management, Financial, Operational and Information Technology.

4. Corporate Affairs & Governance

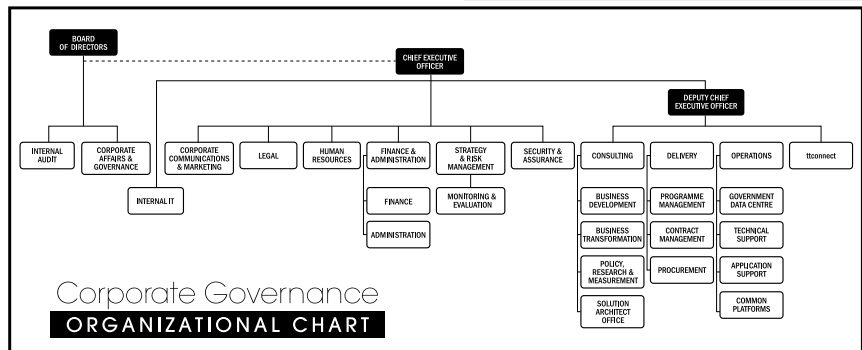
The Corporate Affairs & Governance Unit is accountable to the Board through the Chairman on all matters relating to Corporate Governance and the Company's secretarial duties. The Corporate Affairs & Governance Unit serves as the secretariat for iGovTT Board meetings as well as develops and implements a corporate governance framework for iGovTT. The Corporate Affairs & Governance Unit ensures that the details of the resolutions and decisions of the Board are adhered to by the Company. It ensures that iGovTT complies with the relevant legislative and regulatory requirements of a State-Owned Enterprise and that the necessary documents are filed with the proper authorities. It controls the security and application of the corporate seal, and maintains the corporate books and records.

5. Corporate Communications & Marketing

The Corporate Communications and Marketing Unit (CCM) is responsible for strategic communications and marketing strategies as well as the internal and external communication with stakeholders in support of the Company's endeavour to become the premier ICT company in the Caribbean.

The CCM is also responsible for:

- Managing iGovTT's corporate identity and developing corporate collateral such as brochures, annual reports, speeches and press releases;
- Managing internal staff communications;
- Managing the look and feel and content for all iGovTT web-based platforms;
- Organizing and executing stakeholder events;
- Coordinating market research;
- Developing and implementing marketing strategies for iGovTT's products and services;
- Managing product marketing directed at Government stakeholders;
- Building and maintaining relationships with Government stakeholders;



Corporate Governance
ORGANIZATIONAL CHART


NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

Developing and implementing communication strategies and initiatives to support the Company's overall business objectives and goals.

6. Legal

The Legal Unit is responsible for:

- Providing legal advice, support and service which enables iGovTT to achieve its business objectives in a lawful manner without exposing itself to inappropriate legal risks;
- Minimizing the Company's exposure to legal risk by providing legal strategic and advisory support to the various Business and Functional Units of the Company;
- Managing the provision of competent, cost-effective and timely legal services through the external advisors who advise or represent the Company;
- Preparing briefs, legal documents and contracts for the Company.

7. Human Resources

The Human Resources (HR) Unit is responsible for:

- Working with iGovTT's leadership and lines of business to plan and perform HR recruitment and selection (including performing HR research on competitive rewards and recognition systems);
- Developing, implementing and maintaining HR policies, procedures and process flows;
- Planning and organizing staff development programmes and training;
- Planning, implementing and maintaining a performance appraisal system for iGovTT;
- Developing and implementing organisational development programmes; and
- Managing the employee relation and industrial relation functions of the Company.

8. Finance & Administration

The Finance & Administration Unit comprises 2 sub-teams: the Finance Team and the Administration Team

Finance Team

This team is responsible for:

- Leading the Company's budgetary process;
- Facilitating the payroll function within iGovTT;
- Managing corporate income and expenditure;
- Strategizing and operationalizing finance policies and procedures;
- Performing internal accounting functions;
- Other related duties as outlined in the State Enterprise Performance Monitoring Manual;
- Developing, implementing and maintaining finance related policies;
- Maintaining financial reports
- Managing the Company's financial filing system;
- Managing subvention funds.

Administration Team

This team is responsible for:

- Strategizing and operationalizing office management policies and procedures;
- Providing general office administrative support to all iGovTT Units;
- Introducing a facilities management system to maintain the Company's physical infrastructure;
- Ensuring on-going compliance with the Company's HSE policies and procedures, which is in keeping with the Occupational Safety and Health Act;
- Ensuring that all accidents/incidents are properly investigated and that the appropriate corrective actions are implemented as far as is reasonable and practicable;
- Introducing, implementing and maintaining a corporate record management system in an efficient and professional manner with the strictest confidentiality.

9. Strategy & Risk Management

The **Strategy & Risk Management Unit** is responsible for:

- Working with iGovTT's leadership to perform strategic planning at the corporate level, and developing strategies to move iGovTT towards its corporate vision, mission and objectives;
- Owning and operationalizing the annual corporate work-planning process on behalf of iGovTT's leadership team;
- Leading activities to evaluate issues and problems of strategic significance;
- Supporting the CEO in monitoring and evaluating progress towards the achievement of deliverables linked to the corporate strategic objectives;
- Supporting the CEO in regular progress updates to the iGovTT Board of Directors and the Company's Line Ministry;
- Supporting the business units in analysing and documenting best practices, lessons learned, trends, and effective implementation strategies;
- Performing research for the purpose of internal policy formulation and updates, as well as for the purpose of business innovation, to ensure corporate competitiveness (for example, scanning the local, regional and global ICT landscapes and advising iGovTT's leadership, on opportunities & threats, evaluating the impact of these developments on business operations and suggesting adjustments to corporate plans & directions, as required);
- Working closely with the other Units in the Company to analyse work systems and champion the use of performance enhancing ICT tools and services where relevant;
- Risk management issues that directly impact the strategic direction of iGovTT; Working with Management to identify, assess, monitor and communicate total enterprise risk issues across the Company;
- Providing consultative services to Business Units to guide them on proper risk management strategies;
- Ensuring compliance with enterprise risk management policies and procedures approved by the Board of Directors;
- Facilitating risk assessment discussions and analyses with stakeholders throughout the Company;
- Developing, implementing, monitoring, and managing risk mitigation programs for the Company;
- Overseeing iGovTT's Monitoring and Evaluation System (both quantitative and qualitative) and maintaining a corporate performance management dashboard to track results and to ensure that business targets are met;
- Ensuring that the Standard Operating Procedures (SOPs) and guidelines regarding monitoring and evaluation are developed and updated where necessary;
- Developing the annual Monitoring and Evaluation Plan.

10. Security & Assurance

The Security & Assurance Unit monitors, measures and assesses risks and vulnerabilities associated with Government's information, ICT projects and ICT infrastructure assets. This unit possesses a wealth of information security expertise and knowledge within iGovTT's prevailing service model.

This Unit's main focus is to ensure that iGovTT and GoRTT's ICT assets are adequately protected from risk through policies, initiatives and programmes that seek to maintain the confidentiality, availability and integrity of information that is processed, stored and transported by GoRTT.

The **Security & Assurance Unit** is responsible for:

- Formulating National and Government level ICT security policies (covering physical and logical security concerning ICT infrastructure, information handling and Government application systems);

- Advising Cabinet, the Ministry responsible for Information Security and GoRTT on all ICT security matters such as cyber threats, risk exposure of social networking platforms, data privacy issues;
- Developing and executing programmes to create awareness and encourage the adoption of ICT security best practices at National and Government levels;
- Developing programmes and activities to monitor, measure and mitigate against vulnerabilities and threats to Government's ICT and information;
- Collaborating with relevant National authorities and Ministry agencies to implement a national computer security incident reporting & response system;
- Implementing a compliance management framework (including compliance audit) to monitor the adoption of all ICT policies (including ICT security) at the Government level;
- Actively researching/testing security solutions, tools and technological security advancements for the purpose of making informed recommendations to iGovTT and GoRTT;
- Supplying ICT security expertise to support the Consulting, Delivery and Operations Units and other iGovTT Units;
- Supplying ICT security expertise to Ministries, Ministerial Committees, State Bodies and Agencies in their ICT projects and operations as part of the Company's overall service model;
- Liaising with the iGovTT Internal Audit Unit where necessary and as requested.

11. Consulting

The Consulting Unit engages Ministries and Agencies to ensure alignment with enterprise-wide ICT initiatives and provides strategic and advisory support for their ICT programmes and projects. Specific areas for consulting include ICT strategic planning, business process reengineering, change management, human capital development, ICT policy development and monitoring and evaluation. The Consulting Unit works closely with the Ministry of Science and Technology to ensure consistency with the holistic ICT policy framework as articulated by GoRTT.

This Unit is divided into four (4) sub-teams namely, the Business Development Team, Business Transformation Team, Policy, Research and Measurement Team and Solutions Architect Office.

Business Development Team

The Business Development (BD) team acts in the best interest of the client, delivering value to GoRTT Ministries and Agencies facilitated by the thorough understanding of the client's requirements, timeframes and coordination of iGovTT resources. By leveraging Government's ICT assets available, the team is responsible for the co-ordination of the usage of these assets by GoRTT Ministries and Agencies while aligning to the overall iGovTT strategic objectives.

The **BD** team is responsible for:

- Working with the Delivery Unit, the Operations Unit, the Consulting Unit and any other iGovTT Unit to develop and market service offerings to clients;
- Cultivating and maintaining client relationships to develop the necessary business development plans;
- Facilitating client engagements as it pertains to the uptake of iGovTT's and other Government agency's services;
- Providing a primary point of contact for GoRTT Ministries and Agencies;
- Fostering close collaboration among Government Ministries and Agencies with common ICT objectives to maximise GoRTT's ICT investments;
- Keeping abreast of all of GoRTT's ICT initiatives and enterprise agreements.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
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Business Transformation Team

The Business Transformation (BT) team brings a closer alignment of people, processes and technology initiatives of the Government Ministries or Agencies with its business strategy and vision.

The BT team is responsible for:

- Researching international best practices and creating innovative project concepts to assist clients in achieving value through the utilization of ICT;
- Performing business process re-engineering/management, feasibility studies and cost benefit analyses;
- Working with key stakeholders to design technical solutions that meet the clients' business requirements;
- Providing advisory services for project implementation and funding approaches;
- Supporting the BD team and other key iGovTT units/teams in the establishment of e-Government programmes;
- Working with business process owners and project managers to identify areas requiring change, performing impact assessments and proposing suitable change management programmes;
- Consulting the Security and Assurance Unit to develop Business Continuity Plans (BCP's);
- Performing training and associated change management activities such as project branding, internal and external project communications, training manuals, FAQs, etc.

Policy, Research & Management Team

The Policy, Research and Measurement (PRM) team's overall mandate is to ensure the provision of high-quality, evidence-based ICT policy, advisory and research services to GoRTT as set out by the mandate of the National ICT Plan (labelled "smarTT").

The PRM team is responsible for:

- Assisting in the research of new developments and trends in ICT;
- Formulating National and Government level evidence-based ICT policies, utilizing the policy cycle to facilitate results related to ICT usage;
- Facilitating policy dialogue on ICT issues with GoRTT Ministries and Agencies;
- Working with the ICT Secretariat to introduce, update and retire ICT policies where appropriate;
- Creating measurement frameworks and developing Key Performance Indicators (KPI's) to derive the outcome and impact of National ICT programmes as set out in smarTT;
- Assisting GoRTT Ministries and Agencies in the collection of data to populate measurement frameworks;
- Analysing data/metrics to inform policy formulation and revision;
- Working with professionals and project managers to identify areas of data collection exercises and policy changes;
- Tracking the Country's global competitiveness in terms of international ICT rankings;
- Producing periodic updates and briefs on the Country's ICT readiness;
- Consulting with key stakeholders within GoRTT Ministries and Agencies.

Solution Architect Office

The Solution Architect Office (SAO) sets the National ICT infrastructure and technology directions and standards. It drives programmes and projects with the objective of ensuring that GoRTT has a world-class ICT infrastructure, in support of the goals of smarTT and ensures that GoRTT becomes and remains a regional and international leader in the utilization of emerging and strategic technologies.

The SAO is responsible for:

- Supporting the Delivery, Consulting and Operations Units and any other iGovTT Unit by providing technical advice pertaining to system architecture for ICT projects and resolution of any escalated technical operational issues;
- Architecting enterprise-wide government solutions such as the Government Network of Trinidad & Tobago ("GovNetT"), Foundation Services Infrastructure ("FSI"), the National e-Authentication Solution and the National e-Payment System;
- Developing strategies, directions and standards for Government-wide infrastructure and technologies so as to ensure that Government utilizes ICT in an efficient and effective manner;
- Soliciting consultations with stakeholders and GoRTT management to develop strategies, directions, guidelines, policies and standards;
- Driving and championing the experimentation of new and emerging ICTs within Government so as to push the boundaries of innovation that can cause GoRTT to become a world leader in e-Government;
- Providing strategic and technical advisory services to iGovTT's Units and GoRTT's Agencies;
- Providing reviews and technical design/architecture for existing and proposed ICT solutions;
- Providing guidance and recommendations for GoRTT's enterprise architecture;
- Providing position and research papers on relevant ICT systems for GoRTT;
- Working with key iGovTT units/teams to develop and synergize strategies;
- Identifying, conceptualizing, and working with the key iGovTT units/teams to plan, design and implement strategic programmes and projects for Government-wide infrastructure for GoRTT to be recognized as a global and/or regional leader in ICT.

13. Delivery

The Delivery Unit is comprised of three (3) sub-teams namely the Project Management Office, the Contract Management Office and the Procurement Office.

Programme Management Office

- The Programme Management Office (PMO) is responsible for:
- The successful implementation of programmes/projects undertaken by iGovTT within an approved timeframe and budget;
 - Providing regular consultation services, progress reports and programme dashboards to programme/project stakeholders;
 - Ensuring compliance with iGovTT's Project Management Methodology & Standards, and Government-wide ICT policies;
 - Periodic reviews and updates to iGovTT's Project Management Methodology & Standards;
 - Performing programme/project risk management and issue management;
 - Providing essential review of procurement documents;
 - Performing vendor management tasks including first line response to vendors as it relates to projects being executed.

Contract Management Office

- The Contract Management Office (CMO) is responsible for:
- The management of the Government-wide contracts, working in conjunction with the Finance, Legal, Operations and Consulting Units to perform the necessary contract management activities;
 - Ensuring proper construction of ICT contracts which include performance metrics, clear, concise and measurable deliverables, and payment schedules in alignment with deliverables and service levels;
 - The efficient management of contracts including: the review of Requests for Proposal, participation in negotiations, invoice certification, change management,

contract status reports, vendor/supplier relationships, vendor performance, contract completion reports;

- Guiding internal stakeholders on contractual matters to ensure compliance with the Terms and Conditions stipulated in the contracts.

Procurement Office

The Procurement Office is responsible for:

- Managing the overall direction, coordination and evaluation of procurement for iGovTT;
- Implementing procurement strategies to maintain the security of supply and optimum value for money;
- Performing all procurement and contracting activities (in conjunction with CMO) including pre-qualification, tender management, negotiation and the preparation of contracts;
- Setting policies and guidelines for delivering a transparent, commercial and cost-effective procurement process for iGovTT;
- Developing key relationships with business stakeholders and strategic supply partners to improve business;
- Identifying cost-reduction opportunities to achieve iGovTT's financial goals;
- Analysing market and delivery trends so as to develop procurement technologies and processes that support those trends;
- Conducting business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost-reduction and improvement opportunities;
- Providing periodic reporting to the iGovTT Executive Management on procurement controls and processes;
- Training and educating managers and staff about procurement processes and controls.

Operations

The Operations Unit comprises three (3) sub-teams; namely the Government Data Centre Team, Technical Support Team and Application Support Team.

Government Data Centre

The Government Data Centre ("GDC") team is responsible for:

- Collaborating with other units within the Company and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the design, setup, operation and maintenance of the Data Centre facilities and other hosting services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation;
- Collaborating with the Application Support team and Technical Support team for proactive client and vendor engagement to reduce system related challenges and enhance client satisfaction;
- Collaborating with the CCM team and the BD team in the marketing of their services to clients and ensuring competitive pricing of Data Centre's Services;
- Engaging in and facilitating research on new Data Centre technologies, and planning for capacity growth and technology refreshers for the GDC;
- Collaborating with the Delivery Unit, the Security and Assurance Unit, and the other relevant units within iGovTT in the development of Disaster Recovery Plans as part of the BCP's for iGovTT and clients, and conducting exercises to ensure effectiveness of Disaster Recovery Plans;
- Ensuring effective management of Service Level Agreements (SLAs) and other agreements with sub-contractors, vendors and clients (Internal and external).

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Technical Support

The Technical Support team is responsible for:

- Collaborating with other units and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the proper installation, setup and maintenance of the applications and other desktop services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system maintenance, backup & recovery, system monitoring, problem escalation;
- Collaborating with the GDC team and the Application Support team for proactive client and vendor engagement to reduce risk and increase value and thereby enhance client satisfaction (internal and external);
- Collaborating with the CCM and the BD teams in the marketing of support services to clients, ensuring competitive pricing of support services as developed by iGovTT and embodied in the agreements managed by iGovTT for GoRTT (i.e. Microsoft (MS) Enterprise Agreement, Oracle Enterprise Agreement, etc.);
- Engaging in and facilitating research on new technologies and applications and planning for capacity growth and technology refreshers for installed applications;
- Collaborating with the Delivery Unit, the Security and Assurance Unit, and other relevant units in the development of proactive training plans for clients (internal and external) as provided under various agreements managed by iGovTT;
- Ensuring the effective management of Service Level Agreements (SLAs) and other agreements with sub-contractors, vendors and clients (internal and external).

Application Support

The Application Support Team is responsible for:

- Collaborating with other units within the Company and organization wide relevant subject matter experts in the delivery of unit specific services;
- Ensuring the design, setup, operation and maintenance of the applications and other business related application services according to relevant internationally recognized governance and service standards;
- Establishing an International Standards-Compliant Operations Management Framework (e.g. ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation;
- Collaborating with the Data Centre team and the Technical Support team for proactive client and vendor engagement to reduce system related challenges and enhancing client satisfaction;
- Collaborating with the Marketing and Business Development teams in the marketing of portal related services to clients, ensuring competitive pricing of Portal and other application services as developed by iGovTT and embodied in the agreements managed by iGovTT for GoRTT (i.e. SharePoint under the MS Enterprise Agreement, and Oracle Enterprise Agreement);
- Engaging in and facilitating research on new technologies and applications, and planning for capacity growth and technology refresh for installed services and applications;
- Collaborating with the Marketing unit, the Business Transformation unit, the Security and Assurance units, and the other relevant units in the development of Disaster Recovery Plans as part of Business Continuity Plans (BCPs) for iGovTT and clients, and conducting exercises to ensure effectiveness of Disaster Recovery Plans for applications under the purview of the unit;

- Ensuring effective management of SLAs and other agreements with sub-contractors, vendors and clients (internal and external).

14. ttconnect

The ttconnect Unit is responsible for:

- Operating under the brand of "ttconnect" to provide a one-stop convenience for the public to consume public services;
- Operating multiple delivery channels namely the Service Centres, Self-Serve Kiosks, Express Bus and Hotline to deliver public services;
- Working with the BD team to expand its current client base of Government entities and the services they provide to the public via ttconnect's multiple channels as appropriate;
- Working with the BD team to expand its client base beyond GoRTT to merchants in the commercial sector.

15. smarTT

The smarTT unit is responsible for:

- Developing an implementation blueprint for the National ICT Plan 2013-2017. It draws references to and from the international best practices of highly successful global leaders in ICT. This blueprint will direct the sequencing of the following:
 - Timeframes;
 - Setting initiative priorities;
 - Financing;
 - Programme planning;
 - Procurement processing;
 - Implementation;
 - Operational functioning;
- Performing in the role of a scaled down secretariat to initiate the development of and the implementation of the blueprint strategy, establishing and operationalizing the governance structures, including the ICT Development Board and other committees and working with Ministries in prioritising projects and constructing their project work plans.

16. Internal IT

The Internal IT Unit is responsible for:

- Internal ICT and information systems of iGovTT;
- Engaging executives and reviewing patterns of business activities to envision and strategize the implementation of Information Technology (IT) solutions;
- Advising on the adoption and investment of available technologies to enable the efficiency of business processes and improving the Company's competitive advantage;
- Identifying risks associated with the use of IT systems and maintaining risk mitigation solutions;
- Managing vendors and suppliers of IT goods and services to ensure quality and value of services;
- Managing the transition of IT services to minimize the impact to business processes;
- Developing and maintaining policies, procedures and guidelines governing the use of ICT tools and information systems within the Company;
- Ensuring compliance of iGovTT with the approved IT standards and legislation;
- Auditing and maintaining standards for performance, security and availability of ICT services in accordance with agreed levels of service;
- Planning for and maintaining systems to mitigate against the loss of corporate information in the event of infrastructure failure or disaster;
- Raising awareness of deployed ICT systems, tools and standards governing their sustainable usage;
- Providing operational support to Company stakeholders in their use of ICT;
- Managing and maintaining the software and hardware ICT assets of iGovTT.

EFFECTS OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC:

The Company's operating policies and procedures are developed in accordance with the rules and guidelines established by the Ministry of Finance and the Company's line Ministry, the Ministry of Science and Technology. As such, in the matter of operating policies and procedures, public consultations are not held as the standards are pre-determined by the Ministries.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of iGovTT:**

- Files regarding administrative support and general administrative documents for the operations of the Company;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to the accounting and financial management function of the Company;
- Financial records (cheques, vouchers, receipts, journals, and so on);
- Files relating to the procurement of supplies, services and equipment;
- Cabinet Minutes and supporting documents;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Company;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files;
- Registers/certificates.

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

The public may inspect and/or obtain copies of the following material which will be made available between the hours of 8:00 a.m. – 4:00 p.m. on normal working days at iGovTT's Head Office located at Lord Harris Court, No. 52 Pembroke Street, Port-of-Spain.

Education and Informational Material:

- iGovTT 50th Anniversary Independence Video
- ICT Business and Innovation Symposium Video Clips
- Caribbean ICT RoadShow Youth Forum Video 2011
- iGovTT Company Brochure
- Press Release - Mobile winning CANTO Project of the Year 2010 - August, 2010
- ttconnect Services Brochure
- iGovTT – Providing Public Sector ICT Solutions
- GovNet – The Platform for Connected Government
- iGovTT 2009-2010, 2010-2011, 2011-2012 Annual Report
- Customer Satisfaction Survey Report (2012)
- ICT Business & Innovation Symposium 2012 – Realizing the Future: From Vision to Reality
- Microsoft Home Use Program-Software Download Instructions (for Government Employees)
- Microsoft Home Use Program Microsoft Office Professional Installation Guide (for Government Employees)
- Planning Your Career in ICT Flyer (for Returning Scholars)
- Executive Summary - smarTT (Draft National ICT Plan) Draft National ICT Plan -version1

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

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

The Company does not publish material to which members of the public may subscribe. As such, this Section is not applicable at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from iGovTT.****HOW TO REQUEST INFORMATION****General Procedure**

iGovTT's policy is to answer all written requests for information. In order to utilize the rights granted under the Freedom of Information Act (FOIA) (for example the right to challenge a decision if a request for information is refused) the request must be made in writing. The applicant must therefore, complete the appropriate form entitled Request for Access to Official Documents, for information that is not readily available to the public. These forms can be obtained from the receptionist at iGovTT's Corporate Office, Lord Harris Court, No. 52 Pembroke Street, Port-of-Spain or online at www.foia.gov.tt.

Section 7 (1) (a) (vi)**Officers in iGovTT responsible for:-**

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13;
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:
Head, Legal
Level 1, Lord Harris Court
No. 52 Pembroke Street
Port of Spain
Tel: (868) 627-5600 Ext. 3119
Fax: (868) 624-8001
E-mail: FOIAOfficer1@igovtt.tt

The Alternate Officer is:
Chief Executive Officer
Level 3, Lord Harris Court
No. 52 Pembroke Street
Port-of-Spain
Tel: (868) 627-5600 Ext. 3301
Fax: (868) 624-8001
E-mail: FOIAOfficer2@igovtt.tt

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

This Section is not applicable at this time

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

Certain information may be readily accessed through our website at www.igovtt.tt. The Company will provide a room or suitable space for the inspection of documents, which will be made available between the hours of 8:00 a.m. — 4:00 p.m. on normal working days at iGovTT's Head Office located at, Lord Harris Court, No. 52 Pembroke Street, Port- of- Spain.

Policy of iGovTT for provision of copies of documents:

A fee of twenty-five (25) cents per page will be incurred for photocopies. However, no fee will be incurred if applicants provide their own paper.

SECTION 8 STATEMENTS:**Section 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws of schemes administered by iGovTT, not being particulars contained in another written law.**

This Section is not applicable at this time.

Section 8 (1) (a) (ii)**Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside iGovTT, or similar documents containing rules, policies, guidelines, practices or precedents.**

The Company has produced the following documents for public consumption:

- Procurement Rules and Procedures - September, 2009
- fconnect Customer Service Charter
- iGovTT – 2010 – 2011 Annual Report
- GovNetT – The Platform for Connected Government;
- iGovTT – Providing Public Sector ICT Solutions.

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.**

This Section is not applicable at this time.

• Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of National Information and Communication Technology Company Limited.
(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 the applicant is unsure of how to write a request or what details should be included, communication should be initiated with the Designated Officer who will then provide guidance and direction.

Requests not handled under the FOIA

A request under the FOIA will not be processed if it asks for information which is readily available to the public, either from iGovTT or from another public authority, for example, brochures, pamphlets, reports, and so on.

Responding to your Request**• Retrieving Documents**

iGovTT is required to furnish copies of documents only when they are in the Company's possession or if they can be retrieved from storage. iGovTT will also access information stored in the National Archives or another storage centre in order to process requests.

• Furnishing Documents

An applicant is entitled to copies of documents that iGovTT has in its possession or documents that are published under the Organisation's custody or power. iGovTT is required to furnish at least one copy of a document. If a legible copy cannot be located, iGovTT may not attempt to reconstruct the

document. Instead, the best copy possible will be furnished and iGovTT will inform the applicant via official correspondence.

Please note that iGovTT is not compelled to do the following:-

- (a) Create new documents.
- (b) Perform research on behalf of the applicant.

Time Limits**• General**

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If an Organisation fails to meet this deadline, the FOIA grants the applicant the right to proceed as though the request has been denied. In this regard, iGovTT will be diligent in complying as closely as possible with the time limit. If processing of the request seems to be stretching beyond the statutory limit, iGovTT will advise the applicant of the delay. It is important to note that requests may sometimes be incorrectly addressed or misdirected. Consequently, applicants are welcome to call or write to iGovTT to confirm that the request was received and to ascertain its status.

• Time Allowed

iGovTT will determine whether requests for access to information will be granted within the statutory timeframe "as soon as practicable but no later than 30 calendar days" as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

SECTION 9 STATEMENTS:**Section 9 (1) (a)****A report or a statement containing the advice or recommendations, of a body or entity established within iGovTT.**

This Section is not applicable at this time.

Section 9 (1) (b)**A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside iGovTT 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.**

- State Enterprises Performance Monitoring Manual, 2011.

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 iGovTT.**

This Section is not applicable at this time.

Section 9 (1) (d)**A report or a statement containing the advice or recommendations, of a committee established within iGovTT to submit a report, provide advice or make recommendations to the responsible Minister of iGovTT or to another officer of the Company who is not a member of the committee.**

This Section is not applicable at this time.

2235

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

ALANA UMRAW having made sworn declaration that Policy Number 366 984 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

2236

JAGDEO SOODAN having made sworn declaration that Policy Number 378 172 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

2237

SAVITA BIRJU having made sworn declaration that Policy Number 242 396 issued by MARITIME LIFE (CARIBBEAN) LIMITED of the life of SEURAJ BIRJU (Deceased) has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue
Barataria.

2238

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

PORT-OF-SPAIN

NOTICE is hereby given that in pursuance of the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Magisterial District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 12TH DAY OF DECEMBER, 2013 at 1.00 p.m. in the afternoon at the Port-of-Spain Magistrate's 4A Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of New and Renewal of Licences for the period ending 31st March, 2014.

All applications for New Licences should reach the Secretary, Licensing Committee Port-of-Spain Magistrates' Court on or before 21st November, 2013.

Requirements for New Liquor Licences—

- (i) Five (5) copies of the application on the prescribed forms;
- (ii) Three (3) copies of the floor plan of the premises to be licensed;
- (iii) Board of Inland Revenue (BIR) number;

- (iv) Town and Country approval letter;
- (v) Contact number; and
- (vi) A fee of forty (\$40.00) dollars.

All Applications for Renewal Licences should reach the Secretary, Licensing Committee Port-of-Spain Magistrates' Court on or before 28th November, 2013.

Requirements for Renewal of Liquor Licences—

- (i) Three (3) copies of the application on the prescribed forms;
- (ii) A copy of the last licence from the previous year (April, 2012–31st March, 2013); and
- (iii) Copy of Board of Inland Revenue Number.

Application forms are obtainable from the Secretary of the Licensing Committee, Magistrates' Court, St. George West.

Dated this 18th day of October, 2013 at the Port-of-Spain Magistrates' Court.

R. BANEY
Secretary, Licensing Committee,
St. George West

2239

MAYARO

NOTICE is hereby given that the Licensing Committee for the Licensing District of South-Eastern Counties, Nariva/Mayaro Area, has appointed WEDNESDAY THE 11TH DAY OF DECEMBER, 2013 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences for the period 1st January, 2013 to 31st March, 2014 in pursuance 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 (\$40.00) dollars and should reach the Secretary, Licensing Committee, Mayaro on or before 27th November, 2013.

Dated this 22nd day of October, 2013 at the Mayaro Magistrate's Court.

M. SINGH-DOOKIE
Secretary, Licensing Committee,
South-Eastern Counties

2240

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

NOTICE is hereby given that the undersigned Magistrate, has appointed WEDNESDAY THE 11TH DAY OF DECEMBER, 2013 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, 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 January, 2014 to 31st December, 2014, in pursuance of the provision of the above Act.

All applications for such Licences must be submitted to the Magistrate in duplicate and should reach her on or before 27th November, 2013.

Dated this 22nd day of October, 2013 at the Mayaro Magistrates's Court.

A. MOHAMMED-DEONARINESINGH
Senior Magistrate,
South-Eastern Counties