



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 53

Port-of-Spain, Wednesday 27th August, 2014—Price \$1.00

No. 111

1306

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 Dr. BHOENDRADATT TEWARIE, a Member of the Senate, who is a Minister, to act in the Office of the Honourable CAROLYN SEEPERSAD-BACHAN, Minister of Public Administration, with effect from 15th August, 2014 and continuing during the absence from Trinidad and Tobago of the said the Honourable Carolyn Seepersad-Bachan, M.P., in addition to the discharge of his normal duties.

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

14th August 2014.

1307

APPOINTMENT TO ACT AS MINISTER OF EDUCATION

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 FAZAL KARIM, a Member of the Senate who is a Minister, to act in the Office of the Honourable Dr. TIM DHANRAJ GOPEESINGH, Minister of Education, with effect from 15th August, 2014 and continuing during the absence from Trinidad and Tobago of the said Dr. the Honourable Tim Dhanraj Gopeesingh, M.P., in addition to the discharge of his normal duties.

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

15th August, 2014.

1308

APPOINTMENT TO ACT AS MINISTER OF TRANSPORT

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 EMMANUEL GEORGE, a Member of the Senate who is a Minister, to act in the Office of the Honourable STEPHEN JOSEPH CADIZ, Minister of Transport, with effect from 20th August, 2014 and continuing during the absence from Trinidad and Tobago of the said Honourable Stephen Joseph Cadiz, M.P., in addition to the discharge of his normal duties.

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

19th August, 2014.

1309

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, in exercise of the power vested in him by section 44(1)(b) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANIEL P. SOLOMON, to be temporarily a Member of the Senate, with effect from 19th August, 2014 and continuing during the absence by reason of illness of Senator VASANT VIVEKANAND BHARATH.

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

19th August, 2014.



PUBLIC STATEMENT

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (hereinafter called "*the FOIA*"), the Government Human Resource Services Company Limited (hereinafter called "*GHR*S") is required by law, to publish the following statements which list the documents and information generally available to the public. The following information is published with the approval of the Minister of Public Administration.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by GHR
- (2) A legal right for each person to have official information relating to him/her amended, where such information 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 GHRS

Mission Statement:

GHR

S facilitates the delivery of world class public services by providing its clients with excellent minds, effective human resource solutions and outstanding workspaces.

Vision Statement:

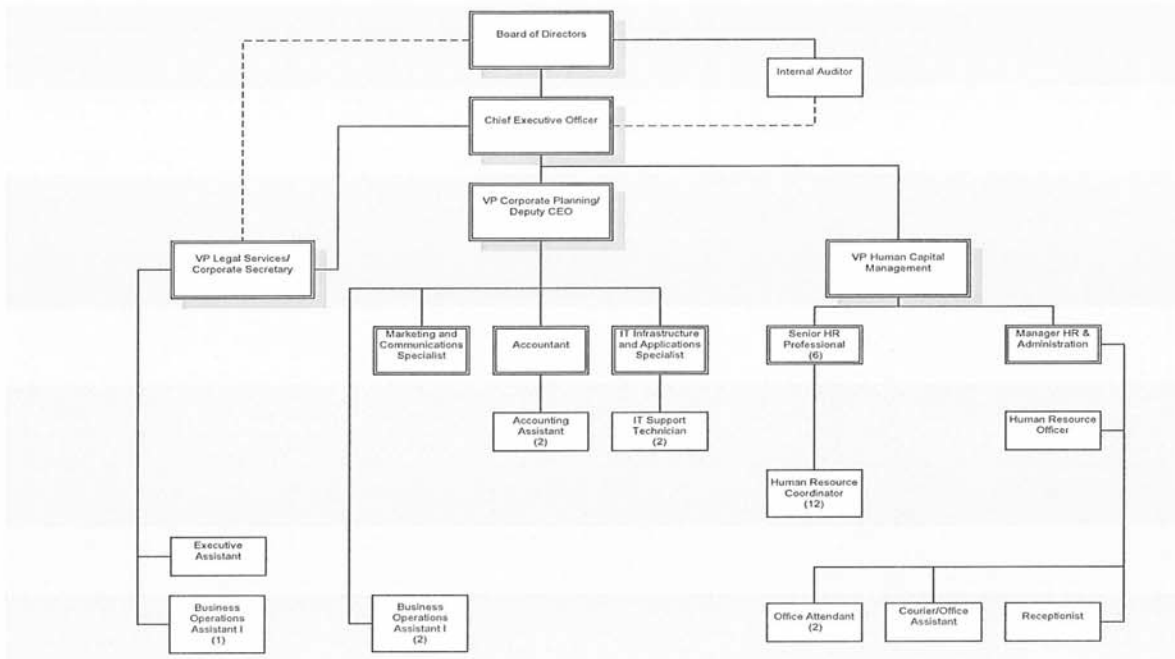
GHR

S aims to become the premier provider of human resource and outfitting services to public sector entities within the Caribbean community by delivering exceptional value to its stakeholders as a matter of course.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Organizational Structure of the Government Human Resource Services Company Limited:



The major objectives of the GHRS:

- To develop an international recruitment strategy, policy and guidelines
- To develop international recruiting strategies to augment key position shortages
- To develop accompanying systems and processes to integrate international hires into local culture
- To establish a network of Trinidadian professionals living abroad who may wish to work at home on some basis
- To develop operating processes to ensure knowledge transfer from expatriates to local staff
- To develop a regional and international skills database of candidates who want to work in Trinidad and Tobago
- To provide human resource strategic and technical services to Public Sector departments.
- To develop a Human Resource Information Portal for prospective employees

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF GHRS

- (1) Administrative files used in the daily operations of GHRS
- (2) Personnel records containing information on staff appointments, job applications, job specifications, transfers, resignations, deaths, retirements, leave, vacation etc.
- (3) Files dealing with the accounting and financial management function of GHRS
- (4) Financial Records (cheques, vouchers, receipts, journals etc.)
- (5) Files dealing with matters relating to the procurement of goods and services
- (6) Cabinet Documents
- (7) Policy and Procedure Documents
- (8) Internal and External correspondence files
- (9) Vendor files
- (10) Agenda and Minutes of meetings
- (11) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings and
- (12) Contract documents

Section 7 (1) (a) (iii):

MATERIAL PREPARED FOR PUBLICATION AND INSPECTION

The public may inspect and/or obtain copies of the following materials:

- Leaflets:
 - ✓ Customized HR solutions
 - ✓ Recruitment and Selections
 - ✓ Achieving Your Potential
 - ✓ Competency Based – Structured Interviewing Workshop
 - ✓ Resume Writing Skills
 - ✓ Will you be part of this big picture?
 - ✓ Want to find the right persons for your team?
 - ✓ Interviewing Tips
 - ✓ Resume Tips
- Financial Policy and Procedures Manual

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

- Procurement Procedures for the acquisition of goods, provision of services, undertaking works and disposal of unserviceable items in Government Human Resource Service Company Limited.
- State Enterprise Performance Monitoring Manual

The public may inspect/obtain copies of the aforementioned material, between the hours of 8:30 a.m. to 4:00 p.m. on normal working days at:

16 Mulchan Seuchan Road,

Chaguanas 501316.

Phone: (868) 672-GHRS (4477)

Fax: (868) 672-9405

Section 7 (1) (a) (iv):

LITERATURE AVAILABLE BY SUBSCRIPTION

There is no literature available by subscription.

Section 7 (1) (a) (v):

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE GHRS

How to Request Information:

▪ *General Procedure:*

The policy of GHRS is to respond to all oral and written requests for information. However, in order to derive the rights given to the applicant under the FOIA, (for example, the right to challenge a decision if your request for information is refused), the applicant must make such request in writing. The applicant must, therefore, complete the *Request for Access to Official Document(s) Form* that is available in our Reception/Lobby area at our Chaguanas premises.

▪ *Addressing Requests:*

To ensure prompt handling of your request, please address it to the Designated Officer of GHRS: ***Section 7 (1) (a) (vi) below refers.***

▪ *Details in the Request:*

Applicants must provide sufficient information which will enable the Designated Officer to identify the document(s) being requested. If insufficient 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 not sure how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

▪ *Requests not handled under the FOIA:*

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

Responding to your Request:

▪ *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, we will furnish the best copy possibly and note its quality when replying.

Please note GHRS is 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 the applicant.

Time Limits:

▪ *General*

Applicants will be notified within thirty (30) calendar days whether or not the request is approved. 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 thirty (30) calendar days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

▪ *Fees and Refunds*

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the document(s) within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven day period, the applicant is entitled to a refund of the fees paid in addition to free access to the document(s) requested.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 7 (1) (a) (vi):

Officers in GHRS responsible for:

- (i) The initial receipt of and action upon notices under section 10.
- (ii) Requests for access to documents under section 13.
- (iii) Applications for correction of personal information under section 36 of the FOIA.

All Requests for Access to Information should be submitted on the prescribed form addressed to:

The Designated Officer: Ms. Vanessa K. Garcia
Vice President Legal Services and Corporate Secretary
#16 Mulchan Seuchan Road
Chaguanas
Tel: 672 – 4477 extension 305
Fax 672 – 9405
vanessa.garcia@ghrs.gov.tt

The Alternate Officer: Mrs. Michelle Mulcare
Marketing and Communications Specialist
16 Mulchan Seuchan Road
Chaguanas
Tel: 672 – 4477 extension 221
Fax: 672 - 9405
michelle.mulcare@ghrs.gov.tt

Section 7 (1) (a)(vii):

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

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

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 7 (1) (a)(viii):

Library/Reading Room Facilities

Certain information may be readily accessed through our website at www.ghrs.gov.tt. You may make general enquiries by calling the Designated Officer listed under Section 7 (1) (a) (vi).

Certain information may be readily accessed at our offices located at 16 Mulchan Seuchan Road Chaguanas.

Provision of copies of documents that are readily available to the public

- Charge for Photocopies is \$0.50 cents per page

Section 8 Statements

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

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

This section is not applicable to GHRS at this time.

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.

This section is not applicable to GHRS at this time.

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 to GHRS at this time.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 9 Statements:

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the public authority.

This section is not applicable to the GHRS at this time.

Section 9 (1) (b)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the GHRS.

This section is not applicable to the GHRS at this time.

Section 9 (1) (d)

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

The section is not applicable to the GHRS at this time.

Section 9 (1) (e)

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

This section is not applicable to the GHRS at this time.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 9 (1) (f)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (g)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (h)

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

There are no reports or statements to be published under this section at this time.

Section 9 (1) (i)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (j)

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

There are no statements to be published under this section at this time.

Section 9 (1) (k)

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

There are no reports to be published under this section at this time.

1310—Continued

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02—Continued

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

There are no environmental impact statements to be published under this section at this time.

Section 9 (1) (m)

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

There are no reports to be published under this section.



GHRM Headquarters now located at 16 Mulchan Seuchan Road, Chaguanas

1311

LOSS OF SAGICOR LIFE INC. POLICIES

KEISHA KING having made sworn deposition that Policy Number S06516078 issued by SAGICOR LIFE on the life of KEISHA KING has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1312

PEER ALI having made sworn deposition that Policy Numbers S06778569 and S06805431 issued by SAGICOR LIFE INC. on the life of PEER ALI has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1313

SIMONE PHILLIPS having made sworn deposition that Policy Number S06930569 issued by SAGICOR LIFE INC. on the life of CHAD RAPHAEL has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1314

ANESH GOPEE having made sworn deposition that Policy Number 070615436 issued by SAGICOR LIFE INC. on the life of ANESH GOPEE has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1315

EUTRICE JULES having made sworn deposition that Policy Number S06655677 issued by SAGICOR LIFE INC. on the life of EUTRICE JULES has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1316

NASEEN KHAN having made sworn deposition that Policy Number S07034898 issued by SAGICOR LIFE INC. on the life of NASEEN KHAN has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1317

BINMATTI MAHABIR having made sworn deposition that Policy Number S06547189 issued by SAGICOR LIFE INC. on the life of BINMATTI MAHABIR has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1318

JERMAINE JOHN AUGUSTUS having made sworn deposition that Policy Number S06869783 issued by SAGICOR LIFE INC. on the life of JERMAINE AUGUSTUS has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1319

REISHA NADINE KHAN having made sworn deposition that Policy Number 0023606 issued by SAGICOR LIFE INC. on the life of DEREK TURPIN has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1320

LOSS OF NATIONWIDE INSURANCE COMPANY
LIMITED POLICY

REISHA NADINE KHAN having made sworn deposition that Policy Number N90025286 issued by Nationwide Insurance Company Limited on the life of DEREK TURPIN has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

18th August, 2014.

1321

SPECIAL LICENSING SESSION
(*Liquor Licences Act, Chap. 84:10*)

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 28TH DAY OF AUGUST, 2014 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Ryan Alexander Chin of 142, Sandyways Fairways, Maraval, for a Certificate authorizing him to carry on the business of a Special Restaurant in respect of premises situate at Shop No. 66, Level 1, Fiesta Plaza, Movietowne Mall, Invaders Bay, Port-of-Spain.

Dated this 6th day of August, 2014 at the Port-of-Spain Magistrates' Court.

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