



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 53

Port-of-Spain, Trinidad, Tuesday 27th May, 2014—Price \$1.00

No. 76

837

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

- Land Acquisition (Possession of Land prior to Formal Vesting in the State) (No. 164) Order, 2014—(Legal Notice No. 228 of 2014).
- Land Acquisition (Possession of Land prior to Formal Vesting in the State) (No. 165) Order, 2014—(Legal Notice No. 229 of 2014).
- Land Acquisition (Possession of Land prior to Formal Vesting in the State) (No. 166) Order, 2014—(Legal Notice No. 230 of 2014).
- Land Acquisition (Possession of Land prior to Formal Vesting in the State) (No. 167) Order, 2014—(Legal Notice No. 231 of 2014).

838

APPOINTMENT TO ACT AS MINISTER OF HEALTH

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 SURUJRATTAN RAMBACHAN, a Member of the House of Representatives who is a Minister, to act in the Office of the Honourable DR. FUAD KHAN, Minister of Health, with effect from 16th May, 2014 and continuing during the absence from Trinidad and Tobago of the said the Honourable Dr. Fuad Khan, M.P., in addition to the discharge of his normal duties.

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

15th May, 2014.

839

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 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 19th May, 2014 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*

15th May, 2014.

840

APPOINTMENT TO ACT AS MINISTER OF COMMUNITY DEVELOPMENT

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 RUPERT THEOPHILUS GRIFFITH, a Member of the House of Representatives who is a Minister, to act in the Office of the Honourable WINSTON PETERS, Minister of Community Development, with effect from 16th May, 2014 and continuing during the absence from Trinidad and Tobago of the said the Honourable Winston Peters, in addition to the discharge of his normal duties.

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

16th May, 2014.



Government of the Republic of Trinidad and Tobago
**MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT**

Levels 5 & 6, Tower C, International Waterfront Centre, #1A Wrightson Road, Port of Spain
 Tel: 625-8478 Website: www.molsmed.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**
 In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

INTRODUCTION

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act, Chap. 22:02, (hereinafter referred to as the "FOIA") the Ministry of Labour and Small and Micro Enterprise Development is required by law to publish the various documents and information generally available to the public.

The Act gives the members of the Public:

- (4) A legal right for each person to access information held by the Ministry of Labour and Small and Micro Enterprise Development;
- (5) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (6) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (7) 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) –
 Functions and Structure**

Mission Statement

To facilitate an enabling environment that supports employment creation, sustainable enterprise development and employee well-being in a safe, peaceful and productive work environment.

RESPONSIBILITIES

The Ministry of Labour and Small and Micro Enterprise Development is responsible for the establishment and management of a regime of policies for manpower development and employment, industrial relations, labour administration and the promotion of co-operatives, credit unions, small and micro enterprises and friendly societies, so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote the modernization of the work environment.

The Ministry is committed to: -

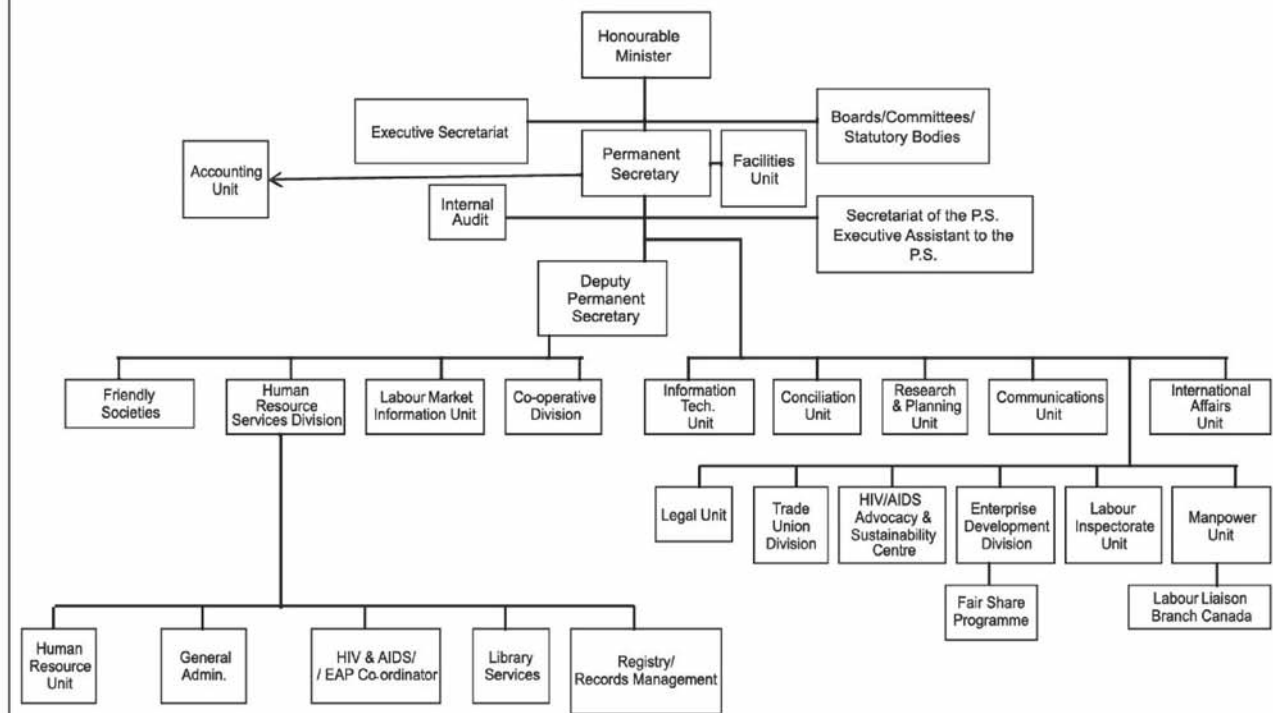
- a) Provide a quality service in terms of accuracy and

timeliness in the conduct of our affairs in an efficient and cost-effective manner.

- b) Formulate, implement and review the appropriate policies, plans and programmes.
- c) Propose, review, administer and monitor legislation, laws and regulations.
- d) Network with all relevant public and private institutions, organizations and individuals, nationally and internationally to achieve our objectives.
- e) Enhance our reputation for excellence and integrity in the delivery of our service.
- f) Provide an environment for the personal growth and development of all our employees by valuing each person's contribution and providing fair, relevant and accessible training and development opportunities.
- g) Encourage innovation by stimulating and supporting good, new ideas among staff.
- h) Promote a safe and healthy working environment.

The Ministry is comprised of the following Divisions/Units, with a staff complement of approximately five hundred (500) persons as follows:-

**Ministry of Labour and Small and Micro Enterprise Development
 Organizational Chart**



841—Continued



Government of the Republic of Trinidad and Tobago
 MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT
 Levels 5 & 6, Tower C, International Waterfront Centre, #1A, Wingston Road, Port of Spain
 Tel: 625-8478 Website: www.molmesd.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**

In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

(1) PERMANENT SECRETARY

a) Internal Audit Unit

The Internal Audit Unit ensures that all financial guidelines and instructions are followed in all accounting matters of the Ministry. In addition, it provides the Accounting Officer with the tool for special investigations, proper accountability and value for money. This Unit reports directly to the Permanent Secretary.

b) Corporate Communications Unit

The Corporate Communications Unit (CCU) is the public relations arm of the Ministry. This unit is responsible for the development of innovative communication strategies geared towards promoting the Ministry's services/programmes, thereby facilitating greater knowledge expansion among our citizens. The unit's scope of work includes:

1. Strategic Communications
2. Stakeholder Relationship Management
3. Image and Reputation Management
4. Media Relations
5. Marketing and Promotions
6. Internal and External Communications
7. Events Planning and Management

The unit is headed by a Communications Manager and includes a staffing complement of five persons.

c) Legal Unit

The Legal Unit of the Ministry provides legal advisory and advocacy support to the Minister and the Ministry in respect of Labour and Co-operative jurisprudence and other legal advisory services on questions of law including issues related to legislative drafting and interpretation; drafting of contracts and on matters related to other state legal agencies such as the Attorney General and the Legislative Review Committee.

d) Facilities Management Department

Ensures compliance with:

1. The requirements of the Occupational Safety and Health Authority.
2. The implementation of the Ministry's Maintenance Programmes which include buildings, utilities, health and safety equipment, security management and other related areas.

(2) LABOUR ADMINISTRATION SERVICES

The Labour Administration Services of the Ministry of Labour and Small and Micro Enterprise Development are divided into four service areas, as follows:

a) Manpower Unit (National Employment Service)

Mission of the National Employment Service

"Optimizing the country's work force through the provision of multiple services to job seekers and employers by harnessing state of the art technology and partnerships thus, ensuring the timely and cost effective delivery of services."

The National Employment Service offers an Employment Service at no cost to the employer community and the general public. The unit consists of Employment Offices located at Chaguanas, Tunapuna,

Sangre Grande, San Fernando, Point Fortin, Siparia, Tobago, Port of Spain and the Overseas Placement sub-unit. This service provides recruitment, placement, advisory, and information services, with ICT interface through www.nes.gov.tt.

Services:-

- On-line Registration of Job Seekers
- On-line Registration of Job Vacancies
- Employment counselling
- Screening of job seekers and employers
- Job interviews and referrals to State and Private Sector Agencies
- Career guidance/ Career Coaching and Counselling
- Recruitment of workers for Overseas Employment

b) Labour Inspectorate Unit

The main responsibilities of this unit include:

- Educating and advising employers, employees and the general public about the relevant labour laws, as they relate to wages and terms and conditions of work for workers who are not usually represented by a trade union and who are covered under the relevant labour laws;
- Ensuring compliance with the relevant labour laws. This involves schedules inspections of business and investigation of complaints;
- Recommending litigation in cases where employers continuously ignore warnings for breaching the provisions of the relevant labour laws;
- Supplying information and providing advice to employers and employees concerning the most effective means of complying with the provisions of the relevant labour laws; and
- Promoting the implementation of the National Workplace Policy on HIV and AIDS with employers.

The relevant labour laws which govern the operations of the Labour Inspectorate are as follows:

- Minimum Wages Act, Chapter 88:04;
- Minimum Wages Order, 2010, (LN) 291/2010
- Minimum Wages (Amendment) Order, 1998 (LN) 130/1998;
- Minimum Wages (Catering Industry) Order of 1991;
- Minimum Wages (Household Assistant) Order of 1991;
- Minimum Wages (Shop Assistant) Order 1991;
- Minimum Wages (Security Industry Employees) Order 1995;
- Minimum Wages (Petrol Filling Station) Order 1982;
- The Wages Regulations (Laundry Undertakings) Order 1962
- The Wages Regulations (Agricultural Undertaking) Order 1964
- Maternity Protection Act Ch 45:57; and
- Part V of the Children Act Ch 46:01

c) Conciliation Unit

The Conciliation Unit seeks to:

- promote good industrial relations practices;
- prevent and resolve employment disputes;
- conciliate in actual or potential trade disputes reported to the Minister; and

- provide information and advice on industrial relations matters to unions, employers and the general public.

d) Trade Unions Unit

The main functions/activities of the Unit are as follows:

- register new Trade Unions;
 - register partial and complete alteration of rules;
 - register amalgamation of Trade Unions;
 - appoint Auditors to audit the books of Trade Unions;
 - ensure that Trade Unions submit Annual Returns and Audited Financial Statements and check those submitted;
 - ensure that Trade Unions comply with the provisions of the Trade Union Act and enforce the said Law where the Unions violate the provisions of the Act;
 - register change of registered office, change of name of Trade Unions and dissolution of Trade Unions;
 - appoint Auditors and investigators of special audits under Section 16 (4) and (5) of the Trade Union Act;
 - register direction given for transfer of stock;
 - register cancellation or withdrawal of certificates of registration; and
 - prepare annual reports.
- The Trade Union Division functions under the Financial Regulations and Instruction 1965 in respect of:
1. Revenue Collections
 2. Deposits to the relevant revenue Accounts
 3. Maintaining appropriate Financial Record
 4. Preparation of monthly Reconciliation Statements.

(3) CO-OPERATIVE DIVISION

The Co-operative Division of the Ministry is mandated to promote the growth and development of a strong co-operative sector, both financial and non-financial co-operatives. The key activities of the Division for the local co-operative sector are:

- Promotional
- Organizational
- Supervisory
- Developmental
- Training
- Administrative
- Liquidation
- Audit and
- Arbitration

(4) FRIENDLY SOCIETIES DIVISION

The Friendly Societies Division is responsible for the supervision, audit and cancellation of registered Friendly Societies. The governing legislation for the Unit's function is the Friendly Societies Act, Chap. 32:50.

The duties include the inspection of records (e.g. accounts) of these organizations and guiding officers with regards to proper record keeping, effective management, supervising the distribution of Assets of cancelled or dissolved organizations, investigating complaints by members and other beneficiaries and adjudicating in disputes.



Government of the Republic of Trinidad and Tobago
 MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT
 Levels 5 & 6, Tower C, International Watersfront Centre, #1A, Wigracer Road, Port of Spain
 Tel: 823-8478 Website: www.mslmed.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**
 In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

Although the Division goes by the name Office of the Registrar of Friendly Societies, the Division also has the responsibility of supervision and registration of Building Societies throughout the Republic of Trinidad and Tobago through the Building Societies Act, Chap. 33:04. The Division's mandate is to help improve the socio-economic condition of citizens through Friendly & Building Societies

Against the background of a declining and ageing membership, the Friendly Societies Movement in 2013, has embarked on a campaign of education, expression and enlightenment to empower its existing members as well as attract new members by reaching out to the national community and compete with the more sophisticated financial institutions in Trinidad and Tobago. In 2013, the Friendly Societies Division of the Ministry commenced the institutional auditing of the Division and the Movement, so as to determine the status of the Division and the Movement and to assist in efforts aimed at transparency and proper accountability.

The Division sought to increase the visibility of the Movement through its annual parade and conference, this year it was held in the borough of Chaguana. Apart from the increased visibility derived from its annual parade and conference in the borough of Chaguana, the Division benefited from a study tour to Jamaica, where local representatives were able to draw from the experiences of their Jamaican counterparts, where the Movement is comparatively more prevalent and visible, with 268 Friendly Societies, participating in activities that range from caring for the elderly and drop-outs from schools to organic farming as well as the construction of schools, community centres and hospitals in their respective communities.

Additionally, in the latter part of 2013 and continuing, the Division has embarked on clearing up the backlogs of projects that spanned the course of 2006 to 2013. Some of these projects include: auditing and inspecting the books of 67 functioning societies; disbursement of societies' assets; payment of audit refunds to the Societies and Lodges; payment Free Card subsidies; and cancellation of registration of 46 Friendly Societies and Lodges located in different geographical areas of Trinidad and Tobago.

The objective of the Friendly Societies Division is to:

- reengineer and restructure the Movement and the Division;
- increase membership in the Movement in particular the youths;
- create a viable and sustainable Friendly Societies Movement;
- promote public awareness; and
- rebrand its products and services

(5) INFORMATION TECHNOLOGY UNIT

The main functions/activities of the Unit are as follows:

- I/S Management – responsible for managing the Information Technology function in keeping with the strategic business direction of the Ministry;
- Systems Administration – responsible for administering and maintaining the Ministry's IT infrastructure and information systems;
- Systems Development – responsible for facilitating automation of the Ministry's business processes;
- I/S Administration – responsible for administering general support services needed for continued operation of the unit.

(6) HUMAN RESOURCE SERVICES DIVISION

The Human Resource Services Division is the support arm of the Ministry. It provides general administrative management services to all the Technical/Professional Staff and other Divisions/Bodies of the Ministry.

This Division is comprised of the following Units:-

a) General Administration

The General Administration Unit promotes and facilitates the smooth operation of the Ministry's Head Office and Sub-offices by providing procurement and support services and a safe and healthy work-environment.

The Unit also co-ordinates and oversees the functions of the Ministry's support staff which includes Messengers, Maids, Telephone Operators, Motor Vehicle Drivers and Stores.

b) Human Resource Unit

The Human Resource Unit ensures that staff and related human resource management issues are maintained at adequate levels at all times. It provides a range of Human Resource services including training, contract administration, employee relations, performance management support, compensation and recruitment of contract staff.

c) Registry/Records

This Unit is responsible for facilitating the smooth operation of the Divisions/Departments/Units of the Ministry by receiving and classifying all incoming information, directing its movement through action areas and storing and providing reference services for both incoming and outgoing information.

The Records Manager II who supervises the staff of Registry is also responsible for creating, implementing and maintaining proper systems and procedures for the control and flow of records/information to action officers.

d) Accounting Unit

The Accounting Unit is responsible for satisfying the financial needs of the Ministry. It sources funds from the Ministry of Finance and disburses it for goods and services rendered to the Ministry. It is responsible for the submission of the *Draft Estimates for Recurrent Expenditure* and the Appropriation of Accounts.

The Unit operates under the *Exchequer and Audit Act, Chapter 9:01 and the Travelling Allowances Regulations, GN29/1953* which are enshrined in the *Laws of Trinidad and Tobago*. It is guided by the *Financial Regulations, Financial Instructions, Manual of Terms and Conditions of Employment, Guidelines for the Administration of Devolved Functions* and Circulars issued from both the Chief Personnel Officer and the Ministry of Finance. The Unit maintains and stores records of all financial transactions.

e) Library

The Library is situated at the Ministry's Sub-office at Duke Place, 50-54 Duke Street, Port of Spain. It is managed by a Librarian I who oversees the proper functioning of the Library, charts the strategic direction and supervises members of staff.

The Library serves mainly the members of staff of the Ministry by providing timely and relevant information,

which reflects the portfolio and developmental thrust of the Ministry. There is also the capacity of an E-mail facility, which provides for fast data transmission and the ordering of documents. Members of the public are also allowed to use the library's facilities for reference purposes only providing their needs pertain to the library's portfolio.

(7) RESEARCH AND PLANNING UNIT

The Research and Planning Unit serves as the information hub of the Ministry and is engaged in the following:

- socio-economic research, report preparation and evaluation;
- policy formulation and evaluation;
- preparation of Ministry's input into national planning documents such as the Medium Term policy Framework as well as the national budget;
- preparation of Ministry's annual Public Sector Investment Programme (PSIP) projects and management of these projects;
- project design, planning and implementation relative to the Ministry's functions;
- development and implementation of multilateral, regional and national programmes and projects;
- initiation of meetings, seminars, etc. consistent with achievement of specific goals;
- preparation and management of surveys;
- preparation of Cabinet Notes;
- representation of the Ministry at national, regional and international forum, as may be required;
- provision of technical input for speeches;
- technical and administrative Secretariat services for the Ministry's technical Committees; and
- other coordinating duties as may be assigned.

Committees, Boards and Statutory Bodies

- Boiler Examiners Board
- Registration, Recognition and Certification Board
- Occupational Safety and Health Authority
- ILO 144 Tripartite Committee
- Minimum Wages Board
- HIV/AIDS Advocacy and Sustainability Centre Advisory Board
- National Productivity Council
- Board of Governors Cipriani College of Labour and Co-operative Studies
- Board of Directors, National Entrepreneurship Development Company Limited
- Working Committee for the Establishment of a Heroes Park and Museum in Fyzabad, Trinidad
- Standing National Labour Market Council
- Industrial Relations Advisory Committee
- Social Dialogue Task Force

(8) INTERNATIONAL AFFAIRS UNIT

The International Affairs Unit was established in April 2007 by Cabinet decision to co-ordinate and manage activities to fulfill the obligations of the Government of Trinidad and Tobago in respect of international labour matters. These commitments arise from the country's membership in international organizations, primary among which are the International Labour Organization (ILO), the Organization of American States (OAS) and the Caribbean Community (CARICOM).

841—Continued



Government of the Republic of Trinidad and Tobago
**MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT**
 Levels 5 & 6, Tower C, International Waterfront Centre, #1A, Kingstown Road, Port of Spain
 Tel: 625-6479 Website: www.molmed.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**

In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

The main activities of the IA Unit include the followings:-

- Responding to requests for information from Ministries, International Organizations, Employers and Workers Organizations and other stakeholders;
- Fulfillment of the obligations of Trinidad and Tobago as a member of the ILO, in particular reporting obligations on ratified and unratified Conventions and co-ordination of representation of Trinidad and Tobago at the annual ILO International Labour Conference;
- Coordination of representation of Trinidad and Tobago in fulfillment of its obligation as a Titular Member of the Governing Body of the International Labour Organization for the period 2011-2014;
- Pursuit of co-operation and support for the promotion of decent work in Trinidad and Tobago and for implementation of PSIP projects;
- Fulfillment of obligation in respect of the Inter-American Conference of Ministers of Labour (IACML) of the OAS;
- Co-ordination of activities in fulfillment of labour-related aspects of the CARICOM Single Market and Economy (CSME);
- Co-ordination, as required, of activities in support of the implementation of the labour-related decisions and plans of action adopted by International Organizations in which Trinidad and Tobago holds membership;
- Co-ordination of the participation of the Ministry in national and international labour meetings;
- Liaising with other ministries in respect of bilateral and multilateral labour commitments and negotiations;
- Monitoring international developments, with special attention to labour and development issues;
- Provision of internal support to other Units and Divisions of the Ministry by serving as the Focal Point for International Agencies, other Ministries of Labour and Embassies and pursuing initiatives for technical support and assistance for implementation of the Ministry's Strategic Plan and PSIP projects.

**(9) THE NATIONAL HIV/AIDS WORKPLACE
 ADVOCACY AND SUSTAINABILITY CENTRE**

The National HIV/AIDS Workplace Advocacy and Sustainability Centre (HASC) is responsible for providing, on a nationwide scale, professional services and support as it pertains to HIV and AIDS within the workplace for employers, employees, government ministries, the private sector, unions and people living with or affected by HIV and AIDS.

The HASC provides assistance in the following areas:-

- Development / revision of a workplace policy on HIV and AIDS
- Sensitization on the key principles of the National Workplace Policy on HIV and AIDS
- Developing strategies to address HIV-related workplace stigma and discrimination
- Developing workplace specific programmes and materials to inform and educate workers/employees about HIV and AIDS
- Establishing links to HIV related services such as information on testing sites, and information on NGOs that provide counseling and support services.

HIV is a workplace issue; if you are a worker living with or affected by HIV or an employer or trade union and interested in our services, please contact the HASC at 299-0300, extension 2010 or askhasc@gov.tt.

10) LABOUR MARKET INFORMATION UNIT

The Labour Market Information Unit (LMIU) was conceived to optimize the effective functioning of the National Human Resource Management Information System (NHRMIS). The NHRMIS is a user friendly

data entry, storage and retrieval system for labour market data developed in 2000.

The NHRMIS was required to achieve the following objectives:-

- Establishment of a system with distinct mechanisms for regular reporting of information by producers/users and for co-ordinating the flow of information into the system;
- Production and dissemination at regular intervals of basic LMI;
- Comprehensive evaluation of employment prospects and skilled manpower requirements;
- Assessment of migration patterns; and
- Provision of information to policy makers in the field of education on the needs for education and training in specific areas.

However, given the rapid changes in technology, a more advanced system to manage labour market information, the Labour Market Information System, has been developed, requiring particular skill sets and skill levels.

As a consequence, the Labour market Information Unit began operations in October 2010 comprising a team of highly trained professionals having the required skills to operationalise and effectively manage a Labour Market Information System. In addition to focusing on the objectives indicated above, the LMIU would seek to make projections that would identify new areas of labour demand and employment trends, thereby minimizing disequilibrium between the demand and supply of labour.

(11) ENTERPRISE DEVELOPMENT DIVISION

Government of Trinidad and Tobago has placed significant focus on the development and promotion of Micro and Small Enterprises (MSEs) as vehicles for employment creation, poverty alleviation and wealth creation, specifically with respect to marginalized and vulnerable groups such as youth, women, disabled persons and the unemployed. Entrepreneurship has been identified as a key driver for economic diversification, growth and competitiveness and as such, the Ministry of Labour and Small and Micro Enterprise Development (MOLSMED) has committed itself to fostering a more enabling environment for MSEs.

The Enterprise Development Division (EDD) has responsibility for policies and programmes for the development of the MSE sector, collaborating with key stakeholders and generally monitoring the progress of the sector. EDD, through its collaborative approach, has established partnerships with key stakeholders, including MSEs, public sector, private sector agencies, the organized labour movement, civil society organizations and international agencies such as the European Union (EU), CARICOM Secretariat and the International Labour Organization (ILO).

Additionally the EDD is developing initiatives aimed at improving the entrepreneurial climate that will create opportunities and support capacity development programmes for MSEs.

Effects of Functions on Members of the Public

The role of the Ministry of Labour and Small and Micro Enterprise Development impacts in almost every constituent element of work, from individual to Corporation. The Conciliation Unit impacts upon the members of the public as seen in its management of conflict, which arises from time to time, between Employers and Unions, acting on behalf of organized labour and between Employers and individual workers.

The guidance provided in the formation and registration of a Trade Union, ensures the adherence to the Trade Union Act and clarifies the procedure to be followed by a Trade Union to facilitate a healthy system of Industrial Relations in Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documents in possession of the Ministry of Labour and Small and Micro Enterprise Development

- 1) Files dealing with administrative documents for the operations of the Ministry
- 2) Personnel files and files on staff appointments, job applications, promotions, transfers, leave, resignations, retirement, death, etc.
- 3) Files dealing with the accounting functions of the ministry
- 4) Financial records (cheques, vouchers, receipts, pay record cards, registers, etc.)
- 5) Files dealing with the procurement of supplies, services and equipment
- 6) Policy and procedure documents
- 7) Cabinet documents
- 8) Files dealing with local and foreign training
- 9) Documents relating to the strategic review of the Ministry
- 10) Files dealing with tenders issued by the Ministry
- 11) Files dealing with official functions, conferences etc. hosted by the Ministry
- 12) Divisional Work Plans and briefing papers for Senior Management
- 13) Position Descriptions
- 14) Laws and Legislation: All Labour legislation pertaining to Trinidad and Tobago
- 15) Regulations: All regulations relating to labour laws of Trinidad and Tobago
- 16) Files dealing with circulars, memoranda, notices, etc.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection.

1. Title

Republic of Trinidad and Tobago, Ministry of Labour and Small and Micro Enterprise Development
 Labour Statistics Report 2009.

Author

Research and Planning Unit, Ministry of Labour and Small and Micro Enterprise Development.

Brief

The Report focuses on unemployment data by age and sex, trends in the labour force according to occupational groups and industrial sectors; industrial relations, industrial accidents and job placement statistics. The Report also highlights the key labour market statistics.

2. Title

Republic of Trinidad and Tobago, Ministry of Labour and Small and Micro Enterprise Development
 Labour Statistics Report 2009.

Author

Research and Planning Unit, Ministry of Labour and Small and Micro Enterprise Development.

Brief

The Report contains data on the labour force participation rates by male and female, industrial injuries/accidents, collective agreements and work stoppages.

841—Continued



Government of the Republic of Trinidad and Tobago
 MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT
 Levels 5 & 6, Tower C, International Waterfront Centre, #1A, Wrightson Road, Port of Spain
 Tel: 625-8478 Website: www.molsemdev.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**
 In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

**Annual Administrative Reports –
 Section 66D of the Constitution**

Title

Annual Administrative Report
 Boilers Examiner Board
 Oct 2009 – Sept 2010
 Oct 2010 – Sept 2011 and
 Oct 2011 – Sept 2012

Title

Annual Administrative Report
 Minimum Wages Board
 Oct 2009 – Sept 2010
 Oct 2010 – Sept 2011 and
 Oct 2011 – Sept 2012

Title

Annual Administrative Report
 Advisory Friendly Societies Council
 Oct 2008 – Sept 2010
 Oct 2010 – Sept 2011
 Oct 2011 – Sept 2012

Title

Annual Administrative Report
 Registration Recognition and Certification Board
 2008
 2009 and
 2010

Title

Annual Administrative Reports
 Board of Governors of the Cipriani College of Labour
 and Co-operative Studies
 Oct 2008 – Sept 2010
 Oct 2010 – Sept 2011 and
 Oct 2011 – Sept 2012

Title

Annual Administrative Reports
 Board of Directors of the National Entrepreneurship
 Development Company Limited
 Oct 2008 – Sept 2010

Title

Annual Administrative Reports
 Occupational Safety and Health Authority
 Oct 2007 – Sept 2010
 Oct 2010 – Sept 2011
 Oct 2011 – Sept 2012

Title

Annual Administrative Reports
 Ministry of Labour and Small and Micro Enterprise
 Development
 Oct 2008 – Sept 2009
 Oct 2009 – Sept 2010
 Oct 2010 – Sept 2011
 Oct 2011 – Sept 2012

Author

Research and Planning Division, Ministry of Labour
 and Small and Micro Enterprise Development.

Section 7 (1) (a) (i)

Literature Available by Subscription

There is no literature available by subscription from
 this Ministry.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a
 document from any Division of the Ministry of Labour
 and Small and Micro Enterprise Development.

How to Request Information

• *General Procedure*

It is the policy of the Ministry to respond to all
 requests, for information both oral and written.
 However, in order to have the rights given by the
 FOIA (for example the right to challenge a decision
 if your request for information is refused), an
application must be made in writing. Therefore,
 you must complete the appropriate form (Request for
 Access to Official Documents) available from our FOI
 Officer or on line, for information that is not readily
 available to members of the public.

• *Addressing Requests*

To facilitate prompt handling of your request, please
 address it to the Designated Officer or Alternate of
 The Ministry of Labour and Small and Micro
 Enterprise Development [see Section 7 (1) (a) (vi)].

• *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, please do not
 hesitate to communicate with our Designated Officer.

Requests not handled under the FOIA

• A request under the FOIA will not be processed to
 the extent that it asks for information which is currently
 available to members of the public, either from this
 public authority or from another public authority (for
 example brochures and pamphlets etc.)

Responding to your Requests

• *Retrieving documents*

The Ministry is required to furnish copies of
 documents only when they are in our possession or
 we can attempt to retrieve them from storage. If we
 have stored the information you want in the National
 Archives or another Storage Centre, we will retrieve
 it where possible in order to process 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 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:**

- 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.
- Perform research for you.

Time Limits

i. General

The FOIA sets certain time limits for us to decide
 whether to disclose the documents you have
 requested. If we fail to meet the deadlines, the FOIA
 gives you the right to proceed as if your request has
 been denied. We will try diligently to comply with the
 time limits, but 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 misaddressed or misrouted, you may wish to call

or write to confirm that we have received the request
 and to ascertain its status.

ii. 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 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 or be provided
 with copies, if you so request.

Section 7 (1) (a) (vi)

The Designated Officer of the Ministry of Labour
 and Small and Micro Enterprise Development is
 responsible for:

- The initial receipt of and action upon notices under
 section 10;
- Requests for access to documents under section
 13; and
- Applications for correction of Personal Information
 under section 36 of the FOIA.

The Designated Officer(s) is:

Ms Patsy Sewdass
 5th Floor Tower "C"
 International Waterfront Centre
 #1 Wrightson Road
 Port of Spain
 Telephone: 355- 0885

E-mail: sewdassp2@gov.tt

The Alternate Officer(s) is:

Dalkeith Ali
 5th Floor Tower "C"
 International Waterfront Centre
 #1 Wrightson Road
 Port of Spain
 Telephone: 625-8478 Ext. 1401
 E-mail: alid@gov.tt

Section 7 (1) (a) (vii)

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

No Advisory Boards, Councils, Committees and other
 bodies fall under this Section

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library/Reading Room is located at Duke Place,
 50-54 Duke Street, Port of Spain

Other contact information:

Telephone: 299-0300

Ext. 2040, 2041 or 2042

Website: www.molsmdev.gov.tt

The Library/Reading Room is open to the public
 between the hours of 8:00 am and 4:15 pm from
 Mondays to Thursdays and 8:00 am to 4:00 pm on
 Fridays.

**Policy of the Public Authority for provision of
 copies of documents held in the public domain.**

- Certain provision of documents may be subject to
 a small charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the
 Reading Room/Library.

841—Continued



Government of the Republic of Trinidad and Tobago
 MINISTRY OF LABOUR AND SMALL AND
 MICRO ENTERPRISE DEVELOPMENT
 Levels 5 & 6, Tower C, International Watersfront Centre, #1A, Waterfront Road, Port of Spain
 Tel: 625-6478 Website: www.molmecd.gov.tt

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL
 AND MICRO ENTERPRISE DEVELOPMENT 2014**

In compliance with Sections 7, 8 and 9 of the
 Freedom of Information Act, Chap. 22:02

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

1. Public Service Acts and Regulations.
2. Laws of the Republic of Trinidad and Tobago.
3. Guidelines for contract employment in Government Ministries.
4. Legal Notice No. 49
The Wages Regulation (Laundry Undertakings) Order, 1962
5. Legal Notice No. 64
The Wages Regulation (Agricultural Undertakings) Order, 1964
6. Gazette No. 3112:
Petrol Filling Station Employees Order, 1982
7. Legal Notice No. 158
The Minimum Wages (Catering Industry) Order, 1991
8. Legal Notice No. 159
Minimum Wages (Shop Assistants) Order, 1991
9. Legal Notice No. 160
Minimum Wages (Household Assistants) Order, 1991
10. Legal Notice No. 10
The Minimum Wages (Security Industry Employees) Order, 1995
11. Freedom of Information Act
No. 26 of 1999
12. Occupational Safety and Health Act, Chap. 88:08
13. Legal Notice No. 88
The Minimum Wages Order, 2005
14. Legal Notice No. 291
The Minimum Wages Order, 2010

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.

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers

Personnel Department

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Employment in the Public Service
- Guidelines for Contract Employment in Government Ministries
- Shaping Performance – A manual for Performance Management in the Public Service Ministry of Public Administration and Information
- Training Policy for the Public Service of Trinidad and Tobago

Training Policy Guidelines Circulars

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.

NIL

SECTION 9 STATEMENTS

(N.B); this section only applies to documents created since 2000.

Section 9 (1) (a)

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

Nil

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 public authority.

1. Title

ILO Caribbean Sub-Regional Meeting on HIV/AIDS and the World of Work 15 - 17 May 2002 Barbados Country Report: Trinidad and Tobago April 2002

Author:

Research and Planning Division
 Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Report was prepared in fulfillment of a requirement for attendance at the above named meeting. The Report outlines the nature and extent of the problem of HIV/AIDS in Trinidad and Tobago with focus on the workplace. It represents the findings of a quick capture survey of the responses of large enterprises to the epidemic. Information on the legal and policy framework existing in Trinidad and Tobago to deal with HIV/AIDS in the workplace and institutional arrangements and responses at the governmental, non-governmental, enterprise and union levels are provided. Lessons learnt through past experiences and priorities for further action are also highlighted.

2. Title

Report of the Small and Micro Enterprise Planning Committee - May 2002

Author:

The Small and Micro Enterprise Planning Committee

Brief:

The Report summarizes the recommendations of the committee set up to rationalize the development of the Small and Micro Enterprise sector in Trinidad and Tobago. Specifically, it identifies the institutional framework considered most suitable, including and in particular, an implementing company which would provide loans and guide new enterprises to ensure their success.

3. Title:

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development Annual Labour Statistics Report – 2011

Author:

Research and Planning, Statistical Unit, Ministry of Labour and Small and Micro Enterprise Development

Brief:

This report provides a Review of Labour Market Statistics from 2002-2011. More specifically, it focuses on available statistical data and preliminary analysis of trends in key labour market statistics, industrial relations, occupational safety and health, job placement endeavours of the Ministry, developments in the Co-operative Sector and the Friendly Societies Movement.

4. Title:

Republic of Trinidad and Tobago
 Ministry of Labour and Small and Micro Enterprise Development
 Labour Statistics Report 2006

Author:

Research and Planning Unit
 Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Report presents an overview of key Labour Market Statistics for the period 2001-2005 where data are available. This statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators, which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

5. Title:

Republic of Trinidad and Tobago
 Ministry of Labour and Small and Micro Enterprise Development
 Labour Statistics Report 2008

Author:

Research and Planning Unit
 Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, entrepreneurship and job placement.

Sections 9 (1) (b), 9(1) (d), 9(1) (e), 9 (1) (f), 9(1) (g), 9 (1) (h), 9(1) (j) and 9(1) (k).

Section 9(1) (j)

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, the responsible Minister of the public authority or Cabinet.

- Ministry's Strategic Plan 2011 - 2015

842

REPUBLIC OF TRINIDAD AND TOBAGO

NOTICE OF FINAL MEETING OF TRINIDAD AND TOBAGO REVENUE AUTHORITY MANAGEMENT COMPANY LIMITED

(IN VOLUNTARY LIQUIDATION)

In the Matter of

THE COMPANIES ACT, 1995

NOTICE is hereby given, that a final meeting of the Shareholders of Trinidad and Tobago Revenue Authority Management Company Limited (In Voluntary Liquidation) will be held at No. 123 Eastern Main Road, St. Augustine, on Thursday 29th day of May, 2014 at 10.00 a.m. for the following purpose:

Agenda:

“Laying of the final accounts showing how the winding up has been conducted and the property of the company has been disposed of”.

Dated the 21st day of August, 2013.

BY ORDER OF-

F. A. ALI
Liquidator,
Chanka Seeteram & Co.

843

NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

[Section 461(3) of the Companies Act, 1995, Ch 81:01]

NOTICE is hereby given that at the expiration of three months from the date of this notice the name of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office and the Companies will be dissolved.

Name of Companies

V & A WEST INDIAN WHOLESALERS LTD.—V 741 (95)

ANRAM ENGINEERING SERVICES LIMITED—A 2070 (95)

BAL-LYS MEMBERS CLUB—B 2991 (95)

NM WIRELESS LIMITED—N 894 (95)

ESPINOSA TRANSPORT COMPANY LIMITED—E 1479 (95)

FARIDA'S UNISEX SALON LTD.—F 1095 (95)

FREEPORT INVESTMENTS LTD.—F 1288 (95)

JRM ENTERPRISES LIMITED—J 1962 (95)

LA PREMIERE LTD.—L 985 (95)

LJSPLACE LIMITED—L 2319 (95)

MODEL AUTOMOBILE RACING CLUB OF TRINIDAD AND TOBAGO—M 3661 (95)

TAI-SUI CONSTRUCTION LIMITED—T 5372 (95)

T & A PERSONALISED GIFT SHOP LTD.—T 7564 (95)

UNBORN FASHIONS LTD.—U 680 (95)

TOBAGO SEA PRODUCTS COMPANY LIMITED—T 1319 (C)

BODY INDULGENCE LTD.—B 2580 (95)

Dated this 7th day of February, 2014, at the Registrar General's Office.

F. M. SANDY
Deputy Registrar

General

844

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

DEBRA LUNDAHL AND LISA FARROW having made sworn declaration that Policy Number 222829 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of JEAN JOHNSON-FARROW (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.~~

845

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

CHAGUANAS

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 County Caroni, Chaguanas Area, has appointed THURSDAY THE 5TH DAY OF JUNE, 2014 at 9.00 o'clock in the forenoon at the Chaguanas Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Yacinta Hilaire of No. 3 St. Paul Street, Chaguanas, for a Certificate authorising her to carry on the business of a Restaurant and Bar in respect of premises situate at No. 54 Rene Street, Chaguanas.

Dated this 21st day of May, 2014 at the Chaguanas Magistrate's Court.

S. RAGHOO
Secretary, Licensing Committee,
Caroni

846

TRANSFER OF LICENCE
(Liquor Licences Act, Chap. 84:10)

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Caroni, Couva Area, by O'Vidya Ojenia Ramlal of 18 Mile Mark, Main Road, Tabaquite, that it is her intention to apply to the Licensing Committee at the Couva Magistrate's Court on THURSDAY THE 12TH DAY OF JUNE, 2014 at 9.00 o'clock in the forenoon for a transfer to her of the Licence to carry on the trade of a Spirit Retailer now held by Chadwick Ramlal in respect of premises situate at 18 Mile Mark, Main Road, Tabaquite, in the said district.

Dated this 21st day of May, 2014 at the Couva Magistrate's Court.

Y. RAMRATTANSINGH
Secretary, Licensing Committee,