



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1567

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—

Motor Vehicles and Road Traffic (Amendment) Regulations, 2017—(Legal Notice No. 146 of 2017).

1568

PROMOTION OF SPECIAL SERVICE COMMISSION OFFICER IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (REGIMENT)

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President, has approved the promotion of 0190 CAPTAIN RICHARD LYNCH of the Trinidad and Tobago Defence Force (Regiment), to the rank of Major, with effect from April 16, 2017.

L. JACOBS
Permanent Secretary
Ministry of National Security

28th November, 2017.

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MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 13th November, 2017 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

F. AL-RAWI
Attorney General and
Minister of Legal Affairs

3rd November, 2017.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Philadelphia Church of God	Samuel Seebran	38, Abidh Road Felicity, Chaguanas	Philadelphia Church of God 49, Main Road, Chaguanas

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NOTICE OF THE LAYING IN PARLIAMENT OF A STATUTORY INSTRUMENT THAT IS SUBJECT TO NEGATIVE RESOLUTION

NOTICE is hereby given that the Trinidad and Tobago Housing Development Corporation (Vesting) (Amendment to the First Schedule) (No. 5) Order, 2017 (Legal Notice No. 118 of 2017 published in the *Trinidad and Tobago Gazette* on Monday the 23rd day of October, 2017) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 17th day of November, 2017, and in the Senate on the 28th day of November, 2017

J. SAMPSON-MEIGUEL
Clerk of the House

B. CAESAR
Clerk of the Senate



**2017 UPDATED PUBLIC STATEMENT
OFFICE OF THE PRIME MINISTER
IN COMPLIANCE WITH SECTION 7 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Section 7 of the Freedom of Information Act, 1999 (FOIA) the Office of the Prime Minister is required by law to publish the following statement which lists 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 official documents (with exemptions) held by the **Office of the Prime Minister**
- (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 (1) (a) (i)

Function and Structure of the Office of the Prime Minister

Structure

The Office of the Prime Minister is headed by the Honourable Dr. Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago who assumed office on September 9, 2015. The Office of the Prime Minister provides professional, coordinated and administrative support to assist the Prime Minister and the Cabinet and is responsible for the coordination and implementation of decisions taken by the Prime Minister and the Cabinet, in order to ensure and promote the effective and efficient business of the Government of Trinidad and Tobago.

Mission Statement:

The mission of the OPM is to provide professional, coordinated, administrative and other support services to the Prime Minister in executing his constitutional responsibilities for Trinidad and Tobago.

Vision Statement:

The Vision of the OPM is to be the hallmark of excellence in the Public Service.

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2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
IN COMPLIANCE WITH SECTION 7 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

Location:

The OPM's Head Office is located at Nos. 13-15 St. Clair Avenue, St. Clair. The OPM's Gender and Child Affairs Division and the National HIV/AIDS Co-coordinating Secretariat are located at levels 20 and 21, Tower D, International Waterfront Complex, Wrightson Road, Port of Spain. The OPM's Central Administrative Services Tobago Division (CAST) is located at Orange Hill Road, Lower Scarborough, Tobago. The Diplomatic Centre is located at La Fantasie Road, St. Ann's.

Mandate:

The portfolio of responsibilities falling under the purview of the OPM is outlined in the Trinidad and Tobago Gazette No. 125 Vol. 54 dated December 4, 2015 and is as follows :

- Cabinet
- Central Administrative Services – Tobago
- Centre of Government
- Child Development
- Children's Homes
- Children with Special Needs
- Citizen Facilitation
- Civil Society Engagement
- Commissions of Enquiry
- Community Residences
- Constitutional Matters
- Coordination of matters relating to Tobago
- Ecclesiastical Affairs
- Economic Advisory Board
- Foreign Policy Oversight
- Gender Affairs
- Government Communications Oversight
- National Awards
- National Heroes
- National Security Council
- Oversight for Transformation Initiatives
- Parliamentary Affairs
- Protocols of State
- Public Holidays
- HIV/Aids Coordination
- Wholly - Owned Enterprises – Human Capital Development Facilitation Company Limited
- Statutory Boards and other Bodies – The Children's Authority of Trinidad and Tobago; Sports and Culture Board of Management and Tobago Regional Health Authority

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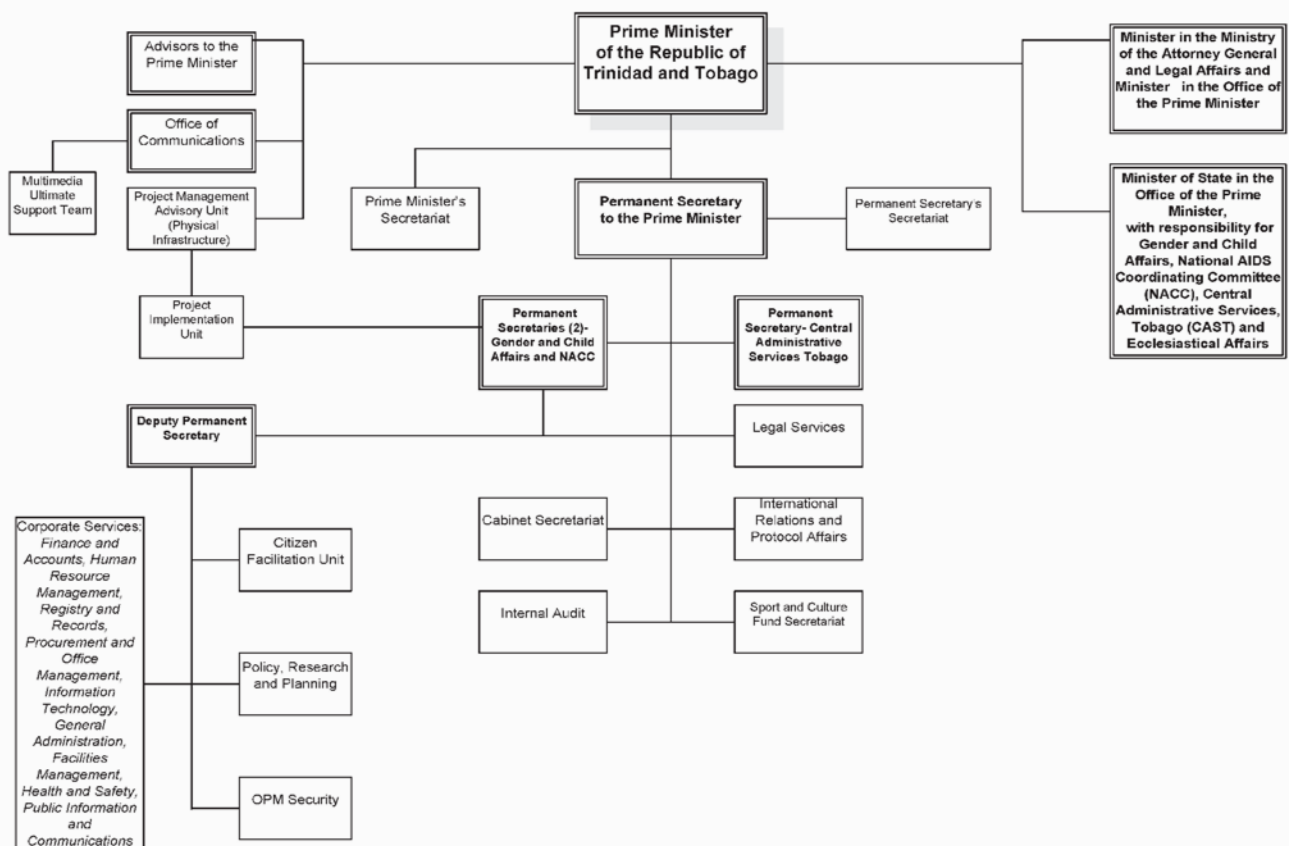
2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
 IN COMPLIANCE WITH SECTION 7 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

Structure and Composition:

The Office of the Prime Minister provides professional coordinated and administrative support to the Prime Minister of the Republic of Trinidad and Tobago. In this regard the Prime Minister is supported by:

- The Ministers appointed by the Prime Minister, who discharge functions based on a portfolio assigned by the Prime Minister;
- Minister in the Office of the Prime Minister and Minister of State;
- The Permanent Secretary to the Prime Minister, the Permanent Secretaries/Heads of Departments and Administrative Divisions/Units under her/his Charge;
- The Cabinet Secretariat led by the Secretary to Cabinet;
- The Prime Minister’s Special Advisors;
- The National Security Council Secretariat;
- The Press Secretary and the Public Information and Communication Unit;
- The Senior Foreign Service Officer assigned to the Prime Minister;
- The Prime Minister’s Secretariat;
- The Prime Minister’s Personal Staff;
- The Management Staff of the Prime Minister’s Residence;
- The Security Detail assigned to the Prime Minister at his office, residence, and Diplomatic Centre

The Top Level Organizational Structure of the Office of the Prime Minister



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2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
IN COMPLIANCE WITH SECTION 7 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

The OPM comprises several Secretariats, Divisions and Units:-

SECRETARIATS:

❖ CABINET SECRETARIAT

The Cabinet has the general direction and control of the Government of the Republic of Trinidad and Tobago and is responsible collectively to Parliament. Cabinet is served by the Cabinet Secretariat which provides specialized administrative support services to the Cabinet as well as support for Cabinet Subcommittees. The major committees which operated in 2016 are:-

The Finance and General Purposes Committee (FGPC);
The Parliamentary Questions Committee (PQC)

The Secretariat facilitates submissions from all Ministers of Government in the form of Cabinet Notes for consideration by the Cabinet. The Cabinet Secretariat records the decisions of Cabinet and transmits those decisions to the relevant public authorities in the form of Cabinet Minutes for implementation within the relevant Ministries or Statutory Authorities. The Secretariat is also the traditional communication link between Ministries/Departments and the Cabinet, as well as between the Public Service; the President and the Parliament.

❖ NATIONAL HIV/AIDS COORDINATING COMMITTEE SECRETARIAT

The Secretariat was established to support the National Aids Coordinating Committee (NACC). The Secretariat is responsible for operationalizing the decisions of the NACC and for the day to day management and coordination of the national HIV and AIDS response viz. reporting on progress, coordinating stakeholder efforts, providing advice and technical assistance to implementing agencies and acting as a clearinghouse for information.

❖ NATIONAL AWARDS COMMITTEE SECRETARIAT

The National Awards Committee considers and makes selections from nominations received from the general public for National Awards based on set selection criteria. The Committee's recommendations are then forwarded to the Prime Minister who submits the final list to the President.

❖ SPORTS AND CULTURE FUND SECRETARIAT

The Secretariat receives requests for financial assistance from the Sport and Culture Fund which was established under the Sport and Culture Fund Act Chapter 40:54 of the Laws of the Republic of Trinidad and Tobago. It receives requests for funding on prescribed application forms addressed to the Chairman or Secretary to the Board. The duties of the Board are: - to determine the eligibility of individuals and organizations engaged in activities related to Sport and Culture for financial assistance from the Fund; to determine the feasibility of undertaking projects and enterprises; to process and determine applications for loans or grants and to advise the Prime Minister on the withholding or further disbursement of grants or loans to individuals or organizations engaged in activities related to sports and culture.

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2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
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DIVISIONS:

There are a number of Divisions responsible for the provision and delivery of critical core and support services to the Prime Minister and OPM.

➤ **CORPORATE SERVICES DIVISION** comprises the following divisions and units:-

○ **GENERAL ADMINISTRATION DIVISION**

The Division provides administrative support in the preparation of Notes to Cabinet and Notes to the Honourable Prime Minister; responding to parliamentary questions and questions under the Freedom of Information Act (FOIA); and enquiries from citizens. In addition, it provides secretarial support to the Ministerial Tenders Committee and Sport and Culture Board of Management. The Unit also monitors and maintains the human resource principles and policies for all Permanent Secretaries and Deputy Permanent Secretaries in the Public Service and processes matters pertaining to former Prime Ministers.

○ **HUMAN RESOURCE MANAGEMENT DIVISION**

The core function of the Division is to adopt, implement and maintain human resource management principles, policies and practices within the OPM. The Unit is responsible for continuously improving and building capacity of personnel within the Office, implementing human resource management policies, implementing the performance management and appraisal system in the organization and addressing grievances/representations made by members of staff. Additionally, it is responsible for the human resource planning, recruitment, training and development, salary and benefits administration and managing industrial and employee relations for public officers and contract personnel of the OPM.

○ **FINANCE AND ACCOUNTS DIVISION**

This Division is responsible for managing the financial affairs of the OPM as directed by the Permanent Secretary, and in accordance with the relevant Exchequer and Audit Act and the Financial Regulations, Comptroller of Accounts Circulars and all other directives from the Comptrollers of Accounts and the Ministry of Finance. Duties include:-payment of salaries; payments to suppliers and contractors; maintenance of vote books and overpayment travelling and invoice orders registers; submission of revenue and expenditure returns; submission of estimates, and preparation of all accounting reports.

○ **PROCUREMENT AND OFFICE MANAGEMENT UNIT**

The Procurement and Office Management Unit's primary function is the management and provision of the required goods and services for the efficient running of the Office on a daily basis. This Unit ensures compliance with proper procurement processes and is also responsible for monitoring/inventory of office supplies, furniture and equipment.

○ **REGISTRY AND RECORDS MANAGEMENT UNIT**

The Registry and Records Management Unit is responsible for the creation and maintenance of systems and procedures for the control and flow of records to and from the Divisions/Units within the OPM. Other duties of the Unit include the retention and disposal of such records. This Unit is the repository of all documents, correspondence and files within the Office, with the exception of those managed by the Cabinet Records Section.

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2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
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○ **FACILITIES MANAGEMENT UNIT**

The Facilities Management Unit provides an integrated approach to operating, maintaining, improving and adapting the buildings and infrastructure of the OPM in order to create an environment that strongly supports the primary objectives of the Government. The Unit also ensures building safety and comfort through the provision of quality services via planning, designing, engineering, constructing, and maintaining in a responsive, service-oriented, effective, and environmentally-conscious manner. The Facilities Management Unit is responsible for the general maintenance and management of all facilities within the OPM.

○ **HEALTH AND SAFETY UNIT**

The Health and Safety Unit is responsible for providing HSE support to all Units/Departments of the OPM by developing and implementing policy and other strategies to ensure statutory compliance and adherence to industry best practices.

○ **PUBLIC INFORMATION AND COMMUNICATION UNIT**

The Public Information and Communication Unit is responsible for developing and implementing strategies for communicating the activities of the Prime Minister and the OPM to the media, general public and other target audiences. It is also responsible for all public relations matters.

○ **MANAGEMENT INFORMATION SYSTEMS UNIT**

The Management Information Systems Unit is responsible for the planning, operation, support and management of the information system services and network facilities. Additionally, the Unit is responsible for management of the local area networks and peripheral systems of the OPM.

○ **CITIZENS' FACILITATION UNIT**

The Citizen's Facilitation Unit was established to facilitate greater support to the citizens, in particular the elderly, in obtaining assistance between them (the citizens) and the various Government Agencies, departments, institutions and private organisations. The unit's mandate is to: - to help resolve disputes; ensure that the citizens receive the attention they deserve; act on behalf of many of their issues; assist the poor and needy by directing them with the help of a letter and phone call to the right departments and persons who will assist; mediate with the appropriate persons/organisations/offices and keep citizens informed of their rights (e.g. of new developments which may affect them in some way).

The Tobago Office comprises:-

➤ **CENTRAL ADMINISTRATIVE SERVICES TOBAGO DIVISION (CAST)**

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) has as its responsibility the co-ordination of matters related to Tobago which include:-

- The Prices, Weights and Measures Inspectorate
- Meteorological Services
- The Registrar General Department (responsible for the registration of civil, land and company records)

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The Gender and Child Affairs Divisions comprises:-

➤ **CHILD AFFAIRS DIVISION (CAD)**

The Division coordinates a holistic and integrated approach to child development. This involves implementing strategies from the UNICEF Convention on the Rights of the Child, developing comprehensive, coherent and harmonized policies and initiatives to promote, protect and respect child rights. The Division collaborates and coordinates with stakeholders to ensure children's rights are promoted and realized in Trinidad and Tobago. It plays a critical role in guiding Community Residences throughout Trinidad and Tobago and works with the Children's Authority of Trinidad and Tobago to ensure child care and child protective services are afforded to all children.

➤ **GENDER AFFAIRS DIVISION (GAD)**

This Division promotes gender equity and equality for all persons in Trinidad and Tobago through the process of gender mainstreaming in all Government policies, projects and programmes. Its roles include: the identification of gender gaps in Trinidad and Tobago; the formulation and execution of policies and initiatives to address these gaps; the promotion of gender awareness and sensitivity.

➤ **POLICY RESEARCH AND PLANNING DIVISION (PRP)**

This Division conducts research to facilitate evidenced-based policy making, programme planning and project development across the various functions of OPM. The Division further provides the Monitoring and Evaluation (M&E) function for all projects and core services delivered by the OPM. It also reviews projects and initiatives by civil society organizations and recommends the award of Government subventions.

There are also a number of other technical support units across the structure of the OPM:-

○ **PROJECT IMPLEMENTATION (PHYSICAL INFRASTRUCTURE) UNIT**

The Unit performs specialized infrastructure project management functions of the OPM, specific to the historical buildings and other projects considered critical for national development.

○ **LEGAL SERVICES UNIT**

The Legal Unit provides legal advice to the OPM's Permanent Secretary and Heads of Divisions and represents or acts as liaison in all legal matters concerning the OPM. It provides legal advice and opinions; mitigates against potential litigation by providing legal guidance; assists in effecting good corporate governance practices by advising on and ensuring adherence to regulatory requirements; prepares/reviews or settles legal instruments ensuring their accuracy and suitability to govern the OPM's relationships with internal, external or international stakeholders; maintains registries of legal instruments, case files and a legal library; preserves a repository of up-to-date legal instruments; reviews legislation or amendments to existing legislation; tracks trends and international developments in matters of law; collaborates with relevant stakeholders in the attainment of government policy objectives and assists with the processing of applications made under the Freedom of Information Act 1999.

○ **INTERNAL AUDIT UNIT**

Internal Audit Unit has auditing oversight for the OPM and is responsible for the effective monitoring of special projects that are often undertaken. It provides management with information about the adequacy and effectiveness of the organization's system of internal control and also has responsibility for ensuring that the necessary audit systems and procedures continue to be maintained in strict accordance with the Financial Regulations. The Unit conducts audit surveys in the following areas of the OPM's activities:- Accounts - payroll and expenditures; Human Resource Management; Information Technology; Stores; Procurement and Office Management; Registry and Records Management; Sports and Culture Fund; any other entity or activity that the Permanent Secretary (Accounting Officer) may direct to be audited

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○ **INTERNATIONAL RELATIONS AND PROTOCOL UNIT**

The International Relations Unit (IRU) in the OPM monitors relations with States, and international, hemispheric, regional and sub-regional organizations in close collaboration with the Ministry of Foreign and CARICOM Affairs, Public Administration and Communications, Trinidad and Tobago's Embassies, High Commissions and Consulates. The Unit also provides guidance and support for the OPM in matters relating to protocol.

○ **INTERNATIONAL CO-OPERATION DESK**

The Desk provides international research and support services for various convention and international agreements. It also facilitates participation of officers of the OPM at international conferences, seminars, workshops, etc.; facilitates preparation and submission of periodic reports on the implementation of international conventions and other agreements specific to gender and child affairs; facilitates payment of annual contributions to international organisations; liaises between foreign missions, Ministry of Foreign and CARICOM Affairs, international affairs units of other government Ministries and departments, and international organisations; advises the Executive of the OPM on international matters and monitors the relationship between OPM and various international organisations particularly as it relates to funding.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Office of the Prime Minister:

The official documents in the Office of the Prime Minister relate to a diverse range of government policy matters, administrative and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:-

1. Files dealing with Administrative Support and General Administrative Documents for the operations of the Office of the Prime Minister
2. Personnel files which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc
3. Files dealing with the Accounting and Financial Management Function of the Office of the Prime Minister
4. Financial Records and Auditing Records (cheques, vouchers, vote books, pay records etc)
5. Files dealing with matters relating to the Procurement of Supplies, Services and Equipments
6. Cabinet Documents (Minutes and Notes)
7. Charts/Photographs/Compact Discs/Diskettes/Tapes/Catalogues/Forms
8. Press Releases and Speeches
9. Policy and Procedure Documents
10. Registers of Working files
11. Strategic Plans/Administrative Reports and Work Plans
12. Intra-governmental correspondence such as correspondence with Ministries and other Public Authorities
13. Legislation and Legal Instruments
14. Legal Documents (Legal Opinions, Agreements, Contracts, Court matters involving the Ministry, Judgments, Law Reports, Legal Texts, Working Papers)

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15. Reports – Statistical, Annual/Quarterly, Audit, Consultant/Technical, Valuation, Accident etc.
16. Books, Booklets, Leaflets, Pamphlets, Brochures, Newspaper Clippings and Posters, Periodicals and Publications
17. Files dealing with Training – Local, Foreign and Technical Co-operation
18. Files dealing with Circulars, Memoranda, Notices, Bulletins, etc
19. Files dealing with Official Functions, Conferences and Events hosted and attended by officials of the Office of the Prime Minister
20. Inventories of Equipment /Asset Registers and Listings
21. Files dealing with applications for financial assistance/financial support/grant funding
22. Minutes of Committee Meetings

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

- Administrative Reports
- OPM online Newsletters <http://www.opm.gov.tt/category/newsletter/>
- Registry of Child Services

The public may inspect and/or obtain copies of the material at OPM (Head Office) on Tuesdays and Wednesdays between the hours of 9.00 a.m. to 2.30 p.m. respectively.

The OPM can be contacted via Telephone Nos.:-

- 622-1625 (Head Office St Clair) (PBX)
- 627-1163 (Gender and Child Affaires Divisions & National HIV/Aids Secretariat located at Tower D International Waterfront Complex)
- 639-2652 (Central Administrative Services Tobago)

Section 7 (1) (a) (iv)

Literature available by subscription

The OPM currently has no material available for subscription however forms to access services provided by the OPM can be accessed from time to time at the following websites: or www.opm.gov.tt or www.opm-gca.gov.tt

- Gender Division - Training Programme Application Forms available at GCA Division
- Nomination forms for Annual National Awards available at Head Office
- Be a Hero Nomination Forms for Children available at GCA Division
- Form A – Application form for assistance (Groups/Organizations) - Sports and Culture Fund
- Form B - Application form for assistance (Individuals) - Sports and Culture Fund

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Office of the Prime Minister

How to Request Information:

→ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if

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2017 UPDATED PUBLIC STATEMENT—OFFICE OF THE PRIME MINISTER
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your request for official documents is refused), **you must make your request in writing.** Therefore, for public information that is not readily available to the public, the applicant must complete the appropriate form (**Request for Access to Official Documents** which is available online from the website <http://www.foia.gov.tt/node/59> or at the Reception Desk of the Office of the Prime Minister (GCAD), Level 21 or 20 Tower D IWC, 1A Wrightson Road, Port of Spain).

→ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Office of the Prime Minister 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, communicate with our Designated Officer.

Requests not handled under the FOIA:

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

Responding to your Request:

→ *Retrieving Documents*

The Office of the Prime Minister is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

N.B.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example under The Exchequer and Audit Act, Chap. 69:01

→ *Furnishing Documents*

An applicant is entitled to copies of information the OPM has in its possession, custody or power. The OPM is required to furnish only one copy of a document. If it cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, OPM will furnish the best copy possible and note its quality in the reply.

Please note OPM is not compelled to do the following:

- a) Create new documents. For example, it is not required to write a new program so that a computer will print information in the format you prefer.
- b) Perform research for you.

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Time Limits→ *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the OPM fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. The OPM will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, your request will be acknowledged and you will be advised 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) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)**Officers in the Office of the Prime Minister responsible for:**

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

The Designated Officer is:

Job Title: Administrative Officer IV (Ag.)
Name: Mrs. Sheetal Ramlochan-Jokhoo
Address: 13-15 St. Clair Avenue
St. Clair
Telephone: 622-1265 ext 2175

The Alternate Officer is:

Job Title: Director, Legal Services
Name: Mrs. Nicha Cardinez-Rostant
Address: 13-15 St. Clair Avenue
St. Clair
Telephone: 622-1625 ext. 2114

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

There are no minutes of meetings of Advisory Boards & Councils, Committees and other bodies that are open to the public.

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

You may make general enquiries to our Designated Officer or Alternate Officer. The Office of the Prime Minister does not have a formal Library but a reading area is available by the reception desk Level 21, Office of the Prime Minister, Tower D, Levels 20-21 International Waterfront

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Complex, 1A Wrightson Rd. Port of Spain and in the atrium located on the ground floor, Head Office at St. Clair.

→ The Reading area is open to members of the public on Monday and Wednesday between the hours of 9:00 a.m. to 2:30 p.m. No smoking, eating or drinking is allowed in the reading area

Policy of the Office of the Prime Minister for provision of copies of documents that are readily available to the public.

→ Provision of documents may be subject to a charge to cover administrative costs

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. Adoption of Children Act Chap 46:03
2. Adoption of Children Act No 67 of 2000 (unproclaimed)
3. Adoption of Children (Amendment) Act No 4 of 2015
4. Administration of Justice (Indictable Proceedings) Act No 20 of 2011
5. Anti-Gang Act No 10 of 2011
6. Attachment of Earnings (Maintenance) Act Chap 45:52
7. Child Rehabilitation Centre Act Chap 13:05
8. Child Rehabilitation Centre Regulations 2017
9. Children Act No. 12 of 2012
10. Children Amendment Act (2000)
11. Children Act Chap 46:01
12. Children's Authority Act (2000) and Amendments (2008)
13. Children's Authority Regulations 2015
14. Children and Young Persons (Harmful Publications) Act Chap 11:18
15. Children's Life Fund Act (2010)
16. Civil Service Act and Regulations Chap 23:01
17. Cohabital Relationship Act Chap 45:55
18. Community Service Orders Act Chap 13:06
19. Constitution of the Republic of Trinidad and Tobago Act, 1976, Chap. 1:01
20. Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)
21. Convention on the Rights of the Child (UNCRC)
22. Corporation Tax Act. Chapter 75:02 (1966) Amendments (2007)
23. Criminal Injuries Compensation Act Chap 5:31
24. Data Protection Act No. 13 of 2012
25. Domestic Violence Act Chap 45:56
26. Education Act Chap 39:01
27. Equal Opportunity Act No 69 of 2000
28. Exchequer and Audit Act (1959) Amendments (2006)
29. Family Law (Guardian of Minors Domicile and Maintenance) Act Chap 46:08
30. Family Proceedings Act Chap 46:09

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31. Finance Act No. 2 of 2006
32. Family and Children Division Act No 6 of 2016
33. Freedom of Information Act Chap 22:02
34. Hindu Marriage Act Chap. 45:03
35. Income Tax Act Chapter 75:01 (1938) Amendments (2009)
36. Industrial Relations Act (1972) and Amendments (1994)
37. Infants Act 46:02
38. Integrity in Public Life (2000)
39. International Child Abduction Act (2008)
40. Judicial Review Act No 60 of 2000
41. Legal Profession Act Chap 90:03
42. Maintenance Orders (Facilities for Enforcement) Act Chap 45:53
43. Married Persons Act Cap 11:26
44. Marriage Act Chap. 45:01
45. Matrimonial Proceedings and Property Act Chap 45:51
46. Maternity Protection Act Chap 45:57
47. Mediation Act No 8 of 2004
48. Miscellaneous Provisions (Minimum Age for Admission to Employment) Act No 3 of 2007
49. Miscellaneous Provisions (Marriage) Act 2017
50. Muslim Marriage and Divorce Act Chap. 45:02
51. Occupational Safety and Health Act (2004) Amendments (2006)
52. Orisa Marriage Act Chap. 45:04
53. Pensions Act (1934) Amendments (1939)
54. Prevention of Corruption Act 1987
55. Public Procurement and Disposal of Public Property Act 2014 and amendments
56. Public Service Commission Regulations 1966
57. Revised Treaty of Chaguaramas
58. Sexual Offences Act (1986) and Amendments (2000)
59. The Administration of Justice (DNA) Act No 5 of 2012
60. The Children's Community Residences, Foster Care and Nurseries Act No 65 of 2000 and Amendment Act No 15 of 2008
61. Foster Care Regulations 2014
62. The Children's Community Residences Regulations 2014.
63. Trafficking of Persons Act No 14 of 2011
64. Workmen's Compensation Act (1960) Amendments (1997)

All of the aforementioned listed pieces of legislation can be accessed and downloaded at www.law.gov.tt

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.

- Ministry of Planning and Developments -National Development Strategy 2016-2030

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- OPM Administrative Reports
- OPM Strategic Plans
- Departmental Work Plans
- Grant Funding Policy (Gender &c Child Division)
- Sports and Culture Fund Policy / Criteria for Disbursement of Grant Funding
- Guidelines – Applications to the Sports and Culture Fund (Booklet)
- Child Services Directory
- Child Rights (Booklet)
- Reports on International Conventions
- Draft Mobile Phone Policy
- Tablet Acquisition Policy
- Chief Personnel Officer Revised Guidelines in Contract Employment in the Government Service
- Administration of Devolved Functions Manual of Terms of Conditions of Employment Guidelines and Procedures for the Exercise of Delegated Function
- Code of Ethics Guiding HR Professionals in Public Service
- Guidelines for the Conduct of One-Man Disciplinary Tribunals
- Registry Manual
- Guided Procedures on Intervention for Child Abuse and Domestic Violence
- Internal directives
- Employee's Handbook (GCA Division)
- Protocol Manual for the Office of the Prime Minister
- ICT Acceptable Use Policy
- OPM Safety Policy Manual for the Head Office of the Prime Minister (2017-2018)
- OPM Draft Risk Profile
- OPM Smoking Policy
- OPM Parking Policy (Head Office)
- OPM Parking Policy (GCA)
- National HIV & Aids Strategic Plan 2013-2018
- Citizen Facilitation Policy 2016

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.

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

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.

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

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Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority 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 of that public authority.

- Report from attendance of Committee Meeting - re Sexual Harassment Policy: Ministry of Labour
- Report on an Interdepartmental Committee chaired by the Ministry of Social Development (Foster Care Pilot Project)
- Accounting Procedures
- Financial Regulations Instructions
- First and Second Report of the Child Protection Task Force (laid in Parliament)
- Final Report on Independent Investigation of operations at St. Michael's School for Boys compiled by the Inspector of Industrial Schools and Orphanages
- Report for the period 2010-2014 of progress on the implementation of the Beijing Declaration and Platform for Action
- GORTT's 4th 5th 6th and 7th Combined Periodic Report under the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
- Progress indicators for measuring the implementation of the Belem do Para Convention

Section 9 (1) (c)

A report or a statement containing the advice or recommendation, of an interdepartmental Committee whose membership includes an officer of the public authority.

- Proposal for the establishment of an IT Knowledge Repository- Electronic Document Management Committee
- National Commission for Women's Empowerment and Gender Equity (Establishment) Report

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.

- Inter-Ministerial Committee on the Central Registry for Domestic Violence -Evaluation Report (IT component)

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.

- HSE Incident Reports
- CARIRI Air Quality Report, Gender and Child Division

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Section 9 (1) (f)

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

- Consultant's Report on Gender Responsive Budgeting Training – GORTT and Commonwealth Secretariat 2012
- Implementation Plan for the Proclamation of the Children's Act No 10 of 2012
- Architectural reports and Drawings for Construction and Refurbishment Projects
- Best Practices in the Institutional Treatment of Juveniles as relevant for the situation in Trinidad and Tobago, Dr. Daphne Phillips
- Reports on Youth at Risk (St. Jude's School for Girls and St. Michael's School for Boys)
- Report on the Workshop held at the St. Jude's School for Girls - Raising the Bar in the case of Inmates
- Strengthening State Accountability & Community- based Gender based/sexual violence in Trinidad & Tobago
- Gender Responsive Budgeting Report
- Reports generated by Special Envoys

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.

- The Nursery Policy Situational Analysis Report
- Children's Authority GAP Analysis (Community Residences)

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 reports is of a general nature or concerns a particular policy, programme or project administered by the public authority.

- Expenditure Statements
- OPM Administrative Reports
- Work Plans
- Achievement Reports

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, the responsible Minister of the public authority or Cabinet.

- Strategic Plan & Work Plans for the Office of the Prime Minister 2011-2013, 2017-2021
- Trinidad and Tobago National Strategic Plan for Child Development 2012-2016
- National HIV and Aids Strategic Plan 2013-2018

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Section 9 (1) (j)

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

- Approved National Policy on Standards, Regulations and Rules for Foster Care, 2014
- Approved National Policy on Standards Regulations and Rules for Community Residences, 2014
- Approved Policy Directions for the development of Regulations for the Children's Authority Act Cap 46:10
- Draft Nurseries Policy

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 statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

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

1572

DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

Re-Death of

JEREMY BALKARAN, late of No. 251 Poui Road, St. Mary's Village, Barrackpore
a workman lately employed with Alpha Transport Limited

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Ordinance, the dependants of the said Jeremy Balkaran are hereby required to appear before the Commissioner on WEDNESDAY THE 6TH DAY OF DECEMBER, 2017, at 9.30 o'clock in the forenoon at the Court House, San Fernando, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 6th day of December, 2017.

Dated this 24th day of February, 2017.

Registrar
Supreme Court of Judicature