



TRINIDAD AND TOBAGO GAZETTE

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PROMOTIONS OF REGULAR AND SPECIAL SERVICE AND SPECIAL DUTY COMMISSIONED OFFICERS IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

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 Her Excellency the President, has approved the promotion of the undermentioned officers of the Trinidad and Tobago Defence Force (Coast Guard), as follows:

A. REGULAR COMMISSIONED OFFICERS

No.	Name and Current Rank of Officer	Rank on Promotion	Date of Promotion
7006	LIEUTENANT ADRIAN THOMAS	Lieutenant Cammander (Ag.)	14th October, 2015
7045	LIEUTENANT RAY FREDERICK	do.	11th August, 2016
7050	LIEUTENANT SHELDON DE GANNES	do.	24th August, 2016
7051	LIEUTENANT ANTHONY HECTOR	do.	do.
7065	LIEUTENANT SHELLY-ANN MARSHALL (F)	do.	5th July, 2017

B. SPECIAL SERVICE COMMISSIONED OFFICERS

No.	Name and Current Rank of Officer	Rank on Promotion	Date of Promotion
7086	LIEUTENANT ANDRE FERGUSON	Lieutenant Cammander (Ag.)	16th October, 2016
15003	LIEUTENANT JOEL DE GRAFF	do.	5th July, 2017
15011	LIEUTENANT JULIET BRAVO-KUARSINGH	do.	do.
15012	LIEUTENANT KERWIN PARIS	do.	do.

C. SPECIAL DUYT COMMISSIONED OFFICERS

No.	Name and Current Rank of Officer	Rank on Promotion	Date of Promotion
15014	LIEUTENANT CURTIS DE VRIES	Lieutenant Cammander (Ag.)	5th July, 2017
15013	LIEUTENANT KEVIN HINDS	do.	8th August, 2017

21st May, 2018.

L JACOBS
Permanent Secretary
Ministry of National Security

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2018****ANNUAL STATEMENT ON****THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act, the Ministry of Public Utilities is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding applicant’s request for information under the FOI Act;
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 FOI Act.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2018,
ANNUAL STATMENT ON
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SECTION 7 STATEMENTS

Purpose and Function of the Ministry of Public Utilities

The Ministry's strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following goals and objectives:

- To provide effective and efficient leadership and governance to the Utilities Sector;
- To ensure that Trinidad and Tobago's utility sector (electricity, post and telecommunications) is modern, customer oriented and technologically enabled to provide effective, cost efficient quality services to all citizens;
- To provide a framework within the Ministry for promoting employee well-being and ensuring that all employees are treated with dignity, fairness and respect;
- Collaborate with the agencies to ensure that they practice prudent financial management with a view to becoming financially viable.

Mandate

To provide effective and efficient leadership and governance in the delivery of public utilities services to the citizenry of Trinidad and Tobago.

Vision

To become an organization dedicated to excellence in the delivery of public utilities for the sustainability of our country and an improved quality of life of its citizenry.

Mission

To facilitate the effective delivery of efficient, affordable and quality public utilities services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

Core Values

The Ministry of Public Utilities is guided in its operations by the following core values:

- | | | |
|------------------|----------------------------|----------------|
| • Integrity | • Service Excellence | • Transparency |
| • Accountability | • Trust and Mutual Respect | • Partnership |

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2018,
ANNUAL STATMENT ON
THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02—CONTINUED

Reporting

Senator the Honourable Robert Le Hunte, Minister of Public Utilities, along with the management team and staff of the Ministry, has oversight for the Public Utilities Sector. Services are provided through the efforts of two (2) Divisions, four (4) Statutory Bodies, two (2) State Enterprises and one (1) Agency. The Ministry is also responsible for the administration of the Utilities Assistance Programme and the Residential Electrification Assistance Programme in Trinidad and Tobago.

The Ministry of Public Utilities has three hundred and eighteen (318) employees and is accountable to the citizens of Trinidad and Tobago in the areas of: electricity and electrical inspections, telecommunication services, postal services, meteorological services, waste management and water resources.

The Minister of Public Utilities has responsibility for:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

As such, the Minister reports to the Cabinet and Parliament on matters relating to these areas.

Structure of the Ministry of Public Utilities

Head Office

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of: -
 - The Human Resource Management Unit
 - The Administrative Support Services Unit
 - The Finance and Accounts Unit
- The Monitoring and Evaluation Unit

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2018,
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- The Economic Research, Policy and Planning Division, which comprises: -
 - The Research Unit
 - The Communications Sector (Telecommunication and Postal) Management Unit
 - The Electrification Sector Management Unit
 - The Water Sector Management Unit.
- The Sectoral Programmes and Projects Unit
- The Customer Service Unit
- The Communications Unit
- The Legal Services Division
- The Information Technology Unit and
- The Internal Audit

Divisions of the Ministry

- The Electrical Inspectorate Division
- Trinidad and Tobago Meteorological Services Division

Statutory Bodies

- The Regulated Industries Commission (RIC)
- Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Trinidad and Tobago Postal Corporation (TTPOST)

State Enterprises

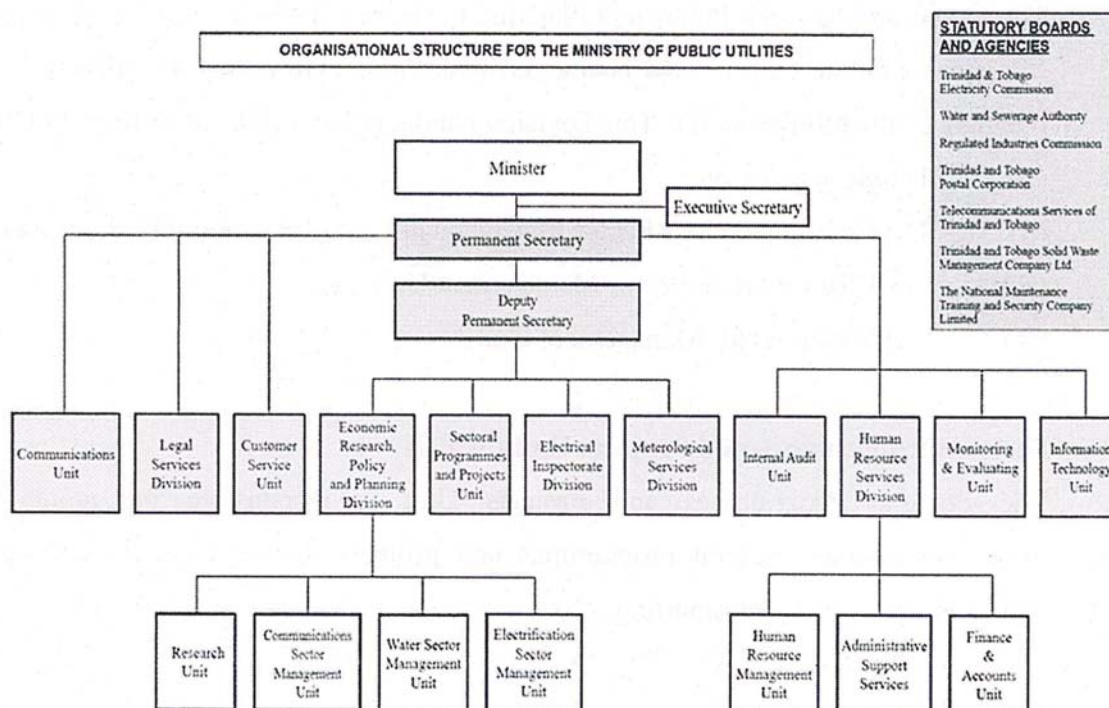
- National Maintenance Training and Security Company Limited. (MTS)
- The Trinidad and Tobago Solid Waste Management Company Limited. (SWMCOL)

Agency

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

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Organizational Structure



Responsibilities of Internal Divisions and Units (Head Office)

Human Resource Services Division

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

Monitoring and Evaluating Unit

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government's mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit's primary functions include tracking the progress, outcomes and impact of projects, programmes and policies, evaluating the Ministry's performance and reporting on its activities.

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Economic Research, Policy and Planning Division

The Economic Research Policy and Planning Division (ERPPD) is the technical arm of the Ministry of Public Utilities and is charged with the overall policy direction, research and planning of the utilities sector. This Division conducts its work through four (4) Units:

- (i) The Research Unit;
- (ii) The Communications Sector Management Unit (Telecommunications and Postal);
- (iii) The Electrification Sector Management Unit; and
- (iv) The Water Sector Management Unit.

Sectoral Programmes and Projects Unit (SPPU)

The Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

Customer Service Unit

The Customer Service Unit is responsible for stimulating greater efficiency and effectiveness in the Ministry's service delivery system by the provision of services specifically geared to the internal and external customer. These services include but are not limited to; preparing responses to Parliamentary Questions, addressing requests under the Freedom of Information Act (FOIA) 1999, addressing Utility Complaints/Queries, the implementation and management of the Utilities Assistance Programme (UAP) and the administration of Standby Generator Licenses.

Communications Unit

The primary responsibility of the Communication Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

Legal Services Division

This Division is responsible for providing legal advice to the Ministry, liaising with other legal counsels in the public and private sectors with respect to the Ministry's legal business,

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advancing the Ministry's legislative agenda and providing information to the Chief State Solicitor and the Solicitor General on court matters pertaining to the Ministry.

Information Technology Unit

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

Internal Audit

The Internal Audit is responsible for ensuring that the system of accounting, as prescribed by the Ministry of Finance, is established, implemented and maintained in the Ministry. The Unit's primary functions are to ensure that all financial records of the Ministry are complete and accurate, and that the assets of the Ministry are safeguarded.

Responsibilities of External Divisions

Electrical Inspectorate Division (EID)

The Electrical Inspectorate Division's (EID) primary responsibility is to provide inspection and certification of electrical installations in Trinidad and Tobago in accordance with both local and international standards. The EID is also authorised to issue and renew wireman's licenses, and to investigate fires that may be caused by electrical faults, upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

Trinidad and Tobago Meteorological Service Division

The Meteorological Services Division (MSD) is responsible for providing meteorological information and advice consistent with international standards, namely the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) standards. MSD produces and distributes weather and climate information to the

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general public and key stakeholders in sectors such as aviation, maritime, agriculture, tourism, water and disaster management.

Impact of Functions of the Ministry of Public Utilities on Members of the Public

The Ministry of Public Utilities is responsible for the Utility Sector, such as electricity and electrical inspection, water and sewage, telecommunications and postal services which positively impact the lives of Trinidad and Tobago's citizenry. These contribute valuable resources on which Trinidad and Tobago's basic infrastructure and human and economic development is based, measured and sustained.

Categories of Documents in the Possession of the Ministry of Public Utilities

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the FOI Act:

- Files: Administrative, human resource management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet notes, board meetings, committee meetings, technical assistance, local/regional/international organizations, and utilities.
- Financial Records: Financial and accounting statements and operational documents.
- Documents: Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- Digital media: Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

Material prepared for publication or inspection

The Ministry produces the following documents which are available to the public:

- The Ministry's Quarterly Newsletter "*Focus on MPU*" (2007-2013)
- Utilities Assistance Programme (UAP) brochures
- Residential Electrification Assistance Programme (REAP) brochures
- Newspaper advertisements (Ministerial vacancies, Ministerial messages and statements)

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Members of the public can also visit our website for additional information at:
www.mpu.gov.tt

Procedure to be followed when accessing a document from the Ministry of Public Utilities

The following procedures are to be utilised when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the FOI Act.

(a) General Procedure

The Ministry's policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example, the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*), available at the Customer Services Unit and the Ministry's Library, for information that is not readily available to the public.

(b) Addressing Requests

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

(c) 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 applicants are unsure of how their request should be written or what details should be included, they should communicate with the Ministry's Designated Officer.

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(d) Requests not handled under the FOI Act

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

(e) Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

(f) Furnishing Documents

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

- Create new documents; or
- Perform research for the applicant.

(g) Time Limits

The FOI Act sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Should the Ministry fail to meet this deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the

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applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

(h) Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Designated Officers in the Ministry of Public Utilities

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOI Act.

The Designated Officer:

Mrs. Mauricia Pegus
Customer Service Manager
One Alexandra Place
#1 Alexandra Street
St. Clair
Trinidad, W.I.
Phone: 628-9500 ext. 1115 Fax: 628-6067
Email: mpegus@mpu.gov.tt

The Alternate Officer:

Ms. Anika Farmer
Director, Legal Services
One Alexandra Place
#1 Alexandra Street
St. Clair
Trinidad, W.I.
Phone 628-9500 ext. 5200 Fax: 628-6067
Email: afarmer@mpu.gov.tt

These Officers are responsible for executing the following functions:

- The initial receipt of an 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 FOI Act.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2018,
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Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii)

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Library/Reading Room Facilities

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. The Reading Room/Library is located on the Fifth Floor, One Alexandra Place, #1 Alexandra Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

SECTION 8 STATEMENTS

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Public Utilities, not being particulars contained in another written law:

At this time, the Ministry of Public Utilities has no such documents.

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:

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There are other documents which guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via www.ttparliament.org or www.ttconnect.gov.tt. The following applies:

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Recurrent Expenditure and Development Programmes
- Procurement Policies and Guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

SECTION 9 STATEMENTS

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Ministry's Reading Room/Library, located on the First Floor, #1 Alexandra St, St. Clair, Port of Spain:

- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010), (2010-2011)
- The MPU's Quarterly Newsletter (2007-2013)
- Annual Reports and Financial Statements of Agencies of the MPU
- Newsletters/Magazines of Agencies of the MPU (e.g. *Watts Happening* and *RIC News*)
- *Contact Magazine* prepared by the T&T Chamber of Industry and Commerce
- *Linkage Magazine* prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Finance, Ministry of Foreign Affairs and the Environmental Management Authority (EMA))

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE
DIVISION 2018**

In compliance with Sections 7, 8 And 9 of the Freedom of Information Act (FOIA)1999

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Electrical Inspectorate Division;**
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements**Section 7(1) (a) (i)****FUNCTION AND STRUCTURE OF THE ELECTRICAL INSPECTORATE
DIVISION****MISSION STATEMENT**

The mission of the Electrical Inspectorate Division is to provide electrical inspection services to the citizens of Trinidad and Tobago to ensure the integrity of these wiring systems through timely and meticulous electrical inspections and to certify qualified and competent persons to undertake electrical installations in order to safeguard the well-being of people and their property from injury and fire.

MANDATE

The Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. In addition, the Electrical Inspectorate Division is responsible for issuing Wireman's Licence and Projectionist's Licence to

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

qualified and competent persons. The Electrical Inspectorate Division is also required to investigate fires in buildings and facilities to determine whether the cause of the fire was related to the electrical installation.

STRUCTURE

The Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Government Electrical Inspectorate Division (EID) was established by the Electricity (Inspection) Act Chapter 54:72, on January 1, 1946. The Division comprises a staff of fifty-five (55) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspection of Electrical Installations and the licensing of Electricians and Cinema Operators (Projectionists).

- (1) The Electricity (Inspection) Act Chapter 54:72
- (2) The Electric Installations (Buildings) Act Chapter 54:71
- (3) Legal Notice No. 139 of Cinematograph Ordinance, Chapter 30:10.

Trinidad

The EID operates from three (3) locations in Trinidad. They are:

- (1) The Head Office at Arouca: services North East (East of Lady Young Road) and part of Central Trinidad.
- (2) Office at La Romaine: services South Trinidad from Guayaguayare to Cedros, including Central South.
- (3) Office at One Alexandra Street, St. Clair, Port of Spain: services North West Trinidad (West of Lady Young Road).

Tobago

In Tobago, the Tobago House of Assembly, Division of Infrastructure and Public Utilities has Electrical Inspectors who operate under the technical guidelines of the Chief Electrical Inspector.

The Office of the Electrical Inspectorate is located at Old Government Farm Road, Shaw Park, Scarborough, Tobago. This office serves the entire Tobago

FUNCTIONS

Administrative

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for these inspections.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

- (ii) Assignment of inspections to Electrical Inspectors on a daily basis and review of submitted reports.
- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

Inspections

- (i) Inspections and Issuance of Certificates of Approval for all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections and Issuance of Certificates of Approval for all rewired or altered installations for compliance with established standards of safety which are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety and advising owners/occupiers of relevant defects, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new installations including large industrial plants.
- (ix) Maintenance testing at stipulated intervals.

Advisory Services

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

- (ii) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.
- (iii) Presentations to schools and firms as regards electrical safety and training

Fire and Accident Investigation

- (i) Visiting the scenes of fires to determine if the cause of the fire is due to an electrical fault upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies.
- (ii) Attending court proceedings that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

Regulatory Functions

- (i) Determining/reviewing codes, regulations and standards relevant to the inspection of installations.
- (ii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iii) Enforcement of the Trinidad and Tobago Electrical Wiring Code.

Licensing of Wireman and Projectionist

- (iv) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's Licence. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licences as appropriate.
- (v) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.

Effects of functions on members of the public

The functions of the Electrical Inspectorate Division have a profound effect on the public in that it affords them confidence in knowing that their wiring system have met a satisfactory standard of safety. Members of the public are also assured that their person and property are safeguarded from hazards, which may arise from their electricity usage.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

The public can participate in the decision-making of the Electrical Inspectorate Division through its National Technical Electrical Committee which meets once per month. To register, members of the public can call 628-9500 ext. 7013.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Electrical Inspectorate Division

- a. Files dealing with administrative support and general administrative documents for the operation of the Electrical Inspectorate Division.
- b. Personnel files, which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- c. Files dealing with the accounting and financial management function of the Electrical Inspectorate Division.
- d. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
- e. Files dealing with matters relating to the procurement of supplies, services and equipment.
- f. Policy and Procedure Documents.
- g. Internal and External correspondence files.
- h. Customer files.
- i. Legislation and Legal Instruments.
- j. Legal Opinions and related matters.
- k. Files dealing with training – local and foreign and technical co-operation.
- l. Files dealing with circulars, memoranda, notices, bulletins, etc.
- m. Inventory.
- n. Complaints/suggestions files.
- o. Registers/Certificates/Permits/Licences etc.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
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Section 7(1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:00 p.m. on normal working days at the following locations:

Head Office:	#48 Eastern Main Road, Arouca Tel. 692-6548, 692-6549
South Office:	Maska Building South Trunk Road La Romain. Tel. 697-7976
Port of Spain Office:	One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain Telephone number 628-9500 Ext. 1113, 1114

- High Voltage Regulations
- Low Voltage Regulations
- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's Licence and Cinema Operators Permits

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

This section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Electrical Inspectorate Division.****How to Request Information:****General Procedure:**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate form (Request for Access to

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Official Documents) which is available at any of the four Offices of the Electrical Inspectorate Division, for information that is not readily available to the public.

Addressing Requests:

To facilitate prompt handling of your request, please address it to the Chief Electrical Inspector (**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 (**see section 7 (1) (a) (vi)**).

Request 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 Electrical Inspectorate Division or from another public authority.

Responding to your Request

Retrieving Documents:

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 not be possible. Various laws regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act: Chap: 69:01.

Furnishing Documents:

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

Please note we are not compelled to do the following:

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

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the

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statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the document and/or be provided with copies.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the documents/s requested.

Section 7 (1) (a) (vi)

Officers in the Electrical Inspectorate Division are responsible for:

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

The Designated Officer:

Mr. Marlon Williams
Chief Electrical Inspector
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7000/ 7013

The Alternate Officer:

Ms. Monica Williams-Vendor
Administrative Officer II
#48 Eastern Main Road, Arouca
Telephone: 628-9500 ext. 7007

Section 7 (1) (a) (vii)**Advisory Boards, Council, Committee, and other bodies**

- National Technical Electrical Committee of the Government Electrical Inspectorate

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

Certain information may be readily accessed at our offices:

- Head Office - #48 Eastern Main Road, Arouca
Telephone: #692-6548, 692-6549
- Office - Maska Building South Trunk Road La Romain
Telephone #697-7976

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- Office – One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain
Telephone number 628-9500 Extension 1107, 1113

The public may also make general enquiries to Chief Electrical Inspector - Mr. Marlon Williams at 628-9500 ext. 7000/ 7013. Our offices are open to the public from Monday to Friday between the hours of 8:00am and 4:00pm.

Policy of the Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.

Members of the public are required to provide paper for photocopies.

Section 8 Statements

Rules and Regulation under which the EID operates

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10, Legal Notice 139
- Public Service Regulations

Electrical installations in Trinidad and Tobago must comply with the following standards:

- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnections (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

Section 9 Statements

This section is not applicable at this time.

1115

TENDER FOR THE CONSTRUCTION OF CULVERT CROSSING AND INTERLOT OPEN BOX DRAIN WORKS AT UPPER CALVARY ROAD, FOR THE ARIMA BOROUGH CORPORATION, MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

TENDERS are invited for the Construction of Culvert Crossing and Interlot Open Box Drain Works at Upper Calvary Road, for the Arima Borough Corporation, Ministry of Rural Development and Local Government.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain, Telephone Number 625-2311.

Tenderers are required to pay a tender deposit of Five Hundred Dollars (\$500.00) payable by cash or certified cheque to the Director of Contracts, Central Tenders Board. This deposit will be received on normal working days, Monday to Friday between the hours of 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m. The original receipt must be attached to the tender.

Any further technical information may be obtained during normal working hours from Mr. Paul Taylor, Engineer, Arima Borough Corporation, Ministry of Rural Development and Local Government at Telephone Number 612-4222 Ext. 115.

A pre-tender meeting followed by a site visit will be held for prospective tenderers at 10:00 a.m. on Tuesday 3rd July, 2018 at the Arima Borough Corporation Administrative Office, Xtra Plaza, Corner O' Connor Drive and O' Meara Road, Arima.

Tenders must be accompanied by the following:

- (a) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
- (b) A Valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original and three (3) copies of the Tender should be placed in sealed envelopes, clearly marked on the outside: "Tender for the Construction of Culvert Crossing and Interlot Open Box Drain Works at Upper Calvary Road, for the Arima Borough Corporation, Ministry of Rural Development and Local Government".

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain. Tenders must be deposited in the Brown Tenders Box, located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 12th July, 2018.

Tenders will be opened shortly thereafter. The tenderer or an authorized representative may be present at the opening.

Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting its tender.

Prospective tenderers are advised that they can visit website <http://www.finance.gov.tt> for all published Tender Notices.

22nd June, 2018.

K. EMAMALI
Chairman
Central Tenders Board