



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 58

Caroni, Trinidad, Friday 22nd November, 2019—Price \$1.00

No. 168

2335

MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS

### CONFIRMATION OF APPOINTMENTS/SEPARATIONS

THE FOLLOWING notice is published for general information in accordance with the Director of Personnel Administration's Circular Memorandum No. E 26/06, reference P: 39/19 Vol. IV, Temp. I, dated 25th August, 2006:

#### Confirmations

Name	Rank of Officer	Date
Lelawati Balkaran ... ..	Human Resource Officer II (Range 53E)	6th January, 2017
Nisha Bhim ... ..	Clerk I (Range 14) ... ..	2nd October, 2012
Darren Medina ... ..	Statistical Officer I (Range 46) ... ..	26th July, 2013
Lena Bridgelal ... ..	Administrative Officer II (Range 46D)	30th November, 2016
Annella Sandra Ottley ... ..	Printing Operator I (Range 19F) ... ..	14th December 2010
Dinell Mauge-Garcia ... ..	Clerk I (Range 14) ... ..	1st October, 2012
Lazina Mohammed-Karamath ... ..	Clerk II (Range 20C) ... ..	1st December, 2016
Sharda De Leon ... ..	Clerk II (Range 20C) ... ..	do.
Daphney Chrysostom Griffith ... ..	Messenger I (Range 9) ... ..	1st September, 2012
Shadee Browne ... ..	Cashier II (Range 22B) ... ..	26th June, 2009
Shawn Bishop ... ..	Messenger I (Range 9) ... ..	6th December, 2016
Sharona Stafford ... ..	Clerk Typist I (Range 13) ... ..	31st December, 2013
Parbatee Maharaj ... ..	Cashier II (Range 22B) ... ..	7th June, 2009
Feroza Matthew ... ..	Senior Research Officer (Range 60) ... ..	5th September, 2011

2336

#### Separations

Name	Rank of Officer	Ministry/Department	Date	Remarks
Annette O'Connor ...	Messenger I (Range 9)	Ministry of the Attorney General and Legal Affairs	13th July, 2019	Compulsory Retirement
Sharon Ogilvie ...	Clerk IV (Range 30C)	do.	13th August, 2019	do.
Petra Villafana ...	Search Clerk I (Range 16)	do.	24th August, 2019	do.
Helaine Boodoosingh ...	Administrative Officer V (Range 61)	do.	25th September, 2019	do.
Jennifer Taylor ...	Accounting Assistant (Range 25E)	do.	13th September, 2019	Death

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****2019 Updated Public Statement****of the****TRINIDAD AND TOBAGO ELECTRICITY COMMISSION****In Compliance with sections 7, 8, and 9 of  
The Freedom of Information Act, 1999**

*Under the Freedom of Information Act 1999 (“the FOIA”), each public authority is required to publish and update certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.*

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Electricity Commission (T&TEC);
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.

**THE FOLLOWING INFORMATION IS PUBLISHED BY THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION AS APPROVED BY THE HONOURABLE ROBERT LE HUNTE, MINISTER OF PUBLIC UTILITIES:**

**SECTION 7 STATEMENTS****SECTION 7(1) (a) (i)**

T&TEC is a body corporate established by virtue of the Trinidad and Tobago Electricity Commission Act Chapter 54:70 (“the Act”). The Act vests T&TEC with the following powers to:

- a) manage and operate works acquired by the Commission pursuant to the Act;
- b) establish, manage and operate such works as the Commission may consider expedient to establish;
- c) promote and encourage the use of energy with a view to the economic development of Trinidad and Tobago;
- d) advise the Government on all matters relating to the generation, transmission, distribution and use of energy.

***Vision Statement:***

***“Leadership in Energy Delivery, Excellence in Customer Service...enhancing the quality of life for all.”***

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED

**Mission Statement:**

***“To provide a safe, reliable, high quality electricity supply, in an environmentally responsible manner, utilizing best practices, through empowered employees committed to excellence and customer satisfaction.”***

## **STRUCTURE AND FUNCTIONS**

A Board of Commissioners appointed by the Government of the Republic of Trinidad and Tobago and an Executive Management Team headed by the General Manager are responsible for the management of the Commission. The Commission is structured into four (4) functional Divisions: Technical Operations, Finance, Human Resources and Operations. Each Division is led by a Chief Technical Officer, Chief Financial Officer, Chief Human Resources Officer and Chief Operating Officer, respectively, who reports directly to the General Manager and heads each Division. Other Departments reporting directly to the General Manager are the Secretarial, Internal Audit and Corporate Support.

### **THE GENERAL MANAGER**

The General Manager is responsible and accountable for managing all of T&TEC's operations to ensure that customers are provided with a safe, reliable and high quality electricity supply in an environmentally responsible and cost-effective manner. He reports to members of the Commission appointed by the President of the Republic of Trinidad and Tobago.

### **TECHNICAL OPERATIONS DIVISION**

The Technical Operations Division is responsible for generation planning, generation interface, transmission and sub-transmission systems planning, system planning and control, communications systems and system protection. This Division consists of the Communications, Protection and SCADA, System Planning & Research and System Control & Generation Interface Departments, Transmission Development and Engineering Services and Transmission Maintenance Departments. This Division is also responsible for the Cove Power Station, the Public Lighting Department as well as five (5) Distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers.

### **FINANCE DIVISION**

The Finance Division is responsible for financial planning and management (inclusive of accounting and reporting) of T&TEC's financial assets. This Division consists of Financial Planning, Financial Reporting, Risk and Insurance Administration, Pension Plan Administration, Payments, Revenue Accounting and Financial Services.

### **HUMAN RESOURCES DIVISION**

The Human Resources Division is responsible for undertaking the human resource planning (manpower and retirement), recruitment and selection, training, evaluation, compensation and Industrial Relations functions. The Human Resources Division is also responsible for the Health, Safety and Environment Department and the Security Department.

### **OPERATIONS DIVISION**

The Operations Division co-ordinates and ensures the efficient administration of accounts and transactions relating to the provision of light and power and other services including the fostering of favourable customer relations. It also performs the information technology function and is the procurement centre for electricity components and other inputs. The Division consists of the Commercial, Metering, Information Systems, Supplies Departments, Business Development and Administration Department and Corporate Communications Department.

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED**SECTION 7(1) (a) (ii)****CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION OF T&TEC:**

1. Strategic Plans;
2. Corporate Reports;
3. Management Policies and Procedures;
4. Load and Generation Forecasts;
5. Financial Reports and Statements;
6. Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices;
7. Personnel Files;
8. Customer Related Policies, Procedures, Reports and Files;
9. Procurement Related Policies, Procedures and Files;
10. Legal Contracts, Deeds and Leases;
11. Copies of Court Proceedings;
12. Legal Opinions;
13. Licenses/Permits;
14. Legislation;
15. Minutes/Agendas;
16. Tender Documents;
17. Internal and External Correspondence Files;
18. Periodicals; and
19. Memorandum of Agreements with Unions.

**SECTION 7(1) (a) (iii)****MATERIAL PREPARED FOR INSPECTION BY OR PUBLICATION FOR THE PUBLIC:**

## Material for Inspection:

1. Strategic Plan 1999 - 2001; 2001 – 2003; 2004 – 2008; 2008 – 2012; 2010 – 2016; 2016 – 2020;
2. Audited Financial Statements 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013; Jan – Aug 2014;
3. Energy Sales and Peak Demand Forecast 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 & 2017;
4. Energy Sales, Peak Demand and Generation Statistics 1989 –2003; 2003 – 2012;
5. Code of Industrial Relations Practice;
6. Industrial Procedures – Commercial;
7. Training Policy;
8. Environmental Policy;
9. Employee Handbook;
10. Code of Ethics;
11. Consumer Tips;
12. Safety Manual; and
13. Safety Rules.

## Material for Publication:

1. Wiring for Light and Power
2. T&TEC, RIC Standards and You
3. Advice to Kite Flyers
4. Consumption Patterns of Appliances
5. Conserve Electricity
6. Holiday Safety
7. Prepare for Hurricanes Safely

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED

8. Guidelines on Food Care
9. Learn About Electricity
10. What to do During Periods of Load Shedding
11. Electrical Safety Tips
12. Carnival Safety
13. T&TEC Motor Protection Guide
14. Welding sets can overload circuits at home and in your neighbourhood
15. T&TEC – The Nation's Sole Transmission and Distribution Utility
16. Disaster Preparation
17. Watts Happening
18. Electricity in Trinidad and Tobago 1895 – 2006
19. Career Options
20. E-Bill FAQ
21. E-Bill Sign Up Guide
22. Disaster Preparedness – Lightning
23. One Bill Several Ways to Pay
24. Appliance Usage
25. Women & HIV/Aids
26. Basic Facts about HIV/ Aids
27. Home Electrical Safety Checklist
28. Disaster Preparedness Checklist
29. Disaster Preparedness – Storms and hurricanes
30. Disaster Preparedness – Earthquakes
31. IVR – Interactive Voice Response System
32. FAQ – Compact Fluorescent Lightbulbs (CFLs)
33. Damaged Appliance Claims
34. Conserve Energy
35. Illuminating Life
36. Transferring an Account
37. Reconnecting an Account
38. Opening and Closing and Account
39. T&TEC's Role in the Development of Renewable Energy Technologies in Trinidad & Tobago
40. Watty Safety Tips
41. Defacing Electricity Poles is Illegal and Dangerous
42. Electrical Safety Tips

The public may inspect or obtain this material between the hours of 8:00 a.m. and 3:45 p.m. at T&TEC's Library and Reading Room at:

Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
#7 Uriah Butler Highway (North)  
Mt. Hope

Members of the public can contact the Librarian at 663-8832 Extension 2169.

Information is also available on T&TEC's website: [www.ttec.co.tt](http://www.ttec.co.tt)

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED**SECTION 7(1) (a) (v)****PROCEDURE TO BE FOLLOWED WHEN ACCESSING A PUBLIC DOCUMENT FROM T&TEC.****How to Request Information:****General Procedure**

T&TEC's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents), available at T&TEC's Library, for information that is not readily available in the public domain.

**Addressing Requests**

To facilitate their prompt handling, requests should be addressed to the Designated Officer of T&TEC.

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with T&TEC's 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 that is currently available in the public domain, either from T&TEC or from another public authority.

**Furnishing Documents**

An applicant is entitled to copies of information T&TEC has in its possession, custody or power. T&TEC will furnish only one copy of a document. If T&TEC cannot make a legible copy of a document to be released, T&TEC may not attempt to reconstruct it. Instead T&TEC will furnish the best copy possible.

Please note T&TEC is not compelled to do the following:

- a) Create new documents. For example, T&TEC is not required to write a new program so that a computer will print information in the format preferred by the applicant.
- b) Perform research for the public.

**Time Limits****General**

T&TEC will determine whether to grant a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.

Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.

The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

**SECTION 7(1) (a) (vi)**

Officers at T&TEC are responsible for:

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED**SECTION 7(1) (a) (vi)**

Officers at T&TEC 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 to deal with the FOIA requests is:

Chantal Hospedales  
Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
# 7 Uriah Butler Highway (North)  
Mount Hope  
Telephone: 663-8832

The Alternate Officer is:

Sharifa Karim  
Trinidad and Tobago Electricity Commission  
Stanley Pierre Ottley Building  
# 7 Uriah Butler Highway (North)  
Mount Hope  
Telephone: 663-8832

**SECTION 7(1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

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

**SECTION 7(1) (a) (viii)****LIBRARY/READING ROOM FACILITIES**

Information in the public domain can be accessed at T&TEC's Library or through T&TEC's website at [www.ttec.co.tt](http://www.ttec.co.tt).

Members of the public may make general enquiries to T&TEC's Librarian at 663-8832 Extension 2169.

T&TEC's Library/Reading Room is located on the First Floor of T&TEC's Mt. Hope Offices, located at Stanley Pierre Ottley Building, #7 Uriah Butler Highway (North), Mt. Hope.

The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of 8:00 a.m. and 3.45 p.m.

**SECTION 8 STATEMENTS****SECTION 8(1)****DOCUMENTS THAT ARE PROVIDED FOR THE USE OR GUIDANCE OF T&TEC:****Section 8(1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by T&TEC, not being particulars contained in another written law:

At this time, T&TEC has no such documents.

2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED

**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:

Management General Instructions, including:

Procedure for recruitment, promotion, transfer and acting appointments

Disciplinary Procedure

Disconnection and Reconnection orders for non-payment of account

Role of Safety Committees and Safety Department

Payments Procedure

Tendering and Purchasing Procedures

Department Manuals, Policies and Procedures

Strategic Plans

Handbooks and Brochures

**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:

At this time, T&TEC has no such documents.

## **SECTION 9 STATEMENTS**

**SECTION 9(1) (a)**

A report, or a statement containing the advice or recommendations of a body or entity established within T&TEC:

At this time, T&TEC has no such reports or statements.

**SECTION 9(1) (b)**

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

- The Regulated Industries Commission (RIC) Determination No.1, 2006 entitled “Regulation of Electricity Transmission and Distribution June 01, 2006 to May 31, 2011 Final Determination (Rates and Miscellaneous Charges)”.
- Codes of Practice
- Quality of Service Standard

**SECTION 9(1) (c)**

A report, or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of T&TEC:

At this time, T&TEC has no such reports or statements.

**SECTION 9(1) (d)**

A report, or a statement containing the advice or recommendations of a committee established within T&TEC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of T&TEC who is not a member of the committee:

At this time, T&TEC has no such reports or statements.



2337—Continued

UPDATED PUBLIC STATEMENT OF THE  
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION—CONTINUED**SECTION 9(1) (e)**

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

At this time, T&TEC has no such reports.

**SECTION 9(1) (f)**

A report prepared for T&TEC by a consultant who was paid for preparing the report:

Analysis of T&TEC's Main Alternative for the South Area Transmission System 2008 – by The Centre of Energy Studies, Engineering Institute, U.W.I. – December 2004;

Report on Gap Analysis ISO 9001:2000 for T&TEC.

Safety Proposal to improve the Safety Culture in T&TEC.

**SECTION 9(1) (g)**

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

At this time, T&TEC has no such reports.

**SECTION 9(1) (h)**

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

At this time, T&TEC has no such report.

**SECTION 9(1) (i)**

A report containing final plans or proposals for the re-organisation of the functions of T&TEC, the establishment of a new policy, programme or project to be administered by T&TEC, or the alteration of an existing policy, programme or project administered by T&TEC whether or not the plans or proposals are subject to approval by an officer of T&TEC, another public authority, the responsible Minister for T&TEC or Cabinet:

At this time, T&TEC has no such reports.

**SECTION 9(1) (j)**

A statement prepared by T&TEC containing policy directions for the drafting of legislation:

At this time, T&TEC has no such statements.

**SECTION 9(1) (k)**

A report of a test carried out within T&TEC on a product for the purpose of purchasing equipment:

At this time, T&TEC has no such reports.

**SECTION 9(1) (l)**

An environmental impact statement prepared within T&TEC:

At this time, T&TEC has no such statement.

**SECTION 9 (1) (m)**

A valuation report prepared for T&TEC by a valuator, whether or not the valuator is an officer of T&TEC:

Valuation Report on the Central Stores Warehouse.

2338

## LICENSING SESSIONS

## ARIMA

APPLICATIONS to be considered by the Liquor Licensing Committee in the Licensing District of St George East, Arima Area, for the issue of Certificates for New Licences, under the provisions of the Liquor Licences Act, Chap. 84:10, at the Licensing Session which will be held at the Arima Magistrate's Court on TUESDAY THE 3RD DAY OF DECEMBER, 2019 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>			
Yanzhi Cen	No. 4 Eastern Main Road Arouca	No. 4 Eastern Main Road Arouca	From 3rd December, 2019 to 31st March, 2020
Albert Wayne Xavier	No. 119 Eastern Main Road Arouca	No. 119 Eastern Main Road Arouca	do.
<b>Spirit Grocer</b>			
Felix Estreada	Light Pole No. 247, Talparo Main Road, Brazil Village	Light Pole No. 247, Talparo Main Road, Brazil Village	do.

Dated this 12th day of November, 2019 at the Arima Magistrate's Court.

*Chairman, Licensing Committee  
St. George East*

**2339**

EXTENSION OF CLOSING DATE FOR TENDER FOR PROCUREMENT OF MEDICAL EQUIPMENT AND CONSUMABLES FOR LUNG CANCER CLINIC, MINISTRY OF HEALTH, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB LOAN# 3411/OC-TT (TT-L1039)

PROSPECTIVE Tenderers are advised that the closing date for receipt of tenders for the above mentioned project has been extended from Thursday 17th October, 2019 to 1.00 p.m. on Thursday 7th November, 2019.

Tenderers are reminded that the dimensions of the slot in 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 under any circumstances.

16th October, 2019.

K. EMAMALI  
*Chairman  
Central Tenders Board*

**2340**

EXTENSION OF CLOSING DATE FOR TENDER FOR PROCUREMENT OF MEDICAL EQUIPMENT AND CONSUMABLES FOR LUNG CANCER CLINIC, MINISTRY OF HEALTH, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB LOAN# 3411/OC-TT (TT-L1039)

PROSPECTIVE Tenderers are advised that the closing date for the receipt of tenders for the above mentioned project has been further extended from Thursday 7th November, 2019 to 1.00 p.m. on Thursday 28th November, 2019.

Tenderers are reminded that the dimensions of the slot in 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 under any circumstances.

5th November, 2019.

K. EMAMALI  
*Chairman  
Central Tenders Board*