



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Legal Profession (Eligibility for Admission) (No. 4) Order, 2019—(Legal Notice No. 71 of 2019).

Legal Profession (Eligibility for Admission) (No. 5) Order, 2019—(Legal Notice No. 72 of 2019).

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DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEES

Re-Death of

ASHMEED MOHAMMED, late of 1¼ Mile Mark, Vega de Oropouche, Sangre Grande
a workman lately employed with Arcos Dorados Trinidad 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 Ashmeed Mohammed are hereby required to appear before the Commissioner on Friday the 5th day of April, 2019, at 10.00 o'clock in the forenoon at the Court House, Port-of-Spain, 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 5th day of April, 2019.

Dated this 12th day of March, 2019.

*Assistant Registrar
and Deputy Marshal
Supreme Court of Judicature*

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Re-Death of

SYLVESTER JOSEPH, late of Khan Avenue, Toco Main Road, Balandra
a workman lately employed with Serendipity Balandra 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 Sylvester Joseph are hereby required to appear before the Commissioner on Friday the 5th day of April, 2019, at 10.00 o'clock in the forenoon at the Court House, Port-of-Spain, 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 5th day of April, 2019.

Dated this 12th day of March, 2019.

*Assistant Registrar
and Deputy Marshal
Supreme Court of Judicature*



LAW ASSOCIATION OF TRINIDAD AND TOBAGO

LEGAL PROFESSION ACT CHAP 90:03

95-97 Frederick Street, Port-of-Spain

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E-mail: tlawassociation@gmail.com

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COUNCIL FOR THE TERM 2019/2020

The following are the names of the OFFICERS AND ORDINARY MEMBERS who shall form the 33rd Council of the Law Association of Trinidad and Tobago for the term 2019/2020.

Douglas Mendes SC

President

Patricia Dindyal

Vice President

Theresa Hadad

Treasurer

SENIOR ORDINARY MEMBERS

Darrell Allahar
Helen Araujo
Ronnie Bissessar
Frederick Gilkes
Jason Nathu

Elena Araujo
Shankar Bidaissee
Frank Bunsee
Sonji Pierre-Chase
Lynette Seebaran-Suite

JUNIOR ORDINARY MEMBERS

Trevor Clarke
Sydelle Johnson
Joseph Sookoo

Elena Da Silva
Kimberleigh Peterson

By Order of the Council
Dated this 25th day of MARCH, 2019

**UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF
TRINIDAD AND TOBAGO LIMITED (UDeCOTT)
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Urban Development Corporation of Trinidad and Tobago Limited (hereinafter referred to as "UDeCOTT"), is required by law to publish the following statements 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 information held by UDeCOTT;
- (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 decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of UDeCOTT

UDeCOTT is a wholly-owned state enterprise incorporated on the 29th December 1994 as a limited liability company under the Companies Ordinance Chapter 31, No. 1 and continued as a company on 5th March 1998, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at #38-40 Sackville Street, Port of Spain.

The following companies are subsidiaries of UDeCOTT:

- ❖ Oropune Gardens Management Association Limited
- ❖ Port of Spain Waterfront Development Limited
- ❖ Invaders Bay Development Company Limited
- ❖ Rincon Development Limited
- ❖ Oropune Development Limited
- ❖ Carib Gardens Management Association Limited
- ❖ International Waterfront Resources Limited
- ❖ Urban Development Company of San Fernando

Mission Statement:

UDeOTT's mission is to fulfil our role as the Government's primary developer of choice, through the use of global best practices in project development, construction and management, focusing on transparency, accountability and value for money for the social and economic benefit of our stakeholders.

Main Departments/ Offices

- ❖ Office of the Chief Executive Officer
- ❖ Office of the Corporate Secretary

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

- ❖ Corporate Services Division
- ❖ Construction Division
- ❖ Finance Division
- ❖ Legal & Procurement Division
- ❖ Facilities Division
- ❖ Strategic Business Development
- ❖ Internal Audit

Sub-Committees of the Board of Directors

- ❖ Tenders Committee
- ❖ Construction Projects Committee
- ❖ Tobago Projects Committee
- ❖ Human Resources Committee
- ❖ Finance Steering Committee
- ❖ Audit Committee
- ❖ Hyatt Committee

Services

UDeCOTT is responsible for providing the following Construction, Project Management & Facilities Management Consultancy Services:

❖ **Business Development**

Property acquisition and development

Planning, Coordination, Financing and Management of Development Projects

❖ **Technical**

Project and Construction Management Services for Construction Projects

Facilities Management Services

Building and Engineering Design Services

❖ **Training**

Construction Methodologies

Construction and Engineering – Best Practices

Small and Micro Contractor Incubator Programme (Entrepreneurial and Vocational

Development in Construction)

Project /Construction Management

Occupational Health and Safety Standards

Section 7(1)(a)(ii)

Categories of Documents in the possession of UDeCOTT

1. Files relating to administrative support and general administrative documents for the operations of UDeCOTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

3. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.).
4. Files relating to matters relating to the procurement of supplies, services and equipment.
5. Maps/ Charts/ Photographs/ Compact Discs.
6. News Releases, speeches originating in UDeCOTT
7. Policy and Procedure Documents
8. Internal and External Correspondence files
9. Documents relating to strategic review of UDeCOTT
10. Legislation and legal instruments regulating the operations of UDeCOTT.
11. Legal Opinions on matters affecting the operations of UDeCOTT.
12. Files relating to Training/ Performance Management.
13. Minutes/ Agenda of Meetings of the Board of Directors and Sub – Committees of the Board and Subsidiaries.
14. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.
15. Periodic Reports (annual, monthly and/ or quarterly) prepared by UDeCOTT, Consultants/ Technical Reports etc.
16. Environmental Impact Assessments
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on the operations of UDeCOTT
18. Files dealing with official functions, conferences and events hosted and attended by UDeCOTT.
19. Inventories, Fixed Assets Register
20. Periodicals and Publications
21. Surveys
22. Reports
23. Complaints- Customer complaints and Comment Forms
24. Registers/ Certificates/ Permits/ Licenses etc.
25. Tender Documents
26. Contracts for the provision of Goods and Services to UDeCOTT
27. Files dealing with Disaster Management, Risk Management and Safety within UDeCOTT and in general.
28. Reports from Consultants for services provided to UDeCOTT.

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

Section 7(1)(a)(iii)

Material Prepared for Publication or Inspection

The public may inspect and/ or obtain copies of certain material between the hours of 8:00am to 4:30pm on normal working days at the Head Office of the:

**Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)
#38-40 Sackville Street
Port of Spain**

Section 7(1)(a)(iv)

Documents available by way of subscription

This section is not applicable.

Section 7(1)(a)(v)

Procedure to be followed accessing a Document from UDeCOTT

How to Request Information

✦ **General Procedure**

Our policy is to answer all requests for information, both oral and written. However, in order to access the rights given by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make the request in writing. The applicant must, therefore, complete the appropriate form (**Request for Access to Official Documents**) for information that is not readily available to the public.

✦ **Addressing Requests**

To facilitate prompt handling of the request, please address it to the Designated Officer of UDeCOTT. (see **Section 7(1)(a)(vi)** for further details).

✦ **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.

✦ **Request not handled under to 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 UDeCOTT or another public authority, for example, brochures, pamphlets, reports etc.

Time Limits

✦ The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. 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 limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the 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.

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED**Time Allowed**

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

Responding to your Request✦ **Retrieving Documents**

UDeCOTT is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, Chapter 22:02 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

✦ **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 programme so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Section 7(1)(a)(vi)

Officers in UDeCOTT 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. Application for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

**Corporate Secretary
Ms. Tamica Charles-Phillips
Urban Development Corporation of Trinidad and
Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain**

The Alternate Officer is:

**Corporate Governance Officer
Ms. Kimberly Carr-Hamilton
Urban Development Corporation of Trinidad and
Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain**

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committee, and Other Public Bodies

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

Section 7(1)(a)(viii)

At present there are no library or reading room facilities.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)

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

There are no statements to be published under this section of the FOIA.

Section 8(1)(a)(ii)

Manuals, rules, procedures, statements of policy, records of decisions, letters of advice to persons outside UDeCOTT, or similar documents containing rules, policies, guidelines, practices or precedents.

- ■ Standard Operating Procedure for Freedom of Information Requests
- ■ Procurement Policy and Procedure
- ■ Bond Policy
- ■ Vendor Pre-Qualification Policy and Procedure
- ■ Advertising Policy for the Publication of Tender Notices
- ■ Government to Government Nominated Contractor Procurement Policy and Procedure
- ■ Private Financing Procedure
- ■ Policy and Procedures for UDeCOTT Construction Department
- ■ Facilities Management Plan- International Waterfront Centre
- ■ Emergency Response Plan- International Waterfront Centre
- ■ Facilities Management Plan- Victor E. Bruce Financial Building
- ■ Facilities Management Plan Customs and Excise Building
- ■ Tenant Services Manual- Government Campus Plaza
- ■ Security Post Instructions for Tower C and D
- ■ Emergency Response Plan Customs and Excise Building
- ■ Employee Assistance Programme Policy
- ■ Additional Duties Policy
- ■ Procedure for the Re-Engagement of Persons on Contract
- ■ Leave Policy
- ■ Employee Handbook
- ■ Legal Department Policy and Procedure
- ■ Procedure for Disposal of Assets
- ■ Document Style Guidelines
- ■ Company Motor Vehicle Policy

Section 8(1)(b)

In enforcing written laws or schemes administered by UDeCOTT where a member of the public might be directly affected by that enforcement, being documents

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

This section is not applicable to UDeCOTT at present.

SECTION 9 STATEMENTS

Section 9(1)(a)

A report or statement containing the advice or recommendations of a body or entity established within UDeCOTT

At present there are no such reports or statements.

Section 9(1)(b)

A report or statement containing the advice or recommendations, (1) of a body or entity established outside UDeCOTT 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 UDeCOTT or to the responsible Minister of UDeCOTT

At present there are no such reports or statements.

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of UDeCOTT

At present, there are no such reports or statements.

Section 9(1)(d)

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

At present, there are no such reports or statements.

Section 9(1)(e)

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

- ■ Feasibility Studies
- ■ Risk Assessments
- ■ Environmental Impact Assessments
- ■ Surveys
- ■ Engineering and Technical Studies

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

Section 9(1)(f)

A report prepared for UDeCOTT by a consultant who was paid for preparing the report

- ■ Environmental Impact Assessments
- ■ Consultancy Reports
- ■ Financial and Audit Reports
- ■ Health, Safety and Environment Reports
- ■ Risk Assessment

Section 9(1)(g)

A report prepared within UDeCOTT 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

- ■ Feasibility Studies
- ■ Business Development Report
- ■ Engineering Report

Section 9(1)(h)

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

- ■ Financial Reports
- ■ Audit Reports

Section 9(1)(i)

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

- ■ Budgets
- ■ Business Plans
- ■ Strategic Plans
- ■ Approved Organization Charts and Structural Changes

Section 9(1)(j)

A statement prepared within UDeCOTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD
AND TOBAGO LIMITED (UDeCOTT)—CONTINUED

Section 9(1)(k)

A report of a test carried out within UDeCOTT on a product for the purpose of purchasing equipment

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within UDeCOTT.

At present, there are no such reports.

Section 9(1)(m)

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

■ ■ Valuation Reports