



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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773

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2020 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 FITZGERALD HINDS, 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.

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

UPDATED PUBLIC STATEMENT FOR 2020—Continued

Vision Statement:

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

Mission Statement:

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

STRUCTURE AND FUNCTIONS**ORGANISATIONAL STRUCTURE**

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 six (6) functional Divisions: Administration, Engineering, Finance, Human Resources, Distribution and Transmission. A Chief Officer is one who reports directly to the General Manager and heads the Division. Other Departments reporting directly to the General Manager are Secretarial, Internal Audit, Corporate Support and Corporate Communications.

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.

ADMINISTRATION DIVISION

The Administration 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 and Supplies Departments.

ENGINEERING DIVISION

The Engineering 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.

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 Management, Pensions Plan Administration, Payments, Revenue Accounting and Financial Services.

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TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

UPDATED PUBLIC STATEMENT FOR 2020—Continued

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.

DISTRIBUTION DIVISION

The Distribution Division is responsible for planning, designing and developing the distribution network at 12,000 Volts and below, operating and maintaining the electricity distribution systems and providing customer service. This Division comprises five (5) Distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers. The Distribution Division is also responsible for the Public Lighting Department.

TRANSMISSION DIVISION

The Transmission Division is responsible for designing, developing, operating and maintaining the transmission and sub-transmission network comprising transmission lines and substations. The Division consists of the following Departments: Transmission Development and Engineering Services, Transmission Maintenance and Technical Support.

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 and 2018;
4. Energy Sales, Peak Demand and Generation Statistics 1989 –2003; 2003 – 2012;

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TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

UPDATED PUBLIC STATEMENT FOR 2020—Continued

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
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

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TRINIDAD AND TOBAGO ELECTRICITY COMMISSION
UPDATED PUBLIC STATEMENT FOR 2020—Continued

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

SECTION 7(1) (a) (iv)

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

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.

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TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

UPDATED PUBLIC STATEMENT FOR 2020—Continued

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 programme 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:

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:

Ms. Melanie Gonzalez
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope
Telephone: 663-8832

The Alternate Officer is:

Ms. Chantal Hospedales
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.

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 second Floor of T&TEC's Mt. Hope Offices, located at Stanley Pierre Ottley Building, #7 Uriah Butler Highway (North), Mt. Hope.

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TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

UPDATED PUBLIC STATEMENT FOR 2020—Continued

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.

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)".

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.

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UPDATED PUBLIC STATEMENT FOR 2020—Continued

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.

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.

Government of the Republic of Trinidad and Tobago

Updated Public Statement of Environmental Management Authority, Ministry of the Planning and Development In Compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, (FOIA) Chap. 22:02 the Public Authority 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 Environmental Management Authority.
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 Statements

Section 7 (1) (a) (i)

Function and Structure of the Environmental Management Authority

Mission Statement:

The Environmental Management Authority (EMA) is committed to sustainably manage the natural resources and environment by providing a transparent framework to facilitate policy and decision making in development. This will be undertaken within an approved regulatory system, utilising intensive public education and a collaborative cross-sectoral approach.

The EMA is a body corporate established on June 5th 1995 by the Environmental Management Act No. 3 of 1995. The Act was later repealed and re-enacted by the Environmental Management Act No. 3 of 2000 ("the EM Act") (now designated as Chapter 35:05).

The EMA is governed by a Board consisting of a Chairman and nine (9) directors, all appointed by the President of the Republic of Trinidad and Tobago. The Managing Director (MD) is appointed by the Board and is also an *ex-officio* Board member. The Chairman of the Board reports to the Minister with responsibility for the Environment.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

The EMA comprises of a staff of one hundred and thirty-seven (137) persons headed by the Managing Director. The Environmental Management Authority is divided into the Managing Director's Office, and three (3) operational divisions.

These are as follows:-

- (1) Managing Director's Office
- (2) Technical Services
- (3) Legal, Compliance and Enforcement
- (4) Administration and Support Services

MANAGING DIRECTOR'S (MD's OFFICE)

The MD's Office comprises the following units:

- Corporate Secretary
- Internal Audit
- Corporate Communications Unit

The core functions of this office are as follows:

- To oversee the implementation of the policies and priorities of the Board of Directors and work programmes of the Authority;
- To report to the Board of Directors and Trustees of the Environmental Trust Fund;
- To manage and guide the work of the EMA;
- To co-ordinate mechanisms for environmental management in Trinidad and Tobago;
- To co-ordinate with other governmental entities and regional and international organizations;
- To ensure the preparation and completion of the Annual Report;
- To ensure compliance with the Environmental Management Act and its subsidiary legislation;
- To restore and remediate environmentally degraded sites;
- To implement a non – point source pollution program;
- Responsible for independent audits on all operational functions to ensure compliance with approved and published policies and procedures;
- Perform risk based audits so as to deliver quality advice on balancing risk and control and cost and to identify business improvements that are better, simpler and more cost effective without compromising the desired balance between risk and control;
- To enhance the image of the Authority;
- To produce ongoing media programmes and special media campaigns;
- To host special events including annual awards and other ceremonies;

TECHNICAL SERVICES:

The Technical Services Division administers and oversees the work of multiple environmental units which will implement current and future environmental legislation, including but not limited to, the Certificate of Environmental Clearance Rules, Water Pollution Rules, Environmentally Sensitive Areas and Species Rules, Noise Pollution Control Rules and Air Pollution Rules.

The Technical Services Division comprises the following units:

- Certificate of Environmental Clearance Unit (CEC)

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Air, Waste and Noise Unit
- Public Education & Information Unit
- Strategy and Research Unit
- Water Permit and Monitoring Unit
- Biodiversity Unit
- Projects Unit

The core functions of this Division are as follows:

- To implement the technical aspects of the subsidiary legislation of the EM Act (the Certificate of Environmental Clearance Rules, the Noise Pollution Control Rules, the Environmentally Sensitive Areas Rules, the Environmentally Sensitive Species Rules and the Water Pollution Rules, 2001 (as amended by Water Pollution (Amendment) Rules, 2006 and the Air Pollution Rules, 2014;
- To establish discharge and emission criteria;
- To determine Ambient Air Quality;
- To promote environmental awareness and education in all sectors of Trinidad and Tobago via utilization of traditional and non-traditional media forms;
- To develop appropriate and effective public engagement programmes to encourage positive environmental behaviours;
- To develop and implement sustainable school, youth and community programmes to foster environmental leadership;
- To conduct lectures and workshops and mount displays on environmental themes for the benefit of the public;
- To participate in national, regional and international events as required;
- To spearhead the production and dissemination of education materials;
- To facilitate public access to information materials;
- To prepare the State of the Environment Reports;
- Acting as an extension service to assist the EMA and stakeholders in designing, implementing, and replicating successful research, conservation, ecotourism and development activities;
- Develop and review research programmes, grant and project proposal applications and manage internal and external reviews with technical experts and advisory committees.
- Leading the monitoring and evaluation of individual programmes and departments using standard tools, site visits, and meetings with stakeholders;
- Actively engaging stakeholders to catalyse environmental issues, conservation, and development impacts;
- Responsibility for the management of the environmental regulatory and non -regulatory technical programs of the EMA.

LEGAL, COMPLIANCE AND ENFORCEMENT:

This Division is dedicated to the management and advancement of an effective environmental regulatory regime via the co-ordinated utilisation of its tripartite arms. Its core responsibility is to assure compliance with and enforcement of the relevant environmental laws, rules and regulations in order to safeguard the environment.

The Legal, Compliance and Enforcement Division comprises the following Units:

- Legal Services

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Permit Monitoring, Complaints and Health Safety and the Environment
- Emergency Response and Investigations
- Environmental Police Unit

LEGAL SERVICES

The core functions of the Legal Services Unit are as follows:

- Drafting and development of subsidiary legislation under the Environmental Management Act, Chapter 35:05;
- Enforcement of the EM Act and its subsidiary legislation;
- Litigation / representation at the Environmental Commission, the Court of Appeal, High Court and other Courts in this jurisdiction;
- Provision of timely and sound legal advice and opinion on the applicability of environmental law to issues affecting the EMA, other governmental entities and the general public;
- Review of internal policies to ensure that the EMA's activities and operations are consistent with its legislative mandate, national policies and programmes, international environmental law and best practices;
- Resolution of matters using non-litigious methods, e.g. Alternative Dispute Resolution (ADR) / Mediation;
- Drafting, reviewing and negotiating and providing advice on the implementation of all legal documents, agreements, contracts and other formal arrangement for operational activities of the EMA with other governmental and non-governmental entities;
- Working in conjunction with Technical Services for the granting of CECs and Noise Variations.

PERMIT MONITORING, EMERGENCY RESPONSE AND INVESTIGATIONS

The core functions of the Permit Monitoring and Emergency Response and Investigations Units are as follows:

- Protection of human health and the natural environment through the timely enforcement of statutes;
- Ensure compliance with permit and license conditions and the promotion of environmental stewardship;
- Develop appropriate policies, procedures and systems to facilitate the work of the EMA;
- Protection of human health and the natural environment from the effects of noise and maintenance of the fundamental rights of the individual to the enjoyment of property whilst still allowing reasonable social, cultural and economic activity;
- Protection of communities and ecosystems from the consequences of emergencies and incidents, such as, chemical spills, the unsafe handling and disposal of solid and hazardous wastes, and the indiscriminate conduct of high impact activities.

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

ENVIRONMENTAL POLICE UNIT

Formed in 1999, the Environmental Police Unit comprised Special Reserve Police officers from the Trinidad and Tobago Police Service. The current complement of officers is fourteen (18).

The core functions of this unit is:

- To act as appointed Environmental Inspectors under the EM Act;
- To serve documents;
- To monitor variations;
- To police environmentally sensitive areas;
- To monitor the protection of environmental sensitive species designated under the EM Act;
- To assist the EMA in enforcing its legislation, conditions of permits, CECs, as well as other supporting legislation;
- To monitor pollution;
- To respond to environmental complaints;
- To patrol highways;
- Generally to enforce the laws of Trinidad and Tobago.

ADMINISTRATION AND SUPPORT SERVICES:

The Administration and Support Services division is responsible for the management of the support functions of the EMA. The General Manager, Administration and Support Services provides oversight and direction to the various disciplines within the unit.

The division comprises the following Units:

- Financial Accounting
- Fund / Treasury Management
- Procurement and Asset Management
- Information Technology
- Human Resources
- General Administration

The core functions of this division are as follows:

- To provide logistical support to the organisation;
- To make available, timely and accurate and complete information on the financial performance and status of the EMA for sound decision-making;
- To ensure the implementation of good governance principles and accountability;

Effect of Functions on Members of the Public:

The Environmental Management Act, Chap. 35:05 mandates the EMA:-

- To implement government policies;
- To undertake programmes for the effective management and wise use of the environment;
- To co-ordinate environmental management functions performed by persons in Trinidad and Tobago;
- To promote education and awareness;

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- To develop and establish national environmental standards and criteria;
- To undertake monitoring and inspection activities;
- To prevent and control pollution;
- To promote conservation;
- To establish and co-ordinate local, regional and international institutional linkages;
- To facilitate co-operation among persons as well as manage the environment in a manner which fosters public participation and promotes consensus.

The work of the EMA, therefore, impacts every sector and citizen of the country. The EMA solicits feedback from citizens through requests for public comments, public consultations, committees and advisory bodies. Each citizen has an opportunity to be involved in the formulation of policy, standards and other criteria affecting the environment through attendance at, and response to requests for public comments on various draft legislation, policies and development projects. Citizens may also lodge complaints or report violations.

Section 7 (1) (a) (ii)***Categories of Documents in the possession of the EMA***

1. Administrative records.
2. Files dealing with administrative support and general administrative documents for the operations of the EMA.
3. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
4. Files dealing with the accounting and financial management function of the EMA.
5. Financial Records (cheques, vouchers, receipts, journals, etc.).
6. Files dealing with matters relating to the procurement of supplies, services and equipment.
7. Cabinet documents.
8. Maps / charts/ photographs / compact discs/digital video, discs / diskettes /abstracts/ tapes / catalogues.
9. News Releases as well as speeches originating from the EMA.
10. Policy and procedure documents.
11. Internal and external correspondence files.
12. Customer / Suppliers files.
13. Documents relating to strategic review of the EMA, information technology strategy and training plans.
14. Legislation and legal instruments.
15. Legal opinions and related matters.
16. Files dealing with training – local and foreign, as well as technical co-operation.
17. Minutes/Agenda of meetings.
18. Files dealing with Circulars, memoranda, notices, bulletins, etc.
19. Reports: statistical, annual/monthly/quarterly, audit, consultants'/technical, terms of reference, corporate, valuation, state of the environment, etc.
20. Environmental impact assessments.
21. Briefing papers.
22. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
23. Files dealing with official functions, conferences and events hosted and attended by the EMA.
24. Periodicals and publications.
25. Complaint files.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

26. Public guidelines (Noise variation applications, CEC applications, and Water Polluters' Permit applications).
27. National Registers (Certificates of Environmental Clearance; Noise Variation, Water and Air).
28. Evaluation documents for public education programmes.

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect the following material between the hours of 8.00 a.m. and 4.30 p.m. on working days at:-

The Information Centre
 Environmental Management Authority
 8 Elizabeth Street
 St. Clair
 Port of Spain
 Trinidad & Tobago.
 Telephone: (868) 226-4362
 Fax: (868) 628 - 9122;
 e-mail: info@ema.co.tt;
 website: www.ema.co.tt

Video Tapes:-

- A Community in Danger: "Lead Pollution at Demerara Road".
- Water Pollution – Threatening our Quality of Life.
- The Certificate of Environmental Clearance Process.
- It's All About Us – A Look at Climate Change in Trinidad and Tobago.
- Mother Nature (Forest Fires and Flooding).
- Secondary schools' Eco-Song and Envirologue Competitions.
- Primary Schools' "Hands On" Competitions.
- Radio Programmes (Advertising Campaigns and Jingles).

Compact Discs and Audio Tapes:-

- EMA Radio Programmes.
- Addresses and speeches by the Honourable Ministers of the Environment
- Radio programmes (Advertising campaigns and Jingles).
- Presentations from the EMA's Environmental Conferences (2005, 2006, 2007, 2009).

Reports:-

- Oil spills.
- Water quality.
- Environmental literacy surveys.
- State of the Environment.
- Annual report.

Guidelines:-

- A Guide to the Application for a Certificate of Environmental Clearance.
- A Guide to the Noise Pollution Control Rules, 2001.
- Public Guide to Permitting - Water Pollution Rules 2019.

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Instructional Booklet For Form A1 – Application For Water Pollution Permit
- Instructional Booklet For Form A2 – Application For Water Pollution Permit
- Instructional Booklet For Form A3 – Application For Water Pollution Permit
- Guidelines to Preparing a Claim for Confidentiality for a CEC Application.
- Instructional Guide for Completing the Noise Variation Application Process for Events

Publications:-

- EMA News.
- State of the Environment reports.
- Annual reports.
- National Biodiversity Strategy Action Plan.
- National Environmental Policy.
- National Environmental Action Plan.
- Draft Environmental Code: A Consolidated Text of Environmental Laws.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change.
- Green Business
- Noise FAQ Booklet: Your Guide to understanding the Noise Pollution Control Rules
- Matura National Park: An Environmentally Sensitive Area
- Forests and You: Activity Booklet
- Importance of Wetlands: Activity Booklet
- Litter: Activity Booklet
- Wetlands: A Teachers' Module
- Mystic Mora
- National environmental literacy / awareness survey: knowledge, attitudes, practices.
- Water Pollution Rules 2019 FAQ

National Registers:-

- Air Pollutants Register
- Certificates of Environmental Clearance Register
- Noise Variations Register
- Water Polluters Register

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

Members of the public may subscribe for the following material:

- (1) EMA News: Bi-annual (free).
- (2) State of the environment reports: TT \$100.00; US and the Caribbean US\$26.00; Europe US\$28.00, Other US\$30.00.
- (3) Annual Reports: TT \$125.00; US and the Caribbean US\$30.00; Europe US\$32.00, Other US\$33.00.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the EMA**

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

How to Request Information:▪ **General Procedure:-**

The applicant must complete the appropriate form (***Request for Access to Official Documents***) available in our Information Centre or at the Help Desk.

▪ **Addressing Requests:-**

To facilitate prompt handling of your request, please address it to the Designated Officer or the Alternate Designated Officer of the EMA.

▪ **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 this public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request• **Retrieving Documents:-**

The EMA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in another storage centre, e.g. the National Archives can and will be retrieved in order to process your request.

• **Furnishing Documents:-**

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

Please note that we are not compelled to do the following:

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

• **Time Limits:-**

The EMA 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, the applicant will be permitted to inspect the documents 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 document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

MINISTRY OF PLANNING AND DEVELOPMENT
ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

Section 7 (1) (a) (vi)

Officers in the EMA 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 correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Ms. Marlene Scott
Librarian
Environmental Management Authority
8 Elizabeth Street
St. Clair
Port of Spain.
Telephone number: (868) 226-4362
Fax: (868) 628-9123
E-mail address: msscott@ema.co.tt

The Alternate Officer is:

Ms. Gavern Mitchell
Legal Officer II
Environmental Management Authority
8 Elizabeth Street
St. Clair
Port of Spain.
Telephone number: (868) 226-4362
Fax: (868) 628-9123
E-mail address: gmitchell@ema.co.tt

Section 7 (1) (a) (vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

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

Section 7 (1) (a) (viii)

Information Centre/Library/Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.ema.co.tt. You may make general enquiries to our Librarian at 226-4362.

The Information Centre/Library/Reading Room in the EMA is located on the 1st Floor, 8, Elizabeth Street, St. Clair, Port of Spain.

The Information Centre/Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8.00 a.m. and 4.30 p.m.

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

Policy of the Environmental Management Authority for the provision of copies of documents that are readily available to the public:

- Charge for Photocopies is fifty cents (50¢) (one side) and eighty cents (80¢) (both sides) of the page.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available in the Information Centre.
- No smoking, eating, drinking or the use of cellular phones is allowed in the Information Centre/Reading Room/Library.

Section 8 Statements**Section 8 (1) (a) (1)**

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

- Environmental Management Act, Chap. 35 :05
- Air Pollution Rules, 2014
- Air Pollution (Fees) Regulations, 2014
- Certificate of Environmental Clearance Rules, Legal Notice No. 104/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) Order, Legal Notice No. 103/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2007, Legal Notice No. 164/2007.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2008. Legal Notice No. 186/2008.
- Certificate of Environmental Clearance Rules, (Fees) Regulations, Legal Notice No. 91/2001.
- Environmentally Sensitive Areas Rules, 2001. Legal Notice No. 37/2001.
- Environmentally Sensitive Areas (Matura), 2004. Legal Notice No. 323/2004.
- Environmentally Sensitive Areas (Nariva Swamp), 2006. Legal Notice No. 334/2006.
- Environmentally Sensitive Areas (Aripo Savannas), 2007. Legal Notice No. 152/2007
- Environmentally Sensitive Species Rules, 2001. Legal Notice No. 63/2001.
- Environmentally Sensitive Species (Pawi), 2005. Legal Notice No. 124/2005.
- Environmentally Sensitive Species (White-tailed Sabrewing), 2005. Legal Notice No. 125/2005.
- Environmentally Sensitive Species (Manatee), 2005. Legal Notice No. 98/2005.
- Environmentally Sensitive Species (Ocelot), 2013. Legal Notice No. 31/2013.
- Environmentally Sensitive Species (Golden Tree Frog), 2013. Legal Notice No. 32/2013.
- Environmentally Sensitive Species (Leatherback Turtle), 2014. Legal Notice No. 88/2014.
- Environmentally Sensitive Species (Loggerhead Turtle), 2014. Legal Notice No. 89/2014.
- Environmentally Sensitive Species (Green Turtle), 2014. Legal Notice No. 90/2014.
- Environmentally Sensitive Species (Hawksbill), 2014. Legal Notice No. 91/2014.
- Environmentally Sensitive Species (Olive Ridley), 2014. Legal Notice No. 92/2014.
- Noise Pollution Control Rules, 2001. Legal Notice No. 60/2001.
- Noise Pollution Control (Fees) Regulations, 2001. Legal Notice No. 51/2001.
- Water Pollution Rules, 2019. Legal Notice No. 312/2019.
- Water Pollution (Fees) Regulations, 2019. Legal Notice No. 311/2019.

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

All documents listed above are available for purchase at the Information Centre and the Government Printery.

Section 8 (1) (a) (ii)

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

- Code of Ethics, 2004
- Cellular Phone Policy, 2009
- Information Technology Policy
- Vehicle Usage Policy, 2013
- Audit Committee Charter, 2013
- Internal Audit Committee Charter, 2013
- Risk Management Framework, 2013
- Flexi Working Hours, August 2013
- Internship Selection Policy, December 2014
- Employees' Contract Liabilities, January 2014
- Human Resource Policy & Procedures Manual, 2014
- Email Voting Policy & Procedures Manual, 2014
- Guidelines for Conducting Performance Appraisal, June 2015
- Disposal of Assets Policy, 2015
- Policy for the Retention of External Legal Counsel, 2016
- Procedural Rules for the Board of Directors of the EMA, 2016
- HSE Policy Statement, 2017
- Orientation Policy, 2017
- Payment of Allowances for Overseas Travel Policy, 2017
- Procurement & Tenders Policy, 2018
- Delegated Authorities for Human Resource Management, 2018
- Employee Performance Management Handbook, 2018
- EMA's 9001:2015 Quality Policy, 2019
- Anti-Fraud Policy & Procedures, 2019
- Investment Policy & Procedures, 2019
- Employee Leave Policy, 2019
- Work from Home Policy, 2019
- Whistleblower Policy & Procedure Guide, 2019
- Conflict of Interest Policy & Procedure Guide, 2019

Policy Bulletins/Practitioners Guides:-

- A Guide To The Application For A Certificate of Environmental Clearance.
- A Guide To The Noise Pollution Control Rules, 2001.
- Draft Environmental Code: A Consolidated Text Of Environmental Laws.
- Code of Practice: Control of Noise In the Music Entertainment Industry in Trinidad And Tobago.
- Instructional Guide For Completing The Noise Variation Application Process For Events.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Treating With Applications For Maintenance Dredging: Supplemental Information On The CEC Process. Policy Bulletin 001/2006.
- Deciding Whether A Project Must Have An Environmental Impact Assessment. Practitioners Guide 002/2006.
- Terms of Reference. Practitioners Guide 004/2006.
- Payment of CEC Fees And Charges. Practitioners Guide 005/2006.
- Standard Operating Procedure For Determining Whether An Environmental Impact Assessment Is Required.
- E.I.A. FAQs: A Guide To The Environmental Impact Assessment (EIA) Process.
- A Guide to Source Emitter Registration under the Air Pollution Rules, 2014.
- Sample Form - Form A - Air Pollution Rules, 2014 - Source Emitter Registration Form
- Permitting Policy: Criteria for Determining Whether a CEC File Should Remain Open/Active, 2015
- Procedure for the Determination and Issuance of Certificates & Permits, 2015

Section 8 (1) (b)

In enforcing written laws or schemes administered by the EMA 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, we have no such documents regarding the enforcement of written laws.

Section 9 Statements**Section 9 (1) (a)**

Reports or statements containing the advice or recommendations, of a body or entity established within the EMA.

At this time, we have no such reports or statements.

Section 9 (1) (b)

Reports or statements containing the advice or recommendations, of a body or entity established outside the EMA 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 the EMA or to the responsible Minister of the EMA.

At this time, we have no such reports or statements.

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee, whose membership includes an officer of the EMA.

- Second National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. 2013.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. March 2001.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- National Biodiversity Strategy and Action Plan. March 2001.
- Fifth Report to the Convention on Biological Diversity 2018
- Revised National Biodiversity Strategy and Action Plan 2018
- Fifth Report to the United Nations Convention to Combat Desertification. 2018

Section 9 (1) (d)

Reports or statements containing the advice or recommendations of a committee established within the EMA to submit a report, provide advice or make recommendations to the responsible Minister of the EMA or to another officer of the EMA who is not a member committee.

At this time, we have no such reports or statements.

Section 9 (1) (e)

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

- Effluent from Forrest Park Landfill – Groundwater from Well at Springvale. CARIRI/EMA May 2001.
- Final Report on Lead Particulate at the St. Joseph Boys' School. CARIRI/EMA July 2001.
- Report on the Investigation of the Fish Kill at the Caroni Swamp. IMA/EMA July 2001.
- Final report on the fingerprinting analysis of an oil spill at Chaguaramas, January 2003. IMA/EMA January 2003.
- Report of an oil spill at Chaguaramas. December 2002. IMA/EMA.
- Report of oil spill at Chaguaramas, December 2002 - January 2003.
- Final report for Water Quality monitoring at some Water Sources in North Trinidad. CARIRI/EMA. 2001.
- Ground water well development and ground water quality assessment: Final report. CARIRI/EMA. 2003.
- Baseline survey of blood lead levels in primary school children ages 5-7 in Trinidad and Tobago. October 2004. EMA/Ministry of Health.
- Groundwater Quality Assessment at Selected Sites in Trinidad and Tobago. EMA 2005
- Blood Lead Levels in Primary School Children in Trinidad and Tobago. Research Paper. EMA.
- Volume of Soil-Lead Contamination at Demerara Pond Area. EMA/UWI 2005.
- Lead Sampling and Analysis at La Chance Trace and Demerara Road Community, Arima. EMA/UWI 2005.
- National hazardous waste inventory. 2006. EMA/CEHI.
- Final report on water quality monitoring of selected recreational areas in Trinidad and Tobago. EMA/ CARIRI. October 2007.
- River assessment reports: *May 2007*. EMA/UWI 2007.
- Chemical water quality of rivers of Trinidad and Tobago: an assessment of metal pollution. EMA/UWI 2007.
- Use of benthic macroinvertebrates to assess anthropogenic impacts in the rivers of Trinidad and Tobago. EMA/UWI 2007.
- Investigation and assessment of potential lead contaminated sites in Trinidad and Tobago based on the blood lead level (BLL) survey of 2004. EMA 2007.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Determination of the volume of lead contamination at three sites in Trinidad. EMA/UWI 2008.
- Ambient air quality monitoring at the Point Lisas Industrial Estate, 2005-2006 yearly report. November 2008. EMA 2008.
- *National Environmental Literacy/Awareness Survey, 2016*

Section 9 (1) (f)**Reports prepared for the EMA by a consultant who was paid for preparing the report.**

- Aripo Savannas Environmentally Sensitive Area Literature Review to Facilitate the Preparation of Management Plans/ Prepared by the Caribbean Natural Resource Institute, 2007.
- Aripo Savannas Environmentally Sensitive Area Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Implementation Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Resource Management Plan: A Framework for Participatory Management / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Case study of the participatory planning process for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Aripo Savannas Environmentally Sensitive Area Participatory Geographic Information Systems Manual/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Recreation Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Interpretive Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Managing Together: A Summary of the Integrated Management Plan for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resources Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Participatory planning and management of protected areas / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Guideline on the Application of Risk Assessment in CEC Applications. Version 1.0. (2009) Prepared for the Environmental Management Authority by Jacques Whitford Ltd.
- Cumulative Impact Assessment Practitioners Guide (2008) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Towards a Methodology for Marine SEA in Trinidad and Tobago (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Marine Strategic Environmental Assessment: A Scoping Study (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.
- Review and Assessment of the EIA Process in Trinidad and Tobago. Volume 1 – Main Report and Volume 2 – Appendices (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Environmental Impact Assessment Practitioners Guide (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Air Dispersion Modelling Report and EIA Sections, Proposed Aluminium Complex for Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. April, 2006.
- Review of Supplementary Report, Proposed Aluminium Complex by Alutrint, Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. October 6, 2006.
- Review of Alutrint Responses dated Nov 23, 2006. On the Supplementary Report for the Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. January 10, 2007.
- Review of Human Health Ecological Risk Assessment. Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea Trinidad. CEC1033/2005. Jacques Whitford. March 8, 2007.
- Review of sedimentation and erosion studies for Chatham. CEC0851/2004. ABP Marine. March 2007.
- Review of NGC's response to the Review and Assessment Report. CEC1516/2006. Jacques Whitford. March 06, 2008.
- Environmental Impact Assessment, Ambient Monitoring, Dispersion Modeling, and Quantitative Risk Assessment for the Proposed Ammonia Plant Point Lisas, Trinidad and Tobago. CEC1159/2005. Jacques Whitford. September 8, 2006.
- Peer Review of Applicant's Response to the Review and Assessment Report Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 04th February 2009.
- Peer Review Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 03rd November 2008.
- Critical Review of Risk Assessment Report and Air Modelling for CEC Application Submitted by Westlake Trinidad Unlimited for the Construction and Operation of a Proposed Ethylene and Polyethylene Complex in Point Lisas. CEC1563/2006. CH2MHILL. October 22, 2007.
- Critical Review of Westlake's Supplemental Response to the EMA. June 17, 2008.
- The installation of a natural gas distribution pipeline and pressure regulating facility for the provision of natural gas to Tamana In-Tech Park Cumuto and pipeline upgrade to Unicell Plant O'Meara Industrial Estate. CEC 1627/06. Risk Assessment Expert. 22nd September, 2006.
- The Establishment of a Marine Port and Fish-Landing Facility at Galeota, Trinidad. (CEC 1283/05). Risk Assessment Expert and Oceanography & Coastal Modelling Expert. 12th December, 2005.
- National Hazardous Waste Inventory. EMA/CEHI 2004-2008.
- Reforestation scheme: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Social impact assessment: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Watershed Vulnerability Assessment using the WRASTIC Approach for Trinidad and Tobago (Presented at 19th CWWA Conference, Grenada, 2010).

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MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

- Needs Assessment Consultation Report: EMA Compliance Assistance Programme - Biodiversity. Howard P. Nelson. 19.04.2010.
- Non-point Source Pollution Management Programme. EMA 2011.
- Development of the Ambient Water quality Standards for Trinidad and Tobago, Phase I. final Report, July 2014. University of the West Indies, St. Augustine, 2014. EMA/UWI.
- Environmental Assessment of the Quarry Sector: Final Report to the Environmental Management Authority. Prepared by GISCAD Limited, July 2014.EMA/GISCAD, 2014.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Final Report. August 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Diagnostic Report. June 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Review of Legislation and Policy Relevant to Environmental Management And Sustainable Development in the Context Of Climate Change, Final Report. February 2015. EMA / IDB / De Romilly & De Romilly /.
- Review and assessment of Mixing Zone Study (MZS). CEC4195/2014. ABP Marine. June 2016.
- Review and assessment of Mixing Zone Study (MZS). CEC3047/2011. ABP Marine. June 2016.

Section 9 (1) (g)

Reports prepared within the EMA 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.

- Field Survey Handbook: Matura ESA Participatory Biological Baseline Survey 2005-2007.
- Van den Eynden, V. et al. 2007. Matura National Park ESA Participatory Biological Baseline Survey. The University of the West Indies. St. Augustine.
- Ivan Laughlin 2004. Boundaries of The Aripo Savannas Strict Nature Reserve.
- Ali Deonanan & Associates Ltd 2005. Boundaries of the Nariva Swamp Managed Resource Protected Area.
- Ali Deonanan & Associates Ltd, Boundaries of Proposed Environmentally Sensitive Area Buccoo Reef, 2010.
- Fourth National Report of Trinidad and Tobago to the Convention on Biological Diversity, 2010. The Cropper Foundation.
- Trinidad and Tobago Forest Cover Inventory Maps, 2010. United States Department of Agriculture Forestry Service. International Institute of Tropical Forestry. EMA.

Section 9 (1) (h)

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

MINISTRY OF PLANNING AND DEVELOPMENT

ENVIRONMENTAL MANAGEMENT AUTHORITY UPDATED PUBLIC STATEMENT—Continued

The Audit Reports prepared by the Auditor General's Department.

Section 9 (1) (i)

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

- Strategic Plan 2003 – 2008
- Strategic Plan 2010 – 2014
- Strategic Plan 2017 – 2021

Section 9 (1) (j)

Statements prepared within the EMA and containing policy directions for the drafting of legislation.

National Environment Policy
National Environmental Action Plan

Section 9 (1) (k)

Report of tests carried out within EMA on a product for the purpose of purchasing equipment.

At this time, we have no reports of tests carried out within the EMA on a product for the purpose of purchasing equipment.

Section 9 (1) (l)

Environmental impact statement prepared within the EMA.

At this time, we have no environmental impact statements prepared within the EMA.

Section 9 (1) (m)

Valuation reports prepared for the EMA by a valuator

Valuation Report of a Property at Lot Nos. 52-52a Mulchan Seuchan Road, Chaguanas
Valuation Report of a Property at No.8, Elizabeth Street, St. Clair
Valuation Report of a Property at Lots 4A and 5 Trincity Business Park, Trincity



**Ministry of Community Development,
Culture and the Arts**

**UPDATED PUBLIC STATEMENT OF THE
MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2020
in Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999,
Chapter 22:02, Laws of Trinidad and Tobago (FOIA)**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Community Development, Culture and the Arts is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Community Development, Culture and the Arts.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Community Development, Culture and the Arts;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Community Development, Culture and the Arts and such information is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 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)

The function and structure of the Ministry of Community Development, Culture and the Arts.

Establishment of the Ministry of the Community Development, Culture and the Arts

The Ministry of Community Development, Culture and the Arts was established in September 2015 through an amalgamation of the following Ministries: the Ministry of Community Development, the Ministry of the Arts and Multiculturalism, and the Ministry of National Diversity and Social Integration.

Administrative Structure of the Ministry of Community Development, Culture and the Arts

The Ministry of Community Development, Culture and the Arts inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

Ministry's Departments and Units:

- | | | |
|--|---|----------------------------------|
| • Minister's Secretariat | • Permanent Secretary's Secretariat | • General Administration Unit |
| • Human Resources Unit | • Finance and Accounts Unit | • Internal Audit Unit |
| • Grants Unit | • Information Technology Unit | • Corporate Communications Unit |
| • Policy and Planning Unit | • Project Management Unit | • Legal Services Unit |
| • Library Services Unit | • Best Village Unit | • Regional Complexes |
| • Transformation and Development Centres | • Planning and Implementation Unit | • Procurement Unit |
| • Research Unit | • Community Mediation Services Division | • Community Development Division |
| • Culture Division. | | |

Agencies/Statutory Bodies:

- | | | |
|--|--|--|
| • Carnival Institute | • Napanima Bowl | • National Academy for the Performing Arts |
| • National Association of Village and Community Councils | • National Carnival Commission | • National Museum and Art Gallery |
| • National Philharmonic Orchestra | • National Steel Symphony Orchestra | • National Theatre Arts Company |
| • Queen's Hall | • Southern Academy for the Performing Arts | • Village Councils. |

Wholly Owned Enterprises:

- | | |
|----------------------------------|--|
| • Export Centres Company Limited | • National Commission for Self Help Limited. |
|----------------------------------|--|

DIVISIONS/ UNITS

General Administration Unit

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the procurement of goods and services and ensures that the material requirements of the Ministry of Community Development, Culture and the Arts are supplied. This Unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

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Human Resources Unit

This Unit is responsible for the management of all human resource functions of the Ministry of Community Development, Culture and the Arts in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.

Finance and Accounts Unit

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Community Development, Culture and the Arts and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

Internal Audit Unit

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

Facilities Management Unit

The Facilities Management Unit is responsible for directing, planning and arranging the operational accommodation, including offices, building and equipment as well as maintenance of projects, ground operations and security.

Grants Unit

This Unit provides grants to community-based organisations, faith-based organisations, cultural and non-governmental organisations and individuals in support of projects that contribute to building the community, cultural, religious and creative society of Trinidad and Tobago. Funding is disbursed via one of the following: The Community Action For Revival and Empowerment (C.A.R.E) Fund; The Culture and Creative Arts Fund; and The National Days and Festivals Fund.

Information Technology Unit

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

Corporate Communications Unit

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

Research Unit

The Research Unit has the following responsibilities:

- To collect, analyse and evaluate data;
- To liaise and collaborate with other Research Units in Government Ministries and Departments to prepare status and achievement reports;
- To monitor the performance of State Enterprises and Statutory Boards under the remit of the Ministry to ensure that these enterprises successfully execute their mandates and maximise value for money for the national stakeholders and shareholders.

Project Management Unit

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

Legal Services Unit

This Unit provides legal advice and representation to the Executive Management and other Divisions of the Ministry on matters related to the Ministry's operations. The Legal Services Unit is involved in, inter alia, the preparation and review of contracts between the Ministry and its external stakeholders. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

Library Services Unit

This Unit is responsible for storing, cataloguing and recording literature, including texts, periodicals, newsletters and other documents to be used by staff of the Ministry.

Planning and Implementation Unit

This Unit is responsible for the administration of Transformation and Development Centres, the subventions to fourteen (14) Non-governmental Organisations and undertakes research and performs monitoring and evaluation functions for the Ministry.

Policy and Planning Unit

The Policy and Planning Unit provides strategic direction to the Ministry of Community Development, Culture and the Arts as it relates to policy formulation and review, and the transformation and continuous improvement of the community sector.

Procurement Unit

The Procurement Unit is responsible for the acquisition of goods, works and services for the Ministry. Its functions include:

- Maintain and update annually standing lists of registered tenderers required by the procuring entity;
- Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest;
- Co-ordinate the receiving and opening of tender documents;
- Co-ordinate the evaluation of tenders, quotations and proposal;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2020

- Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees;
- Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts; and
- Act as a secretariat to the tender, procurement and disposal committees.

Community Mediation Services Division

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- **North Main Mediation Centre (Port of Spain)**
1st Floor Jobco Building, #51-55, Frederick Street, Port of Spain
Tel: 625-2819, 625-6768, 225-4267 Fax: 625-3911

Community Mediation Centres are located at:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Central Main Mediation Centre (Cunupia)
#282 Old Southern Main Road,
Warrenville, Cunupia
Tel: 693-2831, 693-2342, 693-2568, 693-2955
Fax: 693-1606 • San Juan Mediation Sub-Centre
MTS Plaza,
Aranguez Main Road,
Aranguez
Tel: 638 8133, Fax: 638-8143 • Head Office Community Mediation Services Division,
1st Floor, Jobco Building,
51-55 Frederick Street, Port of Spain
Tel.: 225-4267, Tel./Fax.:625-3911 | <ul style="list-style-type: none"> • South West Main Mediation Centre (Point Fortin)
#63 Main Road, Point Fortin
Tel: 648-2810, 648-2888
Fax: 648-4739 • Couva Mediation Sub-Centre
Social Services Centre,
Camden Road,
Couva
Tel/Fax: 679-3660, 636-4453 Ext.109 • Tunapuna Mediation Sub-Centre
Tunapuna Regional Social Services Centre,
#107 Eastern Main Road, Tunapuna
Tel: 497-1861 |
|--|---|

Community Development Division

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Community Development Division	Jobco Building, 51-55 Frederick Street, Port of Spain	623-6929
Caroni	Warrenville Regional Complex	693-2087
Nariva/Mayaro	Ramsuair Building, Lot 11 Napanima/Mayaro Road, Rio Claro	644-0849
St. Andrew/St. David	358 Brierley Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473
St. Patrick West	20, Agard Street, Point Fortin	648-4966
Victoria East	Marison Building, High Street, Princes Town	655-2252
Victoria West	Mon Repos Regional Complex, San Fernando	657-7075

Regional Complexes	Address	Phone
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Barataria Regional Complex	3rd Avenue, Barataria	638 - 2585
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	LP, #89 Upper Laventille Road, East Dry River, Port of Spain	627-8724
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos. 1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-2371
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

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Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plaisir Road, Cunupia
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise
Caroni Community Centres	Address	Caroni Community Centres	Address
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jerningham Junction Community Centre	Comer Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tullock Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, Las Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratane Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance, Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Forbes Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todd's Road Community Centre	Main Road, Todd's Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo
Nariva/Mayaro Community Centres	Address		
Biche Community Centre	Baptiste Street, Settlement Village, Biche		
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd		
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant		
Cushe Community Centre	21 ¼ m.m. School Street, Cushe Village, Cunapo Southern Main Road		
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro		
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro		
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare		
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare		
Liberville Community Centre	Old Mayaro Road, Liberville		
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro		
Navel Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro		
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro		
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro		
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro		
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162		
St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	Mc Guilvary Road, Sangre Grande	Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana	Cunaripo Community Centre	Guaioco Tamana Road, Cunaripo
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Guaioco Tamana Community Centre	Guaioco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	Valequez Road, Guaioco Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Guaioco Tamana Road, Nestor
North Eastern (Duranta Gardens)	Lantana Ave, Sangre Grande	North Manzanilla Community Centre	North Manzanilla Road
Plum Mitan Community Centre	7 1/4 mm Plum Mitan Main Road	Rampanalgas Community Centre	Paria Man Road, Balandra
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito	Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road	Upper Sangre Grande Community Centre	EMR, Upper Sangre Grande
Valencia Community Centre	Quare Road, Valencia	Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche
St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffer Street, Bamboo Grove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West	Brasso Seco Community Centre	LP #51-1 Lalaja, School St, Paria Rd via Arima
Brazil Community Centre	LP #51, Transport St, Brazil Village, Arima	Cane Farm / Kandahar Community Centre	Crown Street, Tacarigua
Carapo Community Centre	Carapo Main Road, Arima	Caura Activity Centre	LP #137, Caura Royal Road, Caura
Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur	Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie	El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	5th Street, Five Rivers	Heights of Aripo Community Centre	Aripo Village, Arima
La Fillette Community Centre	Cor Centenary St, Paria Main Rd	La Esmeralda Community Centre	Esmeralda Drive, La Esmeralda
La Seiva Community Centre	Centre Trace, La Seiva, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Lopinot/La Pastora Community Centre	Lopinot Road, Arouca
Maracas Bay Community Centre	Grand Fond Road, Maracas Bay	Mt. Pleasant/Calvary Hill	Herde Lands, Savannah Road, Arima
Maracas Valley Community Centre	Corner El Chorro Rd and Royal Rd	Malabar Community Centre	LP #51 Holly Belaudier Place, Phase 4 Malabar
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo	Mome La Croix Community Centre	LP #212 Mome La Croix Village via Blanchisseuse Rd, Arima

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Pinto Road Community Centre Red Hill Community Centre Spring Village Community Centre	Pinto Road #1, Arima Settlement Road, Red Hill, D'Abadie LP #55 Kalpoo Street, Valsayn	Real Spring Community Centre San Raphael Community Centre St. Augustine, South Community Centre	LP #531 NUGFW Housing Develop'l, Valsayn Arena Road San Raphael Village, Arima Freeman Road, St. Augustine
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St. George East Community Centres	Address	St. George East Community Centres	Address
St. Joseph Community Centre Tacarigua Community Centre Tunapuna Community Centre Wharf Trace Community Centre	Market Street, St. Joseph Bally Street, Tacarigua Cor Centenary St and Priority Bus Route Wharf Trace Maracas, St. Joseph	Surrey Community Centre Talparo Community Centre Upper Malabar Community Centre	LP #68 Lopinot Road, Surrey Village LP 151 Todd's Station Road, Talparo LP 21 Malabar/Main Rd, Malabar, Arima

St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguuez Community Centre Bamboo Grove #3 Community Centre Beausejour Community Centre Belle Vue Community Centre Bourg Mulatresse Community Centre	Mahelal Trace, Aranguuez 17 2nd St, Bamboo Grove Settlement #3 Blue Basin Road Diego Martin LP 9 Belle Vue Trace, Long Circular Rd Bourg Mulatresse, Lower Santa Cruz	Bagatelle Community Centre Barataria Community Centre Beetham Community Centre Belmont Community Centre Cantaro Community Centre	Bagatelle Road, Diego Martin Lower 6th Avenue Extension, Barataria Phase 4, Beetham Gardens 47 Jemingham Avenue, Belmont Comer James and Charles Streets, Cantaro Vge Upper Santa Cruz 1 Jasper Ave, Diamond Vale, Diego Martin
Cascade Community Centre Chinapoo Community Centre El Socorro Central Community Centre Gasparillo Santa Cruz Community Centre	Cascade Valley Road Laventille Ext. Rd, Chinapoo Village Morvant Straker Trace, El Socorro Extension, San Juan LP#53 El Carment Rd, Gasparillo Village, Santa Cruz	Central Diego Martin Community Centre Cocorite Community Centre Febreau Community Centre George Street Community Centre	Lady Hochoy Circular, Waterhole Laventille Road, Febreau Vge, San Juan 69-81 George Street, Port of Spain
Gonzales Community Centre	4 Upper Quarry Circular Rd, Gonzales	La Pastora / Susconusco	Comer Capriata and La Pastora Road, Upper Santa Cruz
La Seiva Community Centre Lower St. Barb's Community Centre Malick 6th Avenue Community Centre	Rifle Range Rd, La Seiva, Maraval 15 Lower St. Barb's, Belmont Princess Royal Avenue, 6th Avenue Malick, Barataria	Laventille Extension Community Centre Mailagual Community Centre Mango Rose Community Facility	7 Angelina Terrace, Never Dirty Rd, Morvant Bushe Street (North) Petit Bourg Cor. Duke and Piccadilly Streets, PoS
Maraval Community Centre Mon Repos, Morvant Community Centre Moseley Place Community Centre Mt. Hope / Mt. Lambert Community Centre Patna / River Estate Community Centre	Morne Coco Road, Maraval Mon Repos Road, Morvant No. 1 Moseley Place, Port of Spain Community Drive, Mt. Hope Corner North Post Road and Fuller Streets, River Estate, Diego Martin	Misir Community Centre Morvant Central Community Centre Mt. D'Or Community Centre North Diego Martin Community Centre Petit Valley Community Centre	St. Francois Valley Road, Morvant Plover Street Morvant Mt. D'Or Road, Champ Fleurs Church Street, Diego Martin Quarry Road, Petit Valley
Picton Community Centre Shende Street Community Centre	19 Picton Road, Laventille LP#73 Shende Street, Ext. Sunshine Avenue, San Juan	Sea Lots Community Centre Simeon Road Community Centre	Production Avenue, Sea Lots 2 Sparrow Drive, Petit Valley
Sogren Trace Community Centre South Port of Spain Community Centre St. Barb's Central Community Centre Straker / Silk Cotton Community Centre Trou Macaque Community Centre Upper Bourmes Road Community Centre Upper Morvant / Pelican Ext. Upper Seventh Avenue, Malick	Sogren Trace, Upper Laventille Rd 69-81 George Street, Port of Spain Upper St. Barb's Road, Belmont Picton Road, Laventille Cor. Trou Macaque & Pelican Ext, Laventille Upper Bourmes Road, St. James Pelican Extension Road, Morvant Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick	South Diego Martin Community Centre Spree Simon Relief Centre St. Joseph Road Community Centre Success Central Community Centre Upper 9th Avenue Community Centre Upper La Canoa Community Centre Upper Red Hill Community Centre	Senior Street, Four Roads, Diego Martin LP2 Picton Rd, Laventille 25 St. Joseph Road, Port of Spain Marcella St, Success Village, Laventille Cipriani Avenue, 2nd Caledonia Upper La Canoa Rd, Lower Santa Cruz Corbin Terrace, Upper St. Barb's Road

St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre Bunsee Trace Centre Cedros Community Centre Clarke Rochard Community Centre Erin Community Centre Granville Community Centre Katwaroo Trace Community Centre Lachoo Road Community Centre Lot 10 Community Centre Mon Desir Community Centre Mulchan Trace Community Centre Palo Seco Los Charos Community Centre Penal Central Community Centre Rancho Quemado Community Centre Siparia Community Centre South Oropouche Community Centre Thick Village Community Centre Vance River Community Centre	Ackbar Trace, Siparia Old Road Bunsee Trace, Penal Bonasse Village, Cedros Rochard Road, Penal St. Francis Village, Erin Syphoo Trace, Granville Village, Cedros Katwaroo Trace, Penal Lachoo Road, Penal Lot 10 Village, Parrylands Road, Guapo Mondesir Delhi Road, Fyzabad Mulchan Trace, Penal SS Erin Road, Palo Seco Community Centre St. Clarke Rd, Penal SS Erin Road, Rancho Quemado Grell Street, Siparia Tito Hill, South Oropouche Thick Village, Siparia Old Road No.1 Alexander Street, Vance River Village, La Brea	Buenos Ayres Community Centre Cap-de-Ville Community Centre Chatham Community Centre Dalley's Village Community Centre Fanny Village Community Centre Guapo Community Centre La Brea Community Centre Los Bajos Community Centre Mendez Community Centre Morne Diablo Community Centre New Village Community Centre Palo Seco Settlement Penal Rock Road 4 mm Rousillac Community Centre Sobo Community Centre Techier Community Centre Timital Community Centre Vessigny Community Centre	Jackson Trace, Buenos Ayres School Street, Cap-de-Ville, Main Rd Beach Road, South Chatham Community Centre Street, Santa Flora 'E' Street, Fanny Village, Point Fortin Gonzales Village, Guapo, Point Fortin Point D'Or, Point Sable Road, La Brea Shearer Street, Los Bajos Mendez Village, via Siparia Scotts Road, Morne Diablo Pilgrim Street, New Vge Pt. Fortin Wilson Street, Beach Road, Palo Seco 31 1/2 m.m. Rock Road Happy Hill Road SMR, Rousillac Sobo Main Rd, Sobo Village, La Brea Techier Main Rd, Techier Village, Point Fortin Timital, Pluck Road Vessigny Village

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2020

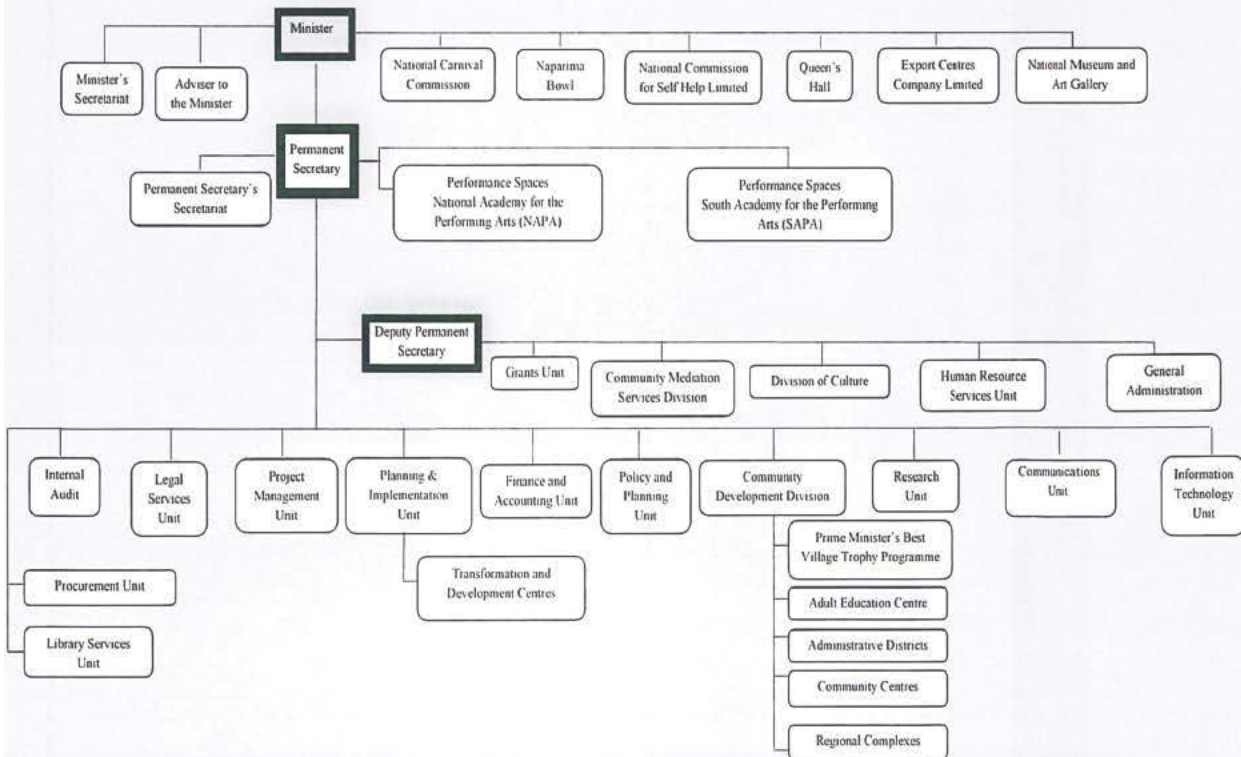
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseterre Community Centre	1827 Basse Moruga Road, Basseterre	Cunjal Community Centre	237 Cunjal Road, Barrackpore
Gran Chemin Community Centre	Cor. La Relreat & Moruga Rd, Gran Chemin, Moruga	Hardbargain Community Centre	Sister's Road, Dyer V'ge Hard Bargain
Hindustan Community Centre	Hindustan Road, New Grant	La Gloria Community Centre	Mc Clean Trace, New Grant
La Lune Community Centre	40G La Lune Village, Moruga	Lengua Community Centre	St. Croix Road, Lengua
Lower Brother's Road Community Centre	1mm Torrib Tabaquite Road, Brother's Rd, Rio Claro	Manahambre Community Centre	2nd Brothers Hope Road, Manahambre
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¾ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Corner Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumulo Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville

Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Morne Community Centre	7 Hibiscus St., Petit Morne Settlem't, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Gr'd Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Morne Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

Culture Division

The mandate of the Culture Division is to support and guide the development of the artistic manifestations of our culture through the support of the work of cultural and religious organizations, national cultural organisations as well as deserving individuals. The Division also bears the responsibility for the oversight and management of the National Steel Symphony Orchestra, National Philharmonic Orchestra and the National Theatre Arts Company.

ORGANISATIONAL CHART OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS



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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2020

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues/Brochures;
8. News releases and speeches originating in the Ministry;
9. Documents related to the strategic review of the Ministry;
10. Cabinet Documents – Notes and Minutes;
11. Policy and procedure documents;
12. Registers of internal and external correspondence;
13. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
14. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
15. Inventories and listings;
16. Periodicals and publications;
17. Board and Management Committee Appointments;
18. Legislation and legal instruments;
19. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Technical;
20. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications;
21. Files dealing with training, local and foreign and technical cooperation;
22. Minutes of Board and Management Meetings;
23. Books and journals; and
24. Files dealing with official functions, conferences and events hosted and attended by the Ministry.

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection.

Currently on the Ministry's website the following documents are available for publication or inspection:

- I. Carnival Trinidad & Tobago Style, The Blueprint, Draft
- II. Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014
- III. 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

All general information can also be sourced at the Ministry's website at <http://www.cdca.gov.tt>

SECTION 7 (1) (a) (iv)

Literature available by subscription.

Not applicable at this time.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the Ministry of Community Development, Culture and the Arts.

1. How to request information**• General Procedure**

The policy of the Ministry of Community Development, Culture and the Arts is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

• Addressing Requests

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Community Development, Culture and the Arts.

The Designated Officer is:

Ms. Ann Belmontes
Research Officer II
Ministry of Community Development,
Culture and the Arts
Level 8, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 623-7066 ext. 5200 Fax: 627-1941

The Alternate Officer is:

Mr. Kevon Swan
Director, Legal Services
Ministry of Community Development,
Culture and the Arts
Level 18, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 623-7065 ext. 5157

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- **Details in the request**

An applicant 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. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

- **Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Community Development, Culture and the Arts or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

2. Responding to your Request

- **Retrieving Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish copies of documents only when they are in its possession.

- **Furnishing Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note that the Ministry of Community Development, Culture and the Arts is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits

- **Time Allowed**

The Ministry of Community Development, Culture and the Arts 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.

- **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

4. 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 a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)

The Designated Officer in the Ministry of Community Development, Culture and the Arts is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

The Designated FOI Officer is:

Ms. Ann Belmontes
 Research Officer II
 Ministry of Community Development,
 Culture and the Arts
 Level 8, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 623-7066 ext. 5200 Fax: 627-1941

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising the public authority.

- Board of Commissioners, National Carnival Commission (NCC) of Trinidad and Tobago;
- Board of Management, Naparima Bowl;
- Board of Management, Queen's Hall; and
- Board of Management, National Museum and Art Gallery.

Management Committees for the following Agencies/Bodies:

- National Academy for the Performing Arts (N.A.P.A.); and
- Southern Academy for the Performing Arts (S.A.P.A).

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SECTION 7 (a) (viii)

The provision of a library or reading room by the public authority for use by members of the public.

Not applicable at this time.

SECTION 8 STATEMENTS**SECTION 8 (1) (a) (i)**

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Laws of the Republic of Trinidad and Tobago: Civil Service Act and Regulations, 1966, Chapter 23:01
- Laws of the Republic of Trinidad and Tobago: Public Service Commission Regulations, 1966, Chapter 88:01
- Laws of the Republic of Trinidad and Tobago: Exchequer and Audit Act Chapter 69:01
- Pensions Act Chapter 23:52 and amendments thereto
- Financial Regulations
- Freedom of Information Act, Chapter 22:02, Act 26 of 1999
- Napanima Bowl Act Chapter 40:51
- National Carnival Commission of Trinidad and Tobago Act Chapter 42:01
- Queen's Hall Act Chapter 40:50
- National Museum and Art Gallery Act Chapter 40:52
- National Carnival Bands Association of Trinidad and Tobago Act No. 27 of 2007
- Trinbago Unified Calypsonians' Organisation Act No. 33 of 1998
- Pan Trinbago Act No. 5 of 1986.

Some of these documents can be purchased from the Government Printer or accessed online via www.tparliament.org, www.legalaffairs.gov.tt or www.ttconnect.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.

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

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.

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

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

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (b)

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Community Development, Culture and the Arts 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 the Ministry of Community Development, Culture and the Arts or to the responsible Minister of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (d)

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Community Development, Culture and the Arts to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Community Development, Culture and the Arts or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

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SECTION 9 (1) (e)

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Community Development, Culture and the Arts by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

SECTION 9 (1) (f)

Any report prepared for the Ministry of Community Development, Culture and the Arts by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme
- Carnival Management Models
- Carnival Governance and Financing Model.

SECTION 9 (1) (g)

Any report prepared within the Ministry of Community Development, Culture and the Arts 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.

- Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014.

SECTION 9 (1) (h)

Any report on the performance or efficiency of the Ministry of Community Development, Culture and the Arts, or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2010/2011 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2011/2012 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration
- The Annual Reports: 2013/2014 of the former Ministries of the Arts and Multiculturalism, Community Development and National Diversity and Social Integration
- The Annual Reports: 2014/2015 of the former Ministries of the Arts and Multiculturalism and Community Development.
- The Annual Report: 2015/2016 of the Ministry of Community Development, Culture and the Arts
- The Annual Report: 2016/2017 of the Ministry of Community Development, Culture and the Arts.

SECTION 9 (1) (i)

Any report containing:

- Final plans or proposals for the re-organisation of the key functions of the Ministry of Community Development, Culture and the Arts;
 - The establishment of a new policy, programme or project to be administered by the Ministry of Community Development, Culture and the Arts; and
 - The alteration of an existing policy, programme or project administered by Ministry of Community Development, Culture and the Arts, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry of Community Development, Culture and the Arts or Cabinet.
- o Interim Arrangement for the Management of Community Centres
 - o Development of a Cultural Policy (Draft)
 - o Formulation of a Grants Policy (Draft)
 - o National Policy on Sustainable Community Development.

SECTION 9 (1) (j)

Any statement prepared within the Ministry of Community Development, Culture and the Arts and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (k)

Any report of a test carried out within the Ministry of Community Development, Culture and the Arts on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (l)

Any environmental impact statement prepared within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (m)

Any valuation report prepared for the Ministry of Community Development, Culture and the Arts by a valuator, whether or not the valuator is an officer of the Ministry.

There are no reports or statements to be published under this section at this time.

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NOTICE

TO ALL SHAREHOLDERS OF TRINIDAD FREEHOLDS LTD.

NOTICE that pursuant to Section 337(1) and Section 337C(2) and (3) of the Companies Act, Chapter 81:01 (as amended by the Companies (Amendment) Act No. 6 of 2019) the following shareholders are required by law to submit a declaration to the company confirming their interest as shareholders in the company, TRINIDAD FREEHOLDS LTD.:

LIST OF SHAREHOLDERS

Estate of Marjorie Abel	Virgina Ghergo	Peggy Parker
Estate of Kathleen Aspinall	David Greig	Harold De Pass
Elizabeth Baker	James Greig	Beryl Paterson
Alison Banner	Norman Greig	Ernest Augustus Percival
Estate of Walter Blackie	Robert Greig	Estate of Guy Ponsonby
Doreen Blackman	Estate of Adele Gertrude Greig	Alexander Rae
Angela Marie Boiteaux	Hal Grieve	Ewing Rae
Trevor Bowring	John Robert Grieve	Robert Rae
Marjorie Brown	Walter Grieve	John Rapass
Ruth Bulkeley	Mordo Neal Hay Mc. Cleod	Elsie Irene Rapsey
Dennis Casey and Thomas Harris	Henry Limited	Estate of Edward Inskip Reid
John Pius L. O'Reilly Cicconi	John Hutson	Elizabeth Rurdy
Marie Cipriani	Sheila Jewell	Estate of Ludwig Scott
Estate of Albert Cipriani	Estate of Jessie Johnstone	Charles Sealy
Jerram Bovell Connell and Herman Paul Urich	Kenwil Limited	Garvin Shanks
Estate of Nancy Constad	Estate of Albert Kerr	Estate of Henry Foderingham Smith
David Da Costa	Edith Kimble	Ciceley Thomas
Simon Darnley Da Costa	Axel Linblad	Estate of Enid Thomas
Estate of Florence Daniels	Margaret Macgillivray	Estate of Arthur Turnball
Gervasse Disney	Estate of George Manning	Weavers Limited
John Disney	Francis Meynell	Estate of John Wilkson
Estate of Alice Dunn	David Mc Curdy	Estate of Rudolph Wupperman
Jean Constance Fraser	Estate of Robert Jesse Miller	Barbara Zimmer
Margaret Elaine Fraser	Estate of Constance Emily O'Neal	
Estate of Donald Fraser	Estate of Sir Lennox O'Reiley	
Ann Christine French	Robert Gordon O'Reiley Apison	

AND FURTHER TAKE NOTICE that ALL shareholders must immediately contact the company to submit either Form 41 or Form 42 certified declaration and must provide updated information, photo identification and proof of ownership of the said shares.

And also further take notice that Section 337C(5) of the Act provides severe penalties and imprisonment for failure to comply.

Please contact the Company at No. 1 Abercromby Street, Port-of-Spain, Trinidad, Republic of Trinidad and Tobago, Phone No. 625-3710 extension 126 between the hours of 8.00 a.m.–3.00 p.m. on any weekday or send an email to trinidad.freeholds@gmail.com

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