



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1199

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: NATIONAL UNION OF GOVERNMENT AND
FEDERATED WORKERS
No. 145–147 HENRY STREET
PORT-OF-SPAIN

Name and Address of Employer: ALBROSCO COMPANY LIMITED
37F, O'MEARA INDUSTRIAL ESTATE
ARIMA

TAKE NOTICE that on the 8th November, 2021, the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit comprising of the “monthly, fortnightly and weekly paid” employees of Albrosco Company Limited.

Dated this 19th day of November, 2021.

B. TAITT
Secretary, Registration Recognition
and Certification Board

1200

LICENSING SESSION

PRINCES TOWN

RETURN OF Applications for Licensing Committee's Certificate for New Licences in the Region of Princes Town Licensing Area, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session will be held at the Princes Town District Court on THURSDAY THE 16TH DAY OF DECEMBER, 2021 at 10.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Sasha Rampersad ...	No. 71 Main Road Palmiste, Longdenville Chaguanas	Samuel Lawrence Road Moruga	Until 31st March, 2022
Spirit Grocer's			
Safiyah Mohammed- Ramoutar ...	No. 534B Jordan Hill Cipero Road, Princes Town	No. 205 Naparima-Mayaro Road St. Julien Junction, Princes Town	do.
Yi Zhuang Corner St. Croix and Naparima-Mayaro Road Princes Town	Corner St. Croix and Naparima-Mayaro Road Princes Town	do.
Ashanta Nanan Light Pole No. 257, Khan's Avenue, Garth Road Princes Town	No. 256B Mt. Stewart Village Princes Town	do.

Dated this 3rd day of December, 2021 at the Princes Town District Court.

Secretary, Licensing Committee
Region of Princes Town



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2020 OF
THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Caribbean Industrial Research Institute (CARIRI), 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 official documents (with exemptions) held by the Caribbean Industrial Research Institute.
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)

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological and business support services to private and public sector organizations locally and regionally.

The Institute's mission is:

"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."

The Institute's major functions include:

- Provision of technical support services to public and private industrial enterprises;

- Collection and dissemination of technical information;
- Undertaking analytical work;
- Provision of materials testing services;
- Provision of engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- Undertaking economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;
- Providing environmental monitoring services inclusive of testing and consultancy;
- Provision of business support and advisory services to new and existing businesses;
- Engaging in research programmes related to the needs of Trinidad and Tobago and the Caribbean region.

The Board of Management is appointed by the President of the Republic of Trinidad and Tobago, and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and ninety (190) persons and is headed by a Chief Executive Officer.

OPERATIONAL DEPARTMENTS

The Caribbean Industrial Research Institute operates from three (3) locations - UWM Campus, St. Augustine, Trincity West Industrial Estate, Macoya and Innovation Drive, Freeport.

The key focus areas are:

- Food Technology
- Analytical Chemistry
- Microbiology
- Petroleum and Sustainable Energy
- Industrial Materials
- Metallurgy
- Environmental Management
- Air Quality
- Information and Communication Technology
- Business Advisory and Support
- Innovation and Entrepreneurship

CARIRI is comprised of the following Divisions as shown in the Organizational Chart

- Corporate Services
- Research Development and Innovation
- Analytical and Engineering Services
- Contract Processing

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UPDATED PUBLIC STATEMENT 2020 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED

Analytical Chemistry

This Laboratory provides a wide range of testing and consultancy services:

Analytical Chemistry

- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals
- Chemicals re conformance to specified requirements
- Environmental contaminants
- Toxicology
- Effluent – both industrial and from domestic wastewater treatment plants
- Pesticide residue

Food Microbiology

- Analysis of food products
- Analysis of potable water
- Analysis of beverage
- Cosmetic analysis
- Analysis of recreational water
- Analysis of dialysis water

Environmental Microbiology

- Analysis of waste water / effluent
- Analysis of indoor air samples
- Biological Oxygen Demand
- Environmental swabs

Food Technology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is therefore to provide general and laboratory based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and Process Development
- Plant and Quality Audits
- Feasibility studies – technical feasibility and plant layout
- Troubleshooting
- Development and Implementation of Quality Management Systems
- Provision of technical assistance to entrepreneurs and small and medium scale processors in the agro-processing sectors
- Training in food production techniques
- Food Safety

- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory Evaluations
- Raw Material Assessment
- Post-harvest Technology
- Waste Utilisation

Business Advisory & Support Services

- Idea Advisory Services
- Innovation Gap Analysis
- Hatchery
- Business Incubation
- App Development and Testing

Environmental Services

There is a growing demand for specialized environmental services both in an advisory capacity as well as for use by the regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) –management program
 - stack testing
- Stack Monitoring
- Environmental Engineering Consulting, including:
 - waste management
- Sewerage Treatment Plants
 - effluent monitoring
 - recreational water quality in streams, rivers and beaches
- Noise Monitoring

Industrial Materials Unit

This Department provides a number of services to the construction and heavy industries and serves a wide range of client from micro to large. The objectives include solving their materials technological problems and quality related issues by providing the under mentioned services:

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UPDATED PUBLIC STATEMENT 2020 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED

- Civil works
 - accredited testing of concrete products, aggregates, asphalt and concrete, etc.
- Metallurgy
 - mechanized testing, metallographic analysis of engineering failures, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro structural analysis
- Corrosion Analysis
- Physical Measurements and Calibration
- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - failure analysis
 - calibration
 - weld assessment

Petroleum and Sustainable Energy

This Laboratory provides consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy and Energy Industries Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act Chap 62:01
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes
- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Quality Services
- Calibration and Maintenance Services
- Information and Communication Technology
- Human Resources
- Accounts
- Facilities Maintenance
- Procurement /Stores
- Business Services

Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is continuously working to achieve its primary objective of positioning itself as a leading technology and technological services provider. This includes improving the competitiveness of enterprises in the manufacturing and services sectors. The Institute provides its services on a fee for service basis.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Caribbean Industrial Research Institute

The documents listed below relate to the work of CARIRI:

- *Standards, Specifications and Methods*
- *Quality Manuals*
- *Equipment Manuals*
- *Books relating to our core areas of expertise*
- *Journals*
- *Pamphlets, Newsletters, bulletins and newspaper clippings*
- *Circulars/directives issued by the Human Resource Department*
- *General Administrative Documents*
- *Miscellaneous reports, studies and surveys*
- *Client reports*
- *Financial records*
- *Internal and external correspondence files*
- *Policy and procedure documents*

Section 7 (1) (a) (iii)

Material Prepared for Public Inspection

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Caribbean Industrial Research Institute
St. Augustine Campus
University of the West Indies
St. Augustine
Tel: 299-0210
Fax: 662-7177
Email: mail@cariri.com
Website: www.cariri.com

Opening hours: 8.00 a.m to 4.30 p.m., Monday to Friday.

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UPDATED PUBLIC STATEMENT 2020 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED

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

At the present time this section is not applicable.

Section 7 (1) (a) (v):**Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute.**

Applicants may request information via telephone, e-mail or in person. However, in order to access the rights afforded under the FOIA, **the request must be made in writing** on the official form *Request for access to Official Documents*, for information not available in the public domain.

Requests must be addressed to the Designated Officer of CARIRI named in section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of the FOIA, the Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

The time frame for delivery of a document, if it exists or can be found, is established under the FOIA. If CARIRI fails to meet these deadlines, the FOIA gives applicants the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI will determine whether to grant your request for access to information and notify you of the decision as soon as practicable, but no later than 30 days after the day on which the request is duly made, as required by Section 15 of the FOIA

The FOIA Fees and Charges Regulations prescribe fees related to the search, retrieval and provision of documents. The applicant will be given access to the documents within seven working days of the receipt of payment of the relevant fee. The FOIA allows the applicant a refund of fees paid, in addition to access to the requested information, if CARIRI fails to provide the information within the seven day period.

Section 7 (1) (a) (vi)**Statement Identifying Designated Officer**

The designated officer for the above-mentioned CARIRI is:

Mr. Meghnath Gosein
Executive Manager - Corporate Services
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0210 Ext 5054

Alternate Officer :
Mrs. Denise Ferguson
Human Resource Manager
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0210 Ext 5057

Section 7 (1) (a) (vii)

Presently, there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this Section of the FOIA

Section 8 STATEMENTS**Section 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws or schemes administered by CARIRI not being particulars contained in another written law.**

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act Chap 85:52
- Collective Labour Agreements

Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside CARIRI, or similar documents containing rules, policies, guidelines, practices or precedents:**

- *At the present time this section is not applicable.*

Section 8 (1) (b)

In enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it 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 the present time this section is not applicable.*

1201—Continued

UPDATED PUBLIC STATEMENT 2020 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED

Section 9 STATEMENTS**Section 9 (1) (a)**

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

- *At the present time this section is not applicable.*

Section 9 (1) (b)

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

- *At the present time this section is not applicable.*

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (d)

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

- *At the present time this section is not applicable.*

Section 9 (1) (e)

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

- *At the present time this section is not applicable.*

Section 9 (1) (f)

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

- *At the present time this section is not applicable.*

Section 9 (1) (g)

A report prepared within CARIRI 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:

- *At the present time this section is not applicable.*

Section 9 (1) (h)

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

- *At the present time this section is not applicable.*

Section 9 (1) (i)

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

- *Strategic Plan of the Caribbean Industrial Research Institute*

Section 9 (1) (j)

A statement prepared within CARIRI and containing policy directions for the drafting of legislation:

- *At the present time this section is not applicable.*

Section 9 (1) (k)

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

- *At the present time this section is not applicable.*

Section 9 (1) (l)

An environmental impact statement prepared within CARIRI:

- *At the present time this section is not applicable.*

1201—Continued

UPDATED PUBLIC STATEMENT 2020 OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)—CONTINUED

Section 9 (1) (m)

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

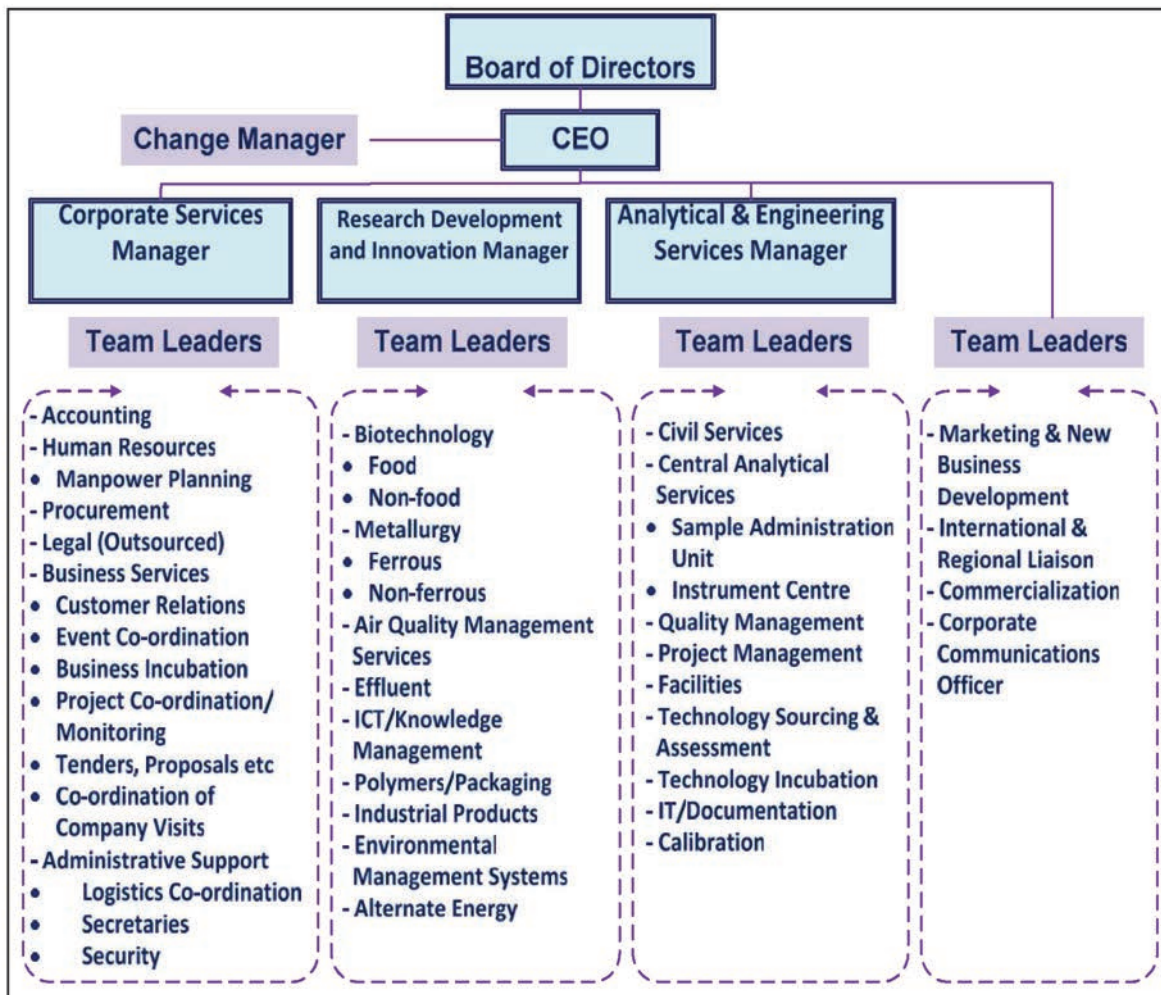
- *At the present time this section is not applicable.*

Section 13 REQUESTS FOR ACCESS

Section 13 (5)

An application for access to an official document held by CARIRI must be made to the responsible Minister, i.e. the Minister of Planning and Development.

ORGANISATIONAL STRUCTURE



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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 of the Revised Laws of Trinidad and Tobago (FOIA), the Trinidad and Tobago Housing Development Corporation (hereinafter referred to as the "HDC") is required to publish the following statements, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

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

SECTION 7 – STATEMENTS

Section 7(1)(a)(i)

Function and Structure of the HDC

The HDC is a body corporate established by the Trinidad and Tobago Housing Development Corporation Act, Chapter 33:03 of the Revised Laws of Trinidad and Tobago ("the HDC Act"). The function and duty of the HDC as set out at Section 13 of the HDC Act are to: (a) do all things necessary and convenient for or in connection with the provision of affordable shelter and associated community facilities for low and middle income citizens and residents of Trinidad and Tobago; (b) carry on any business activity that is incidental to, or which may be performed conveniently by the HDC, or which may assist the HDC in connection with its delivery of affordable shelter and associated community facilities); and (c) implement the broad policy of the Government in relation to housing as may be directed by the Minister of Housing and Urban Development from time to time.

Vision Statement

The HDC's vision is to be internationally recognised as a leader in providing innovative and affordable services and solutions for citizens of Trinidad and Tobago.

Mission

The HDC's mission is to expand the supply of affordable and quality rental home-ownership opportunities through building safe communities for the families it serves, thereby improving quality of life for residents of Trinidad and Tobago.

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

Management of the HDC

Pursuant to Section 7 of the HDC Act, the business of the HDC is managed by its Board, which shall comprise of no less than five (5) and no more than nine (9) members. The members are appointed by the President, one of whom must be appointed after consultation with the Chief Secretary of the Tobago House of Assembly. The President may also appoint two members to be Chairman and Deputy Chairman.

The Managing Director, a Corporate Secretary and a Senior Manager, Internal Audit report to the HDC Board and a Risk Manager reports to the Managing Director. The Corporate Secretary, Senior Manager, Internal Audit and Risk Manager are responsible for compliance at the HDC.

The HDC Board comprises the following Sub-Committees:

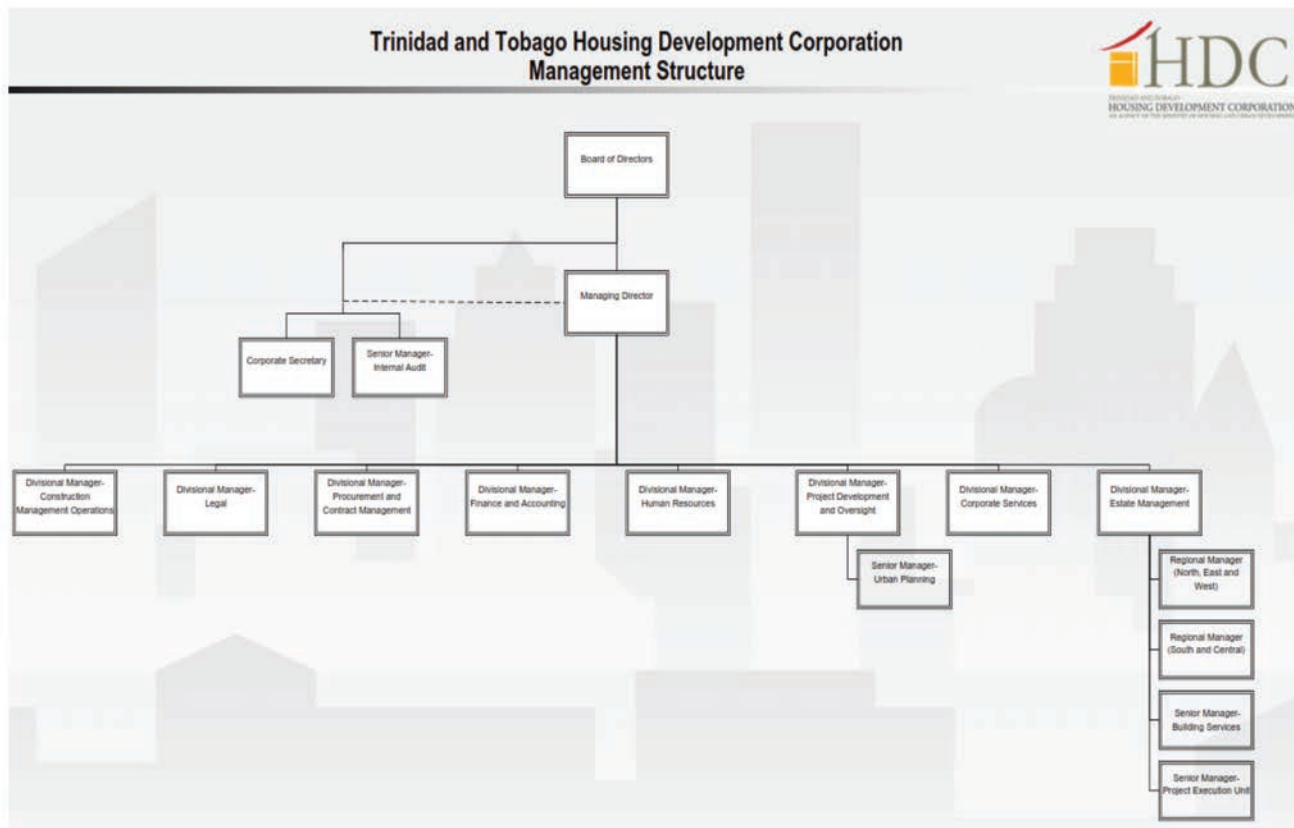
- ❖ Audit Committee
- ❖ Finance Committee
- ❖ Human Resources Committee
- ❖ Legal and Risk Committee
- ❖ Operations Committee
- ❖ Tenders Committee
- ❖ Construction Committee

The members of the HDC Board throughout this reporting period are:

- ❖ Mr. Noel Garcia - Chairman
- ❖ Mr. Keston McQuilkin - Deputy Chairman
- ❖ Mr. Kurt Salandy - Member
- ❖ Mr. Aaron Thomas - Member
- ❖ Mr. Danté Selman-Carrington - Member

Mr. Jeffrey Reyes’ and Ms. Saira Samlal-Ramlogan’s terms came to a natural end on October 2, 2021.

Management Structure of the HDC



1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

The HDC is structured with the following eight (8) Divisions:

- (1) Procurement and Contract Management;
- (2) Project Development and Oversight;
- (3) Construction and Management Operations;
- (4) Estate Management;
- (5) Corporate Services;
- (6) Finance;
- (7) Human Resources; and
- (8) Legal.

The Head/ Divisional Manager of each Division reports directly to the Managing Director.

The Managing Director

The Managing Director shall be responsible for the day-to-day management of the Corporation subject to the general directions of, and in accordance with policies laid down by the Board.

Procurement and Contract Management Division

The Procurement and Contract Management Division is responsible for the HDC's procurement of goods and services and the maintenance of the tenders and contracts portfolio. This Division monitors compliance with the HDC's Tender Rules.

Project Development and Oversight Division (PDO)

PDO is responsible for Project Planning and Development. The Division consists of a multi-disciplinary team of Land Planners, Architects, Engineers and Quantity Surveyors who have the responsibility to prepare, oversee and review all pre-construction technical components prior to tender and construction execution. The Division also provides technical expertise (Engineering, Architectural and Quantity Surveying) to the Estates Management and Construction and Management Operations Divisions in the maintenance of housing and infrastructure.

Construction and Management Operations Division (CMO)

CMO is responsible for the project and contract management of all construction projects including remedial works consequential to construction. CMO manages all stakeholder relationships through the execution, monitoring & control and close out phases of construction projects.

Estate Management Division (EMD)

The EMD manages the maintenance of the HDC's various housing communities and rental properties through a number of Area Offices located in different regions of the country, namely – Maloney, Morvant, Port-of-Spain East, Port-of-Spain West, Port-of-Spain Central and San Fernando. EMD also facilitates rehabilitation works and community enhancement projects.

Corporate Services Division

Corporate Services delivers business support services to the HDC including, Information Technology, Security and HSSE. This Division also implements the HDC's housing mandate through its Allocations, Sales and Mortgages and Rentals departments.

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

Finance Division

The Finance Division oversees and coordinates all financial operations of the HDC and is responsible for reporting accurate financial information in a timely manner.

Legal Division

The Legal Division provides legal assistance to internal stakeholders, represents the HDC at court, mitigates disputes and manages the HDC's conveyancing portfolio.

Human Resources

The Human Resources Division has conduct of policy development, HR administrative functions and employee and industrial relations.

Section 7(1)(a)(ii)**Categories of Documents in the Possession of the HDC**

- (1) Administrative files used in the daily operations of the HDC
- (2) Circulars, Memoranda, Notices and Bulletins
- (3) Complaints/ suggestion files
- (4) Contract documents, collective agreements and incidental material
- (5) Customer and client files
- (6) Documents related to the accounting and financial management function of the HDC
- (7) Documents related to conveyancing and real property transactions
- (8) Documents related to court actions involving the HDC
- (9) Documents related to HDC's housing stock and estate management
- (10) Documents related to health and safety and environment management
- (11) Documents related to the procurement of supplies, services and equipment
- (12) Engineering, Architectural and Drawing Office documents
- (13) Financial records, including payroll, management accounts, recoveries, accounts payables and audit correspondence files
- (14) Internal and External Correspondence Files
- (15) Inventory records
- (16) Legislation and Legal Instruments regulating the operation of the HDC
- (17) Maps/ Charts/ Photographs/ Compact Discs/ Removable Media
- (18) Personnel records for all categories of staff containing information on job specifications, job applications, staff appointments, performance appraisals, promotions, transfers, applications for vacation leave, resignations, retirement and death
- (19) Management Company files
- (20) Minutes and Agendas of Meetings of the Board of Directors and Sub-Committees of the Board
- (21) Policy documents
- (22) Procedural guidelines and manuals
- (23) Project reports;
- (24) Quantity Surveying documents
- (25) Records of Committees
- (26) Records of Human Resource Development and training
- (27) Tender documents
- (28) Title documents, Statutory Approvals documents
- (29) News releases and speeches originating within the HDC
- (30) Legislation and Legal Instruments

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

- (31) Registers/ Certificates/ Permits/ Licenses etc.
- (32) Safety Advisories
- (33) Surveys, Cadastral and Sub-division plans

Section 7(1)(a)(iii)**Material Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following materials between the hours of 8:00am to 4:00pm on normal working days at the Head Office of the HDC, #44-46 South Quay, Port-of-Spain:

- ❖ Building Plans
- ❖ Cabinet approved Allocation Policies
- ❖ Cadastral Plans
- ❖ Financial Statements

Section 7(1)(a)(iv)**Literature available for Subscription**

This section is not applicable to the HDC at this time.

Section 7 (1)(a)(v)**Procedure to be followed when accessing a document from the HDC****How to Request Information**

The policy of the HDC is to respond to all oral and written requests for information. However, to derive the rights given to the applicant under the FOIA (e.g. the right to challenge a decision if the request for information is refused), the applicant must make such request for information in writing. The applicant must, therefore, complete the Request for Access to Official Document(s) Form that is available at the HDC and via the HDC's website – www.hdc.gov.tt.

Addressing Party

To facilitate prompt handling of requests, please address it to the Designated Officer of the HDC (see **Section 7(1)(a)(vi)** herein for further details). Requests will be acknowledged as official when made on the prescribed form.

Details in the Request

Applicants must provide sufficient information to permit 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 not sure how to write his/her request or what details to include therein, communication with the HDC is recommended.

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 exempt under the FOIA or which is readily available to the public, either from the HDC or from another public authority, for example brochures, pamphlets, reports etc.

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

Responding to your Requests:Retrieving Documents

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

Furnishing Documents

An applicant is entitled to copies of information the HDC has in its 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, we will furnish the best copy possible and note its quality in our reply.

In treating with requests, the HDC is not obliged to create new documents. We are also not required to perform research for you.

Time LimitsGeneral

The Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request to access documents. Applicants whose requests are incomplete or unclear will be informed of the same by the designated officer who will make arrangements to meet 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, and will resume on the day the applicant confirms or alters the request.

An applicant whose request for documents is refused will be notified by the Designated Officer in writing of the reasons for the refusal. The Designated Officer will consult with the applicant about alternative courses that are open to him or her. If the HDC fails to meet the thirty (30) day deadline, the Act gives the applicant the right to proceed as though the request has been denied. The HDC will try diligently to comply with the time limit. If it appears that processing the request will take longer than the statutory limit, the HDC will acknowledge your request and advise you of the status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request to ascertain its status.

If the HDC determines that the request cannot be disclosed (refusal) then the applicant will be informed of the rights of the applicant according to Section 36A and 39 of the FOIA.

Fees and Refunds

Section 17(i) of the FOIA 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 tape, disc, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of said material.

Section 7(1)(a)(vi)

Officers of the HDC 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.

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

The Designated Officer of the HDC is:

Ms. Kimberly Molligan,
Divisional Manager, Legal
Trinidad and Tobago Housing Development Corporation
Nos. 44-46 South Quay, Port-of-Spain
Tel: (868) 684-1078 ext. 6269
Email: freedomofinformation@hdc.gov.tt

The Alternate Designated Officer:

Ms. Chael Casimire,
Attorney-at-Law
Trinidad and Tobago Housing Development Corporation
Nos. 44-46 South Quay, Port-of-Spain
Tel: (868) 684-1078 ext. 6272
Email: freedomofinformation@hdc.gov.tt

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

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

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

At present there are no library or reading room facilities. Information in the public domain can be accessed via our website – www.hdc.gov.tt.

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

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

This section is not applicable to the HDC at this time.

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.

- ❖ Annual Procurement Plan
- ❖ Emergency Response Plan
- ❖ Capitalization Policy
- ❖ Construction Performance Evaluation Policy

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC) —Continued

- ❖ Employment Policy
- ❖ ERM Policy
- ❖ Fraud Policy
- ❖ HDC Divisional Business Process Maps
- ❖ Inspections Policy
- ❖ Petty Cash Policy
- ❖ Post Construction Evaluation Policy
- ❖ Procurement Policy
- ❖ Product Evaluation Policy
- ❖ Quarantine Policy
- ❖ Remedial Works
- ❖ Remote Policy
- ❖ Training and Development Philosophy and Training Document
- ❖ Whistle Blowing Policy

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.

This section is not applicable to the HDC at this time.

Section 9(1)(a)

A report or a statement containing the advice or recommendations of a body or entity established with the HDC

This section is not applicable to the HDC at this time.

Section 9(1)(b)

A report or a statement containing the advice or recommendations, (1) of a body entity established outside the HDC by or under a written law, (2), or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the HDC or to the responsible Minister of that public authority.

This section is not applicable to the HDC at this time.

Section 9(1)(c)

A report or statement containing the advice or recommendations of and interdepartmental Committee whose membership includes an officer of the HDC.

This section is not applicable to the HDC at this time.

Section 9(1)(d)

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

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

This section is not applicable to the HDC at this time.

Section 9(1)(e)

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

- ❖ Feasibility Studies
- ❖ Risk Assessments
- ❖ Surveys
- ❖ Engineering and Technical Studies

Section 9(1)(f)

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

- ❖ Strategy and Organisation Review, ODYSSEY CONSULTinc Limited, 12th January 2021
- ❖ Construction Project Reports
- ❖ Financial and Audit Reports

Section 9(1)(g)

A report prepared within the HDC 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.

This section is not applicable to the HDC at this time.

Section 9(1)(h)

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

- ❖ Administrative Reports
- ❖ Audit Reports
- ❖ Financial Reports
- ❖ Strategy and Organisation Review, ODYSSEY CONSULTinc Limited, 12th January 2021

Section 9(1)(i)

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

- ❖ Annual Procurement Plan
- ❖ Budgets
- ❖ Business Plans

1202—Continued

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION (HDC)—CONTINUED

- ❖ Strategic Plans
- ❖ Approved Organisational Charts and Structural Changes

Section (9)(1)(j)

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

This section is not applicable to the HDC at this time.

Section (9)(1)(k)

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

This section is not applicable to the HDC at this time.

Section (9)(1)(l)

An environmental impact statement prepared within the HDC.

This section is not applicable to the HDC at this time.

Section (9)(1)(m)

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

Land and Property Valuation Reports.

Dated this 7th day of December 2021

Kenesha Lightbourne
Corporate Secretary
Trinidad and Tobago Housing Development Corporation

1203

NOTICE OF INTENDED REMOVAL OF DEFUNCT
COMPANY FROM REGISTER

[Section 461(3) of the Companies Act, 1995, Chap. 81:01]

NOTICE is hereby given that at the expiration of three months from the date of this notice, unless cause is shown to the contrary, RCH ENTERPRISES LIMITED—C2014070900999 will be struck off the Register of Companies kept at this office, and the Company will be dissolved.

Dated this 23rd day of July, 2021, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1204

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

INDERA SAGEWAN having made sworn declaration that Policy Number 360584 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 1st day of November, 2021.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1205

NARDARON HEERALAL having made sworn declaration that Policy Number 402517 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 1st day of November, 2021.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1206

SPECIAL LICENSING SESSION
(Liquor Licences Act, Chap. 84:10)

REGION OF PRINCES TOWN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Region of Princes Town, has appointed THURSDAY THE 16TH DAY OF DECEMBER, 2021 at the hour of 9.00 o'clock in the forenoon at the Princes Town District Court as the day, hour and place at which a Special Session will be held to determine the application of Wazid Shawn Ali of 298, Mt. Stewart Village, Princes Town for a Certificate authorizing him to carry on the trade of a Spirit Grocer in respect of premises situate at Light Pole No. 213, Iere Village, Princes Town (Lot No. 3).

Dated this 8th day of November, 2021 at the Princes Town District Court.

D. ALI
*Secretary, Licensing Committee
Region of Princes Town*

1207

TRANSFER OF LICENCES
(Liquor Licences Act, Chap. 84:10)

BOROUGH OF CHAGUANAS

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Borough of Chaguanas, by Cerron Claxton of No. 3 Percy Street, Belmont, that it is his intention to apply to the Licensing Committee, Trinidad North District Court, Chaguanas on WEDNESDAY THE 15TH DAY OF DECEMBER, 2021 at 1.00 o'clock in the afternoon for a transfer to him of the licence to carry on the trade of a Spirit Grocer now held by Petula Claxton, in respect of premises situate at 69A, Old Southern Main Road, Montrose, Chaguanas, in the said district.

Dated this 3rd day of December, 2021, at the Trinidad North District Court.

S. NANAN
*Secretary, Licensing Committee
Borough of Chaguanas*

1208

REGION OF COUVA

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairperson of the Licensing Committee for the Region of Couva-Tabaquite-Talparo, by Sieyon Lee Tung of Corner of Brasso Caparo Valley and Mamoral Road, Flanagin Town, that it is his intention to apply to the Licensing Committee at the Trinidad South District Court, Couva on THURSDAY THE 16TH DAY OF DECEMBER, 2021 at 9.00 o'clock in the forenoon for a transfer to him of a Spirit Retailer's Licence now held by Cornelius Lee Tung in respect of premises situate at Corner of Brasso Caparo Valley and Mamoral Road, Flanagin Town, in the said district.

Dated this 8th day of December, 2021 at the Trinidad South District Court.

S. RAMNATH
*Chairperson, Licensing Committee
Region of Couva-Tabaquite-Talparo*

1209

REGION OF SIPARIA/PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of St. Patrick, by Eshan Samlal of No. 338 Southern Main Road, La Romain, that it is her intention to apply to the Licensing Committee at the Siparia District Court on WEDNESDAY THE 15TH DAY OF DECEMBER, 2021, for a transfer to her of the Licence to carry on the trade of a Spirit Grocers now held by Irma Eshan in respect of premises situate at No. 338 Southern Main Road, La Romain.

Dated this 6th day of December, 2021 at the Siparia District Court.

K. BALWANT
*Secretary, Licensing Committee
Region of Siparia/Penal/Debe*