



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Tuesday 9th February, 2021—Price \$1.00

No. 27

106

Government of the Republic of Trinidad and Tobago
2021 Updated Public Statement of the Meteorological Services Division,
Ministry of Public Utilities.
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

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

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Meteorological Services Division**;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (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 Meteorological Services Division

Mission Statement:

The *Meteorological Services Division's* mission is to provide meteorological information and advice consistent with international standards towards the pursuit of national, scientific, social, economic and cultural goals and sustainable development.

The Meteorological Services Division is a *Division of the Ministry of Public Utilities*. It comprises a staff of *sixty-eight (68) officers* and is headed by a *Director*. The Meteorological Services Division is divided into *three (3) responsibility centers*:

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED

Details of Responsibility Centres

(1) Administration Centre:

The Administration Centre is responsible for the overall policy direction of the Division. All clerical, financial and administrative functions fall under this center, which is under the purview of the Director.

(2) Applied Section:

This Section is headed by the Climatologist and has as its responsibilities the dissemination of monthly climatological information to relevant agencies both nationally and internationally. Requests for climatological information from agencies, and companies both nationally and internationally must be referred to the Climatologist for a reply. The Climatologist is also responsible for the functioning of the Rawinsonde office.

Both the Administration and Applied Section are housed in the same compound, which is located next to the Air Guard Compound, Golden Grove Road, South Piarco.

(3) Synoptic Office:

The Synoptic Office, which is located in the South Terminal building at the Piarco Airport, is responsible for:

- a) The analysis and forecast of weather systems;*
- b) The dissemination of Public Weather Forecast to the general public through the media houses;*
- c) Making of weather observations at Piarco and the dissemination of these observations through the communication gateway to the aviation community both nationally and internationally;*
- d) Creation and dissemination of aviation forecast to the aviation community both nationally and internationally;*
- e) The issuance to the aviation community of significant weather systems, which can negatively impact on aviation. These systems include but are not limited to severe weather associated with thunderstorms, volcanic ash clouds and tropical cyclones;*

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED

- f) The issuance of Common Alerting Protocol (CAP) messages to the public through the media houses and to critical agencies directly, warning of rough seas, severe weather and approaching tropical cyclones; and*
- g) Outreach to the public through lectures and seminars.*

Effect of functions on members of the public

The functions of the Meteorological Services Division have a profound effect on the public through the public weather forecasts and CAP messages which are issued for rough seas, severe weather and tropical cyclones. The latter warns the public about the impact of adverse weather systems on their lives and it gives the public the opportunity to take preventative measures to avoid personal or property damage. The public forecast, which is issued daily, allows the public to plan their daily schedules around expected weather events.

Companies and agencies make use of climatological data in the design of buildings, drainage, infrastructural development and environmental impact assessments.

The public has no direct involvement in policy formation. Note that the Meteorological Services Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Meteorological Services Division**

1. Files dealing with administrative support and General administrative documents for the operations of the Meteorological Services Division.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Division.
4. Financial Records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Minutes pertaining to the functioning of the Meteorological Services Division.
7. Analyzed weather charts, satellite photographs, software diskettes and CDs.
8. Hourly and special reports, monthly and annual weather summaries, monthly climate statistics.
9. Text books on environmental topics and related physical sciences (Technical guides, manuals, periodicals and journals.)
10. Files dealing with circulars, memoranda, notices, bulletins, etc.

106—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED**Section 7 (1) (a) (iii)****Material prepared for publication or inspection**

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

Meteorological Services Division
Rawinsonde Building, Next to Air Guard Compound, Old Golden Grove Road
South, Piarcó.

Telephone: 669-5465/3964; 225-3440/3463.

Fax: 669-4009

Email: dirmet@metoffice.gov.tt

- Video Tapes of weather systems
- Publications – Textbooks on Meteorology
- Monthly Climate Summaries

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

This Section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Meteorological Services Division**How to Request Information:**▪ General Procedure**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example, the right to challenge a decision if the request for information is refused), **the request must be in writing**. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at the **Rawinsonde Building located in Piarcó**, for information that is not readily available to the public.

The Form may be posted, hand-delivered or faxed. Where the application is sent via email, this should be followed by the submission of a hardcopy version.

▪ Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Meteorological Services Division (see **Section 7 (1) (a) (vi)**).

106—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED▪ *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*

(1) A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from the Meteorological Services Division or from another public authority, for example, brochures, pamphlets, reports etc.

TIME LIMIT▪ *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

▪ *Time Allowed*

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

RESPONDING TO YOUR REQUEST▪ *Retrieving Documents*

The Meteorological Services Division is required to furnish copies of documents only when they are in our possession or can be retrieved from storage.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED

▪ ***Furnishing Documents***

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

Please note we are not compelled to do the following:

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

▪ ***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 (7) days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

Section 7 (1) (a) (vi)

Officers in the Meteorological Services Division are responsible for:

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

The Designated Officer is:

Name: **Mr. Shakeer Baig**
 Position: Assistant Director
 Address: Rawinsonde Building, Golden Grove Road South, Piarco.
 Telephone: 669-5465/3964 and 225-3441
 Fax: 669-4009
 E-mail: dirmet@metoffice.gov.tt
 Website: www.metoffice.gov.tt

The Alternate Officer is:

Name: **Mrs. Arlene Aaron-Morrison**
 Position: Meteorologist IV
 Telephone: 669-4282 and 225-3480/3489
 Address: Forecast Office Old Terminal Building, Piarco International Airport, Piarco.
 Fax: 669-4727
 E-mail: synop@metoffice.gov.tt

106—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE
METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES—CONTINUED

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 FOIA.

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

Certain information may be readily accessed in our library which is located at the Rawinsonde Building, Golden Grove Road South Piarco, Piarco. The Library is open to the public from Mondays to Fridays between the hours of 9:00am and 3:00pm.

You may also make general enquiries to Mr. Shakeer Baig at via telephone at 669-4282, 225-3480 and 225-3481.

Policy of the Meteorological Services Division for provision of copies of documents that are readily available to the public.

- Members of the public are required to provide paper and no fee will be charged for photocopies.
- No smoking, eating or drinking is allowed in the Library.

Section 8 Statements

Section 8 (1) (a) (i)**Documents containing interpretations or particulars of written laws or schemes administered by Meteorological Services Division not being particulars contained in another written law:**

At this time, Meteorological Services Division has no such documents.

Section 8 (1) (a) (ii)**Manuals on Regulations and Procedures at the Meteorological Services Division**Technical Regulations

- Regulations pertaining to the duties of technical staff, weather forecasters in particular.

Hurricane Procedures

- Procedures to adhere to in the event of hurricanes/storms.

Section 9 Statements

Section 9 (1) (l)Environmental Impact Statement

- Severe weather advisories, watches and warnings – issued when necessary.

107

LOSS OF PAN-AMERICAN LIFE INSURANCE OF
TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
NEIL RAMLAL	3458777
KARLENE FRANCOIS	3406730
JOASEE NEDD	3512308
PHILLIP QUASHIE	3358548
CHARMAINE BAKSH	3461098
JOHN DESILVA FREDERICK	3443824
XAVIE DARNELLE ROBERTS	3417126
KNOLLY ANTOINE	4715973
JEFFREY JOHNSON	3456890
RALPH HART	3310943
SYLVIA DOUGLAS	6784942
CHRISTIN JORDAN-MORRISON	6842575
ELIZABETH ANDREW	3406902
VOLETA REID	3388844
DENELLE PASCALL	3489084
XAVIE ROBERTS	3417129
JEROME HERNANDEZ	3448154
RAMESH CHAITRAMSINGH	3405490
AKINS ANTOINE	3446909
AKINS ANTOINE	3441414
ERIC SYLVAN	3473166
TAMIKA WELLS	3399929
DEXTER SAMBURY	3519219
JACKSON FRASER	3480018
AMIRA MUNGAL	3397161
SHANE SERRETTE	3479192
FERDINAND JOSEPH	3464577
DEBBIE-ANN ASHBY	3442839
AINSLEY BERNARD	3450696
AINSLEY BERNARD	3465469

PAN-AMERICAN LIFE INSURANCE
OF (TRINIDAD AND TOBAGO)

91–93, St. Vincent Street
Port-of-Spain.

108

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

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairman of the Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, by Harry Sooknanan of Southern Main Road, Couva, that it is his intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on WEDNESDAY THE 10TH DAY OF FEBRUARY, 2021 for a transfer to him of the licence to carry on the business of a Special Restaurant now held by Dale Rishi Mungal, in respect of premises situate at Light Pole No. 62, Rodney Endeavor, Chaguanas, in the said district.

Dated this 4th day of February, 2021, at the Chaguanas Magistrate's Court.

S. RAMNATH
*Chairman, Licensing Committee
Chaguanas*

109

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairman of the Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, by Minautie Chunilal of Light Pole No. 11, Perseverance Road, Carapichaima, that it is her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on WEDNESDAY THE 10TH DAY OF FEBRUARY, 2021 for a transfer to her of the licence to carry on the trade of a Spirit Retailer now held by Surijdeen Chunilal, in respect of premises situate at Light Pole No. 11, Perseverance Road, Carapichaima, in the said district.

Dated this 4th day of February, 2021, at the Chaguanas Magistrate's Court.

S. RAMNATH
*Chairman, Licensing Committee
Chaguanas*

110

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairman of the Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, by Rajindra Bhagwandeem of Light Pole No. 12, Perseverance Road, Carapichaima, that it is his/her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on WEDNESDAY THE 10TH DAY OF FEBRUARY, 2021 for a transfer to him/her of the licence to carry on the trade of a Spirit Retailer now held by Siewnarine Bhagwandeem, in respect of premises situate at Perseverance Road, Carapichaima, in the said district.

Dated this 4th day of February, 2021, at the Chaguanas Magistrate's Court.

S. RAMNATH
*Chairman, Licensing Committee
Chaguanas*