



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Wednesday 6th July, 2022—Price \$1.00

No. 114

THE FOLLOWING HAS BEEN ISSUED:

Bill entitled “An Act to amend the Supplemental Police Act, Chap. 15:02”—\$8.10.

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part C—

Bill entitled “An Act to amend the Supplemental Police Act, Chap. 15:02”

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Supplemental Police (Amendment) Act, 2022.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

6th July, 2022.

Clerk of the Senate

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STATUTORY AUTHORITIES SERVICES COMMISSION DEPARTMENT

SEPARATIONS

IN ACCORDANCE with the Director of Personnel Administration’s Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Resignations

Name	Rank of Officer	Ministry/Department	Date	Remarks
Ms. Giselle Abdool	Clerk Typist I	Statutory Authorities Service Commission Department	24th January, 2022	Resigned
Ms. Brittney Brown	Clerk Typist I	Statutory Authorities Service Commission Department	1st February, 2022	Resigned

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NOTICE OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS
THAT ARE SUBJECT TO NEGATIVE RESOLUTION

NOTICE is hereby given that the Civil Proceedings (Amendment) (No. 2) Rules, 2022 (Legal Notice No. 49 of 2022 published in the *Trinidad and Tobago Gazette* on the 25th day of February, 2022) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 25th day of March, 2022 and in the Senate on the 20th day of April, 2022.

B. CAESAR
Acting Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate

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NOTICE is hereby given that the Children Court (Amendment) Rules, 2022 (Legal Notice No. 48 of 2022 published in the *Trinidad and Tobago Gazette* on the 25th day of February, 2022) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 25th day of March, 2022 and in the Senate on the 20th day of April, 2022.

B. CAESAR
Acting Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate

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NOTICE is hereby given that the Criminal Procedure (Amendment) Rules, 2022 (Legal Notice No. 50 of 2022 published in the *Trinidad and Tobago Gazette* on the 25th day of February, 2022) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 25th day of March, 2022 and in the Senate on the 20th day of April, 2022.

B. CAESAR
Acting Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate

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NOTICE is hereby given that the Family Proceedings (Amendment) (No. 2) Rules, 2022 (Legal Notice No. 51 of 2022 published in the *Trinidad and Tobago Gazette* on the 25th day of February, 2022) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 25th day of March, 2022 and in the Senate on the 20th day of April, 2022.

B. CAESAR
Acting Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate

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NOTICE is hereby given that the Corporation Tax (Small and Medium Enterprises Loan Guarantee Programme) (Extension of Exemption) (No. 2) Order, 2022 (Legal Notice No. 124 of 2022 published in the *Trinidad and Tobago Gazette* on the 23rd day of June, 2022) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 24th day of June, 2022 and in the Senate on the 28th day of June, 2022.

J. SAMPSON MEIGUEL
Clerk of the House

B. CAESAR
Clerk of the Senate



PUBLIC STATEMENT
of the
NATIONAL TRAINING AGENCY (NTA)
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, 1999 (hereinafter called "FOIA") the National Training Agency (hereinafter called "NTA") is required by law to publish and annually update the statements which list 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 NTA.
2. A legal right for each person to have official information relating to himself/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 NTA

The NTA is a non-profit company governed by the Companies Act, Chapter 81:01. The NTA operates under the aegis of the Ministry of Education, and is responsible for the development of Technical and Vocational products and services in order to cultivate a certified, competent and globally competitive workforce. The NTA has a core mandate as outlined in its Articles of Incorporation to:

1. Establish a national training system, by rationalising the existing system and coordinating and collaborating with existing training institutions, corporate entities, and other bodies.
2. Establish, maintain and revise, as necessary, technical, vocational, industrial, scientific, academic and other educational standards in collaboration with the industrial sector, national and international professional bodies.
3. Ensure the establishment, maintenance and revision, as necessary, of a national accreditation system for all technical, vocational education and training, and other relevant sectors in the Republic of Trinidad and Tobago.

4. Conduct training needs assessment and maintain and revise as necessary, a database of the technical, vocational, industrial and scientific manpower needs for all industries in the Republic of Trinidad and Tobago.
5. Establish, maintain and revise as necessary all technical, vocational, industrial, scientific and other educational qualifications that are approved or supported by the National Training Agency.
6. Do all such things as are necessary, incidental or conducive to the achievement of all of the aforementioned objects.

NTA's Vision:

To be a key facilitator for the development of a highly-skilled, enterprising and globally competitive workforce in support of sustainable economic and social development.

NTA's Mission:

To regulate and harmonise the quality, relevance and efficiency of the TVET system to support sustainable national and regional development and global competitiveness.

NTA's Core Values:

The NTA holds to the values of Innovation, Partnership, Customer Focus, Integrity, Quality, Teamwork, Respect, Employee Well-being

The NTA's Articles of Association highlights that the Board of Directors shall be appointed by the Minister of Education and shall comprise of no less than ten (10) and no more than sixteen (16) Directors all of whom shall make up one third Government, one third from Labour/ Union and one third appointed from employers' associations.

Staff of the NTA

The staff of the NTA include the Chief Executive Officer, Corporate Legal Secretary, Senior Internal Auditor Officer, the Heads of the existing departments and support staff.

Departments:

1. Quality Assurance and Accreditation
2. Occupational Standards and Sector Support
3. Programme Development and Management
4. Research, Planning and Development
5. Projects
6. Business Development and Communications
7. Information and Communications Technology
8. Facilities
9. Finance and Corporate Services
10. Human Resources
11. Internal Audit
12. Office of the Corporate Legal Secretary
13. Office of the Chief Executive Officer

The NTA's Organisational Chart is readily available for public viewing on its website at <http://ntattonline.org/>

Section 7 (1) (a) (ii)

Categories of documents in the possession of the NTA

- Job descriptions
- Technical, administrative, financial and personnel policies
- Administrative and Personnel Manuals; Health and Safety manuals

- Minutes of Board and Committee Meetings.
- Board Committees' Terms of Reference
- Internal Audit Charter
- Internal Audit Reports and Working Papers
- Compliance/ statutory reports
- Strategic Plans
- Job Evaluation Reports
- Collective Bargaining Agreements
- Memoranda of Understanding and Memoranda of Agreement
- Draft legislation
- Archival documents
- Cabinet documents
- Policy and Procedure documents
- Training Plans/ Files
- Client/institution records
- Service level agreement
- Personnel records
- Procurement records
- Finance and Budgeting records
- Marketing plans and proposals
- Work plans
- Administrative reports
- Social media reports
- Career guidance reports
- E-Bulletins
- Announcements on internal activities
- Trinidad and Tobago National Vocational Qualifications/ Caribbean Vocational Qualifications

Section 7 (1) (a) (iii)

Documents prepared for publication or inspection

- Audited Financial Statements
- Brochures
- Newsletters
- Flyers
- Advertisements
- Promotional Videos
- Press releases
- Labour Market Survey reports
- Skills foresight report
- Interactive reports
- Information System User Manuals

The following reports can be accessed on the Agency's website at <http://ntatt.org/>

The public may inspect and/ or obtain copies of certain material between the hours of 8:00 a.m. and 4:00 p.m. Monday to Friday (except public holidays) at:

140-142 Mulchan Seuchan Road
Chaguanas, 501345
Trinidad and Tobago
Tel: (868) 672-7107/ 8 ext. 1301/ 1230
Fax: (868) 672-7109
E-mail: info@ntatt.org
Website: www.ntatt.org

Section 7 (1) (a) (iv)

Documents available by way of subscription

This section is not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed to access documents from the NTA

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be downloaded from the website: www.foia.gov.tt.

The relevant information that must be provided to the NTA includes:

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PUBLIC STATEMENT OF THE NATIONAL TRAINING AGENCY (NTA)—CONTINUED

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant

Applications should be addressed to the Designated Officer of the NTA (see Section 7 (1) (a) (vi)).

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 applicants are not sure how to write a request or uncertain about the details to include, they should communicate with the NTA's Designated Officer(s). The applicant will be contacted within thirty (30) days of receipt of the request by the NTA (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant, the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed, then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- Documents which contain information which is open to public access, as part of a public register;
- Documents which contain information that is available for purchase by the public;
- Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority; and
- Documents which are stored for preservation or safe custody.

Section 7 (1) (a) (vi)**The DESIGNATE OFFICER is**

Anees Rahman
Corporate Secretary
NTA
140-142 Mulchan Seuchan Road
Chaguanas, 501345
Trinidad and Tobago
Tel: (868) 672-7107/ 8 ext. 1329
E-mail: anees-rahman@ntatt.org

The ALTERNATE OFFICER is

Steven Bujhawan
Administrative Officer
NTA
140-142 Mulchan Seuchan Road
Chaguanas, 501345
Trinidad and Tobago
Tel: (868) 672-7107/ 8 ext. 1230
E-mail: steven-bujhawan@ntatt.org

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 at NTA that fall within the meaning of this section.

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

The NTA as a UNEVOC Centre, has a Reading Room, which is accessible to members of the public. Any applicant requesting to view information can make general enquiries by contacting the Designated Officer(s) listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays (except public holidays) between the hours of 8:00 a.m. to 4:00 p.m.

Section 8 (1) (a) (i)

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

This section is not applicable 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 NTA, or similar documents containing rules, policies, guidelines, practices or precedents:

- Policies and Operational Manuals
- Centre Approval Guidelines
- Programme Approval Criteria
- Programme Approval Guidelines
- Workforce Assessment Centre Approval Criteria
- Workforce Assessment Centre Guidelines
- Procurement rules and procedures
- Cost/ fee structure
- National Training Agency COVID-19 Response Guidelines
- Guidelines for the Return to Work During the COVID-19 Pandemic
- Guidelines for the Reopening of the National Training Agency (NTA) after Lifting of Restrictions Post-COVID-19
- Approved Standard Operating Procedures
- Occupational Standards and Sector Support Operations Manual
- HSE Policy Statement
- TVET Control Centre (TVETCC) user manual
- Internal Audit Manual

Section 8 (1) (b)

In enforcing written laws and schemes administered by the NTA 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:

- Manuals
- Procurement Policy
- Whistleblower Policy

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the NTA.

At this time, the NTA has no reports or statements containing advice or recommendations prepared by a body or entity established within NTA.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the NTA 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 NTA or to the Minister with the responsibility for the NTA.

- State Enterprises Performance Monitoring Manual, 2011

Section 9 (1) (c)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the NTA to submit a report, provide advice or make recommendations to the Minister with responsibility for the NTA or to another officer of the NTA who is not a member of the committee.

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

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

- Reports from Technical Experts related to Centre Approval and External Verification
- The mission and activities of NTATT: Scoping, review and recommendations (Tom Bain Report -2010).

Section 9 (1) (f)

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

- Strategic Plan 2018-2022
- Audit Report and Associated Documents
- Legal opinions on industrial relations matters
- Human Resource Audit report (2013)
- Payroll Audit Report (2013)
- Situational Analysis Report – On The Job Training Programme (2013)
- Job Evaluation Report (2013)

Section 9 (1) (g)

A report within the NTA 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.

- Policy Paper on the Development of TVET in Trinidad and Tobago (16th August, 2019)
- Draft National Policy on Apprenticeship for Trinidad and Tobago (September 2021)

Section 9 (1) (h)

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

- Twelfth Report of the Public Accounts (Enterprises) Committee
- CVQ in Schools annual reports
- NTA Achievement Reports

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PUBLIC STATEMENT OF THE NATIONAL TRAINING AGENCY (NTA)—CONTINUED

Section 9 (1) (l)

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

- NTA's Organisational Transformation – proposal for the re-engineered NTA

Section 9 (1) (i)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the NTA.

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

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

- Valuation Report for the NTA's Jobs and Career Coach buses (September 2019)
- Report on the evaluation of quotations for leasing of vehicles to the NTA (October 20, 2020).
- Valuation Report for the NTA Fleet of Vehicles (May 2022).

