



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1038

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE PAULA GOPEE-SCOON, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable Dr. AMERY BROWNE, Minister of Foreign and CARICOM Affairs, with effect from 2nd July, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dr. Amery Browne, in addition to the discharge of her normal duties.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
President*

1st July, 2022.

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APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MICHAEL SEALES, to be temporarily a member of the Senate, with effect from 4th July, 2022 and continuing during the absence from Trinidad and Tobago of Senator the Honourable Dr. AMERY BROWNE.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

1st July, 2022.

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MINISTRY OF PLANNING AND DEVELOPMENT

CONFIRMATION OF APPOINTMENTS

THE following arrangements are published for general information:

Confirmations

Name	Rank of Officer	Date
Ms. Rhonda Felix	Assistant Field Interviewer	13th December, 2016
Ms. Chandra Douglas	Assistant Field Interviewer	do.
Ms. Akila Nagee	Research Officer I	10th December, 2018
Ms. Lynette Bailey-Clarke	Planning Officer II	21st December, 2018
Ms. Kimberly Constantine	Research Officer I	9th December, 2019

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RE-ASSIGNMENT OF RESPONSIBILITY TO A MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, under the provisions of section 79(1) of the Constitution of the Republic of Trinidad and Tobago, has re-assigned the responsibilities for matters relating to "Lake Asphalt of Trinidad and Tobago (1978) Limited", a Wholly Owned Enterprise, from the HONOURABLE STUART YOUNG, M.P., Minister of Energy and Energy Industries, to Senator the Honourable ROHAN SINANAN, Minister of Works and Transport, with effect from 6th May, 2022 as specified in the amended Schedules attached hereto.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

30th June, 2022.

1042

ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES

DIRECTIONS:

IN EXERCISE of the power vested in me by section 79(1) of the Constitution of the Republic of Trinidad and Tobago and acting in accordance with the advice of the Prime Minister, I hereby remove from you, in your capacity as Minister of Energy and Energy Industries, the responsibility for matters relating to "Lake Asphalt of Trinidad and Tobago (1978) Limited", a Wholly Owned Enterprise, with effect from 6th May, 2022. An amendment Schedule is hereto attached.

PAULA-MAE WEEKES
President

Dated this 30th June, 2022

AMENDED SCHEDULE

*Minister**Business and Departments of Government*Minister of Energy and
Energy Industries

Energy Industries
Energy Policy Planning and Research
Hydrocarbons
Natural Resources
Power Generation
Quarries and Mines

Wholly Owned Enterprises:

National Quarries Company Limited
Petroleum Company of Trinidad and Tobago Limited
The National Gas Company of Trinidad and Tobago Limited
Trinidad and Tobago National Petroleum Marketing Company Limited
Union Estate Electricity Generation Company Limited

Majority Owned Enterprises:

Alutrint Limited

Minority Owned Enterprises:

Alutech Limited

Indirectly Owned Enterprises:

Atlantic 1 Holdings LLC
Atlantic 4 LNG Company of Trinidad and Tobago Unlimited
Atlantic LNG 4 Holdings Limited
Eastern Caribbean Gas Pipeline Company Limited
EIF Exploration Trinidad B.V.
La Brea Industrial Development Company Limited
National Agro Chemical Limited
National Energy Corporation of Trinidad and Tobago Limited
NATPET Investments Company Limited
NATSTAR Manufacturing Company Limited

NGC CNG Company Limited

NGC E&P (Barbados) Limited
NGC E&P Investments (Barbados) Limited
NGC E&P Investments Limited
NGC E&P Netherlands Cooperative U.A.
NGC NGL Company Limited
NGC Petrochemicals Limited
NGC Pipeline Company Limited
NGC Trinidad and Tobago LNG Limited

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ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

AMENDED SCHEDULE

*Minister**Business and Departments of Government*

Petrotrin EAP Services Limited
 Petrotrin Panama Incorporated
 Phoenix Park Gas Processors Limited
 South East Coast Consortium
 Teak Samaan Poui
 Total E&P Trinidad B.V.
 Trinidad and Tobago LNG Limited (formerly NGC LNG (Train 4) Limited)
 Trinidad and Tobago Marine Petroleum Company Limited
 Trinidad and Tobago NGL Limited
 Trinidad Generation Unlimited
 Trinidad Nitrogen Company Limited
 Trinidad Northern Areas Limited
 TRINTOC Services Limited

Statutory Boards and Other Bodies:

POWERGEN

1043

ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF WORKS AND TRANSPORT

DIRECTIONS:

IN EXERCISE of the power vested in me by section 79(1) of the Constitution of the Republic of Trinidad and Tobago and acting in accordance with the advice of the Prime Minister, I hereby assign to you, in your capacity as Minister of Works and Transport, responsibility for matters relating to “Lake Asphalt of Trinidad and Tobago (1978) Limited”, a Wholly Owned Enterprise, with effect from 6th May, 2022. An amendment Schedule is hereto attached.

Dated this 30th June, 2022

PAULA-MAE WEEKES
President

AMENDED SCHEDULE

*Minister**Business and Departments of Government*

Minister of Works and Transport

Air Services Agreements
 Bridges
 Civil Aviation
 Coastal Erosion
 Construction
 Drainage
 Harbours
 Maintenance
 Maritime Services
 Mechanical Services
 Motor Vehicle Registration and Control
 National Transportation
 Ports (including Airports)
 Public Transport Shipping
 Roads and Highways
 Traffic Management
 Unemployment Relief Programme (Works)

Programmes:

Programme for Upgrading Roads Efficiency
 The CEPEP Company Limited (North Programmes)

Wholly Owned Enterprises:

Lake Asphalt of Trinidad and Tobago (1978) Limited
 National Infrastructure Development Company Limited (NIDCO)
 The Vehicle Management Corporation of Trinidad and Tobago Limited (VMCOTT)

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ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF WORKS AND TRANSPORT—CONTINUED

AMENDED SCHEDULE

*Minister**Business and Departments of Government**Majority Owned Enterprises:*

National Helicopter Services Limited

Point Lisas Industrial Port Development Corporation Limited (PLIPDECO)

Statutory Boards and Other Bodies:

Airports Authority of Trinidad and Tobago

Pilotage Authority

Port Authority of Trinidad and Tobago

Public Transport Service Corporation

Trinidad and Tobago Transport Board

Trinidad and Tobago Civil Aviation Authority

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TENDER FOR THE SUPPLY AND DELIVERY OF VEHICLES TO THE TRINIDAD AND TOBAGO FIRE SERVICES
MINISTRY OF NATIONAL SECURITY

TENDERS are invited for the Supply and Delivery of Vehicles to the Trinidad and Tobago Fire Services, Ministry of National Security as follows:

POINT FORTIN FIRE STATION

Item 1—One (1) Water Tender (fully equipped)

Item 2—One (1) Chemical Industrial Tender (fully equipped)

Item 3—One (1) Double Cab Pick Up

PENAL FIRE STATION

Item 1—One (1) Water Tender (fully equipped)

Item 2—One (1) Emergency Tender (fully equipped)

Item 3—One (1) Dingy/Fan Rescue Boat

Item 4—One (1) Breathing Apparatus Trailer

WOODBROOK FIRE STATION

One (1) Water Tender (fully equipped)

Tender documents can be collected during normal working hours from Monday to Friday during 8:00a.m. to 4:00 p.m. (local time) at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain at Telephone Numbers 625-2311 or 625-3565 or requested from the Central Tenders Board by Email to: Lydia.D-Cruikshank@gov.tt.

Any further technical information may be obtained during normal working hours from Mr. Peter Cadette, Assistant Divisional Fire Officer (Ag) Engineering, Fire Service Headquarters, Wrightson Road, Port-of-Spain, Telephone Number (868) 777-0224 or Email: petercadette@gov.tt.

Tenders must be accompanied by:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender (applicable to local firms only);
- (b) a valid Certificate of Compliance issued in accordance with the National Insurance Act (applicable to local firms only).

The original and three (3) copies of the Tender should be placed in sealed envelopes clearly marked on the outside: "Tender for the Supply and Delivery of Vehicles to the Trinidad and Tobago Fire Services, Ministry of National Security".

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 11th August, 2022.

Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

Tenders will be opened shortly thereafter at the Board's Office. The tenderer or an authorised representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting its tender.

Prospective tenderers are advised that they can visit website at <http://www.finance.gov.tt> for all published Tender Notices.

A. DWARIKA-LOCHAN
Chairman
Central Tenders Board

11th July, 2022.

**2020 PUBLIC STATEMENT
OFFICE OF THE PRIME MINISTER
IN COMPLIANCE WITH SECTION 7, 8 and 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Office of the Prime Minister is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access official documents (with exemptions) held by the **Office of the Prime Minister**.
- A legal right for each person to have official information relating to him/herself amended where it 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 (1) (a) (i)

Function and Structure of the Office of the Prime Minister

Structure

The Office of the Prime Minister (OPM) is headed by Dr. the Honourable Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago who assumed office on September 9, 2015. The Office of the Prime Minister provides professional, coordinated and administrative support to assist the Prime Minister and the Cabinet and is responsible for the coordination and implementation of decisions taken by the Prime Minister and the Cabinet, in order to ensure and promote the effective and efficient business of the Government of Trinidad and Tobago.

Mission Statement:

The mission of the OPM is to provide professional, coordinated, administrative and other support services to the Prime Minister in executing his constitutional responsibilities for Trinidad and Tobago.

Vision Statement:

The Vision of the OPM is to be the hallmark of excellence in the Public Service.

Location:

- Office of the Prime Minister, Whitehall, 29 Maraval Road, St. Clair, Newtown 190108;
- Office of the Prime Minister, 13-15 St. Clair Avenue, St. Clair, Newtown 190126;
- Gender and Child Affairs Division and the National HIV/AIDS Co-coordinating Secretariat are located 13-15 St. Clair Avenue, St. Clair, Newtown 190126;
- Central Administrative Services Tobago, (CAST) - Orange Hill Road, Lower Scarborough, Tobago;

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

- Official Residence and Diplomatic Centre - La Fantasie Road, St. Ann's;
- Communication Division, TIC Building, Lady Young Road, Morvant;
- National Archives of Trinidad and Tobago, 105 St. Vincent Street Port of Spain;
- Government Printery, Frederick Settlement Industrial Estate Rd, Frederick Settlement, Caroni.

Mandate:

The portfolio of responsibilities falling under the purview of the OPM is outlined in the Trinidad and Tobago Gazette No. 158 Vol. 59 dated September 9, 2020 and is as follows:

- Cabinet;
- Central Administrative Services – Tobago;
 - Meteorological Services;
 - Prices, Weights and Measures Inspectorate;
 - Registrar General;
- Centre of Government;
- Child Development;
- Children with Special Needs;
- Citizen Facilitation;
- Civil Society Engagement;
- Commissions of Enquiry;
- Communication;
 - Archives;
 - Centralised Government Communications;
 - Content Generation;
 - Data Protection;
 - Freedom of Information Monitoring;
 - Government Printery Services;
 - Issues Management/Crisis Communication;
 - National Library Services;
 - Rationalisation of Government Owned Media;
- Community Residences;
- Constitutional Matters;
- Coordination of matters relating to Tobago;
- Ecclesiastical Affairs;
- Economic Advisory Board;
- Foreign Policy Oversight;
- Gender Affairs;
- Government Communications Oversight;
- Heritage Buildings (Restoration and Refurbishment);
- HIV/AIDS Coordination;

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

- National Awards;
- National Heroes;
- National Security Council;
- Oversight for Transformation Initiatives;
 - Monitoring and Evaluation of the Public Service (Government Performance);
- Parliamentary Affairs;
- Protocols of the State;
- Public Holidays;
- Statutory Boards and Other Bodies;
 - Board of Film Censors;
 - Children’s Authority of Trinidad and Tobago;
 - National Library and Information System Authority;
 - Sport and Culture Board of Management;
 - Tobago Regional Health Authority;
- Community Residences (Children’s Homes);
 - St. Dominic’s Children’s Home;
 - St. Jude’s Industrial School for Girls;
 - St. Mary’s Children’s Home;
 - St. Michael’s Industrial School for Boys;
- Wholly - Owned Enterprises;
 - Golden Grove-Buccoo Limited;
 - National Broadcasting Network;
 - TTT Limited (formerly CNMG);
 - Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT);
- Indirectly Owned Enterprises;
 - Oropune Development Limited;
 - Port of Spain Waterfront Development Limited;
 - Rincon Development Limited.

Structure and Composition:

The Office of the Prime Minister provides professional, coordinated and administrative support to the Prime Minister of the Republic of Trinidad and Tobago. In this regard, the Prime Minister is supported by:

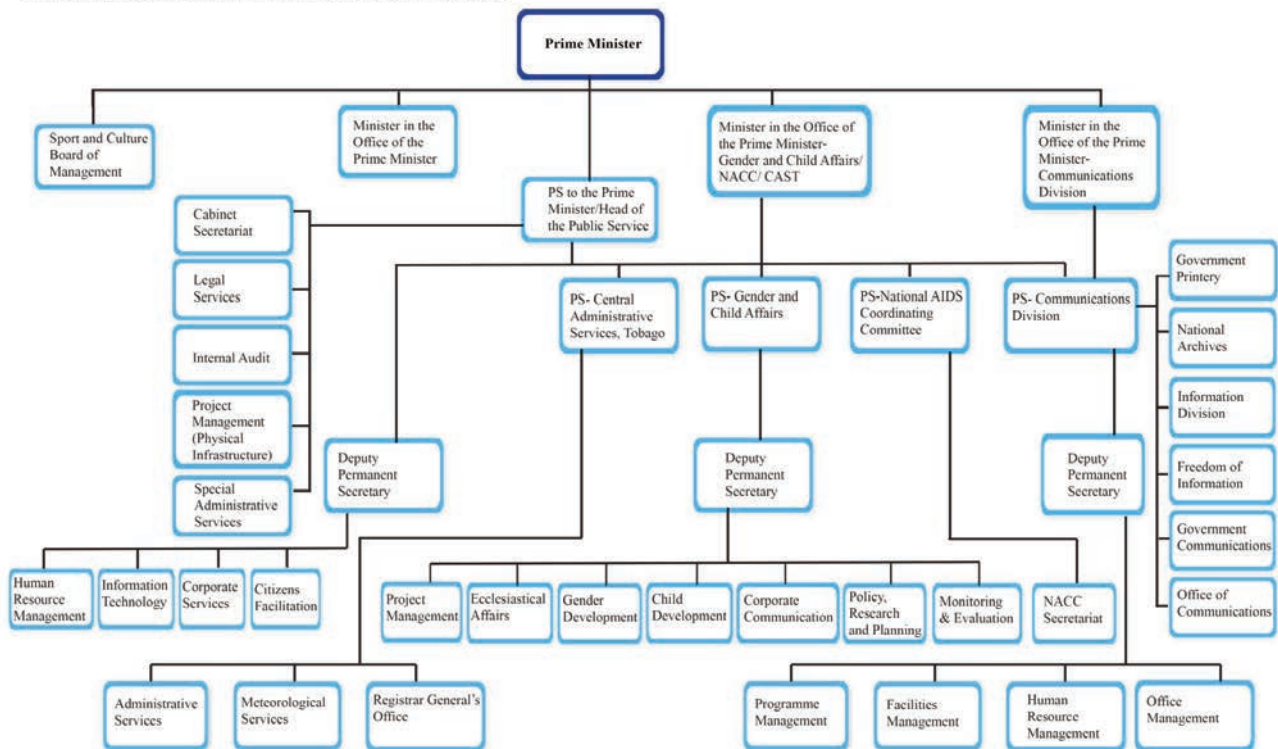
- The Ministers appointed by the Prime Minister, who discharge functions based on a portfolio assigned by the Prime Minister;
- Minister in the Office of the Prime Minister;
- Minister in the Office of the Prime Minister – Gender and Child Affairs/NACC/CAST;
- Minister in the Office of the Prime Minister – Communications Division

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

- The Permanent Secretary to the Prime Minister, the Permanent Secretaries/Heads of Departments and Administrative Divisions/Units under her/his Charge;
- The Cabinet Secretariat led by the Secretary to Cabinet;
- The Prime Minister’s Special Advisors;
- The National Security Council Secretariat;
- The Press Secretary and the Public Information and Communication Unit;
- The Senior Foreign Service Officer assigned to the Prime Minister;
- The Prime Minister’s Secretariat;
- The Prime Minister’s Personal Staff;
- The Management Staff of the Prime Minister’s Residence;
- The Security Detail assigned to the Prime Minister at his office, residence, and Diplomatic Centre.

The Top Level Organizational Structure of the Office of the Prime Minister



The OPM comprises several Secretariats, Divisions and Units: -

SECRETARIATS:

• **CABINET SECRETARIAT**

The Cabinet has the general direction and control of the Government of the Republic of Trinidad and Tobago and is responsible collectively to Parliament. Cabinet is served by the Cabinet Secretariat, which provides specialized administrative support services to the Cabinet as well as support for Cabinet Subcommittees. The major committees that operated in 2016 are: -

- The Finance and General Purposes Committee (FGPC);
- The Parliamentary Questions Committee (PQC).

The Secretariat facilitates submissions of Notes for consideration by the Cabinet by Ministers of Government. The Cabinet Secretariat records the decisions of Cabinet and transmits those decisions to the relevant public authorities in the form of Cabinet Minutes for implementation within the relevant Ministries or Statutory Authorities. The Secretariat is also the traditional communication link between Ministries/Departments and the Cabinet, as well as between the Public Service, the President and the Parliament.

• **NATIONAL HIV/AIDS COORDINATING COMMITTEE SECRETARIAT**

The National HIV/AIDS Coordinating Committee was established to support the National AIDS Coordinating Committee (NACC). The Secretariat is responsible for operationalizing the decisions of the NACC and for the day-to-day management and coordination of the national HIV and AIDS response viz. Reporting on progress, coordinating stakeholder efforts, providing advice and technical assistance to implementing agencies and acting as a clearinghouse for information.

• **NATIONAL AWARDS COMMITTEE SECRETARIAT**

The National Awards Committee considers and makes selections from nominations received from the public for National Awards based on set selection criteria. The Committee's recommendations are then forwarded to the Prime Minister, who submits the final list to the President.

• **SPORTS AND CULTURE FUND SECRETARIAT**

The Sports and Culture Fund receives requests, for financial assistance from the Sport and Culture Fund, which was established under the Sport and Culture Fund Act Chapter 40:54 of the Laws of the Republic of Trinidad and Tobago. It receives requests for funding on prescribed application forms, addressed to the Chairman or Secretary to the Board. The duties of the Board are: -

- to determine the eligibility of individuals and organizations engaged in activities related to Sport and Culture for financial assistance from the Fund;
- to determine the feasibility of undertaking projects and enterprises;
- to process and determine applications for loans or grants; and
- to advise the Prime Minister on the withholding or further disbursement of grants or loans to individuals or organizations engaged in activities related to sports and culture.

DIVISIONS:

There are a number of Divisions responsible for the provision and delivery of critical core and support services to the Prime Minister and OPM.

- **CORPORATE SERVICES DIVISION** comprises the following Divisions and Units: -

GENERAL ADMINISTRATION DIVISION

The General Administration Division provides administrative support in the preparation of Notes to Cabinet and Notes to the Prime Minister, and responds to parliamentary questions and requests for information under the Freedom of Information Act (FOIA). In addition, it provides secretarial support to the Ministerial Tenders Committee and processes matters pertaining to former Prime Ministers.

HUMAN RESOURCE MANAGEMENT DIVISION

The Human Resource Management Division core function is to adopt, implement and maintain human resource management principles, policies and practices within the OPM. The Unit is responsible for continuously improving and building capacity of personnel within the Office, implementing human resource management policies, implementing the performance management and appraisal system in the organization and addressing grievances/representations made by members of staff. Additionally, it is responsible for human resource planning, recruitment, training and development, salary and benefits administration, and managing industrial and employee relations for public officers and contract personnel of the OPM.

FINANCE AND ACCOUNTS DIVISION

The Finance and Accounts Division is responsible for, managing the financial affairs of the OPM, as directed by the Permanent Secretary, and in accordance with the relevant Exchequer and Audit Act and the Financial Regulations, Comptroller of Accounts Circulars and all other directives from the Comptrollers of Accounts and the Ministry of Finance. Duties include: - payment of salaries and other allowances, payments to suppliers and service providers, maintenance of vote books and pay record cards, travelling and overpayment registers, submission of estimates, appropriation account and all other accounting reports as required.

PROCUREMENT AND OFFICE MANAGEMENT UNIT

The Procurement and Office Management Unit's primary function is the management and provision of the required goods and services, for the efficient running of the Office on a daily basis. This Unit ensures compliance, with proper procurement processes and is also responsible for monitoring/inventory of office supplies, furniture and equipment.

REGISTRY AND RECORDS MANAGEMENT UNIT

The Registry and Records Management Unit is responsible for the creation and maintenance of systems and procedures, for the control and flow of records to and from the Divisions/Units within the OPM. Other duties of the Unit include the retention and disposal of such records. This Unit is the repository of all documents, correspondence and files within the Office, with the exception of those managed by the Cabinet Records Section.

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

SPECIAL ADMINISTRATIVE SERVICES UNIT

The Special Administrative Services Unit provides administrative support to all Ministries/Departments in the processing of Human Resource matters, pertaining to Permanent Secretaries and Heads of Departments and maintains the Establishment for Permanent Secretaries, Deputy Permanent Secretaries and Heads of Departments. The Unit also seeks the approval of the Permanent Secretary to the Prime Minister, in respect of all leave matters for Permanent Secretaries and Heads of Departments.

The Unit also prepares letters for the signature of the Honourable Prime Minister, in respect of transfers of Permanent Secretaries and responses to the Chairman, Service Commissions Department regarding promotions and acting appointments of Permanent Secretaries, Deputy Permanent Secretaries and Senior Public Officers.

Memorandum to the Director of Personnel Administration, recommending the first acting appointments of Permanent Secretaries and to the Ministry of Finance, recommending the appointment of Accounting Officers for the various Ministries/Departments, are also prepared for the signature of the Permanent Secretary to the Prime Minister.

The Unit also provides administrative support to Commissions of Enquiry.

HEALTH AND SAFETY UNIT

The Health and Safety Unit is responsible for providing HSE support, to all Units/Departments of the OPM. By developing and implementing policy and other strategies, to ensure statutory compliance and adherence to industry best practices.

PUBLIC INFORMATION AND COMMUNICATION UNIT

The Public Information and Communication Unit is responsible for developing and implementing strategies for communicating the activities of the Prime Minister and the OPM to the media, general public and other target audiences. It is also responsible for all public relations matters.

MANAGEMENT INFORMATION SYSTEMS UNIT

The Management Information Systems Unit is responsible for the planning, operation, support and management of the information system services and network facilities. Additionally, the Unit is responsible for management of the local area networks and peripheral systems of the OPM.

CITIZENS' FACILITATION UNIT

The Citizen's Facilitation Unit was established to facilitate greater support to the citizens, in particular the elderly, in obtaining assistance between them (the citizens) and the various Government Agencies, departments, institutions and private organisations. The unit's mandate is as follows: -

- help resolve disputes;
- ensure that the citizens receive the attention they deserve;
- act on behalf of many of their issues;
- assist the poor and needy by directing them with the help of a letter and phone call to the right departments and persons who will assist;
- mediate with the appropriate persons/organisations/offices; and
- keep citizens informed of their rights (e.g. of new developments which may affect them in some way).

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

The Tobago Office comprises: -

CENTRAL ADMINISTRATIVE SERVICES TOBAGO DIVISION (CAST)

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) has as its responsibility the co-ordination of matters related to Tobago, which include: -

- The Prices, Weights and Measures Inspectorate;
- Meteorological Services;
- The Registrar General Department (responsible for the registration of civil, land and company records).

THE GENDER AND CHILD AFFAIRS DIVISIONS COMPRISE: -

CHILD AFFAIRS DIVISION (CAD)

The Division coordinates a holistic and integrated approach to child development. This involves, implementing strategies from the UNICEF Convention on the Rights of the Child, developing comprehensive, coherent and harmonized policies and initiatives to promote, protect and respect child rights. The Division collaborates and coordinates with stakeholders, to ensure children's rights are promoted and realized in Trinidad and Tobago. It plays a critical role in guiding Community Residences throughout Trinidad and Tobago and works with the Children's Authority of Trinidad and Tobago, to ensure child care and child protective services are afforded to all children.

GENDER AFFAIRS DIVISION (GAD)

This Division promotes gender equity and equality for all persons in Trinidad and Tobago, through the process of gender mainstreaming in all Government policies, projects and programmes. Its roles include the identification of gender gaps in Trinidad and Tobago; the formulation and execution of policies and initiatives to address these gaps; and the promotion of gender awareness and sensitivity.

POLICY RESEARCH AND PLANNING DIVISION (PRP)

This Division conducts research to facilitate evidence-based policy making, programme planning and project development across the various functions of OPM. The Division further provides the Monitoring and Evaluation (M&E) function for all projects and core services delivered by the OPM. It also, reviews projects and initiatives by civil society organizations and recommends the award of Government subventions.

THE COMMUNICATIONS DIVISION COMPRISES OF: -

FREEDOM OF INFORMATION UNIT (FOIU)

Freedom of Information Unit was established in 2001 to administer the FOIA. The FOIU educates, trains, monitors and evaluates public authorities and advises members of the public as it relates to their rights and/or statutory obligations under the FOIA.

GOVERNMENT COMMUNICATIONS

Government Communications Division is responsible for developing, designing and implementing Government Communications policy/strategy. The Unit, also provides expert advice to Government Ministries and Departments on communications policies, systems, procedures, rules and regulations as well as coordinates a "whole of Government approach" to inform citizens.

GOVERNMENT PRINTERY

Government Printery was established to provide reliable printing, binding and related services for the government and the public. This unit, currently prints and sells official government publications that are required by law to the public, including the Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices, official government forms, binds books, forms and other documents used by Government Ministries and Departments. Other services include the printing of Statutes of Parliament and ballot papers.

INFORMATION DIVISION

Information Division provides radio, television, newspaper and social media communications services to Government Agencies. The productions created by the Information Division are used to provide the public with timely information on government services, accomplishments and initiatives. The Information Division also provides historical published information/communications to the public and media houses based on requests.

NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO (NATT)

The National Archives acquires, preserves and makes accessible thousands of records, of various formats, to the public. These include government records, immigration records, photographs, books and maps. Many of these records contain information on Trinidad and Tobago's heritage.

NATT's overall objectives, are to provide the public with access to public records, to secure information for judicial and administrative purposes, and to provide documentation for the purposes of research.

THE COMMUNICATIONS DIVISION ALSO COMPRISES OF THE FOLLOWING SUPPORT DIVISIONS: -**EXECUTIVE SECRETARIAT**

Executive Secretariat comprises of the Minister of Communications, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry.

FINANCE AND ACCOUNTS DIVISION

Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. This unit processes payment for suppliers and payroll for employees. The unit also coordinates the submission of budgets and prepares the Ministry's financial statements.

HUMAN RESOURCE MANAGEMENT DIVISION

Human Resource Management Division aims to enhance the Ministry's effectiveness and capability, to provide excellent client customers services by retaining and building a human resource knowledge base which can deliver on the Ministry's mandate. The Division has as its core responsibility personnel matters such as, recruitment of contract positions, performance management, organizational development, training and development and employee relations.

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

INFORMATION TECHNOLOGY DIVISION

Information Technology Division is responsible for coordinating and providing strategic and operational support for internal information and communications technology projects and systems.

INTERNAL AUDIT

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Division is responsible for audit reviews of the Ministry's activities and accounts.

LEGAL SERVICES DIVISION

Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Division, and other agencies which fall under its purview.

POLICY, RESEARCH AND PLANNING DIVISION

Policy, Research and Planning Division is responsible for coordinating the Ministry's strategic plan and developing various internal policies. The Division collaborates with the other division in the ministry and agencies under the purview of the ministry to monitor and evaluate/measure performance and meet statutory reporting requirements.

CORPORATE SERVICES DIVISION

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, facilities management, customer service and procurement) that support the business goals of the Ministry and contribute to its efficiency.

There are also a number of other technical support units across the structure of the OPM: -

PROJECT IMPLEMENTATION (PHYSICAL INFRASTRUCTURE) UNIT

Project Implementation Unit performs specialized infrastructure project management functions of the OPM, specific to the historical buildings and other projects considered critical for national development.

LEGAL SERVICES UNIT

The Legal Unit provides legal advice to the OPM's Permanent Secretary and Heads of Divisions and represents or acts as liaison in all legal matters concerning the OPM. It provides legal advice and opinions; assists in effecting good corporate governance practices by advising on and ensuring adherence to regulatory requirements; prepares/reviews or finalises legal instruments, ensuring their accuracy and suitability to govern the OPM's relationships with internal, external or international stakeholders; maintains registries of legal instruments, case files and a legal library; preserves a repository of up-to-date legal instruments; reviews legislation or amendments to existing legislation; tracks trends and international developments in matters of law; collaborates with relevant stakeholders in the attainment of government policy objectives and assists with the processing of applications made under the Freedom of Information Act 1999.

INTERNAL AUDIT UNIT

Internal Audit Unit has auditing oversight for the OPM and is responsible for the effective monitoring of special projects, that are often undertaken. It provides management with information about the adequacy and effectiveness of the organization's system of internal control and has responsibility, for ensuring that the necessary audit systems and procedures continue to be maintained in strict accordance with the Financial Regulations. The Unit conducts audit surveys in the following areas of the OPM's activities: - Accounts - payroll and expenditure; Human Resource Management; Information Technology; Stores; Procurement and Office Management; Registry and Records Management; Sports and Culture Fund; any other entity or activity that the Permanent Secretary (Accounting Officer) may direct to be audited.

INTERNATIONAL RELATIONS AND PROTOCOL UNIT

The International Relations Unit (IRU) in the OPM monitors relations with States, and international, hemispheric, regional and sub-regional organizations in close collaboration with the Ministry of Foreign and CARICOM Affairs, Public Administration and Communications, Trinidad and Tobago's Embassies, High Commissions and Consulates. The Unit also provides guidance and support for the OPM in matters relating to protocol.

INTERNATIONAL CO-OPERATION DESK

The Desk provides international research and support services for various convention and international agreements. It also facilitates participation of officers of the OPM at international conferences, seminars, workshops, etc.; facilitates preparation and submission of periodic reports on the implementation of international conventions and other agreements specific to gender and child affairs; facilitates payment of annual contributions to international organisations; liaises between foreign missions, Ministry of Foreign and CARICOM Affairs, international affairs units of other government Ministries and Departments, and international organisations; advises the Executive of the OPM on international matters and monitors the relationship between OPM and various international organisations particularly as it relates to funding.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Office of the Prime Minister:**

The official documents in the Office of the Prime Minister, relate to a diverse range of government policy matters, administrative and other matters that fall under the scope of the responsibilities of the Ministry. These documents include: -

1. Files dealing with Administrative Support and General Administrative Documents, for the operations of the Office of the Prime Minister.
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 Office of the Prime Minister.
4. Financial Records and Auditing Records (cheques, vouchers, vote books, pay records etc).
5. Files dealing with matters relating to the Procurement of Supplies, Services and Equipment.
6. Cabinet Documents (Minutes and Notes).

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

7. Charts/Photographs/Compact Discs/Diskettes/Tapes/Catalogues/Forms.
8. Press Releases and Speeches.
9. Policy and Procedure Documents.
10. Registers of Working files.
11. Strategic Plans/Administrative Reports and Work Plans.
12. Intra-governmental correspondence such as correspondence with Ministries and other Public Authorities.
13. Legislation and Legal Instruments.
14. Legal Documents (Legal Opinions, Agreements, Contracts, Court matters involving the Ministry, Judgments, Law Reports, Legal Texts, Working Papers).
15. Reports – Statistical, Annual/Quarterly, Audit, Consultant/Technical, Valuation, Accident etc.
16. Books, Booklets, Leaflets, Pamphlets, Brochures, Newspaper Clippings and Posters, Periodicals and Publications.
17. Files dealing with Training – Local, Foreign and Technical Co-operation.
18. Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
19. Files dealing with Official Functions, Conferences and Events hosted and attended by officials of the Office of the Prime Minister.
20. Inventories of Equipment /Asset Registers and Listings.
21. Files dealing with applications for financial assistance/financial support/grant funding.
22. Minutes of Committee Meetings.
23. Database of public authorities contacts.

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

- Administrative Reports.
- OPM online Newsletters <http://www.opm.gov.tt/category/newsletter/>
- Registry of Child Services.

The public may inspect and/or obtain copies of the material at OPM (Head Office) on Tuesdays and Wednesdays between the hours of 9.00 a.m. and 2.30 p.m.

The OPM can be contacted via Telephone Nos.: -

- 622-1625 (Head Office St Clair) (PBX).
- 627-1163 (Gender and Child Affairs Divisions & National HIV/AIDS Secretariat located at Tower D International Waterfront Complex).
- 639-3507 (Central Administrative Services, Tobago).

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

The OPM currently has no material available for subscription. However, forms to access services provided by the OPM can be accessed from time to time at the following websites: or www.opm.gov.tt or www.opm-gca.gov.tt

- Gender Division - Training Programme Application Forms available at GCA Division.
- Nomination forms for Annual National Awards available at Head Office.
- Be a Hero Nomination Forms for Children available at GCA Division.
- Form A – Application form for assistance (Groups/Organizations) - Sports and Culture Fund.
- Form B - Application form for assistance (Individuals) - Sports and Culture Fund.
- Freedom of Information Act Administrative Forms.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Office of the Prime Minister****How to Request Information:****General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. Therefore, for public information that is not readily available to the public, the applicant must complete the appropriate form (**Request for Access to Official Documents**) which is available online, from the website <http://www.foia.gov.tt/node/59> or at the Reception Desks of the Office of the Prime Minister, 13- 15 St Clair Avenue, St Clair, and at Office of the Prime Minister (GCA), Level 20, Tower D, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

Addressing Requests

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

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 the OPM or from another public authority, for example brochures, pamphlets, reports, laws etc.

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

The Office of the Prime Minister is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

N.B.

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 periods for keeping records before they may be destroyed. For example, under The Exchequer and Audit Act, Chap. 69:01.

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

Furnishing Documents

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

Please note OPM is not compelled to do the following:

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

Time Limits**General**

The FOIA sets a time limit of thirty (30) calendar days, for determination of your request for access to documents. If the OPM fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. The OPM will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, your request will be acknowledged and you will be advised 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 thirty (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.

Section 7 (1) (a) (vi)**Officers in the Office of the Prime Minister 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 corrections of personal information under Section 36 of the FOIA.

The Designated Officer is:

Job Title: Administrative Officer IV (Ag.)
Name: Rhonda Roberts
Address: 13-15 St. Clair Avenue
St. Clair
Telephone: 622-1625 ext. 4175

The Alternate Officer is:

Job Title: Research Officer II
Name: Sasha Ali-Khan
Address: 13-15 St. Clair Avenue
St. Clair

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

Telephone: 622-1625 ext. 4114

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

There are no minutes of meetings of Advisory Boards & Councils, Committees and other bodies that are open to the public.

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

You may make general enquiries to our Designated Officer or Alternate Officer. The Office of the Prime Minister does not have a formal Library, but a reading area is available by the reception desk Level 21, Office of the Prime Minister, Tower D, International Waterfront Complex, 1A Wrightson Road, Port of Spain and in the atrium located on the ground floor, Head Office at St. Clair.

The Reading area is open to members of the public on Monday and Wednesday, between the hours of 9:00 a.m. and 2:30 p.m. No smoking, eating or drinking is allowed in the reading area.

Policy of the Office of the Prime Minister for provision of copies of documents that are readily available to the public.

Provision of documents may be subject to a charge to cover administrative costs.

Section 8 Statements

Section 8 (1) (a) (i)**Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law:**

1. Adoption of Children Act Chap 46:03
2. Adoption of Children Act No 67 of 2000 (unproclaimed)
3. Adoption of Children (Amendment) Act No 4 of 2015
4. Administration of Justice (Indictable Proceedings) Act No 20 of 2011
5. Anti-Gang Act No 10 of 2011
6. Attachment of Earnings (Maintenance) Act Chap 45:52
7. Births and Death Registration Act, Chap 44:01
8. Child Rehabilitation Centre Act Chap 13:05
9. Child Rehabilitation Centre Regulations 2017
10. Children Act No. 12 of 2012
11. Children Amendment Act (2000)
12. Children Act Chap 46:01
13. Children's Authority Act (2000) and Amendments (2008)
14. Children's Authority Regulations 2015
15. Children and Young Persons (Harmful Publications) Act Chap 11:18
16. Children's Life Fund Act (2010)
17. Cinematograph Act, Chapter 20:10
18. Civil Service Act and Regulations Chap 23:01

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

19. Cohabitation Relationship Act Chap 45:55
20. Community Service Orders Act Chap 13:06
21. Companies Act, Chap 88:01
22. Conveyancing and Law of Property Act, Chap 19:06
23. Constitution of the Republic of Trinidad and Tobago Act, 1976, Chap. 1:01
24. Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)
25. Convention on the Rights of the Child (UNCRC)
26. Co-operative Societies Act, Chap 81:03
27. Corporation Tax Act. Chapter 75:02 (1966) Amendments (2007)
28. Criminal Injuries Compensation Act Chap 5:31
29. Data Protection Act No. 13 of 2012
30. Domestic Violence Act Chap 45:56
31. Education Act Chap 39:01
32. Equal Opportunity Act No 69 of 2000
33. Exchequer and Audit Act (1959) Amendments (2006)
34. Family and Children Division Act No 6 of 2016
35. Family Law (Guardian of Minors Domicile and Maintenance) Act Chap 46:08
36. Family Proceedings Act Chap 46:09
37. Finance Act No. 2 of 2006
38. Foster Care Regulations 2014
39. Foster Care Regulations 2014
40. Foreign Investment Act, No. 16 of 1990
41. Freedom of Information Act Chap 22:02
42. Hindu Marriage Act Chap. 45:03
43. Income Tax Act Chapter 75:01 (1938) Amendments (2009)
44. Industrial Relations Act (1972) and Amendments (1994)
45. Infants Act 46:02
46. Integrity in Public Life (2000)
47. International Child Abduction Act (2008)
48. Judicial Review Act No 60 of 2000
49. Legal Profession Act Chap 90:03
50. Maintenance Orders (Facilities for Enforcement) Act Chap 45:53
51. Married Persons Act Cap 11:26
52. Marriage Act Chap. 45:01
53. Matrimonial Proceedings and Property Act Chap 45:51
54. Maternity Protection Act Chap 45:57
55. Mediation Act No 8 of 2004
56. Miscellaneous Provisions (Minimum Age for Admission to Employment) Act No 3 of 2007
57. Miscellaneous Provisions (Marriage) Act 2017
58. Miscellaneous Provisions (2019-Novel Coronavirus [2019-nCoV]) Act, No. 21 of 2020
59. Motion Pictures Films (Carriage and Storage) Act, Chapter 40:01
60. Muslim Marriage and Divorce Act Chap. 45:02
61. National Library and Information Systems Act, Chapter 40:01
62. Newspaper Act, Chap 20:01
63. Non-Profit Organisation Act, No. 7 of 2019

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2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

64. Occupational Safety and Health Act (2004) Amendments (2006)
65. Orisha Marriage Act Chap. 45:04
66. Pensions Act (1934) Amendments (1939)
67. Prevention of Corruption Act 1987
68. Public Health Ordinance, Chap 12 No. 4 2020
69. Public Procurement and Disposal of Public Property Act 2014 and amendments
70. Public Service Commission Regulations 1966
71. Real Property Act, Chap 27 No. 11
72. Register of Births, Deaths and Marriage Act, Chap 44:02
73. Registration of Business Names Act, Chap 82:85
74. Registration of Deeds, Chap 19:06
75. Registrar General's Act, Chap 19:03
76. Remedies of Creditors Act, Chap 8:09
77. Revised Treaty of Chaguaramas
78. Sexual Offences Act (1986) and Amendments (2000)
79. State Lands Act, Chap 57:02
80. Status of Children Act, Chap 46:07.
81. The Administration of Justice (DNA) Act No 5 of 2012
82. The Children's Community Residences, Foster Care and Nurseries Act No 65 of 2000 and Amendment Act No 15 of 2008
83. The Children's Community Residences Regulations 2014
84. The Emergency Powers (No. 2) Regulations, 2021 Legal Notice No. 176 May 2021
85. The Public Health (2019 Novel Coronavirus [2019-nCoV]) Regulations, 2020
86. The Quarantine Act Chap 28:05
87. Trafficking of Persons Act No 14 of 2011
88. Workmen's Compensation Act (1960) Amendments (1997)

All of the aforementioned listed pieces of legislation can be accessed and downloaded at www.law.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.

- Ministry of Planning and Development -National Development Strategy 2016-2030
- OPM Administrative Reports
- OPM Strategic Plans
- Departmental Work Plans
- Grant Funding Policy (Gender & Child Affairs Division)
- Sports and Culture Fund Policy / Criteria for Disbursement of Grant Funding
- Guidelines – Applications to the Sports and Culture Fund (Booklet)
- Child Services Directory
- Child Rights (Booklet)
- Reports on International Conventions

2020 PUBLIC STATEMENT OF THE OFFICE OF THE PRIME MINISTER—CONTINUED

- Tablet Acquisition Policy Revised Guidelines for Contract Employment in the Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01
- Guidelines for the Administration of Devolved Functions
- Manual of Terms and Conditions of Employment
- Guidelines and Procedures for the Exercise of Delegated Functions
- Code of Ethics Guiding HR Professionals in Public Service
- Guidelines for the Conduct of One-Man Disciplinary Tribunals
- Registry Manual
- Guided Procedures on Intervention for Child Abuse and Domestic Violence
- Internal directives
- Employee's Handbook (GCA Division)
- Protocol Manual for the Office of the Prime Minister
- ICT Acceptable Use Policy
- OPM Safety Policy Manual for the Head Office of the Prime Minister (2017-2018)
- OPM Smoking Policy
- OPM COVID 19 Mitigation Policy
- OPM Parking Policy (Head Office)
- OPM Parking Policy (GCA)
- National HIV & AIDS Strategic Plan 2013-2018
- Citizen Facilitation Policy 2016
- Standard Operating Procedures for National Reporting on HIV and AIDS
- ICT Help Desk Policy
- Smart TV Policy
- Remote Working Policy
- Corporate Communications Desk Manual
- Corporate Communications Operational Manual 201-2020
- Child Mental Health and Wellness Workbook
- The National Child Policy (Green Paper)
- Sport and Culture Fund Service Level Agreement
- Citizens' Facilitation Operational Manual
- Termination of Contracts-emodule
- Protocol for Reporting to the Ministry of Health: Exposure or Viral Related Symptoms
- Ministry of Labour and Small Enterprises Development National Policy Guidelines on Preparing Workplaces in Trinidad and Tobago for Covid-19, July 31, 2020
- Public Service Commission Guidelines for the Hearing of Disciplinary Matters by Electronic Means, October 27, 2020
- Circular Memorandum: Mandatory Covid-19 Guidelines at the Office of the Prime Minister, November 5, 2020
- Office of the Prime Minister COVID-19 Risk Mitigation 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.

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

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

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

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

Section 9 (1) (b)

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

- Report from attendance of Committee Meeting - re Sexual Harassment Policy: Ministry of Labour and Small Enterprise Development.
- Report on an Interdepartmental Committee chaired by the Ministry of Social Development and Family Services (Foster Care Pilot Project).
- Accounting Procedures.
- Financial Regulations and Instructions.
- First and Second Report of the Child Protection Task Force (laid in Parliament).
- Final Report on Independent Investigation of operations at St. Michael's School for Boys compiled by the Inspector of Industrial Schools and Orphanages.
- Report for the period 2010-2014 of progress on the implementation of the Beijing Declaration and Platform for Action.
- GORTT's 4th 5th 6th and 7th Combined Periodic Report under the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).
- Progress indicators for measuring the implementation of the Belem do Para Convention.

Section 9 (1) (c)

A report or a statement containing the advice or recommendation, of an interdepartmental Committee whose membership includes an officer of the public authority.

- Proposal for the establishment of an IT Knowledge Repository - Electronic Document Management Committee.
- National Commission for Women's Empowerment and Gender Equity (Establishment) Report.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the public authority 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 the committee.

- Inter-Ministerial Committee on the Central Registry for Domestic Violence -Evaluation Report (IT component).

Section 9 (1) (e)

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

- HSE Incident Reports
- CARIRI Air Quality Report, Gender and Child Division
- COVID 19 Risk Assessment Programme which included OPM Head Office, Communications Division, Government Printery, National Archives.
- Earthquake Damage Assessment Report on the Structural Integrity of the Ministry of Communication (Communication Division) Building 2019

Section 9 (1) (f)

A report prepared for the public authority, by a consultant who was paid preparing the report.

- Consultant's Report on Gender Responsive Budgeting Training – GORTT and Commonwealth Secretariat 2012.
- Implementation Plan for the Proclamation of the Children's Act No 10 of 2012.
- Architectural reports and Drawings for Construction and Refurbishment Projects.
- Best Practices in the Institutional Treatment of Juveniles, as relevant for the situation in Trinidad and Tobago, Dr. Daphne Phillips.
- Reports on Youth at Risk (St. Jude's School for Girls and St. Michael's School for Boys).
- Report on the Workshop held at the St. Jude's School for Girls - Raising the Bar in the case of Inmates.
- Strengthening State Accountability & Community- based Gender based/sexual violence in Trinidad & Tobago.
- Gender Responsive Budgeting Report.
- Reports generated by Special Envoys.
- The National Children's Registry Design Phase Reports.
- Mapping Report on HIV Prevention Services, December 2018, funded by PAHO.
- Report on Legal Barriers, that affect Adolescent Access to Sexual and Reproductive Health Services in Trinidad and Tobago a Qualitative Study, December 2019, funded by UNFPA.
- Report on Legal Environmental Assessment for Trinidad and Tobago for the HIV response in Trinidad and Tobago, October 2018, funded by UNDP.

Section 9 (1) (g)

A report prepared within the public authority 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.

- The Nursery Policy Situational Analysis Report.
- Children's Authority GAP Analysis (Community Residences).
- Situational Analysis of HIV and AIDS in Trinidad and Tobago 2017-2018.
- Report on the Assessment of the Conservation Unit of the Trinidad and Tobago National Archives (April 2019).

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.

- Expenditure Statements.
- OPM Administrative Reports.
- Work Plans.
- Achievement Reports.

Section 9 (1) (i)

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

- Strategic Plan & Work Plans for the Office of the Prime Minister 2011-2013, 2017-2021.
- Trinidad and Tobago National Strategic Plan for Child Development 2012-2016.
- National HIV and AIDS Strategic Plan 2013-2018.
- Green Paper on the National Policy on HIV and AIDS.

Section 9 (1) (j)

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

- Approved National Policy on Standards, Regulations and Rules for Foster Care, 2014.
- Approved National Policy on Standards, Regulations and Rules for Community Residences, 2014.
- Approved Policy Directions for the development of Regulations for the Children's Authority Act Chap 46:10.
- A statement prepared within the MOC and containing policy directions for the drafting of legislation.

Section 9 (1) (k)

A report of a test carried out within the public authority 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 public authority.

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

Section 9 (1) (m)

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

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

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TRINIDAD BOXING BOARD OF CONTROL

FREEDOM OF INFORMATION STATEMENT

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT CHAP 22:02

In accordance with sections 7, 8 and 9 of the Freedom of Information Act Chap 22:02 (FOIA) the Trinidad Boxing Board of Control (TBBC) is required by law to publish this statement, 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 TBBC;
2. A legal right for each person to have personal information relating to himself/herself amended where it is held by TBBC and such information 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 TBBC**

The Trinidad Boxing Board of Control (TBBC also referred to as "the Board) has operated and continues to operate within the limits of the "Boxing Control Act" which establishes clearly that the paramount role and function of the TBBC is that of a Regulatory Body for the Sport of Boxing.

Pursuant to "Chapter 21:52 of the Laws of the Republic of Trinidad and Tobago the "BOXING CONTROL ACT" An Act to regulate the holding of boxing contests" was established in the year 1933.

Chap. 21:52 – 2 (1)

For the purpose of this "Act" the Trinidad Boxing Board of Control (in this Act referred to as "the Board") was established which shall consist of a Chairman and not less than four other members to be appointed from time to time by the Minister.

The Chairman shall have a casting as well as a deliberative vote.

Three members of the Board shall constitute the quorum necessary to constitute a meeting and may exercise all or any powers conferred upon the Board by this Act or any Regulations made thereunder.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022

There are NO State Enterprises under the portfolio of the TBBC

TBBC DIVISIONS AND UNITS

There are five (5) Departments that provide support services to the TBBC as follows:

- Technical
- Human Resources
- Finance
- Procurement
- General Administration

TECHNICAL DEPARTMENT

Areas of Responsibility:

The Technical Department is headed by the Technical Manager who is responsible for ensuring the implementation of the Board's Strategic Objectives. Reports are followed through to the Board members through the Technical Manager.

This Unit also has the responsibility to administer, oversee and monitor the implementation of request for boxing permits, issuance of boxing permits, monitoring of actual boxing events to ensure compliance by boxing stakeholders and communication with boxing stakeholders.

HUMAN RESOURCES DEPARTMENT/ GENERAL ADMINISTRATION

The Human Resource Unit is led by the Human Resource Manager which comprises Human Resources, Logistics and Evaluation. This Unit is collectively responsible for General Administration.

The Human Resource Unit handles all matters related to recruitment and training of staff, as well as creating, implementing and overseeing policies between employees and the Board.

This Unit has responsibility for the following:-

- Planning, organizing and controlling all human resource management activities of the TBBC.
- Conducting Staff's Annual Performance Appraisals.
- Ensuring that the TBBC's human resource requirements at all levels are met.
- Organise appropriate training and development needs for employees.
- Maintenance of personal files of all members of staff.

General Administration provides support services to the Board and is responsible for the following support functions:

- TBBC's Registry, Maintenance and Housekeeping.
- Facilities and office management of the TBBC.
- Records Management – to identify, select, order and manage organisational records.
- Covers all communications with external and internal stakeholders.
- Pursuant to Board approval, Responsible for key presentations, press releases, conferences and events newsletters and website content.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022

FINANCE DEPARTMENT

This Unit oversees and coordinates all financial operations of the TBBC, and ensures that accurate financial information is reported in a timely manner.

The roles and functions of the Accounting Unit of the TBBC in most parts are the same as the accounting unit of any other Government Ministry or Department. However, there are functions that are performed that are unique to this authority. The Accounting Unit:

- collects and accounts for all revenues for which the TBBC is responsible;
- processes the payment of expenses relating to the TBBC after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance;
- records all revenue received and payments made e.g. administrative charges, payment of licence fees etc.; and records expenses as it relates to salaries, recurrent and general expenditure.
- Ensure the economical, effective and efficient use of resources;
- Ensure compliance with established policies (including behavioural and ethical expectations), procedures, laws and regulations;
- Safeguard the assets of TBBC from losses of all kinds, including those arising from fraud, irregularity or corruption.

PROCUREMENT DEPARTMENT

Areas of Responsibility:

The roles and functions of the Procurement Department is generally the procurement of goods and services designed to meet operational needs of the TBBC while providing the highest possible value.

The establishment of procurement policies and procedures to ensure the TBBC operates with integrity and the marketplace.

TBBC: STRUCTURE

Members of the Board of the TBBC are appointed by Cabinet upon the recommendation of the Honourable Minister.

The 'Boxing Control Act' Chap. 21:52 – 2 refers:

- (1) *"For the purpose of this "Act" the Trinidad Boxing Board of Control (in this Act referred to as "the Board") was established which shall consist of a Chairman and not less than four other members to be appointed from time to time by the Minister".*
- (2) *The Chairman shall have a casting as well as a deliberative vote.*
- (3) *Three members of the Board shall constitute the quorum necessary to constitute a meeting and may exercise all or any powers conferred upon the Board by this Act or any Regulations made thereunder.*

The 'Boxing Control Act' Chap. 21:52 – 4 refers:

"Subject to any Regulations made under this Act the Board may appoint such officers and employ and pay such persons and take such other steps as it thinks necessary and expedient for properly carrying out its duties".

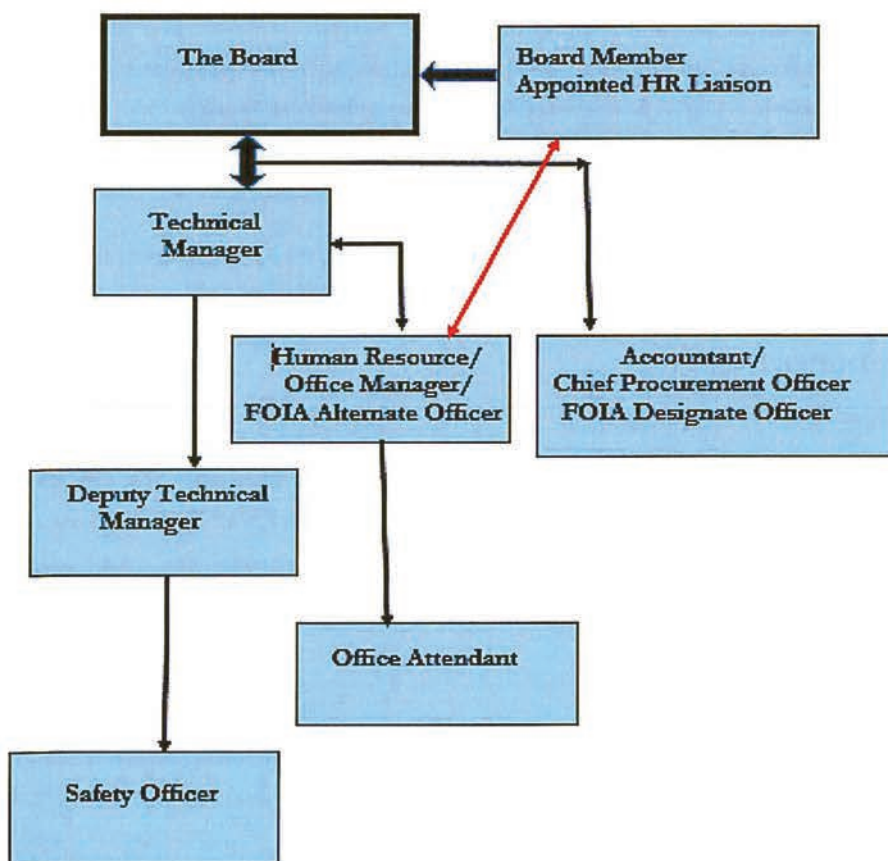
TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022

Staff of the TBBC

The operations of the TBBC comprises five (5) employee positions. Positions as follows:

- The Technical Manager,
- The Deputy Technical Manager,
- The Human Resource/Office Manager
- Chief Procurement Officer/Accountant
- The Office Attendant

TBBC ORGANIZATIONAL CHART



TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022**SECTION 7 (1) (a) (ii)****Categories of documents in the possession of the TBBC:**

1. General administration files relating to the operations of the TBBC.
2. Administrative reports
3. Personnel files, which detail all staff appointments, job applications, transfers, leave, resignations, retirements, death etc.
4. Files relating to the accounting functions of the TBBC.
5. Files relating to the accounting and financial management of the TBBC
6. Financial Records (e.g. cheques, vouchers, receipts, salary records etc.)
7. Procurement documents relative to the procurement of supplies and services.
8. Policy and procedure documents (Human Resource, Technical, Medical, Financial).
9. Internal and external administrative correspondence.
10. Documents relating to the Strategic Initiatives of the TBBC.
11. Legal opinions and related matters.
12. Pamphlets, brochures, posters and newspaper clippings.
13. Minutes and agenda of meetings.
14. Files dealing with circulars, memoranda, notices, etc.
15. Files dealing with official functions, conferences and events hosted by TBBC.
16. Registers, licenses, contracts, memoranda of understanding etc.
17. Inventory records.

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

- Administrative Reports
- Technical Policy
- Administrative Policy
- Conflict of Interest Policy
- Procurement Policy
- Financial Policy
- Medical Policy

The public may inspect copies of the preceding material between the working hours of 10:00 a.m. - 2:00 p.m.

Monday to Friday at the following location:

The Library,

Hasely Crawford Stadium

Wrightson Road Extension

Port of Spain

Tel. (868) 234-9647

E-mail: tbbc.procurement@gov.tt

SECTION 7 (1) (a) (iv)**Publications / literature available from the TBBC:**

The TBBC has no literature available by way of subscription.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022**SECTION 7 (1) (a) (v)**

The procedure to be followed when accessing documents from the TBBC

General Procedure

In order to have the rights given to applicants by the Freedom of Information Act, request must be made in writing.

1. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) from the Freedom of Information Unit's website (<http://www.foia.gov.tt>).
2. Complete the form by entering the relevant information into the form fields:
 - 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 Authority (see Section 7 (1) (a) (vi)).
3. The completed form may be:
 - a) Hand delivered to the TBBC,
 - b) Mailed to the TBBC,
 - c) E-mail to the TBBC (tbbc.procurement@gov.tt).

Addressing Requests

To facilitate the prompt handling of a request, please contact or write to the Designated Officer of the Bureau (see section 7 (1) (a) (vi)).

Details in 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 the Bureau's Designated Officer as named in section 7(1) (a) (vi).

Requests Not Handled Under The FOIA

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the TBBC or from another public authority, for example brochures and pamphlets etc.

Responding to Requests

TBBC is only required to furnish copies of documents that it has in its possession or can be retrieved from storage. Prior to the commencement of the Freedom of Information Act, 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 periods for preserving records before they can be destroyed.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022**Furnishing documents**

An applicant is entitled to access copies of information in the TBBC's possession, custody or power. The TBBC is required to furnish only one (1) copy of a document. If the TBBC cannot make a legible copy of a document to be released, we will not attempt to reconstruct it. Instead, the TBBC 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; or
- b) perform research for you.

Time Limits

The Freedom of Information 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 for access to documents. The Bureau will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Bureau will acknowledge the request and advise the applicant 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 the TBBC has received the request and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the Freedom of Information Act.

Fees and Charges

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.

SECTION 7 (1) (a) (vi)

Officers in the TBBC responsible for:

- a) The initial receipt of and action upon notices under section 10;
- b) Requests for access to documents under section 13; and
- c) Applications for corrections of personal information under section 36 of the FOIA, are as follows:

The Designated FOI Officer is:

Mrs. Candace Charles-Brown
Accountant / Chief Procurement Officer
Hasely Crawford Stadium
Wrightson Road Extension
Port of Spain
Tel: (868) 234-9647
E-mail: tbcc.procurement@gov.tt

The Alternate FOI Officer is:

Mrs. Fern Mars
Human Resources Manager/Office Manager
Hasely Crawford Stadium
Wrightson Road Extension
Port of Spain
Tel: (868) 234-9647
E-mail: tbcc.hr.@gov.tt

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022**SECTION 7 (1) (a) (vii)**

At the present time there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this section of the Freedom of Information Act.

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

Information can be accessed at the TBBC's office.

Hasely Crawford Stadium

Wrightson Road Extension

Port of Spain

Tel: (868) 234-9647

and it is available to the public from Monday to Friday between the hours of 10:00 am and 2:00 pm.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

With respect to documents containing interpretations or particulars of written laws and schemes administered by the public authority, the following legislation as amended apply:

1. The Boxing Control Act Chapter of 1933;
2. Income Tax Act Chapter 75:01
3. Exchequer and Audit Act Chapter 69:01;
4. Freedom of Information Act Chapter 22:02;
5. Occupational Safety & Health Act Chapter 88:08;

SECTION 8 (1) (a) (ii)

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

- Occupational Safety and Health Act Ch.: 88:08
- Departmental Manuals, Policies and Procedures
- National Policy on Sport 2017-2027
- Personnel Department circular Memorandum – Changes in Administrative Arrangements Effective February 2013, in Respect of Contract of Employment in the Public Service
- Advice from the Office of the Attorney General

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, the following will apply:

At this time, we have no such documents regarding the enforcement of written laws.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established with TBBC.

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

SECTION 9 (1) (b)

A report or a statement containing the advice or recommendations:

- Of the body or entity established outside TBBC by or under a written law; or
- By a Minister of Government of either public authority for the purpose of submitting a report or reports, providing advice or making recommendations to TBBC or to the responsible Minister of TBBC.

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

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 TBBC.

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

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the TBBC to submit a report, provide advice or make recommendations to the responsible Minister of Sport & Community Development or to another officer of TBBC who is not a member of the committee.

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

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

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

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

SECTION 9 (1) (g)

A report prepared within the TBBC 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 this time, we have no such reports or statements.

TRINIDAD BOXING BOARD OF CONTROL FREEDOM OF INFORMATION STATEMENT 2022**SECTION 9 (1) (h)**

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

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

SECTION 9 (1) (i)

A report containing:

- final plans or proposals for the re-organization of the functions of the TBBC;
- the establishment of a new policy, programme or project to be administered by the TBBC; or
- the alteration of an existing policy programme or project administered by the TBBC, whether or not the plans or proposals are subject to approval by an officer of the TBBC, another public authority, the responsible Minister of the MSCD or Cabinet.

1. TBBC Strategy and Action Plan 2003-2010.
2. Community Boxing Initiative.

SECTION 9 (1) (j)

Statement prepared within TBBC and containing policy directions for the drafting of legislation.

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

SECTION 9 (1) (k)

Reports of tests carried out within the TBBC on the product for the purpose of purchasing equipment.

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

SECTION 9 (1) (l)

An environmental impact statement prepared within the TBBC.

There are no environmental impact statements to be published under this section at this time.

SECTION 9 (1) (m)

Valuation reports prepared for TBBC by a valuator, whether or not the valuator is an officer of the TBBC.

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



CENTRAL BANK OF
TRINIDAD & TOBAGO

NOTICE

FOREIGN EXCHANGE AUTHORISED DEALERS IN TRINIDAD & TOBAGO

The Central Bank of Trinidad and Tobago wishes to advise the public that, in accordance with the Exchange Control Act (Chapter 79:50, Section 6[1]), transactions involving the buying, selling, borrowing or lending of foreign currency should only be conducted through authorised dealers.

As at June 30, 2022, the Central Bank advises that the following institutions are licensed as authorised foreign exchange dealers in Trinidad and Tobago.

1	ANSA Bank Limited
2	Citibank (Trinidad & Tobago) Limited
3	First Citizens Bank Limited
4	FirstCaribbean International Bank (Trinidad & Tobago) Limited
5	JMMB Bank (T&T) Limited
6	RBC Royal Bank (Trinidad & Tobago) Limited
7	Republic Bank Limited
8	Scotiabank (Trinidad & Tobago) Limited
9	ANSA Merchant Bank Limited
10	Development Finance Limited
11	Massy Finance GFC Ltd.
12	NCB Merchant Bank (Trinidad and Tobago) Limited
13	Export - Import Bank of Trinidad and Tobago (EXIMBANK) ¹

Additionally, the following Bureaux de Change operators are authorised to-

- (a) buy and sell foreign currency notes and coins as well as purchase travellers cheques; and/or
- (b) conduct foreign exchange conversions which are incidental to primary remittance business.²

1	Global Exchange Trinidad and Tobago Limited
2	GraceKennedy (Trinidad & Tobago) Limited
3	Massy Remittance Services (Trinidad) Ltd.
4	Millennium Finance and Leasing Company Limited

Please be advised that effective June 22, 2022, Eastern Credit Union Co-operative Society Limited (ECU) ceased conducting the operations of a Bureau de Change.

¹ EXIMBANK holds a limited-scope authorised dealer license to conduct specific foreign exchange transactions.

² Bureaux de Change are required to display their licence, which contains the authorised activities.