



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT AS A MEMBER AND DEPUTY CHAIRMAN OF THE INTEGRITY COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in her by section 4(4) of the Integrity in Public Life Act, Chap 22:01, has appointed Mr. FREDERICK GILKES, as a member and Deputy Chairman of the Integrity Commission, for a period of three (3) years, with effect from 13th January, 2022.

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

13th January, 2022.

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APPOINTMENT OF MEMBERS TO THE BOARD OF PROCUREMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in her by section 10(1) of the Public Procurement and Disposal of Public Property Act, No. 1 of 2015, has appointed the undermentioned persons as Members of the Procurement Board for a period of four (4) years, with effect from 18th January, 2022:

MR. DAVID CHARLERIE
MR. HERDIS LEE CHEE

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

18th January, 2022.

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TERMINATION OF OFFICE OF DIRECTORS APPOINTED TO THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO

IN ACCORDANCE with section 3(9), of the National Insurance Act, Chap. 32:01, the public is hereby notified for general information that the term of appointment of the identified directors of the National Insurance Board of Trinidad and Tobago (NIBTT) expired on the 19th January, 2022:

Government Directors:

Ms. MURIEL ALFRED-JAMES
Mr. PATRICK FERREIRA
Ms. MARILYN GORDON

Dated this 20th day of January, 2022.

C. GEORGE
Acting Corporate Secretary

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31 2020

**In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (“FOIA”) the Rural Development Company of Trinidad and Tobago Limited (“RDC”) is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

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

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Rural Development Company of Trinidad and Tobago Limited (RDC)

Mission Statement:

We will provide improved infrastructure and community facilities in rural communities through the efficient planning, implementation and execution of projects of best quality while preserving the environment.

We achieve this through transparency, consultation, value management, quality standards, human capital and contractor development as the main platforms upon which the company will continue to build.

The RDC is a **Wholly Owned State Enterprise**. The Rural Development Company of Trinidad and Tobago Limited was incorporated on the 2nd day of May, 2005 in accordance with the Companies Act of Trinidad and Tobago 1995.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED—CONTINUED

SCOPE OF BUSINESS

The RDC was established primarily to provide project management services pertaining to the developmental projects and programs to improve the infrastructure, utilities and social and sporting facilities in all communities of Trinidad. RDC provides the following Technical services:

1. Civil and Structural Designs
2. Project Management
3. Preparation of Tender Documents using the FIDIC form of contract
4. Construction Contract Administration
5. Evaluation of Tenders
6. Supervision of Construction of general civil and building works

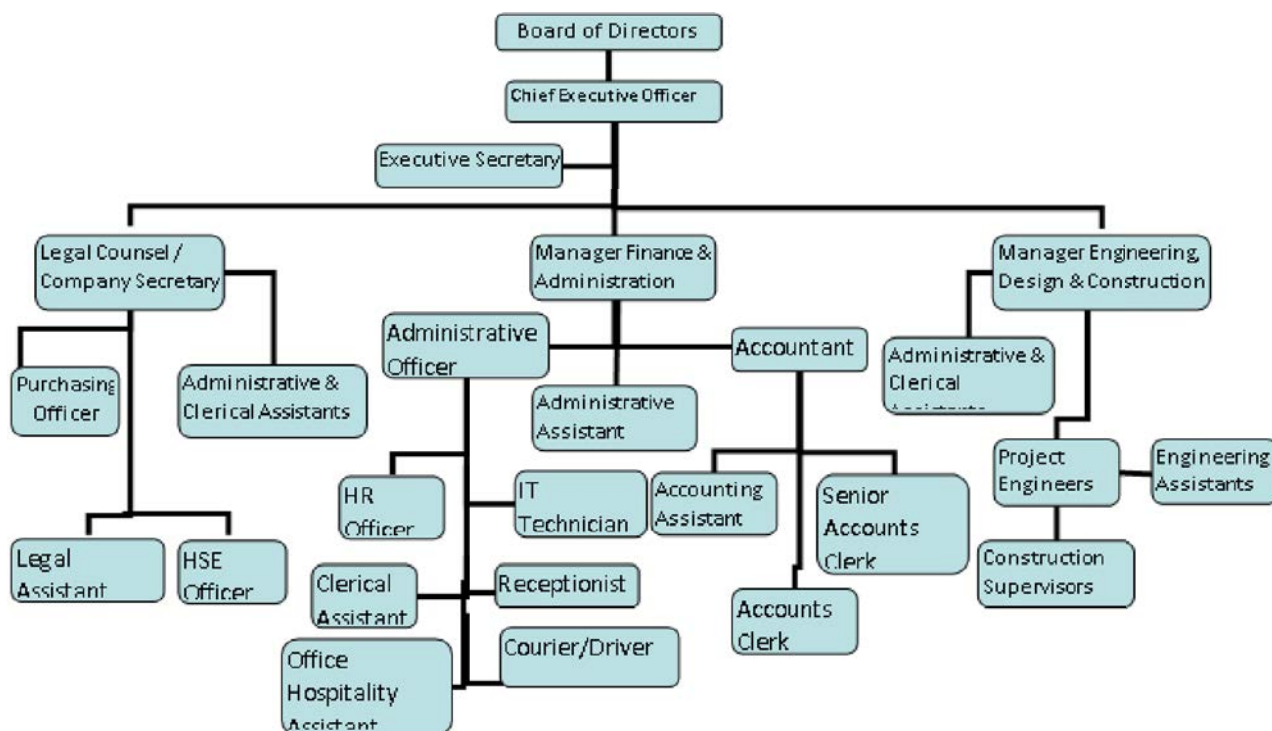
ORGANIZATIONAL STRUCTURE

The RDC is headed by a Board of Directors. There are seven (7) Directors of the company including a Chairman and Deputy Chairman. The Board of Directors is responsible for charting the overall direction of the RDC.

The RDC’s current organization structure has three (3) departments as illustrated in the approved organizational chart below:

ORGANIZATION CHART

RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED



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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD
AND TOBAGO LIMITED—CONTINUED

Finance and Administration- This Department provides support in the management of income and expenses whilst managing the office operations. This department performs the following key functions:

- i. Processes financial transactions
- ii. Prepares monthly management accounts
- iii. Prepares annual financial statements
- iv. Processes payments to contractors and staff
- v. Reviews, updates and administers the Administration and Human Resources Policy Manual
- vi. Upgrades and maintains the office, equipment and facilities
- vii. Provides supplies for RDC's operations
- viii. Provide ICT support

Engineering, Design and Construction- This Division performs the core function of the company by preparing projects for tendering and managing the projects from inception to completion of the construction process. In addition to providing project management services, this department is also responsible for the following functions:

- i. Evaluating the applications from contractors and consultants for prequalification
- ii. Designing small infrastructural projects in collaboration with key stakeholders
- iii. Preparing and evaluating tender documents
- iv. Supervising work during construction to ensure conformance with designs and quality
- v. Administration of awarded contracts and payment of evaluated bid prices to tenderers

Legal and Corporate Services- This division provides support in the area of legal and corporate services to the RDC's operations. The scope of the legal and corporate services includes:

- i. Acting on behalf of the Tenders Committee for the procurement of goods and services
- ii. Preparation and execution of contracts
- iii. Providing legal advice to the RDC
- iv. Providing administrative support to the Board and its sub-committees
- v. Preparing and submitting statutory reports and ensuring compliance to requirements of RDC's Act; By-law and the State Enterprises Performance Monitoring Manual.

Sub function of Legal and Corporate Services- Health, Safety and the Environment (HSE) - The HSE team develops, implements and monitors policies. The role of the HSE team is as follows:

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED—CONTINUED

- i. HSE policy and drafting the HSE Committee By-laws
- ii. Provision of personal protective equipment
- iii. Alcohol and Substance Abuse Policy
- iv. Emergency Response Plan
- v. Quarterly and annual risk assessment

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The work of the RDC will have a definite impact on the lives of the citizens of the country as it seeks to improve the quality of life of residents of communities in Trinidad by providing much needed infrastructure and community facilities. This work will be achieved in collaboration with all stakeholders. Based on the nature of the projects executed, the following positive public impacts may result:

1. Job opportunities due to the employment of local labour;
2. Economic growth due to the engagement of local businesses;
3. Enhancement of the social lives of residents via the provision of recreational, sporting and community facilities;
4. Raising of public morale and spirit as they actively witness work being executed to benefit their lives; and
5. Improved transport times, decreased vehicle maintenance costs and improved safety due to road construction and rehabilitation projects.

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

1. Files dealing with administrative support and general administrative documents for the operations of the RDC;
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignation, deaths, retirements, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of the RDC
4. Financial Statements and records;
5. Files dealing with matters relating to the procurement of supplies, services and equipment;
6. Maps/Charts/Photographs/Compact Discs;
7. Policy and Procedure Documents;
8. Internal and External correspondence files;
9. Contract Administration files
10. Legislation and Legal Instruments;
11. Minutes/Agenda of meetings;
12. Files dealing with circulars, memoranda, notices, bulletins etc.;
13. Reports: Statistical, Annual/monthly/quarterly, Consultants'/Technical, Corporate;
14. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings;
15. Registers/Certificates.

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Section 7(1) (a) (iii)

Material prepared for publication or inspection

This section is not applicable at this time.

Section 7(1) (a) (iv)

Literature available by subscription

This section is not applicable at this time.

Section 7(1) (a) (v)

Procedure to be followed when accessing a document from the RDC

How to Request Information:

i. *General Procedure*

Our policy is to answer all requests for information, both oral and written. 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 information is refused), you must make your request in writing. The applicant must complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

ii. *Addressing Requests*

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

iii. *Details in the Request*

Applicants should provide details that will allow for the ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

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

Responding to your Request

i. *Retrieving Documents*

The RDC is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National

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Archives or another storage center, will be retrieved in order to process your request.

ii. *Furnishing Documents*

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one (1) copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to construct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

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

Time Limitsi. *General*

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

ii. *Time allowed*

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

Section 7 (1) (a) (vi)**Officers in the RDC responsible for:**

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

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD
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The Designated Officer is:

Mr. Arshaad Mohammed
Legal Counsel/Corporate Secretary
Rural Development Company of Trinidad and Tobago Limited
Bungalow #221058 LP #6 Skid Row Road, Brechin Castle, Couva
Tel: 636-8308/5484

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies

(Where meetings/minutes are open to the public)

This section is not applicable at this time.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

This section is not applicable at this time.

Section 8 Statements

Section 8 (1) (a) (i)

Documents containing interpretation or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

This section is not applicable at this time.

Section 8 (1) (a) (ii)

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

1. Human Resource Policy Manual
2. Tenders Rules and Procedures
3. Health Safety and Environmental Policies.

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

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information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.

This section is not applicable 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 RDC.

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

Section 9 (1) (b)

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

1. State Enterprises Performance Monitoring Manual.

Sections 9 (1) (c) - 9 (1) (m)

At this time, we have no reports or statements under the aforementioned sections.

**RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED**