



TRINIDAD AND TOBAGO GAZETTE

VOL. 61

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Traffic Restriction (Temporary Provisions) (Ceremonial Opening of Parliament of the Republic of Trinidad and Tobago) Order, 2022—(Legal Notice No. 181 of 2022).

Traffic Control (Experimental Scheme) [Route Areas (3), (4) and (5) Maxi-Taxi] (San Fernando) Regulations, 2022—(Legal Notice No. 182 of 2022).

Prohibition (Carriage Coastwise, Importation and Exportation) (Amendment) (No. 2)) Order, 2022—(Legal Notice No. 183 of 2022)

1323

APPOINTMENT AS A MEMBER OF THE PUBLIC PROCUREMENT BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting 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 TRACEY ROJAS, as a member of the Board of Public Procurement Regulations (“the Procurement Board”), for a period of three (3) years, with effect from 6th September, 2022.

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

6th Septemebr, 2022.

1324

APPOINTMENT OF EXECUTIVE DIRECTOR OF NALIS

IN ACCORDANCE with the requirements of the Nalis Act No. 18 of 1998 (Part III: 15), notice is hereby given that Ms. PAULA GREENE has been appointed Executive Director of the National Library and Information System Authority (NALIS), with effect from 1st March, 2022. The instrument of Appointment was presented by the HONOURABLE SYMON DE NOBRIGA, Minister in the Office of the Prime Minister—Communications on 18th August, 2022.

D. GOODMAN
*Manager, Corporate Communications
National Library and Information System Authority (NALIS)*

1325

EXPIRATION OF THE TERM OF THE 8TH BOARD OF NALIS

IN ACCORDANCE with the requirements of the NALIS Act, Chapter 40:01, notice is hereby given that the three-year term of the 8th Board of NALIS expired on 5th June, 2022. As a consequence, the following persons are no longer members of the Board of NALIS:

NEIL PARSANLAL	Chairman
CHARLEEN PHILLIP	Deputy Chairman
ELMELINDA LARA	Member
CATHYAN TOWNSEND	Member
JEFFERSON GUY	Member
KAREL DOUGLAS	Member
PANDITA DR. INDRANI RAMPERSAD	Member
LYNETTE TYSON-NOEL (Resigned December 2019)	Member
DR. RITA PEMBERTON (Appointed March 2020)	Member

D. GOODMAN

*Manager, Corporate Communications
National Library and Information System Authority (NALIS)*

1326

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on MONDAY 12TH SEPTEMBER, 2022 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice, Port-of-Spain, Convocation Hall on Monday 19th September, 2022 at 8:00 a.m.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated this 2nd day of August, 2022.

*La-Vanna Bouyea
Assistant Registrar, Hall of Justice
Port-of-Spain*

1327

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at San Fernando on MONDAY 12TH SEPTEMBER, 2022 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at a Session to be held at the Court Office No. 271, Naparima-Mayaro Road, Princes Town on Monday 19th September, 2022 and every other hearing after to be held at the Supreme Court, San Fernando.

All such applications should be made in writing by emailing it to JurySFO@ttlawcourts.org or by delivering it to the Criminal Registry, San Fernando.

Applications made after that date may not be entertained.

Dated this 3rd day of August, 2022.

*Kimtria Gray
Acting Deputy Registrar, Supreme Court
San Fernando*

1328

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ESTATE OF

GWENDOLYN PATRICIA WEEKES—*Deceased*

Late of 24, Regents Gardens, Westmoorings, in the Ward of Diego Martin
in the Island of Trinidad

who died on the 16th day of May, 2021

NOTICE is hereby given that creditors and other persons having claims against the Estate of the above-named GWENDOLYN PATRICIA WEEKES—deceased, should give notice in writing to the undersigned who are the Attorneys-at-Law for Republic Bank Limited, the Executors of the Will of the above-named deceased, not later than Thursday 13th October, 2022, after which time the Executors intend to distribute the estate of the said deceased among the persons entitled thereto having regard only to the claims for which notice have been received by the Attorneys-at-Law.

Dated this 5th day of September, 2022.

MARK J. LAQUIS

Pollonais, Blanc de la Bastide & Jacelon
17–19, Pembroke Street, Port-of-Spain
Attorneys-at-law for the Executor

1329

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV2022–00724

In the Matter of

NEWGATE ENTERPRISES CO. LTD.

And

THE COMPANIES ACT, CHAP. 81:01

ADVERTISEMENT OF PETITION

NOTICE IS HEREBY GIVEN that a petition for the winding up of the above-named Company by/subject to the supervision of the Court, on the 8th day of March, 2022 presented to the said Court by of Quantum Construction Limited of Light Pole No. 95, Western Main Road, Carenage, in the island of Trinidad (hereinafter referred to as “the Petitioner”).

And that the said petition is directed to be heard before the Honourable Mr. JUSTICE DEVINDRA RAMPERSAD on the 23rd day of September, 2022 via MS Teams Virtual Platform at 9.30 a.m. by virtual hearing and any creditor or contributory of the said Company desirous to support or oppose the making of an order on the said petition may appear at the time of hearing in person or by his Attorney-at-law for that purpose and a copy of the petition will be furnished to any creditor or contributory of the said Company requiring the same by the undersigned on payment of the regulated change for the same.

F. SCOON

*Scoons Attorneys and Counselors at Law
Suite 250 the Normandie
No. 10 Nook Avenue, St. Ann’s
Port-of-Spain, 160119
Telephone: 868-367-0780; 868-376-1566
Email: scoonsttlaw@gmail.com*

NOTE: Any person who intends to appear on the hearing of the said petition must serve on or send by post to the above name, notice in writing of his intention so to do. The notice must state the name and address of the person, or, if a firm, the name and address of the firm and must be signed by the person or firm, or his or their Attorney-at-law (if any) and must be served or if posted, must be sent by post in sufficient time to reach the above-named not later than six o’clock in the afternoon of the 22nd day of September, 2022.

1330

ELECTIONS AND BOUNDARIES COMMISSION

NOTICE REQUIRED UNDER ELECTION RULE 23(5) OF THE REPRESENTATION OF THE PEOPLE ACT

IT IS NOTIFIED for public information, that the symbol reproduced below has been de-assigned by the Elections and Boundaries Commission, as the official Party Symbol of the Tuff Love Collaboration (TLC).



H. HOLDER
for Chief Election Officer
Elections and Boundaries Commission

1331

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION with copy of Will dated the 18th day of March, 1986, annexed of the estate of **CHRISTINA MOOTOO** otherwise **CHRISTINA SOPHIA MOOTOO** of 103, Long Circular Road, Maraval, Diego Martin, Trinidad, who died on the 21st day of October, 1990, by **Tara Mootoo** of 22, Fairmount Townhouses, Fairways, Maraval, Diego Martin, Trinidad, the lawful attorney of **Christopher Peter Mootoo** and **Charles Gary Mootoo**;

PROBATE of the Will dated the 24th day of July, 2018, of **ANDY MICHAEL NICHOLAS YEARWOOD** otherwise **ANDY YEARWOOD** of 85, Acacia Avenue, Clifton Hill, Point Fortin, Trinidad, who died on the 12th day of April, 2019, by **Mark Kevin Douglas** of 15D, Cedar Avenue, Clifton Hill, Point Fortin, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **NAKITA NANDAH** otherwise **NAKITA RIA MAJELLA NANDAH** of 24, Dos Santos Street, Mon Repos, San Fernando, Trinidad, who died on the 21st day of February, 2020, by **Alana Reyes-Nandah** of the same place, her mother and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JACQUELINE PAULA PAUL** of 9, Chatoor Crescent, West Park, Cocoyea Village, San Fernando, Trinidad, who died on the 10th day of February, 2020, by **Kerrin Paul** otherwise **Kerrin Paul-Lyons** of Light Pole No. 53, Mac Lean Drive, Retrench Village, San Fernando, Trinidad, her daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 22nd day of August, 2016, of **THOMAS GARCIA** of Light Pole No. 73A, Upper Covigne Road, Diego Martin, Trinidad, who died on the 8th day of November, 2021, by **Ricardo Garcia** of the same place and **Makeda Garcia-Clovis** of 11, La Finca Akal Trace, Santa Cruz, Trinidad, the executors named in the Will;

PROBATE of the Will dated the 31st day of January, 2000, of **MARGARET ANN MOUTTET** of 603, Harbour View, Westmoorings, Diego Martin, Trinidad, who died on the 29th day of January, 2022, by **Roxanne Gail De Freitas** of 34, Pinta Drive, Westmoorings, Diego Martin, Trinidad, the sole executrix named in the Will;

PROBATE of the Will dated the 15th day of October, 2002, of **ABRAHAM SUBHAN** of 125, Mon Desir Road, Dow Village, South Oropouche, Siparia, Trinidad, who died on the 22nd day of December, 2020, by **Sherina Mohammed** of 78, Kanhai Road South, Barrackpore, Naparima, Trinidad, the sole executrix named in the Will;

PROBATE of the Will dated the 29th day of August, 2012, of **ANGELA MCLEAN-JULIEN** of 4, Claire Street, San Fernando, Naparima, Trinidad, who died on the 26th day of January, 2021, by **Charlene Mc Lean-Corbin** formerly of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 1st day of July, 2019, of **CHUNILAL JAILAL BHARATH** otherwise **CHUNILAL BHARATH** of 29, Enterprise Street, Longdenville, Chaguanas, Trinidad, who died on the 30th day of July, 2021, by **Meera Ali** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **DANIEL RAMPERSAD** of Light Pole No. 2, Bonne Adventure Trace, Chin Chin Road, Cunupia, Trinidad, who died on the 21st day of December, 2021, by **Vashti Ramjit-Rampersad** of the same place, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **DEONANAN RAMDIAL** of 133, Munroe Road, Cunupia, Trinidad, who died on the 5th day of September, 2019, by **Sookbassie Ramdial** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **RAJESH DEOWAN ROOPNARINE** otherwise **RAJESH ROOPNARINE** of 204, Siparia Old Road, Fyzabad, Siparia, Trinidad, who died on the 15th day of January, 2021, by **Kavita Roopnarine** of the same place, his sister and one of the person's entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **EILEEN JAMES** of 84, New Settlement, Dow Village, California, Couva, Trinidad, who died on the 9th day of July, 2005, by **Pearline Cowan** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SUMATIE RAMOUTAR** of 332, Mohess Road, Penal, Trinidad, who died on the 17th day of December, 2019, by **Vandana Ramoutar**, **Jyoti Ramoutar** and **Pavitra Ramoutar** all of the same place, her daughters and the only three persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SYLVESTRE KENRICK ADAMS** otherwise **SYLVESTRE ADAMS** otherwise **KENRICK SYLVESTRE ADAMS** of Light Pole No. 69, Covigne Road, Diego Martin, Trinidad, who died 27th day of March, 2021, by **Acklyn Adams** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **INDAR GOBINDRANATH JAGESSAR** otherwise **INDAR JAGESSAR** of 122, Bonne Aventure Road, Gasparillo, Trinidad, who died on the 11th day of March, 2021, by **Johan Jagessar** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **JENNIFER CLARKE** otherwise **JENNIFER THOMAS-CLARKE** otherwise **JENNIFER THOMAS** of Lot No. 357, Eustace Draper Phase IV, Malabar, Arima, Trinidad, who died on the 26th day of December, 2021, by **Wayne Clarke** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **THAKURDIN SUGRIM** of Light Pole No. 7, Fernando Lane, Esmeralda Road, Cunupia, Trinidad, who died on the 31st day of July, 2021, by **Maywamatti Sugrim** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **VICTOR CARL WILSON** otherwise **VICTOR WILSON** of 78A, First Street, Sun Valley, Lower Santa Cruz, Trinidad, who died on the 12th day of October, 2018, by **Alba Josefina Hidalgo Wilson** otherwise **Alba Wilson** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **REDLEY GLASGOW** of Light Pole No. 10, Upper Thomasine Street, Success Village, Laventille, San Juan, Trinidad, who died on the 25th day of November, 2020, by **Jean Glasgow** otherwise **Gean Glasgow** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JASON VICTOR MUNGAL** of 287, Mayo Road, Mayo Village, Mayo, Trinidad, who died on the 26th day of October, 2019, by **Jessica Mary Mungal** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ROOPLAL RAJH** of 51A, Tarouba Road, Marabella, Trinidad, who died on the 5th day of December, 2021, by **Ann-Marie Rajh** formerly **Ann-Marie Badal** otherwise **Ann Marie Badal** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **GOPAUL SINGH** of 25, Matilda Road, Princes Town, Trinidad, who died on the 23rd day of July, 1994, by **Rohanie Singh Beharry** of 32, Old Seebalack Trace, Rochard Road, Penal, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **KALIFF KARIM** of 450, Penal Rock Road, Penal, Siparia, Trinidad, who died on the 6th day of December, 2021, by **Ava Karim** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **BISSOONDATH CHUNILAL** of 45, Nagassar Trace, Penal Rock Road, Penal, Siparia, Trinidad, who died on the 16th day of October, 2017, by **Doolarie Chunilal** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **KIMCHAN DEBIDEEN** of 3, Calito Trace, Morne Diablo, Penal, Siparia, Trinidad, who died on the 14th day of December, 2021, by **Yasmin Yolande O'Brien** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ZAINOOL MOHAMMED** of 44, Main Road, Williamsville, Savana Grande, Trinidad, who died on the 6th day of January, 2022, by **Zorida Mohammed** of the same place, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **JEANNE LUCINDA JOSEPH** otherwise **JEANNE L. JOSEPH** otherwise, **LUCINDA JEANNE JOSPEH** otherwise **LUCINDA JOSEPH** of 3621, Echodale Avenue, Baltimore, Maryland, 21214, United States of America, formerly of Light Pole No. 52, Santa Cruz Old Road, Petit Curucaye, Santa Cruz, St. Ann's, Trinidad, who died on the 28th day of October, 2013, by **Martin Derek Joseph** of Light Pole No. 52, Santa Cruz Old Road, Petit Curucaye, Santa Cruz, St. Ann's, Trinidad, the lawful attorney of **Margaret Huggins, Fanty Basilia Joseph** and **Franklyn Joseph**;
- LETTERS OF ADMINISTRATION of the estate of **WINSTON CECIL BUDRI** otherwise **WINSTON BUDRI** of 23, Ackbar Road, Charlieville, Chaguanas, Trinidad, who died on the 22nd day of March, 2021, by **Shamila Seepersad-Budri** otherwise **Shamila Seepersad** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **VICTOR GLADSTONE** of Light Pole No. 34, Diamond Road, Phoenix Park, California, Trinidad, who died on the 28th day of November, 2018, by **Karen Candice Gladstone** of 9, John Extension Lane, D'Abadie, Trinidad, his daughter and only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **VERNE GUERIN** otherwise **VERNE ANDREW GUERIN** of 29¼ Mile Mark, Eastern Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 20th day of November, 2020, by **Robert Andrew Guerin** of 83, Pommegrante Avenue, Santa Rosa Heights, Arima, Trinidad and **Paul Timothy William Guerin** of 8, Boney Lane, Tunapuna, Tacarigua, Trinidad, his sons and the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DENNIS RAMCHARAN** of 14, Third Avenue, Gajadhar Lands, Princes Town, Trinidad, who died on the 17th day of November, 2016, by **Millicent Ramcharan** formerly **Jones** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **RAGHOONANAN SEUMUNGAL** otherwise **RAGHOONANAN SEEMUNGAL** of Light Pole No. 3, Picton Road Extension, Sangre Grande, Trinidad, who died on the 9th day of February, 2020, by **Usha Bhukal** of 334, Plum Mitan Road, Manzanilla, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 11th day of November, 1985, annexed of the estate of **JOSEPH CATEAU** otherwise **JOSEPH RAPHAEL CATEAU** of Toco Road, Sangre Grande, Manzanilla, Trinidad, who died on the 20th day of November, 1985, by **Everil Barnes** otherwise **Benedica Everil Barnes** otherwise **Everil Gamboa** otherwise **Benedica Everil Gamboa** of Light Pole No. 64, Alfonzo Street, Sangre Grande, Manzanilla, Trinidad, the legal personal representative of **Thelma Cateau** otherwise **Thelma Gamboa** otherwise **Thelma Ketty** otherwise **Thelma Keny**;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **HAMEED RAJAB** otherwise **HAMID** of 15, Second Avenue, Isaac Settlement, Couva, Trinidad, who died on the 5th day of October, 2003, by **Reeyaz Rajab** of 15, Second Avenue, Isaac Settlement, Couva Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **RUTH GOPAUL** of 39, St. John's Road, St. Augustine, Tacarigua, Trinidad, who died on the 24th day of December, 2010, by **Mariena Reesa Gopaul-Mohammed** of 305, Chickland Village, Upper Carapichaima, Chaguanas, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **RALPH DOYLE** of 2, Nelson Street, Tunapuna, Tacarigua, Trinidad, who died on the 8th day of January, 1992, by **Anthea Doyle** otherwise **Anthea Youlette Gloria Doyle** of 2, Nelson Street, Tunapuna, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with an exemplification of the Will dated the 2nd day of July, 2013, annexed of the estate of, **FITZROY PHILLIP** otherwise **FITZROY PHILIP** of 869, Nostrand Avenue, Brooklyn, New York, United States of America, who died on the 13th day of July, 2000, by **Murchison Oliver Fitzroy Phillip** otherwise **Murchison Phillip** otherwise **Merchason Olver Fitzroy Hollis** otherwise **Merchason Oliver Fitzroy Hollis Phillip** otherwise **Merchason Phillip** of 109, Tenth Street, Barataria, St. Ann's, Trinidad, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 30th day of June, 2020, of **TOMMY SARODA** of 96, Ana Street, Woodbrook, Port of Spain, Trinidad, who died on the 22nd day of April, 2021, by **Gerard Raphael** of 93, Main Road, St. Thomas Village, Chaguanas, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 23rd day of October, 1984, of **SOOK FUNG CHOW LIN ON** otherwise **SUCK FUNG CHOW LIN OH** otherwise **SHOOK FUN CHOW LIN ON** otherwise **MING SHOOK FUN** of 3c, Mary Avenue, Diego Martin, Trinidad, who died on the 3rd day of March, 1994, by **Enid Barabra Chow Lin On** of the same place, the sole executrix named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 27th day of April, 2011, of **LOUISE GRIFFITH** otherwise **LOUISE ETHEL GRIFFITH** of 51, Moolchan Street, Guaico, Sangre Grande, Trinidad, who died on the 11th day of June, 2021, by **MEASHEL GRIFFITH** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 10th day of February, 2020, of **JOAN ELIE** of 146, La Fillet Village, Blanchissuese, Trinidad, who died on the 5th day of April, 2020, by **Bartholomew Elie** and **Alicia Glenda Williams Lee Quay** of the same place, the joint executors named in the Will;
- PROBATE of the Will dated the 14th day of May, 2016, of **MARCELINE THORNE** of 4, Bobb Street, La Romaine, Trinidad, who died on the 19th day of February, 2020, by **Wayne Thorne** of 10, St. Joseph Street, La Romaine, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ZANELLE OKANG PETER WHEELER** of 20, Walcott Lane, Enterprise, Trinidad, who died on the 23rd day of November, 2017, by **Judith Alleyne-Wheeler** of the same place, her mother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MARTIN RAMLAL** of 5, Boodoo Street, Indian Trail Village, Couva, Trinidad, who died on the 1st day of June, 2020, by **Savitri Ramlal** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CHERYL-ANN MICHELLE BYER-JOHN** of 71, Pond Street, La Romaine, San Fernando, Trinidad, who died on the 2nd day of July, 2020, by **Kervin John** otherwise **Kervin Ronald John** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **THERESA DHUKIE** otherwise **THERESA QUAN HUM** otherwise **THERESA QUANHUM** of 39, Endicott Drive, Homestead Gardens, San Juan, Laventille, Trinidad, who died on the 30th day of October, 2021, by **Lennox Dhukie** of the same place, her lawful husband;
- PROBATE of the Will dated the 9th day of November, 2005, of **MARGARET ANN FITZWILLIAMS** of 10, Golf Course Road, Fairway, Maraval, Trinidad, who died on the 24th day of August, 2021, by **Joseph Herrera** of 24B, Blue Range Avenue, Blue Range, Diego Martin, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RUFUS ALVES** of 42, Happy Valley Road, Erin, Siparia, Trinidad, who died on the 10th day of July, 2021, by **Marlene Julien-Alves** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 15th day of September, 2015, of **SAVITA MAHARAJ** of 15, Mainfield Road, Point Fortin, La Brea, Trinidad, who died on the 15th day of September, 2020, by **Harrynarine Maharaj** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 11th day of October, 1978, annexed of the estate of **CARMEN AYUM** otherwise **CARMEN ST. LOUIS** of 18, Busby Street, Battoo New Development, Marabella, Trinidad, who died on the 21st day of September, 2017, by **Anthony Stephen Edward Ayum** otherwise **Anthony Stephen Ayum** otherwise **Anthony Ayum** of the same place and one of the residuary legatee and devisee named in the Will;
- PROBATE of the Will dated the 1th day of May, 2000, of **ZENA SANDRA TAVIERE** otherwise **ZENA S. TAVIERE** otherwise **ZENA WEST** otherwise **ZENA S. WEST** otherwise **ZENA TAVIERE** otherwise **ZENA FLEMMING** of 5654, 7th Street, South, St. Petersburg, Florida 33705, United States of America, who died on the 15th day of January, 2018, by **Maria Lee Young Williams** otherwise **Maria Lee Young** of 13, Silk Cotton Circular, Homeland Gardens, Cunupia, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 28th day of March, 2016, of **NIZAMUDEEN WAJID ALI** otherwise **NIZAMUDEEN WAJID-ALI** otherwise **NIZAMUDEEN WAJIDALI** of 75, Arena Road Freeport, Carapichaima, Trinidad, who died on the 28th day of April, 2016, **Gladys Bharath** of 5, Joseph Lewis Trace, Talparo, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 11th day of February, 2004, annexed of the estate of **SHEILA MARIA GONSALVES-POLLARD** otherwise **SHEILA GONSALVES-POLLARD** of Apartment 35, Sunset-on-the-Sea, Paria Avenue, Shorelands, Pt. Cumana, Trinidad, who died on the 11th day of January, 2020, by **Jo-Anne Julien** of 121, Henry Street, Port-of-Spain, Trinidad, the lawful attorney of **Teresa Maria Goncalves** otherwise **Teresa Maria Gonsalves**;
- LETTERS OF ADMINISTRATION of the estate of **ANTHONY CUTHBERT HOSTEN** otherwise **ANTHONY HOSTEN** of 23, Third Street West, Montague Avenue, Trincity, Trinidad, who died on the 23rd day of August, 2019, by **Cleopatra Hosten** of the same place, his lawful widow and relict;

1331—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **BALIRAM TOOLSIE** of 61, Amaroosingh Street, Longdenville, Chaguanas, Trinidad, who died on the 11th day of November, 2021, by **Nirmala Toolsie** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **TREVOR ALEXANDER** of Light Pole No. 60, Warden Road, Sangre Chiquito, Manzanilla, Trinidad, who died on the 25th day of October, 2015, by **Joanne Dawn Alexander Nabbie** formerly **Alexander** of 117, Quarry Street, East Dry River, Port-of-Spain, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **AVIS COURTNEY** otherwise **AVIS CLAUDIA COURTNEY** of Light Pole No. 7, Power Street, Toco, Trinidad, who died on the 23rd day of December, 2019, by **Carolyn Amanda Courtney** of 5, Vanguard Trace, Lowlands, Tobago, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ANDREW LOKAI** of Light Pole No. 14, Shivan Drive, Sangre Chiquito, Sangre Grande, Manzanilla, Trinidad, who died on the 29th day of March, 2014, by **Sharida Mohammed Lokai** otherwise **Sharida Mohammed** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **BICKRAM RAMBALLY** of 24, 6th Company Village, Moruga, Trinidad, who died on the 6th day of December, 2021, by **Nerisha Rambally** of 53, 6th Company Road, New Grant, Princes Town, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **IJAZ ALI** of Light Pole No. 157, Icados Village, Cedros, Siparia, Trinidad, who died on the 29th day of December, 2020, by **Azim Ali** of the same place, his father and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of **EUTRICE VERONICA BETHEL** otherwise **EUTRICE BETHEL** of 273, Quarry Road, Morne Diablo, Siparia, Trinidad, who died on the 30th day of June, 2021, by **Lynette Prisca Langlaise Cordner** of the same place, her daughter and only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **REMIGIUS EDISON OTTLEY** of 20, Bel View Drive, Bel Air, La Romain, Naparima, Trinidad, who died on the 29th day of November, 2021, by **Betty Ottley** otherwise **Betty De Bourg** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JEAN CADOGAN** of 63, Dottin Street, San Fernando, Trinidad, who died on the 19th day of June, 2012, by **Joanne Cadogan-Thurab** of 3, Austin Street, San Fernando, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **WINSTON JEROME** of Bon Air 222, Bon Air Gardens, Arouca, Trinidad, who died on the 17th day of October, 2017, by **Jean Pope** of 2A, Nicholas Street, Maraval, Trinidad, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ALANA KEISHA JACK** otherwise **ALANA JACK** of 13, 1st Street West, Casselton Avenue, Trincity, Trinidad, who died on the 9th day of January, 2020, by **Jeremiah Justin Jack** of the same place, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION with Will dated the 12th day of March 1998, annexed of the estate of **LYNETTE CHRYSOSTOM-WALCOTT** otherwise **LYNETTE JENNIFER CHRYSOSTOM** otherwise **LYNETTE WALCOTT** otherwise **LYNETTE CHRYSOSTOM** of C, Semp Street, Morvant, Housing Scheme, Morvant, Trinidad, who died on the 17th day of February, 2020, by **Steven Michael Paul** of 1129–131, Abercromby Street, Port-of-Spain, Trinidad and **Donna-Marie Johnson** of 22, Pomme Rose Avenue, Cascade, St. Ann's Trinidad, the lawful attorneys of **Sean Anthony Chrysostom** and **Lori Ann Chrysostom**;

and that unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 8th day of September, 2022.

R. Roberts
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 30TH AUGUST, 2022

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
43,800,158	Balances, Investments, etc.	44,042,021
4,233,233	Subscriptions to I.M.F.	4,233,233
6,953,969	I.M.F.—S.D.R. Holdings	6,953,969
<hr/>		<hr/>
54,987,360		55,229,223
	Trinidad and Tobago Government Securities:	
144,668	Treasury Bills (Face Value)	144,668
25	Marketable Securities	25
<hr/>		<hr/>
144,693		144,693
	Other Assets:	
12,250	Trinidad and Tobago Dollar Securities	12,250
28,196	Advances to Government Authorities	28,196
2,125,100	Other Assets	2,121,127
<hr/>		<hr/>
2,165,546		2,161,573
109,802	Fixed Assets	109,802
<hr/>		<hr/>
57,407,401		57,645,291
<hr/>		<hr/>
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,631,609	Notes	8,766,608
260,462	Coins	260,465
<hr/>		<hr/>
8,892,071		9,027,073
	Demand Liabilities:	
17,576,203	Commercial Banks	17,390,432
370,435	Financial Institutions (Non-Banking)	371,113
(4,243,688)	Government and Governmental Organisations	(3,422,060)
48,115	International Organisations	48,064
663,895	Foreign Currency	669,396
1,504,388	Other	1,479,368
<hr/>		<hr/>
15,919,348		16,536,313
	Other Liabilities:	
6,951,019	Government S.D.R. Allocations	6,951,019
19,172,289	Other Liabilities	18,663,673
4,872,674	Specific Provisions	4,867,213
<hr/>		<hr/>
30,995,982		30,481,905
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
<hr/>		<hr/>
1,600,000		1,600,000
<hr/>		<hr/>
57,407,401		57,645,291
<hr/>		<hr/>

C. SUBRYAN
Manager
Finance and Accounting

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02

In accordance with Sections 7, 8 and 9 of the FOIA, the Ministry of Youth Development and National Service (hereinafter referred to as ("the MYDNS") is required by law to publish and annually update the statements which list the documents and information generally available to the Public.

The following information is published with the approval of the MYDNS. The Head Office of the MYDNS is located at No. 2 Elizabeth Street, St. Clair, Port-of-Spain, Trinidad.

Section 7 STATEMENTS**Section 7 (1) (a) (i) Function and Structure of the MYDNS**

The MYDNS was established with effect from September 9, 2020 with the primary focus to advance the youth development agenda and promote national service in Trinidad and Tobago.

UNIFYING STATEMENT

The foremost objective, is to be a dynamic, customer-oriented and policy driven organisation that brings all stakeholders together to promote youth development, and encourage civic-minded citizens to contribute to national service.

YOUTH DEVELOPMENT

The youth are vital to the future development of Trinidad and Tobago. They must be nurtured, listened to, protected and encouraged, given proper guidance and access to education, personal development, health care and meaningful employment. They must be supported and provided with the means to grow and develop and there must be a forum for their voices to be heard and their ideas, plans and programmes incorporated into the National Policy. They must also be given opportunities to participate in Government and the Public and Private Sectors.

The eight interconnected youth development 'Pillars' articulated in the National Youth Policy (2020-2025) are in congruence with the Sustainable Development Goals of Trinidad and Tobago's strategic development vision.

The Eight Pillars of the National Youth Policy are as follows:

- Pillar One - Prioritizing youth economic participation and empowerment;
- Pillar Two - Harnessing youth social and intellectual capital;
- Pillar Three - Facilitating inclusive and active youth participation in the civic and democratic life of Trinidad and Tobago;
- Pillar Four - Creating safe spaces, peaceful communities and environments;
- Pillar Five - Promoting holistic youth health and wellbeing;
- Pillar Six - Emphasizing youth participation in rural transformation, agriculture production and food security;
- Pillar Seven - Supporting youth action on climate change, environmental sustainability and climate justice; and
- Pillar Eight - Creating an enabling environment for positive youth development in Trinidad and Tobago.

NATIONAL SERVICE

The MYDNS with various Programmes and Divisions under its remit, remains steadfast in its thrust to work collectively and cohesively with all stakeholders to realize the unifying objectives and to best serve all citizens, particularly the youth.

National Pride:

The MYDNS is focused on developing civic-minded citizens, driven by an enthusiasm for national service, through a dynamic, customer oriented, policy driven organization that brings all stakeholders together for a better quality of life and nation pride.

Wealth Creation:

The MYDNS is also mandated to nurture the youth of the Nation into leading a creative and productive lifestyle through the incubation and development of culture for entrepreneurship. By strengthening indigenous financial sectors, including the Cooperatives and Friendly Societies, the MYDNS will encourage the growth of Small, Medium and Micro Enterprises as attainable options for wealth creation.

Major functions of the MYDNS include:

- partnering and collaborating with stakeholders to direct youth-delivery services.
- delivering quality, evidence based training programmes.
- monitoring and evaluating the delivery of quality services to meet the intended targets.
- strengthening legislative frameworks to enable youth development.
- supporting the holistic development and empowerment of young people to allow for transitioning smoothly into independent living.
- strengthening the organizational capacity to fulfil the goals and objectives of the MYDNS.
- developing human resources in youth activities at the community level.
- formulating policy and providing support as the co-ordinating Agency for youth development in Trinidad and Tobago.
- increasing the efficiency and effectiveness of the Youth Development Apprenticeship Centres and Youth Development Centres (sometimes collectively referred to as the ("Centres").
- utilizing an Information Management and Technology System to support the functions and enhance the service delivery of the MYDNS.
- providing support for the prevention of the emergence of social problems among young people and enabling them to play an active part in altering their conditions.

1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED

MYDNS | MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE **FREEDOM OF INFORMATION STATEMENT 2020-2022**

Major functions of the MYDNS include:

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The MYDNS consists of the following Divisions/Units:

- Accounts Unit
- General Administration Unit
- Information Management and Technology Unit
- Monitoring and Evaluation Unit
- Public Relations and Communications Unit
- Co-operative Development Division
- Human Resource Management Division
- Internal Audit Unit
- Procurement Unit
- Research and Planning Unit
- Friendly Society Division
- Legal Unit
- Project Management Unit
- Youth Affairs Division

Business and Departments of Government under the MYDNS:

Micro Development Cooperatives including Credit Unions
Transition Homes
Youth Development Centres

National Youth Policy
Youth Development Apprenticeship Centres
Youth Groups

Programmes:

Civilian Conservation Corps (CCC)
Military-Led Academic Training Programme (MILAT)
National Service Programme

Geriatric Adolescent Partnership Programme (GAPP)
Military-Led Programmes of Apprenticeship and Reorientation Training (MYPART)
Retiree Adolescent Partnership Programme (RAPP)

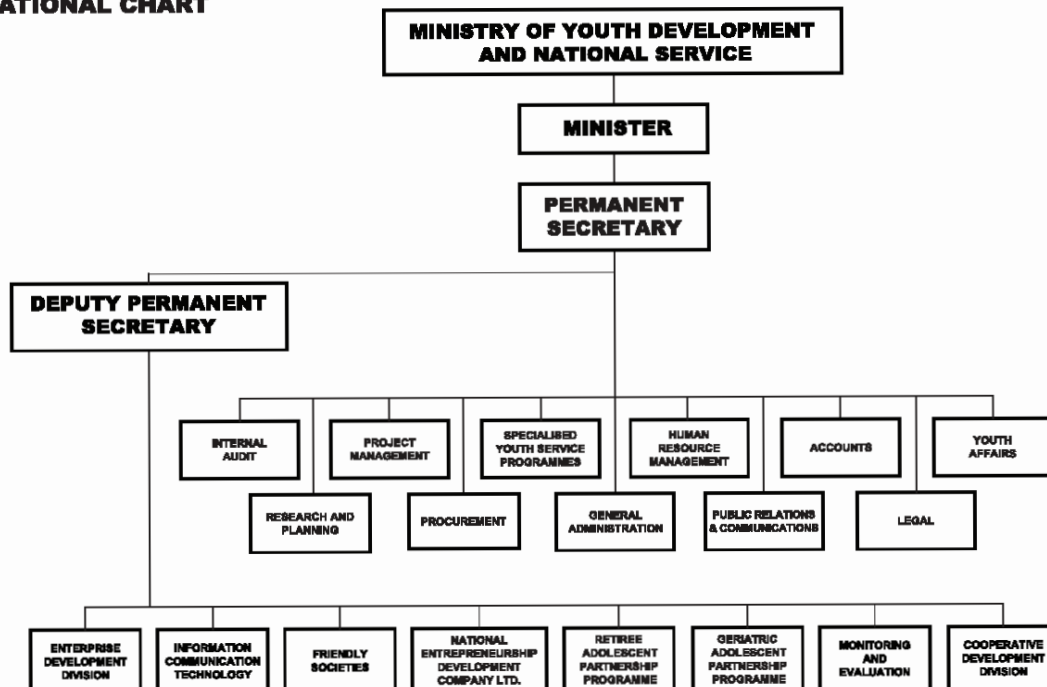
Statutory Boards and other Bodies:

Friendly Societies

Wholly Owned Enterprises:

National Entrepreneurship Development Company Limited (NEDCO)

ORGANISATIONAL CHART



1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED



FREEDOM OF INFORMATION STATEMENT 2020-2022

Section 7 (1) (a) (i): Functions of the Divisions and Units of the MYDNS

ACCOUNTS UNIT

The main functions of this Unit are to:

1. improve the effectiveness and efficiency of the financial operations of the MYDNS.
2. ensure that expenditure is made in keeping with the estimates, programme plans and Financial Regulations.
3. maintain accounting records in proper order.
4. facilitate staff development in accurate accounting procedures.

CO-OPERATIVE DEVELOPMENT DIVISION

The Co-operative Development Division (CDD) is the regulatory authority headed by a Commissioner for Co-operative Development charged with the responsibility for registration and supervision of Co-operative and Credit Union Societies across Trinidad and Tobago in accordance with the Co-operative Societies Act, Chapter 81:03 (CSA) of the Laws of Trinidad and Tobago. The Office of the CDD is located at Level I, ANVA Building Plaza, 16-20 Eastern Main Road, Tunapuna with each of the seven (7) District Offices in St David/St Andrews, St. George East, St. George West, Caroni, Nariva/Mayaro, Victoria and St. Patrick.

Roles and Functions

The major role of the CDD is that of a Registrar and to actively promote the growth and development of a strong, vibrant Co-operative Sector, comprising both Financial and Non-Financial Co-operatives (NFCs), as a vehicle for national development. Co-operative Officers are attached to the CDD and act on behalf of the Commissioner for Co-operative Development. Some of their duties are to:

- regulate and supervise the operations of all Co-operative and Credit Union Societies for compliance with the CSA and the By-Laws of the respective Societies.
- attend Board and Statutory Committee Meetings.
- attend Annual General Meetings (AGMs) or Special General Meetings (SGMs) of Credit Unions and Co-operative Societies.
- conduct inquiries in accordance with Section 4 of the CSA.
- conduct inspections in accordance with Section 5 of the CSA.
- promote the Co-operative idea and the Co-operative business model.
- assist groups interested in forming Co-operatives with the process of organization and registration.
- offer technical advice to Societies in various areas of operation, including investments.
- conduct educational training programmes on Co-operative Management and Operations
- conduct Audit of Societies' Accounts.
- pursue the settlement of disputes touching the business of Societies in accordance with Section 67 of the CSA.
- perform the functions of Liquidator, as appointed, by the Commissioner for Co-operative Development in accordance with Sections 58, 60 and 61 and Regulation 56 of the CSA.

Specialized Sections/Units of the CDD and their functions include the following:

Legal Unit

- attend to matters of a legal nature within the CDD and provide legal advice to the Commissioner for Co-operative Development.
- provide guidance to the Dispute Resolution Centre.

Dispute Resolution Unit (DRU)

- attend to all job functions relating to the resolution of disputes in accordance with Section 67 of the CSA.

Training and Development Unit

- prepare modules and arrange/conduct training for Co-operatives and their staff.
- assist Co-operative Officers with facilitating training to Co-operatives.
- arrange training and development programmes for Co-operative Officers to keep abreast of changes in the Co-operative Sector.
- arrange promotional materials to conduct outreach programmes for groups.

Business Development Unit

- assist Co-operative Officers in the preparation of Business Plans for new groups (Societies In-Formation).
- review and make recommendations for improvement of Business Plans for existing Societies.

Regulatory and Supervisory Unit

- assist Co-operative Officers with conducting Inspections into the operations of all Societies to ensure compliance with the CSA, By-Laws and Operational Policies.
- conduct inquiries into the Constitution, Operations and Financial Position of Societies in accordance with Section 4 of the CSA, as directed by the Commissioner for Co-operative Development.

Audit Section

- assist new groups with setting up Accounting Systems and Internal Control Measures.
- conduct training in interpreting and understanding Financial Statements.
- conduct Audits of Accounts for newly registered Societies.
- review all Societies' Audited Financial Statements.
- maintain Statistical Data on all Societies.

Investment Unit

- review all requests from Societies for approval to invest in accordance with Section 45 of the CSA.
- provide guidance to the Commissioner for Co-operative Development on issues pertaining to investments.

1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED



FREEDOM OF INFORMATION STATEMENT 2020-2022

In-Information Unit

- promote the Co-operative idea and the Co-operative business model.
- assist groups interested in forming a Co-operative with the process of organization and registration.

ENTERPRISE DEVELOPMENT DIVISION

The Enterprise Development Division (EDD) has responsibility for developing policies and programmes for the Micro and Small Enterprise (MSE) Sector. Its role entails collaboration and forging partnerships with key responsibilities which include the MSE Sector, Public and Private Sector Agencies, Organized Labour Movement, Civil Society Organizations and the International Labour Organization (ILO).

The mission of the EDD is to promote entrepreneurship and foster a more enabling environment for entrepreneurs by developing policies aimed at improving the entrepreneurial climate and spurring economic activity through diversification.

The EDD was established and given responsibility for:

1. policy development for the MSE Sector.
2. monitoring the performance of the National Entrepreneurship Development Company Limited (NEDCO) and MSE Sector.
3. managing inter-institutional and inter-agency relationships and exercising supervision on behalf of MYDNS by receiving and reviewing reports.
4. making necessary interventions with the approval of the Minister to ensure that policy implementation is on course.

FRIENDLY SOCIETIES

The Office of the Registrar of Friendly, Building Societies and Lodges is responsible for the supervision and regulation of the operations of Societies and Lodges registered under the Friendly Societies Act, Chap. 32:50 and Societies registered under the Building Societies Act, Chap. 33:04.

The Registrar is responsible for the following in respect of both Friendly and Building Societies:

1. **Registration of Societies:** The Registration of Societies occurs in accordance with Sections 6 and 7 of the Friendly Societies Act and Sections 9 and 10 of the Building Societies Act.
2. **Regulation and supervision of all Registered Societies:** The Registrar supervises and thereby regulates their administration by ensuring that all amendments to rules and changes in offices are duly recorded.
3. **Inspection, investigation and audit of the financial records of Friendly and Building Societies:** These inspections are conducted by Friendly Societies Officers who physically visit the Societies and inspect their financial books to ensure that the Societies are operating in accordance with the Friendly Societies Act. In respect of Building Societies, this is performed by appointing an Inspector to look at the Societies' books, at the request of the Members of the Societies.
5. **Mediation and Settling Disputes:** The Registrar mediates on disputes between or amongst Members when a request is received.
6. **Amalgamation:** The Registrar facilitates the amalgamation of Societies registered under the Friendly Societies and Building Societies Acts respectively. The Registrar is responsible for ensuring that all the legal requirements for either the amalgamation or union of the Societies, where a request for same is made by the Societies, are met by the Societies.
7. **Cancellation:** The Registrar cancels the registration of Societies in accordance with Section 76 of the Friendly Societies Act and dissolution of Building Societies under Section 27 of the Building Societies Act.
8. **Realization and Distribution of Assets belonging to Societies whose registrations have been cancelled:** Pursuant to Section 76 (9) of the Friendly Societies Act, the Registrar, must realize all the assets (which include the sale of any properties belonging to the Society) and distribute same to its financial members. In this regard, a percentage of the assets of deregistered Societies, a deregistration fee and any remainder of monies from the liquidation and distribution process are deposited in the Revenue Account of the Treasury, Ministry of Finance.

GENERAL ADMINISTRATION UNIT

The core functions of the Unit are to:

1. provide adequate accommodation and ensure a safe work environment for all categories of staff and visitors at the Head Office, District Offices, Youth Development Apprenticeship Centres and Youth Development Centres (Youth Development Apprenticeship Centres and Youth Development Centres are sometimes collectively referred to as "Centres").
2. procure and maintain inventory records of stock supplies, equipment and machinery.
3. maintain janitorial and security services for the Head Office, District Offices, and Centres of the MYDNS.
4. computerize the Records throughout the MYDNS.

HUMAN RESOURCE MANAGEMENT DIVISION

The primary responsibilities of the Human Resource Management Division are to establish and maintain a system of Human Resource Management and improve human resource management services within the MYDNS. The core functions are to:

1. manage human resource planning.
2. manage recruitment and selection.
3. manage the performance appraisal management system.
4. encourage and promote positive employee relations.
5. provide training and development to build organizational capacity.
6. handle disciplinary matters.
7. ensure pension and leave records are prepared and updated.

1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED



FREEDOM OF INFORMATION STATEMENT 2020-2022

INFORMATION MANAGEMENT AND TECHNOLOGY UNIT

The functions of this Unit are to:

1. meet all ICT requirements of the Ministry through effective use of technology.
2. establish site based Local Area Networks (LANs).
3. link satellite offices with the Head Office to establish Wide Area Network (WAN).
4. establish divisional databases to facilitate the sharing of information.
5. develop application-software which includes web based and database applications.
6. manage intranet and internet services at MYDNS.
7. develop and maintain Information Technology Policies for the MYDNS.
8. provide technical support for all users.
9. provide hardware maintenance and support for all computing and networking devices.
10. provide relevant software training to end users.
11. provide an effective and developmental ICT service to all users.
12. facilitate acquisition and utilization of relevant hardware and software in support of daily function.
13. manage and maintain data and network security.

INTERNAL AUDIT UNIT

The Internal Audit Unit has a core area of responsibility to:

1. provide the management of the MYDNS with information about the adequacy and effectiveness of systems of internal controls of the MYDNS.

LEGAL UNIT

The Legal Unit has the primary areas of responsibility to:

1. provide legal services to the MYDNS.
2. liaise with other legal counsels in the Public and Private Sectors with respect to the legal business of the MYDNS.
3. provide Registry support for the hearing of Appeals in accordance with section 74 of the Co-operative Societies Act, Chap. 81:03.

MONITORING AND EVALUATION UNIT

The Monitoring and Evaluation Unit (M&E) is mandated to provide support for evidence-based decision and policy-making and to track the progress, outcomes and impact of projects, programmes and policies of the MYDNS as it relates to the achievement of national goals and objectives. The key areas of responsibilities of this Unit are to:

1. develop and implement a M&E Strategy and Action Plan for the MYDNS.
2. establish synchronized monitoring and evaluation systems for all interventions of the MYDNS.
3. develop planning tools for interventions.
4. gather performance data and preparing status reports.
5. conduct field monitoring visits of projects, programmes and policies.
6. conduct evaluations and prepare performance reports.
7. manage M&E Data.
8. build a M&E culture through training and knowledge sharing.

NATIONAL ENTREPRENEURSHIP DEVELOPMENT COMPANY LIMITED

The National Entrepreneurship Development Company Limited (NEDCO) is the implementing Agency for the Government's Policy on Small and Micro Enterprise Development. The mission of NEDCO is to promote and support the development of new and existing Medium and Micro and Small Enterprises to achieve financial independence, sustain ability and competitiveness through the provision of evolving, cutting edge financial products and the development of support services in a customer focused environment.

PROCUREMENT UNIT

The major functions of this Unit are to:

1. plan, organize, direct and evaluate the procurement of works and services for the MYDNS.
2. ensure that all procurement activities comply with the Laws of Trinidad and Tobago and adhere to the principles of accountability, transparency and value for money.
3. prepare Annual Procurement Reports.
4. oversee the logistics associated with prompt delivery of supply services to meet the needs of the MYDNS.
5. participate in the development of recurrent budgetary estimates for the MYDNS.

PROJECT MANAGEMENT UNIT

The key responsibilities of this Unit are to:

1. facilitate project design, implementation and management within the MYDNS.
2. maintain the quality and standards of the Centres of the MYDNS.
3. manage contracts in relation to the projects of the MYDNS.

1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED



FREEDOM OF INFORMATION STATEMENT 2020-2022

PUBLIC RELATIONS AND COMMUNICATIONS UNIT

The core functions of this Unit are to:

1. develop a communications approach to the operations of the MYDNS.
2. develop local publications and products in support of youth development and national service.
3. strengthen ties with the Government Information Division, Office of the Prime Minister and the media.
4. intensify information sharing of the programmes and internal operations of the MYDNS.

RESEARCH AND PLANNING UNIT

The key areas of responsibility of the Research and Planning Unit are to:

1. prepare Strategic Reports, Papers and Briefs on the activities of the MYDNS.
2. prepare Development Programme (DP) Estimates for each Fiscal Year.
3. monitor and manage the Development Programme (DP) Budget.
4. coordinate Policy Formulation, Planning, and Implementation.
5. conduct research, collect and analyze data on the Youth Sector and National Service.
6. conduct Strategic Exercises.

YOUTH AFFAIRS DIVISION

The major functions of this Division are to:

1. create specialized programmes for vulnerable youth which include:
 - crime and violence reduction;
 - safe spaces, peaceful communities, and environments;
 - drug abuse education, prevention and youth health and wellbeing; and
 - youth skills and entrepreneurship training for career development in traditional and non-traditional occupations.
2. develop a multi-sectoral approach to youth development.
3. facilitate the development of comprehensive support services to connect young persons with constructive leisure, social and career development at the community level.
4. create mechanisms to promote greater joint participation in national development for young persons.
5. promote and sponsor innovativeness, problem solving behaviour among the youth population.
6. facilitate parental advisory and counseling services.
7. expand job creation and skills training programmes by mobilizing social partners and Regional/International Agencies.
8. promote fiscal incentives to organizations which offer social, cultural and economic opportunities for young people.
9. coordinate technical and administrative support to promote institutional strengthening of viable programmes.
10. mobilize media capability to promote youth development with an emphasis on positive youth images, using both print and electronic media inclusive of social media.
11. promote and support youth platforms to engage active youth involvement and participation in governance and democratic practices such as the National Youth Council and District Youth Councils.
12. facilitate programmes to enable youth contribution to rural transformation, agricultural production, and food security.

YOUTH DEVELOPMENT CENTRES

The MYDNS currently operates six (6) Youth Development Centres (YDCs) which are community-based, multi-purpose, safe, youth-friendly spaces where young people, between the ages of ten (10) to thirty-five (35) years of age within a specific catchment area can meet and participate in a range of youth development programmes and activities. The YDCs are located in the following geographic areas across Trinidad:

- | | |
|--|--|
| 1. St. James YDC - Terrbrulee Road, St. James | 4. Malick YDC - 7th Avenue Malick, Barataria |
| 2. Laventille YDC - Laventille Road, East Dry River, P.O.S. | 5. California YDC - Yallery Street, California |
| 3. Basilion Street YDC - Basilion Street, East Dry River, P.O.S. | 6. Los Bajos YDC - Bennett Village, Los Bajos |

The YDCs serve the needs of young people, youth leaders, youth workers, and persons interested in youth development. These programmes and services are developed through consultation with youth and youth stakeholders and include cultural, recreational, sporting, educational, technological, social, entrepreneurial, religious, health related activities. Additionally, the YDCs are rented at a subsidized rate to youth and community groups as well as individuals for projects and programmes and social events and gatherings respectively.

The initiative to operate well-functioning YDCs is consistent with Theme I - Putting People First: Nurturing Our Greatest Asset of the National Development Strategy 2016-2030 (Vision 2030) of the Government of the Republic of Trinidad and Tobago (GoRTT). Some of the benefits which are derived from involvement of young people in the programmes and activities conducted at the various YDCs include, inter alia, the following:

- exposure to a learning environment that contributes to positive youth development.
- involvement in issues of the community (civic engagement) in which the YDCs are located.
- engagement in productive and constructive use of leisure time.
- exposure to healthy lifestyles (a focus on health, fitness and wellness).
- pursuit of self-employment (micro-entrepreneurship) options and opportunities.
- provision of a safe haven for vulnerable youth to socialize while receiving coaching, counselling and acquiring information on civic responsibility.

1333—Continued

PUBLIC STATEMENT OF THE MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE—CONTINUED



FREEDOM OF INFORMATION STATEMENT 2020-2022

Youth Development Apprenticeship Programme

The Youth Development Apprenticeship Programme facilitates a residential training programme for two (2) years at the Youth Development Apprenticeship Centres (YDACs) which cater to young males and females referred to as trainees between the ages of fifteen (15) to twenty-five (25) years who are separately accommodated at different YDACs.

The Programme:

- focuses on the principles of self-efficacy, employability and good citizenship.
- affords trainees the opportunity for cognitive, social and cultural development as well as technical-vocational skills training in a residential setting and includes National Examination Council (NEC) Level 1 certification.
- includes extra-curricular activities such as basketball, small goal football, badminton, wind ball cricket, table tennis, music (steel pan, keyboard, drumming), drama and ballroom dancing.
- provides remedial programmes in the areas of Numeracy and Literacy.

The objectives of the Programme are to:

1. reconnect vulnerable youth to the business of life-long learning.
2. equip vulnerable youth with technical vocational skills to become innovative and fully productive citizens understanding global challenges and contributing meaningfully to national development.
3. equip vulnerable youth with inter-personal skills to enable meaningful re-integration into family, community and national life.
4. promote healthy lifestyles among youth through their involvement in sport, culture and recreational/leisure pursuits as well as knowledge on health education.
5. empower youth to accept the responsibilities for their actions and their consequences through attitudinal change and chart their future by becoming self-directed and self-disciplined.

PROGRAMMES UNDER THE MYDNS

GERIATRIC ADOLESCENT PARTNERSHIP PROGRAMME

The Geriatric Adolescent Partnership Programme (GAPP) is a programme which serves to bridge the division between the young and old generations through continuous relationship building.

Training Function

The primary function of GAPP is building a bridge between the youth and the elderly population, with an effort to enhance the human and skill development of vulnerable adolescents in the community. This is achieved through a para-professional training programme in elderly care from a basic to an advance level.

Caregiving Function

Elderly care is the second function of the GAPP. Graduates of the advance training programme matriculate into the internship programme as caregivers and placed into the private homes of elderly nationals of Trinidad, to provide companionship and geriatric care services.

The objectives are to:

1. instill in young men and women a sense of national pride and civic mindedness.
2. sensitize young persons to the needs of the elderly and in so doing, gain knowledge and understanding of the aging process.
3. bridge the gap between young persons and the elderly thereby allowing for more effective interaction and positive outcomes.
4. foster national consciousness.
5. equip young persons with basic skills in caregiving.
6. develop a sense of self-worth and self-discipline among young persons with the tools to make appropriate life choices.
7. instil discipline in young persons through training and services to the elderly.
8. improve intergenerational relationships.

RETIREE ADOLESCENT PARTNERSHIP PROGRAMME

The Retiree Adolescent Partnership Programme (RAPP) is a community-oriented programme which seeks to utilize the skills and experience of retired professionals to provide assistance to and supervision of young people between the ages of ten (10) to twenty-one (21) years of age.

The main objectives of the RAPP are to:

1. provide participants with access to supplemental and remedial classes and guidance in character formation.
2. expose participants to sports, culture and life skills in order to facilitate their holistic development.
3. engage retired persons in the process of nation building.
4. promote mentoring and community support for young people.

SPECIALISED YOUTH SERVICE PROGRAMMES

The Specialised Youth Service Programmes (SYSP) endeavour to empower youth at risk, primarily by instilling positive attitudinal and behavioural change in a quasi-military environment. The SYSP is responsible for the management of four (4) Programmes such as the Civilian Conservation Corps (CCC), Military-Led Academic Training (MiLAT), Military-Led Youth Programme of Apprenticeship and Reorientation (MYPART) and the National Male Transition Home.

The vision of the SYSP is to be Trinidad and Tobago's key provider of 'Specialised Youth Intervention' Programmes that target for adjustment, early inclinations, and tendencies towards indiscipline and deviant behavior with an intent to impart healthy social attitudes and behaviour,

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developing potential competencies, with the overall aim of improving in young nationals, a sense of civic-mindedness and commitment towards serving the wider national community.

The mission is to manage, train and influence the development of young persons in structured and disciplined environments using quasi-military approaches to instill a sense of civic mindedness whilst preparing them for the world of work. The major objectives are to:

1. enhance the capacity of young persons to become productive and well balanced citizens.
2. train and develop the skills and competencies of young persons in a range of academic, technical and skills based vocational fields.
3. improve the sense of civic mindedness of young professionals utilizing their inherent skills in national community service.

Civilian Conservation Corps

The Civilian Conservation Corps (CCC) is a non-residential Programme for a period of eight (8) months which focuses on persons who may experience difficulty to succeed within the conventional education system, without additional guidance and management. The Programme is designed to give individuals the requirements to become employable, while at the same time, instilling, the requisite attitude and mindset to stay employed and become better contributors to the Nation.

CCC operates in eight (8) Regions throughout Trinidad and Tobago (North West, North Central, North East, Central South West, South Central, South East in Trinidad; and Tobago) and recruits eight hundred (800) trainees per cycle. CCC offers a selection of eighteen (18) technical and vocational skills, which include Plumbing, Welding, Air Conditioning & Refrigeration, Electrical Installation, Administrative Skills, Hybrid Vehicle Theory, Child Care, Geriatric Nursing, Cosmetology, Barbering, Culinary Arts, Adult Literacy and Numeracy, Bartending, Introduction to Fiber Optics, Photovoltaic (Solar Panel) Installer, Upholstery, Photography and Disc Jockey (DJ) Science.

Military-Led Academic Training

The Military-Led Academic Training (MILAT) Programme is a residency Programme for two (2) years with a cohort of one hundred (100) trainees per intake/school term. In addition to academic certification, the Programme emphasizes on building good character and improving the social skills of the cohort. The MILAT also offers psycho-social intervention and discipline, using quasi-military instruction and remedial support in literacy and numeracy for individuals who need such assistance.

In essence, the MILAT Programme addresses the increasing incidence of delinquency, literacy and numeracy problems, crime, and criminal behaviour among youth and provides a safe and regulated environment where young males can positively channel their energies and ambitions towards the achievement of their hopes and dreams. The MILAT Programme is in sync with the national secondary school calendar and offers a total selection of twelve (12) academic subjects. Mathematics, English Language and Life skills are mandatory and the participants are required to do a minimum of five (5) and a maximum of seven (7) subjects.

Military-Led Youth Programme of Apprenticeship and Reorientation

The Military-Led Youth Programme of Apprenticeship and Reorientation (MYPART) is geared towards providing a safe, structured and regulated environment in which training, certification, and most critically, positive character development of young people can occur. The MYPART is a three (3) year Programme that involves both vocational and military training in three (3) areas, such as Induction, Academic and Pre-Technical Vocational Training and Specialized Study. The MYPART seeks to address the increasing despondency of youth from diverse backgrounds who are often referred to as 'At Risk Youth'. The MYPART Programme acts as a form of social intervention and produces disciplined and skilled individuals who can make meaningful contributions to Society.

Transition Homes

Transition Homes offer supportive services to young men and women between the ages of 18-24 years, who on leaving Children's Home or are no longer Wards of the State, are empowered through practical skills development that ensure both their basic and special needs are met, in preparation for reintegration into Society and sustainable independent living.

Section 7 (1) (a) (II) – Categories of Documents in the possession of the MYDNS:

Files dealing with administrative documents for the operations of the MYDNS:

1. Personnel files which detail staff appointments, job applications, job specifications, promotions, transfers, registrations, deaths, retirements, sick leave, vacation leave, etc.
2. Files dealing with the accounting and financial management function of the MYDNS
3. Financial records such as cheques, vouchers, receipts etc.
4. Files dealing with matters relating to the procurement of supplies, services and equipment
5. Cabinet Documents
6. Plans/ Drawings/Designs of Youth Development Centres
7. News releases and speeches originating in the MYDNS
8. Correspondence files
9. Customer files
10. Documents relating to the Training Plans of MYDNS
11. Legislation and Legal Instruments (available at the Government Printry)
12. Minutes/Agenda of meetings
13. Statistical and Technical Reports etc.
14. Booklets, leaflets, pamphlets, brochures, posters etc.
15. Files dealing with official functions, conferences and events hosted and attended by Officers of the MYDNS
16. Files relating to Programmes and Projects for training and development of youth in Trinidad and Tobago

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Section 7 (1) (a) (III) – Material Prepared by the Divisions/Units of the MYDNS and where they can be inspected or obtained:

The Public can go onto the website of the MYDNS, or may inspect and/or obtain copies of the following material at the respective Division/Unit between the hours of 9.00 a.m. and 3:00 p.m. on normal working days at the Head Office of the MYDNS:

Youth Division

1. Programme Document- support for persons 10 - 35 years
2. List of Youth Organizations
3. National Youth Policy (2020 – 2025)

Specialized Youth Service Programmes (SYSP)

1. MILAT Cadet Handbook
2. MILAT Programme Brochure

Research and Planning Unit

1. Strategic Reports on the activities of the MYDNS
2. Development Programme (DP) Estimates for a Fiscal Year
3. Development Programme Budget
4. Report on the Management of Strategic Exercises

Section 7 (1) (a) (IV) – Listing of Literature available by way of Subscription:

Not applicable.

Section 7 (1) (a) (V) – General Policy for accessing a Document:

HOW TO REQUEST INFORMATION

General

The MYDNS is required to answer all requests for information both oral and written. However, in order to have the rights given to the applicant by the FOIA (for example, the right to challenge a decision if a request is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate Form (Request for Access to Official Documents).

Details in the Requests

The applicant should provide details that will help the MYDNS to readily identify and locate the requested records. If there is insufficient information, the MYDNS will request clarification from the applicant and if the applicant is not sure how to write the request or what details to include, the applicant may communicate with the Designated Officer of the MYDNS.

Requests which will not be addressed under the FOIA

Please note that the MYDNS will not be required to address a request under the FOIA to the extent that the request asks for information that is currently available in the public domain either from the website of the MYDNS or another Public Authority or from brochures and pamphlets etc.

Responding to Requests

The MYDNS is required to furnish copies of documents only when they are in the possession of the MYDNS or they can be retrieved from storage. If the MYDNS has stored the requested information in the National Archives or another storage site, the MYDNS will retrieve it, where it is possible to do so, in order to process the requests.

Furnishing Documents

1. The MYDNS is required to:
 - provide only one copy of a document.
2. The MYDNS is not compelled to:
 - create new documents. For example, the MYDNS is not required to write a new programme so that a computer will print information in the format preferred by the applicant.
 - perform research for the applicant.
3. If the MYDNS cannot make a legible copy of a document to be released, the MYDNS may not attempt to reconstruct it. Instead, the MYDNS will furnish the best copy possible and note its quality in the reply to the applicant.

TIME LIMITS

General: Time Allowed

Pursuant to Section 15 of the FOIA, the MYDNS shall take reasonable steps to enable an applicant to be notified of the approval or refusal of the request as soon as practicable but in any case not later than thirty (30) days after the day on which the request is duly made. If a decision is taken to grant access to the requested information, the applicant will be permitted to inspect the documents or be provided with copies.

Section 7 (1) (a) (VI) – Officers in the MYDNS responsible for requests under the FOIA:

Designated Officer:

Mrs. Cherin Lee Young
 Address: #2 Elizabeth Street, St. Clair, Port of Spain
 Tel. Nos.: 612-9367 Ext. 1200
 E-Mail Address: info@mydns.gov.tt

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Alternate Officer:

Ms. Neera Manmohan
 Address: #2 Elizabeth Street, St. Clair, Port of Spain
 Tel. Nos.: 612-9367 Ext. 1228
 E-Mail Address: info@mydns.gov.tt

Section 7 (1) (a) (VII) – Advisory Boards, Councils, Committees and other Bodies whose Meetings are open to the Public:

None at the present time

Section 7 (1) (a) (VIII) – Reading Room in the MYDNS:

None at the present time

Section 8 – CERTAIN DOCUMENTS TO BE MADE AVAILABLE FOR INSPECTION AND PURCHASE: Section 8 (1) (a) (I) – Documents Containing Interpretations and Particulars of certain Laws, administered by the MYDNS:

None at this present time

Section 8 (1) (a) (II) – Manuals, Rules of Procedure, Statements of Policy and Similar Documents:

1. National Youth Policy of Trinidad and Tobago (2020 – 2025)
2. Training Policy Guidelines
3. Shaping Performance – A Manual for Performance Management in the Public Service

Section 8 (1) (b) – Documents for Guidance on Various Procedures:

1. Guidelines for requesting subvention/financial assistance
2. Code of Conduct for Youth Development Apprenticeship Centres and Youth Development Centres
3. Bills of quantities and specifications governing projects
4. Standard forms of contract used to govern projects

Section 9 – STATEMENT OF CERTAIN DOCUMENTS TO BE PUBLISHED: Section 9 (1) (a), (b), (c), (e), (f), (g), (i), (k), (l) and (m)

None at this time

Section 9 (1) (d) – Reports or Statements containing advice or recommendations of Committees established by the MYDNS:

1. Reports generated by the Youth Affairs Division on the status of youth in Trinidad and Tobago
2. Reports on the activities of the MYDNS conducted through its Youth Affairs Division

Section 9 (1) (h) – Reports on the performance or efficiency of the MYDNS:

1. Quarterly Status Reports on the Projects listed in the Government's Social and Economic Policy for the MYDNS
2. End of Fiscal Year Development Programme Status Report

Section 9 (1) (j) – Statements containing Policy Directions:

1. National Youth Policy (2020 – 2025)