



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1511

APPOINTMENT TO PERFORM THE FUNCTIONS OF THE OFFICE OF CHIEF JUSTICE

IN EXERCISE of the power conferred upon her by section 103 of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, has appointed the Honourable MR. JUSTICE ALLAN MENDONÇA, Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 12th October, 2022 to 21st October, 2022 and the Honourable MR. JUSTICE NOLAN BEREAX, a Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 22nd October, 2022 to 26th October, 2022 during the absence from Trinidad and Tobago of the Honourable Chief Justice Mr. IVOR ARCHIE.

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

12th October, 2022.

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APPOINTMENT OF JUSTICE OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, Her Excellency the President, on the advice of the Attorney General, has been pleased to appoint RACHEAL-ANN GHEESAN to be Justice of the Peace (*ex officio*) for Trinidad and Tobago, during the period which she holds office as stated hereunder:

RACHEAL-ANN GHEESAN—District Clerk of the Peace II

Dated this 27th day of September, 2022.

A. STEPHENS
*for Permanent Secretary
Office of the Attorney General
and Ministry of Legal Affairs*

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OFFICE OF THE PRIME MINISTER

SEPARATION

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

Resignation

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mr. Shivanand Latchu	Auditor II	Office of the Prime Minister	1st September, 2022	Resignation

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO PUBLIC STATEMENT
OF THE MINISTRY OF LABOUR in compliance with Section 7 (4) of The Freedom of
Information Act (FOIA) Chapter 22:02

Where a statement has not been published by a public authority in accordance with section 7 (1) of the Freedom of Information Act, Chapter 22:02 (the Act) the responsible Minister shall promptly give reasons to be published in the Gazette for the failure to publish.

And whereas the Ministry of Labour (the Ministry), a public authority, has not published in the Gazette and a daily newspaper in circulation, the required statement for the period of 2015-2020, the Minister now provides the following reasons:-

1. A Strategic Planning exercise took place internally within the Ministry for the period of 2015 to 2017 with many meetings of Divisions held in order to build consensus on the way forward. Heads of Divisions were actively involved in the process of participatory decision making in reviewing their responsibilities.
2. The conduct of extensive Consultations on Labour legislation in Trinidad for the period of 2015-2020.
3. In 2017, the addition of the On the Job Training Programme as a Division of the Ministry, inclusive of its sub-offices which was under the National Training Agency prior to 2015. This involved co-ordination of an extensive recruitment exercise as well as decanting of these sub offices.
4. The removal also of the Co-operative Development Division, Enterprise Development Division and Friendly Societies Division from the remit of the Ministry of Labour in 2020 resulted in efforts being placed on the movement of employees' records and the transition of IT services.
5. Further, the operations of the Ministry were in partial mode with the exception of necessary staff because of the declaration by the World Health Organization (WHO) on March 11, 2020, of a global pandemic with the spread of the COVID 19 virus and Government's response through Public Health Regulations. Additionally, in an effort to mitigate the spread of the virus, the Ministry implemented increased safety measures which included a reduction in social interaction in the workplace, by allowing non-essential staff to work from home which resulted in a staggered workflow. This together with staff incidence of the virus Covid – 19 and quarantine of all staff in contact with the employee caused the operations of the Ministry to be constrained. Also, efforts are being made to submit the required Section 7 (1) Annual Statement by the required deadline, in keeping with the statutory requirements under the FOIA.

Every effort is being made by the Ministry to publish its annual statement in 2022, at the earliest convenience, in keeping with its statutory obligations arising from the Act.

The Honourable Stephen Mc Clashie
Minister of Labour



Government of the Republic of Trinidad and Tobago
PUBLIC STATEMENT OF THE MINISTRY OF LABOUR 2021
In compliance with Sections 7, 8 and 9 of the
Freedom of Information Act (FOIA) 1999 (Updated 2007)

INTRODUCTION

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the **Freedom of Information Act (FOIA) 1999**, the Ministry of Labour is required by law to publish the various documents and information generally available to the public.

The Act gives the members of the Public:

- (1) A legal right for each person to access information held by the Ministry of Labour;
- (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) –
Functions and Structure**

Mission Statement

We champion equity and opportunity for all stakeholders through a collaborative approach to Labour administration, the empowerment of employers and employees, and entrepreneurship.

RESPONSIBILITIES

The Ministry of Labour is responsible for the establishment and management of a regime of policies for manpower development and employment, industrial relations and Labour administration, so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote the modernization of the work environment.

The Ministry is committed to: -

- a) Provide a quality service in terms of accuracy and timeliness in the conduct of our affairs in an efficient and cost-effective manner.
- b) Formulate, implement and review the appropriate policies, plans and programmes.
- c) Propose, review, administer and monitor legislation, laws and regulations.
- d) Network with all relevant public and private institutions,

organizations and individuals, nationally and internationally to achieve our objectives.

- e) Encourage social dialogue with employers and workers and their organizations on labour, employment and related issues.
- f) Enhance our reputation for excellence and integrity in the delivery of our service.
- g) Provide an environment for the personal growth and development of all our employees by valuing each person's contribution and providing fair, relevant and accessible training and development opportunities.
- h) Encourage innovation by stimulating and supporting good, new ideas among staff.
- i) Promote a safe and healthy working environment.

The Ministry comprises the following ***Divisions/Units***, with a staff complement of approximately three hundred and four (304) persons as follows:-

(1) PERMANENT SECRETARY

- a) **Internal Audit**
 The Internal Audit ensures that all financial guidelines and instructions are followed in all accounting matters of the Ministry. In addition, it provides the Accounting Officer with the tool for special investigations, proper accountability and value for money. This Unit reports directly to the Permanent Secretary.
- b) **Communications Unit**
 The Ministry's Communications Unit provides communications support to all the Divisions/Units of the Ministry. This involves providing information, conducting research and planning events amongst other things. The Unit works closely with the media in order to manage what is reported about the Ministry and its activities. The Unit also uses other avenues to reach the various publics of the Ministry both internally and externally.
- c) **Legal Services Unit**
 The Legal Services Unit of the Ministry assists the Ministry in achieving its mandate by providing advice and advocacy support in the areas of legislative reform, legal opinions, drafting of contracts and other legal documents, and representation as

necessary before the courts of Trinidad and Tobago, disciplinary tribunals and the Legislative Review Committee. In assisting the Ministry's agenda to reform Labour legislation, the Unit offers strategic support for the amendment of legislation and promotes consultations with multipartite stakeholders in relation to Labour laws. The Unit also liaises with other State Agencies, promotes the development of national Labour policy and legislation, and provides technical support to the Industrial Relations Advisory Committee established under Section 80 of the Industrial Relations Act, Chap. 88:01.

d) **Procurement Unit**

The Ministry's Procurement Unit was established in November 2020 and is charged with the responsibility for the acquisition of goods and services in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money. A major role of the Unit is to prepare the Ministry for the full proclamation of the Public Procurement and Disposal of Public Property Act and to lead the Ministry thereafter in procurement-related matters with a sustainable procurement team and established procurement policies, systems, and procedures. The Unit undertakes low risk / high-value goods and services for projects under the Recurrent Estimates and Public Sector Investment Programme. The Procurement Unit ensures that the Ministry complies with the legal parameters of procurement processes and procedures implemented by the Ministry of Finance.

(2) LABOUR ADMINISTRATION SERVICES

The Labour Administration Services of the Ministry of Labour are divided into four service areas, as follows:

- a) **Manpower Unit (National Employment Service)**
 The National Employment Service offers an assistance and referral Service at no cost to the employer, community and the general public. The Unit

PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

consists of Manpower Officers located at Chaguanas, Sangre Grande, San Fernando, Point Fortin, Siparia, Tobago, Port of Spain and the Overseas Placement sub-unit. This service provides recruitment, placement, advisory and information services to employers and jobseekers.

The Labour Liaison Branch is located in Toronto, Canada and supports nationals who are employed in Canada on the Commonwealth Caribbean Seasonal Agricultural Workers' Programme (commonly referred to as the Farm Programme).

Mission of the National Employment Service

Optimizing the country's work force through the provision of multiple services to job seekers and employers by harnessing state of the art technology and partnership thus, ensuring the timely and cost-effective delivery of services.

Services:-

- Match job seekers to job vacancies
- Screening of job seekers and employers
- Job interviews and referrals to State and Private Sector Agencies
- Career guidance
- Recruit Workers for Overseas Employment
- Host World of Work Seminars
- Recruit staff to administer the following public sector programmes:-
 - O'Level Graduate Programme
 - Board of Inland Revenue Tax
 - Short Term employment Programme
 - Support Services Programme

b) **Labour Inspectorate Unit**

The principal functions of the Labour Inspectorate Unit are:

- to educate and advise employers, employees and the general public about the under-mentioned laws of Trinidad and Tobago, as they relate to wages and terms and conditions of work for workers who are not usually represented by a Trade Union and who are covered under the Minimum Wages Act, Maternity Protection

Act and Children Act 2012 Part XIV;

- to check for compliance with the Minimum Wages Act and Orders. Routine checks are done and complaints are also investigated;
- to recommend litigation in cases where employers continuously ignore warnings of breaches;
- to secure the enforcement of legal provisions relating to conditions of work to workers who are covered by Minimum Wages Laws. These workers are generally non-unionized; and
- to supply information and give advice to employers and employees concerning the most effective means of complying with the legal provisions.

c) **Conciliation Advisory and Advocacy Division (CAAD)**

CAAD seeks to:

- promote good industrial relations practices;
- prevent and resolve employment disputes;
- conciliate in actual or potential trade disputes reported to the Minister; and
- provide information and advice on industrial relations matters to unions, employers and the general public.

d) **Trade Unions Division**

The main functions/activities of the Division are as follows:

- register new Trade Unions;
- register partial and complete alteration of rules;
- register amalgamation of Trade Unions;
- appoint Auditors to audit the books of Trade Unions;
- ensure that Trade Unions submit Annual Returns and Audited Financial Statements and check those submitted;
- ensure that Trade Unions comply with the provisions of the Trade Union Act and enforce the said Law where the Unions violate the provisions of the Act;
- register change of registered office, change of name of Trade Unions and dissolution of Trade Unions;
- appoint Auditors and investigators of special audits under Section 16 (4) and (5) of the Trade Union Act;

- register direction given for transfer of stock;
- register cancellation or withdrawal of certificates of registration; and
- prepare annual reports.

INFORMATION TECHNOLOGY UNIT

The Strategic Information Systems Plan recommended that the IT Unit be structured to comprise five functional areas:

- I/S Management - responsible for the development of strategic and operational I/S plans and the formulation of policies, standards and procedures;
- Technical Support - responsible for ensuring that "Application Software" packages give end-users the required functionality that result in the production of accurate and timely information;
- Systems Administration - responsible for ensuring that computer systems operate in an efficient and effective manner, including all hardware, software, database and networks;
- Information Centre - responsible for ensuring that the Ministry's use of productivity tools as defined in the Systems Architecture is carried out in an efficient and effective manner consistent with the Ministry's operations; and
- I/S Administration - responsible for administering the Unit's day to day operations.

(6) HUMAN RESOURCE SERVICES

The Human Resource Services Division is the support arm of the Ministry of Labour. It provides general administrative management services to all the Technical/Professional Staff and other Divisions/Bodies of the Ministry.

This Division is comprised of the following Units:-

a) **General Administration**

Co-ordinates and administers all administrative functions of the Ministry, at the Head Office, Levels 5&6, Tower C, International Waterfront

PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

Complex as well as its sub-units. This Unit together with the National Maintenance Training & Security Company Limited is mainly responsible for the maintenance and upkeep of all major Plant and Equipment at the Head Office.

Office Management

Responsible for promoting and facilitating the smooth operation of the other Divisions/Units of the Ministry by providing and maintaining furniture and equipment and the provision of stationery, supplies, newspapers and other basic services.

The Unit also co-ordinates and oversees the functions of the Ministry's support staff which includes Messengers, Maids, Telephone Operators, Motor Vehicle Drivers and Office Attendants.

Facilities Management Unit

The Facilities Management Unit maintains the accommodation which includes the building and grounds of the Ministry. The Unit manages and supervises Janitorial Services, Security Services, determines and schedules repairs of buildings, renovation projects, waste reduction improvements, liaises with the Health and Safety Committee and implements evacuation procedures.

b) **Human Resource Division**

The Human Resource Division ensures that staff and related human resource management issues are maintained at adequate levels at all times. It provides a range of Human Resource services including training, contract administration, employee relations, performance management support, compensation and recruitment of contract staff.

c) **Registry**

This Unit is responsible for facilitating the smooth operation of the other Divisions/Units of the Ministry by receiving and classifying all incoming information, directing its movement through action areas and storing and providing reference services for both incoming and outgoing information.

The Records Manager II who supervises the staff of Registry is also responsible for creating, implementing and maintaining

proper systems and procedures for the control and flow of records/information to action officers.

d) **Accounts**

The Accounts Unit is responsible for satisfying the financial needs of the Ministry. It sources funds from the Ministry of Finance and disburses it for goods and services rendered to the Ministry. It is responsible for the submission of the *Draft Estimates for Recurrent Expenditure* and the Appropriation of Accounts, which is a requirement under the *Appropriation Act* (Budget Statement).

The Unit operates under the *Exchequer Act, Chapter 69:01* and the *Travelling Allowances Regulations, Chapter 23:50* which are enshrined in the *Laws of Trinidad and Tobago*. It is guided by the *Financial Regulations, Financial Instructions, Manual of Terms and Conditions of Employment, Guidelines for the Administration of Devolved Functions* and Circulars issued from both the Chief Personnel Officer and the Ministry of Finance. The Unit maintains and stores records of all financial transactions.

e) **Library**

The Joint Library Service for the then Ministry of Labour, Social Security and Co-operatives and the Ministry of Industry, Commerce and Consumer Affairs was established by Cabinet Minute No. 144FP (82) 226, dated 13th May, 1982.

The Library is situated on Level 5, Duke Place, 50-54 Duke Street, Port of Spain. It is managed by a Librarian I who oversees the proper functioning of the Library, charts the strategic direction and supervises two members of staff.

The Library today serves mainly the members of staff of the Ministry of Labour by providing timely and relevant information, which reflects the portfolio and developmental thrust of the Ministry. There is also the capacity of an E-mail facility, which provides for fast data transmission and the ordering of documents. Members of the public are also allowed to use the library's facilities providing their

needs pertain to the library's portfolio.

(7) **RESEARCH AND PLANNING UNIT**

The Research and Planning Unit serves as the information hub of the Ministry and is engaged in the following:

- socio-economic research, report preparation and evaluation;
- policy review, formulation and evaluation;
- preparation of the Ministry's input into national planning documents;
- co-ordination of the preparation and submission of the Ministry's annual Public Sector Investment Programme (PSIP) projects and monitoring of these projects;
- project design, planning and implementation relative to the Ministry's functions;
- co-ordination of the Ministry's reporting obligations in relation to the Achievements and Projected Achievements
- representation of the views of the Ministry on a number of Inter-Ministerial and external Committees and at meetings as required
- co-ordination of Board appointments; and
- preparation of Cabinet Notes re: Submission of Administrative Reports of Boards and Committees under the portfolio of the MOL; and
- other coordinating duties as may be assigned.

Committees, Boards and Statutory Bodies

- Boiler Examiners Board
- Registration Recognition and Certification Board
- Occupational Safety and Health Authority
- Minimum Wages Board
- ILO 144 Tripartite Consultative Committee
- National Steering Committee for the Prevention and Elimination of Child Labour in Trinidad and Tobago
- Board of Governors of the Cipriani College of Labour and Co-operative Studies
- Blasting Advisory Committee
- Standing National Labour Market Council of Trinidad and Tobago

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PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

- Hoist and Lift Technical Advisory Committee
- Industrial Relations Advisory Committee
- HIV Workplace Advocacy Advisory Board
- National Productivity Council
- National Tripartite Advisory Council

(8) INTERNATIONAL AFFAIRS UNIT

The International Affairs Unit (IAU) is responsible for coordinating and managing activities to fulfill the obligations of the Government of Trinidad and Tobago in respect of international Labour matters. These commitments arise from the country's membership in international organizations, primary among which are the International Labour Organization (ILO), the Organization of American States (OAS) and the Caribbean Community (CARICOM).

The main activities of the IAU include the following:

- Fulfillment of the obligations of Trinidad and Tobago as a member of the ILO, in particular reporting obligations on ratified and unratified Conventions and co-ordination of representation of Trinidad and Tobago at the annual ILO International Labour Conference;
- Fulfillment of obligations in respect of the Inter-American Conference of Ministers of Labour (IACML) of the OAS;
- Co-ordination of activities in fulfillment of labour-related aspects of the CARICOM Single Market and Economy (CSME);
- Facilitation of technical assistance from international partners for Ministry of Labour Units/Divisions;
- Responding to requests for information related to the international obligations of the Ministry of Labour from Ministries, International Organizations, Employers' and Workers' Organizations and other stakeholders; and
- Co-ordination of the participation of the Ministry of Labour in national and international labour meetings.

(9) HIV WORKPLACE ADVOCACY UNIT

The HIV Workplace Advocacy Unit provides services, technical support and guidelines for addressing HIV and AIDS in the workplace for employers, government ministries, unions and people living with HIV and AIDS.

This Unit may be contacted for assistance with regard to the following:-

- Development of a workplace policy on HIV and AIDS
- Revision of your workplace policy on HIV and AIDS
- Understanding the core principles outlined in the National Workplace Policy on HIV and AIDS such as the ILO Code of Practice and Recommendation concerning HIV and AIDS and the World of Work, 2010 (No. 200)
- Conduct of training on developing a workplace policy
- Conduct of Training on HIV and the World of Work
- Provision of support to Workers Living with HIV
- Development of a Strategy to deal with HIV related workplace stigma and discrimination
- Reporting incidences of stigma and discrimination
- Establishment of links to HIV related services
- Development of workplace specific programmes and material to address HIV

HIV is a workplace issue; if you are a worker living with HIV, an Employer or Trade Union who want to know more, please contact the HIV Unit.

LABOUR MARKET INFORMATION UNIT

The Labour Market Information Unit (LMIU) is responsible for developing and maintaining a national modernized labour market information system.

The main purpose of the LMIU is production of information and analysis for policy-makers and other labour market stakeholders.

Labour Market Information Systems consist of four (4) main components:

- Collection and compilation of data and information
- Repository of information
- Analytical capacity and tools; and

- Institutional arrangements and networks.

Three main functions of Labour Market Information Systems can be distinguished:

- LMIS facilitate Labour market analysis;
- LMIS provide the basis for monitoring and reporting on employment and Labour policies;
- LMIS constitute a mechanism to exchange information or coordinate different actors and institutions that produce and utilize Labour market information analysis.

Presently, the LMIU is engaged in several projects which include;

- Conduct of a National Private Sector Job Vacancy
- Conduct of a Public Sector Vacancy Survey
- Designing a Labour Market Projection Model
- Development of a Labour Market Information database
- Improving data processing within the Ministry of Labour
- Designing of a Labour Market Information Eco-System

ON THE JOB TRAINING DIVISION

The On-the-Job Training Division of the Ministry of Labour is mandated to promote the aim and objectives of the On-the-Job Training Programme (OJTP).

The Division's responsibilities are:

- To provide individuals aged 16-35 with job skills and work-based training opportunities that would offer them a foothold in the employment market.
- To match academic and vocational skills of prospective apprentices with labour market needs.
- To encourage young persons to adopt specific strategies and positive work attitudes in order to enhance their chances of successfully sustaining employment and self-employment opportunities.
- To inspire and motivate Trainees to maximize the

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PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

benefits to be derived from their participation in the Programme.

- To facilitate improved self-respect, self-esteem and confidence among young individuals, thereby enhancing their ability to interact successfully in the wider community.
- To assist Trainees in developing the professional and interpersonal skills necessary for success in the workplace, through its mandatory Trainee Development Programme.
- To forge strategic alliances with private and public sector employers in the creation of job opportunities and the development of the nation's human resource capacity.
- To create a cadre of trained individuals with relevant job exposure, so they are able to access employment in various businesses and industries.

Effects of Functions on Members of the Public

The role of the Ministry of Labour impacts in almost every constituent element of work, from individual to corporate. The Conciliation Advisory and Advocacy Division impacts upon the members of the public as seen in its management of workplace conflict, which arises from time to time, between Employers and Unions, acting on behalf of organized labour and between Employers and individual workers.

The guidance provided in the formation and registration of a Trade Union, ensures the adherence to the Trade Union Act and clarifies the procedure to be followed by a Trade Union to facilitate a healthy system of Industrial Relations in Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documents in possession of the Ministry of Labour

- 1) General Administration Documents
- 2) Reports on General Administration and Personnel matters
- 3) Administrative Reports
- 4) Personnel Files
- 5) Letters
- 6) Strategic Plans for the Ministry
- 7) Divisional Work Plans

- 8) Position Descriptions
- 9) Laws and Legislation: All Labour legislation pertaining to Trinidad and Tobago
- 10) Regulations: All regulation relating to labour laws of Trinidad and Tobago
- 11) Consultants' Report for the Ministry of Labour
- 12) Briefing papers for Senior Management
- 13) Cabinet Notes and Minutes
- 14) Advice from other Public Authorities
- 15) Policy and Procedure Documents
- 16) Publications
- 17) Brochures
- 18) Booklets
- 19) Notes
- 20) Forms
- 21) Certificates
- 22) Circulars

Section 7 (1) (a) (iii)

Material prepared for publication or inspection.

1. Title:

Report of the Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme The New Employment Training Programme September 2001.

Author/s:

The Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme.

Brief:

The Report identifies the recommendations of a committee established to redesign the operations of the public works initiative in Trinidad and Tobago, which has been called by several names including, Special Works, DEWD, LIDP, URP and ETP.

The recommendations all surround the policy focus of "Sustainable employment through Skill Development", which was the mission statement of the Employment and Training Programme (ETP). The recommendations therefore attempt to set up an essential training component within the programme, geared at empowering the workers to self-realization.

Section 7 (1) (a) (iv)

Literature Available by Subscription

There is no literature available by subscription from this Ministry.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from any Division of the Ministry of Labour

How to Request Information

General Procedure

It is the policy of the Ministry to respond to all requests, for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to challenge a decision if your request for information is refused), **an application must be made in writing**. Therefore, you must complete the appropriate form (Request for Access to Official Documents) available in the Reception Areas of the Ministry, for information that is not readily available to members of the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer or Alternate of The Ministry of Labour [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, please do not hesitate to 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 currently available to members of the public, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

Responding to your Requests

Retrieving documents

The Ministry is required to furnish copies of documents only when they are in our possession or we can attempt to retrieve them from storage. If we have stored the information you want in the National Archives or another Storage Centre, we will retrieve it where possible in order to process your request.

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PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

▪ **Furnishing Documents**

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

Please note we are not compelled to do the following:

- 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.
- Perform research for you.

Time Limits

i. General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but 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 misaddressed or misrouted, 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 thirty (30) calendar 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 or be provided with copies, if you so request.

Section 7 (1) (a) (vi)

The Designated Officer of the Ministry of Labour is responsible for:

- The initial receipt of and action upon notices under section 10;
- Requests for access to documents under section 13; and

- Applications for correction of Personal Information under section 36 of the FOIA.

The Designated Officer is:

Ms. Savita Baldeo
Administrative Officer IV (Ag.)
 International Waterfront Centre
 Tower C
 Level 5
 Port of Spain
Telephone: 625-8478 Ext. 1408
E-mail: tikahs@gov.tt

The Alternate Officer(s) is:

Mr. Josiah Aliby
Records Manager II
 International Waterfront Centre
 Tower C
 Level 5
 Port of Spain
Telephone: 625-8478 Ext. 1560
E-mail: alibyj@gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where Meetings/Minutes are open to the public)

At the present time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library/Reading Room in the Ministry of Labour is located on Level 5, Duke Place, Duke Street, Port of Spain.

Other contact information:

Telephone: 299-0300 Ext. 2042

Website: www.labour.gov.tt

The Library/Reading Room is open to the public between the hours of **8:00 am and 4:15 pm** from **Mondays to Thursdays** and **8:00 am to 4:00 pm** on **Fridays**.

Policy of the Public Authority for provision of copies of documents held in the public domain.

- Certain provision of documents may be subject to a small charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Room/Library.

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.

- Public Service Acts and Regulations.
- Laws of the Republic of Trinidad and Tobago.
- Guidelines for contract employment in Government Ministries.
- Legal Notice No. 49 The Wages Regulation (Laundry Undertakings) Order, 1962
- Legal Notice No. 64 The Wages Regulation (Agricultural Undertakings) Order, 1964
- Legal Notice No. 158 The Minimum Wages (Catering Industry) Order, 1991
- Legal Notice No. 159 Minimum Wages (Shop Assistants) Order, 1991
- Legal Notice No. 160 Minimum Wages (Household Assistants) Order, 1991
- Gazette No. 3112: Petrol Filling Station Employees Order, 1982
- Legal Notice No. 10 The Minimum Wages (Security Industry Employees) Order, 1995
- Legal Notice No. 88 The Minimum Wages Order, 2005
- The Minimum Wages Order, 2014- Legal Notice No. 402
- The Delegation of Functions (Industrial Relations) Order, 2016- Legal Notice No. 121
- Legal Notice No. 341 of November 8, 2019 - Minimum Wages Order
- Legal Notice No. 289 of August 16, 2020 - Co-operative Societies Act, Chap 81:03, Regulations 18, 24, 48(1)

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.

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers

Personnel Department

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Employment in the Public Service

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PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

- Guidelines for Contract Employment in Government Ministries
- Shaping Performance – A manual for Performance Management in the Public Service

Ministry of Public Administration and Information

- Training Policy for the Public Service of Trinidad and Tobago
- Training Policy Guidelines
- Circulars
- Circular Memoranda
- Workplace Guidelines on the Closure of Schools (March 2000)
- The National Workplace Policy on HIV and AIDS (August 2017)
- National Workplace Policy on Sexual Harassment in Trinidad and Tobago (February 2019)
- National Policy Guidelines on Preparing Workplaces in Trinidad and Tobago for Covid-19 (July 2020)
- Policy Guidelines on Remote Work in Trinidad and Tobago (Revised August 2020)
- IR Toolkit for Managing in a Crisis in Trinidad and Tobago (December 2020)

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.

NIL

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

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

Title:

Administrative Report of the Boiler Examiners Board for the period October 2013 to September 2014.

Author/s:

Boiler Examiners Board

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an

outlook for the fiscal year 2015 for the Boiler Examiners Board.

Title:

Annual Administrative Report of the Boiler Examiners Board for the period October 2014 to September 2015.

Author/s:

Boiler Examiners Board

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2016 for the Boiler Examiners Board.

Title:

Administrative Report of the National Entrepreneurship Development Company Limited for the period October 2013 to September 2014

Author/s:

Board of Directors of the National Entrepreneurship Development Company Limited (NEDCO)

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2015 for NEDCO.

Title:

Administrative Report of the National Entrepreneurship Development Company Limited for the period October 2014 to September 2015

Author/s:

Board of Directors of the National Entrepreneurship Development Company Limited (NEDCO)

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2016 for NEDCO.

Title:

Administrative Report of the Minimum Wages Board for the period October 2013 to September 2014

Author/s:

Minimum Wages Board

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2015 for the Minimum Wages Board.

Title:

Administrative Report of the Occupational Safety and Health Authority and Agency for the period October 2013 to September 2014

Author/s:

Occupational Safety and Health Authority

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2015 for the Occupational Safety and Health Authority

Title:

Administrative Report of the Occupational Safety and Health Authority and Agency for the period October 2014 to September 2015

Author/s:

Occupational Safety and Health Authority

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2016 for the Occupational Safety and Health Authority

Title:

Administrative Report of the Board of Governors of the Cipriani College of Labour and Co-operative Studies for the period October 2013 to September 2014

Author/s:

Board of Governors of the Cipriani College of Labour and Co-operative Studies

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2015 for the CCLCS.

Title:

Administrative Report of the Board of Governors of the Cipriani College of Labour and Co-operative Studies for the period October 2015 to September 2016

Author/s:

Board of Governors of the Cipriani College of Labour and Co-operative Studies

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2017 for the CCLCS.

Title:

Annual Report of the Industrial Court of Trinidad and Tobago for the period October 2013 to September 2014

Author/s:

Industrial Court of Trinidad and Tobago

Brief:

PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2015 for the Industrial Court of Trinidad and Tobago.

Title:

Annual Report of the Industrial Court of Trinidad and Tobago for the period October 2014 to September 2015

Author/s:

Industrial Court of Trinidad and Tobago

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2016 for the Industrial Court of Trinidad and Tobago.

Title:

Annual Report of the Industrial Court of Trinidad and Tobago for 2015 to 2016

Author/s:

Industrial Court of Trinidad and Tobago

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2017 for the Industrial Court of Trinidad and Tobago.

Title:

Annual Report of the Industrial Court of Trinidad and Tobago for the fiscal year 2016/2017

Author/s: Industrial Court of Trinidad and Tobago

Brief:

The Report highlights the achievements and challenges during the fiscal period and provides an outlook for the fiscal year 2018 for the Industrial Court of Trinidad and Tobago.

Title:

Annual Report of the Registration Recognition and Certification Board (RRCB) for the year 2015

Author/s:

Registration Recognition and Certification Board

Brief:

The Report highlights the achievements and challenges during the year and provides an outlook for the year 2016 for the RRCB.

Title:

Annual Report of the Registration Recognition and Certification Board for the year ended December 31, 2016

Author/s:

Registration Recognition and Certification Board

Brief:

The Report highlights the achievements and challenges during the year and provides an outlook for the year 2017 for the RRCB.

Title:

Annual Report of the Registration Recognition and Certification Board for the year ended December 31, 2017

Author/s:

Registration Recognition and Certification Board

Brief:

The Report highlights the achievements and challenges during the year and provides an outlook for the year 2018 for the RRCB.

Title:

Strategic Planning and Strategic Thinking: A guide to Heads of Division

by Mr. K. Francis (March 2001).

Section 9 (1) (c)

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

1. Title

ILO Caribbean Sub-Regional Meeting on HIV/AIDS and the World of Work 15 - 17 May 2002 Barbados
Country Report: Trinidad and Tobago
April 2002

Author:

Research and Planning Division
Ministry of Labour

Brief:

This Country Report was prepared in fulfillment of a requirement for attendance at the above-named meeting. The Report outlines the nature and extent of the problem of HIV/AIDS in Trinidad and Tobago with focus on the workplace. It represents the findings of a quick capture survey of the responses of large enterprises to the epidemic. Information on the legal and policy framework existing in Trinidad and Tobago to deal with HIV/AIDS in the workplace and institutional arrangements and responses at the governmental, non-governmental, enterprise and union levels are provided. Lessons learnt through past experiences and priorities for

further action are also highlighted.

2. Title

Report of the Small and Micro Enterprise Planning Committee - May 2002

Author:

The Small and Micro Enterprise Planning Committee

Brief:

The Report summarizes the recommendations of the committee set up to rationalize the development of the Small and Micro Enterprise sector in Trinidad and Tobago. Specifically, it identifies the institutional framework considered most suitable, including and in particular, an implementing company which would provide loans and guide new enterprises to ensure their success.

3. Title:

Ministry of Labour and Small and Micro Enterprise Development
Medium Term Policy Framework
2003 - 2005

Author:

Research and Planning Division
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This document identifies the Ministry's policy areas and objectives, principle strategies and measures, performance indicators and target dates for completion of the Ministry's Programmes for the period 2003 - 2005.

4. Title

Country Profile of the Textile, Clothing and Footwear Industries in Trinidad and Tobago
November 2000.

Authors:

Ms. Jasmine Gopaul and Ms. Omalisa Baldeo, Research and Planning Division
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This study seeks to provide an understanding of the Textile, Clothing and Footwear Industries by examining their social nature (employment and labour conditions), present economic issues (economic agreements and protectionist measures), legal framework (extent of government regulation and EPZ

PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

benefits) and technology changes. It also attempts to assess the impact of globalisation on these industries.

5. Title:

Decent Work through Vocational Training - August 2001

Author:

Madhuri Supersad

Brief:

This paper seeks to show that Vocational Training constitutes a vital tool for the promotion and realization of Decent Work. It also discusses the roles that the State and the social partners can play in the process.

Finally, it provides a profile of vocational training in Trinidad and Tobago within a context of decent work.

6. Title:

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development

Labour Statistics Report 1999-2004 January - March

Author:

Research and Planning Unit Ministry of Labour and Small and Micro Enterprise Development

Brief:

This report provides a Review of Labour Market Statistics from 1999 to First Quarter 2004, where available. More specifically, it focuses on available statistical data and preliminary analysis of trends in industrial relations, occupational safety and health, job placement endeavours of the Ministry, developments in the Co-operative Sector and the Friendly Societies Movement.

7. Title:

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development

Labour Statistics Report 2005

Author:

Research and Planning Unit Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth

creation, entrepreneurship and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of Labour market indicators which assist in assessing and monitoring the current realities of the Labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

8. Title:

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development

Labour Statistics Report 2006

Author:

Research and Planning Unit Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Report presents an overview of key Labour Market Statistics for the period 2001-2005 where data are available. This statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the Labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of Labour market indicators, which assist in assessing and monitoring the current realities of the Labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

9. Title:

Ministry of Labour

Labour Statistics Report 2007

Author:

Research and Planning Unit Ministry of Labour

Brief:

Report contains data on:-

- Labour Force (e.g. employment, unemployment and income by industry, occupation, administrative area and status)

- Industrial Relations Issues (e.g. industrial injuries/accidents, collective agreements, work stoppages, retrenchment and trade disputes)
- Comparative data for selective countries.

10. Title:

Report of the Workshop on Contract Employment: Reducing the Dependency
April 2016

Author:

Research and Planning Unit Ministry of Labour and Small Enterprise Development

Brief:

This Report presents a summary of the discussions held at a Workshop on Contract Employment which represented a critical step in the dialogue process on this topic. It presents the perspectives of a tripartite panel which explored the practices, challenges, and strategies of contract employment in Trinidad and Tobago as well as feedback from an Open Forum and Working Group Sessions.

Sections 9 (1) (b), 9(1) (e), 9(1) (g), 9(1) (k) and 9(1) (j),

Not applicable at this time

Section 9 (1) (f)

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

Consultant: Ernst and Young

Title:

- (1) Management Audit Report
- (2) Job Evaluation Report
- (3) Performance Measurements Report
- (4) Training Needs Report
- (5) Implementation Action
- (6) Final Project Plan Report

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.

Title:

Report of the Small and Micro Enterprise Planning Committee

Author:

PUBLIC STATEMENT OF THE MINISTRY OF LABOUR (2021)—CONTINUED

Ministry of Labour and Small and
Micro Enterprise Development

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.

A Strategic Plan comprising the Ministry's Vision Statement; Mission Statement; Guiding Principles and Values (including new cultural norms); Strengths, Weaknesses, Opportunities and Threats; Strategic Priorities/Goals; Programmed Goals including resources, responsibility and measurable indicators for the period 2017-2020.



The Government of the Republic of Trinidad and Tobago
**Updated Public Statement of the
 National Academy for the Performing Arts, 2022**

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 National Academy for the Performing Arts ("NAPA") is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by NAPA.
2. A legal right for each person to have official information relating to him/her 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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

- Ms. Candice Hicks - Chairman
- Ms. Simone Williams - Deputy Chairman
- Ms. Arlene Belgrove - Member
- Ms. Nisa Suepaul - Member
- Ms. Sasha Day - Member
- Ms. Colleen Cameron - Member
- Ms. Cherisse Mahabir - Member
- Mr. Rondelle Alleyne - Member

Vision
To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.

Mission
To maintain a world-class facility that provides a stage for works of excellence in all the performing arts and provides the opportunity for the development of skills and talent through collaboration and partnerships with a range of local, regional and international artists and organizations.

Main Features of NAPA
 The main features of NAPA include:

- Theatre:**
 - One thousand and two hundred (1,200) seating capacity, one VIP Lounge Room with a capacity for ten (10) persons, one (1) Box Office, and one (1) 1,089m2 stage capable of moving in sections.
- Academy Area:**
 - Ten (10) small classrooms and three (3) large classrooms; and
 - Two (2) multi-function halls which are conference rooms to host functions.
- Hotel Area:**
 - Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites;
 - Two (2) restaurants, one specialised in Western cuisine with a capacity of 80-100 persons and the other in Chinese cuisine with a capacity of 130-150 persons.
- Atrium Area:**
 - Waterscape and garden feature; and
 - Bridge connecting the hotel to the Academy area.

- Outdoor Area:**
- Parking facilities with one hundred and seventy-five (175) outdoor spaces and forty-four (44) basement spaces within the compound; and
 - Musical fountain.

- STRATEGIC OBJECTIVES**
- Provide high quality cultural experiences for our audiences/the National community.
 - Maintain NAPA as the premiere performing space in the Caribbean.
 - Strengthen the organizational infrastructure (physical, technological, and staffing) of NAPA.
 - Establish NAPA as a financially independent and viable organization.

Functional Units of NAPA
 NAPA is comprised of the following Units:

- Core Units:**
- Administration
 - Technical
- Support Units within Administration & Technical:**
- Administration**
- Bookings
 - Business Operations
 - Front of House
- Technical**
- Stage
 - Lights
 - Audio

These Units' staff are led by an Administrative Manager, who directs, oversees and coordinates the daily operations of NAPA which include accounts, information technology, general office services, cleaning services, (including contracted janitorial services & grounds keeping), security and bar services, facilities management and all Front of House operations (ushering & box office). The incumbent is in charge of the coordination of staff productivity, and formulates and implements strategies that determines and achieves performance of the organizational goals.

See the Organisational Chart below:

SECTION 7 STATEMENTS
SECTION 7 (1) (a) (i)

Functions and Organisational Structure of NAPA

NAPA formally opened its doors on November 9th, 2009 as a facility for the development of the performing arts in Trinidad and Tobago. The space serves as a performance and teaching academy, as well as an entertainment venue. It is a government agency charged with, inter alia, renting the Lord Kitchener (Aldwyn Roberts) Auditorium to promoters or organizations for shows/events. It also provides an environment for students of the University of Trinidad and Tobago's (UTT) Academy for the Performing Arts to apply what was learnt in the multidisciplinary arts classrooms to a real live performing environment.

By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, the responsibility for NAPA was assigned to the Ministry of Tourism, Culture and the Arts ("the Ministry").

The *National Academy for the Performing Arts Act, 2022 ("Act No.5 of 2022")* was passed in the Parliament of Trinidad and Tobago on 4th March, 2022. Act No.5 of 2022 provides for the establishment of NAPA as a body corporate, in the city of Port of Spain and for the management and control thereof and for related matters.

Act No.5 of 2022 also vests the management and control of NAPA in a Board appointed by the Minister with responsibility for culture and the arts. Accordingly, on 26th July, 2022, the Minister of Tourism, Culture and the Arts appointed the following persons to serve as Members of the Board of NAPA for an initial implementation period of nine (9) months:

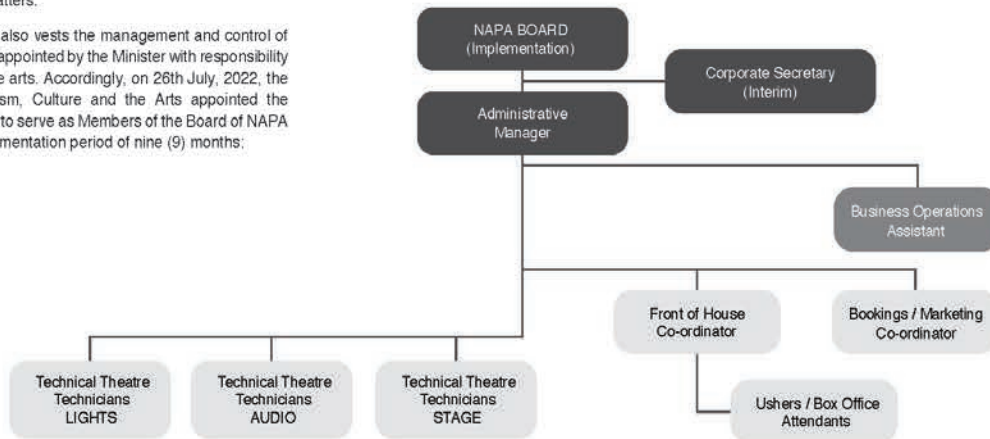


Figure 1. Internal Organizational Chart of NAPA

1516—Continued

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS, 2022—Continued

CORE AND SUPPORT UNITS

ADMINISTRATION UNIT is comprised of three (3) sections: Bookings, Front of House and Business Operations.

Bookings Unit is responsible for coordinating the booking of rentals for shows/events that take place at the Auditorium. The Booking/Marketing Coordinator handles all requests for rentals, provides quotations, prepares the documents for Ministry approval, updates the Bookings Calendar, issues receipts to NAPA clients and updates the Cashbook. This Unit is also responsible for providing promotional information on the Auditorium to clients and promoting the shows on the Auditorium's social media platforms.

Front of House Unit is responsible for all activities pertaining to the event/show/performance as it relates to the front of house operations. This includes meeting with the client to get tickets instructions, seating arrangements, security, janitorial, box office operations and ushers. This Unit ensures that all personnel are informed about the dates and times of all events, preparation and distribution of rosters for box office personnel and ushers. The Front of House Coordinator also coordinates box office sales and ensures the smooth operation and coordination all activities relative to the event/show/performance.

Business Operations Unit manages the day-to-day operations for the Administration Unit. The Business Operations Assistant handles all calls, recording, distribution of mail, prepares memoranda for purchase approvals as well as cheque distribution to suppliers and contractors. Human Resource matters are also handled by this Unit in collaboration with the Ministry's Human Resources Unit including the maintenance of employee files.

TECHNICAL UNIT is comprised of three (3) sections: Stage, Lights and Audio units.

Stage Unit is responsible for coordinating the activities on stage for all shows/events that take place at the Auditorium. This Unit is responsible for stage safety as well as the implementation of client stage requirements, placement of stage curtains, placement of ramps, chairs, tables, podiums and the observance of Auditorium rules and guidelines.

Lighting Unit handles the lighting design for shows/event/performance through lighting plots or client instructions. The Unit is also responsible for lighting console programming to ensure on cue operation as well as the maintenance of fixtures to ensure good working order.

Audio Unit handles the sound design for their shows/events/performance which involves matters such as microphone set up which is guided by the Sound Engineer. This Unit is also responsible for sound balancing and cues as well as the maintenance of sound equipment to ensure good working order.

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of NAPA:

The official documentation of NAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of NAPA. These documents include:

- Client Rental files, licence agreements and procedure rate cards;
- Policies, plans, guidelines, and procedure documents;
- Reports – Annual, Audit, Consultants', Technical, Valuation and Accidents;
- Files dealing with administrative support and general administrative documents for operations;
- Financial Records (cheque registers, disbursement vouchers, deposit vouchers receipt books, revenue reports);

- Personnel files, which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Registers of internal and external correspondence files;
- Training Files;
- Brochures, Newspaper Clippings and Posters;
- Periodicals and Publications;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.; and
- Inventories and Listings.

SECTION 7 (1) (a) (iii)**Material Prepared for Publication or Inspection:**

The Public may inspect and/or obtain copies of brochures, procedures rate cards, licence agreement templates, bookings and waiver, cancellation and equipment rental policies as well as the COVID-19 policy (covering the Auditorium) on Tuesdays and Thursdays between the hours of 10:00a.m. – 4:00 p.m. at the NAPA office located at 119 Frederick Street, Port of Spain.

SECTION 7 (1) (a) (iv)**Literature Available by Subscription:**

NAPA currently has no material available by way of subscription.

SECTION 7 (1) (a) (v)**Procedure to be followed when accessing a document from NAPA:****How to Request Information****General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise 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. The applicant must therefore, complete the appropriate form (the Request for Access to Official Documents is available from NAPA's Designated Officer or at the website www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to NAPA's Designated Officer. 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 NAPA's Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available in the public domain.

Responding to your Request**Retrieving Documents**

NAPA is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

Prior to the commencement of the FOIA, 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 e.g. the *Exchequer and Audit Act Chapter 69:01*.

Furnishing Documents

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

Please note we are not compelled to do the following:

- 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.
- Perform research for you.

Time Limits

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. Applicants whose requests are incomplete or unclear will be promptly informed of same by NAPA's Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by NAPA to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, NAPA will advise the applicant by letter and ask for an additional period of time to provide the information. 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. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. NAPA's Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers in NAPA responsible for:**

- i. The initial receipt of an action upon notices under Section 10
- ii. Requests for access to documents under Section 13
- iii. Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: Administrative Manager
 Name: Ms. Eleanor Wells
 Address: 119 Frederick Street, Port of Spain
 Telephone: 623-2375 Ext 3001
 Email: napatt.manager@gmail.com

1516—Continued

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS, 2022—Continued

The Alternative Officer is:

Job Title: Bookings/Marketing Coordinator
 Name: Mrs. Natasha Gittens-Lamy
 Address: 119 Frederick Street, Port of Spain
 Telephone: 623-2375 Ext 3002
 Email: napatbookings@gmail.com

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where meetings, minutes are open to the public)

At present there are no bodies within NAPA that fall within the meaning of this section.

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

NAPA documents in the public domain can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at NAPA. The Reading Room facility is open to members of the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m. located at 119 Frederick Street, Port of Spain.

The Policy of NAPA for provision of copies of documents that are readily available to the public.

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:

- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Reading Room facility.
- Observance of COVID-19 Regulations and protocols.

SECTION 8 STATEMENTS**SECTION 8 (1) (a) (i)**

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

- The National Academy for the Performing Arts Act, 2022 (Act No.5 of 2022)
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Hall Licence
- Occupational Health and Safety Act, Chap 88:08
- Freedom of Information Act, Chap 22:02
- Financial Regulations and Instructions
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Copyright Act, Chap 82:80

SECTION 8 (1) (a) (ii)

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

- Policies and procedures documents
- The Ushers' Handbook
- Internal directives
- Strategic Plans

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by NAPA where a member of the public may 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.

- Bookings and Waiver Policy
- Cancellation Policy
- Equipment Rental Policy
- COVID-19 Policy (covering Auditorium, Front House, Backstage, Seating Area, Lobby and Box Office)

SECTION 9 STATEMENTS**SECTION 9 (1) (a)**

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

There are no 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 NAPA 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 NAPA or to the responsible Minister of NAPA.

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

SECTION 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of NAPA.

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

SECTION 9 (1) (d)

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

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

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

A report prepared for NAPA by a paid consultant.

- Lord Kitchener (Aldwyn Roberts) Auditorium – Structural Assessment Report (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Risk Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Electrical Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Air Quality Assessment (2017).

SECTION 9 (1) (g)

A report prepared within NAPA 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.

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

SECTION 9 (1) (h)

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

Administrative Reports of the National Academy for the Performing Arts, Fiscal 2013 - 2021.

SECTION 9 (1) (i)

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

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

SECTION 9 (1) (j)

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

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

SECTION 9 (1) (k)

A report of a test carried out within NAPA 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)

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

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

SECTION 9 (1) (m)

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

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



The Southern Academy for the Performing Arts

The Government of the Republic of Trinidad and Tobago

Updated Public Statement of the Southern Academy for the Performing Arts, 2022

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 ("FOIA"), The Southern Academy for the Performing Arts ("SAPA") is required by law to publish and annually update the statements 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 official documents (with exemptions) held by SAPA.
2. A legal right for each person to have official information relating to him/her 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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

southern Trinidad for the hosting of cultural events, theatre productions, musicals, conferences, workshops, graduation ceremonies and the like. By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, responsibility for SAPA was assigned to the Ministry of Tourism, Culture and the Arts.

The Southern Academy for the Performing Arts Act, 2022 ("Act No.6 of 2022") was passed in the Parliament of Trinidad and Tobago on 4th March, 2022. Act No.6 of 2022 provides for the establishment of SAPA as a body corporate, in the city of San Fernando, for the management and control thereof and for related matters.

Act No.6 of 2022 also vests the management and control of SAPA in a Board appointed by the Minister with responsibility for culture and the arts. Accordingly, on 26th July, 2022, the Minister of Tourism, Culture and the Arts appointed the following persons to serve as Members of the Board of SAPA for an initial implementation period of nine (9) months:

- Ms. Candice Hicks - Chairman
- Ms. Simone Williams - Deputy Chairman
- Ms. Arlene Belgrove - Member
- Ms. Nisa Suepaul - Member
- Ms. Sasha Day - Member
- Ms. Colleen Cameron - Member
- Ms. Cherisse Mahabir - Member
- Mr. Rondelle Alleyne - Member

Vision and Mission Statements

Vision Statement:

Honoring the past, showcasing the present, and building the future of our cultural industry.

Mission:

To provide an opportunity for all people to experience, understand and fully enjoy the best in the arts and performance through its programmes, events and activities.

STRATEGIC OBJECTIVES

- Allows access to all sectors of the national community.
- Ensures fairness, transparency and accountability in all customer transactions.
- Allows for the creativity of clients within the framework of the Laws of the Republic of Trinidad and Tobago.
- Acknowledges, strengthens and fosters the spirit of unity in diversity.
- Supports the showcasing of our creative products/services to the National community and the rest of the world.
- Supports the generation of sustainable livelihood for persons directly involved in the Performing and the Visual Arts.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Particulars, Functions and Structure of SAPA

SAPA formally opened to the public on the 28th September, 2012 in keeping with the Government of the Republic of Trinidad and Tobago's holistic plan for the development of the performing arts, arts education, and promotion of our nation's vibrant culture. SAPA serves as a premiere facility in

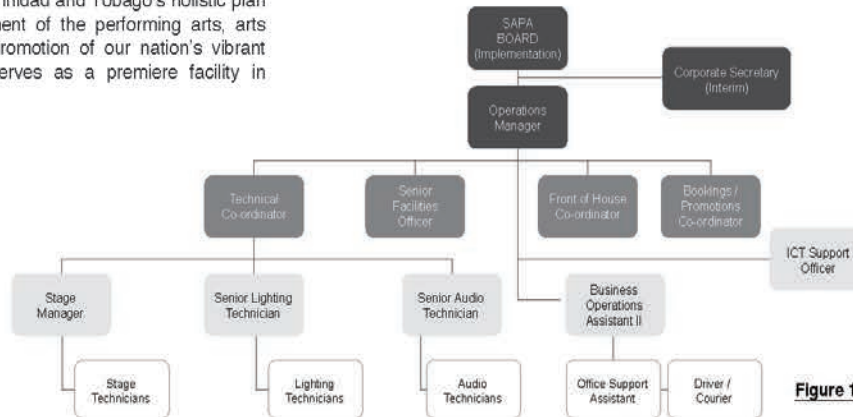


Figure 1: Organizational Structure of SAPA

CORE UNITS

The Administration Unit's role is to provide timely and efficient administrative services in the following areas:

- Accounting (receivables and payables)
- Records Management
- Document Controls
- Customer Service
- Inventory Management
- Purchasing
- Human Resource assistance
- Bookings and Marketing

The Technical Theatre Unit is responsible for the following areas:

- Efficient management of Stage, Audio and Lighting Technicians
- Technical support to clients utilizing the facilities for events which include but are not limited to:
 - Theatre Productions
 - Concerts
 - Annual General Meetings
 - Graduation Ceremonies
 - Workshops/Seminars
 - Pop up shops and public markets

The Front of House Unit is responsible for the following areas:

- Effective and efficient management of the client's Front of House needs which include but are not limited to:
 - Security services
 - Ushering Services
 - Cleaning services before, during and after event
 - Event assistance
 - Parking arrangements

UPDATED PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS, 2022—Continued

The Facilities Unit is responsible for the following areas:

- Procurement
- General maintenance/Contractor Management
 - Landscaping
 - Cleaning
 - Repairs and maintenance of the built environment
 - Security
- Project management support
- Document controls
- Outsourcing
- Facility Management
 - Occupancy and human factors
 - Risk Management
 - Space planning
 - Workspace strategies
 - Inventory Management
 - HSE support/consultations

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of SAPA:

- **Bookings and client files and records**
- Files dealing with administrative support and general administrative documents for the operations of SAPA
- **Accounting files and records/Financial Records:**
 - Cash books
 - Deposit Records
 - Final Invoice Letters/Refunds
 - Invoice register
 - Cheque register
 - Usher paysheets
 - Management Committee stipend records
- **Reports:**
 - Drafts estimates
 - Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) submissions
 - Annual Performance
 - Expense reports
 - Revenue Statements
- Files dealing with Call Circulars, policies, notices and bulletins
- **Facilities Management:**
 - SAPA Facilities Manager's Reports
 - Checklists
 - Contractor Performance reports
 - Asset Management records
 - Equipment repairs
 - Monitoring and Evaluation reports
- Minutes of meetings
- Legislation and Legal instruments
- Stationery Inventory
- **Personnel Files:**
 - Employee information
 - Job letters
 - Performance Appraisal forms
 - Leave applications
 - Contractual agreements

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

SAPA maintains copies of the following documents for inspection. The public may inspect and/or obtain

copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m.

- Collections and Management Policy
- Ethics and Code of Conduct Policy
- Project Proposal Form
- Rental and Licensing Forms
- Lists of national and cultural events

at the following office:

The Administration Office
The Southern Academy for the Performing Arts,
Corner Todd Street and Rienzi Kirton Highway
San Fernando

SECTION 7 (1) (a) (iv)

Literature available by subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from SAPA.

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.** The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the SAPA Designated Officer or at the website www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please **address it to the Designated Officer of SAPA.** 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 your SAPA Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

Responding to your Request

Retrieving Documents

SAPA is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

Prior to the commencement of the FOIA, 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 e.g. *the Exchequer and Audit Act Chapter 69:01.*

Furnishing Documents

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

Please note we are not compelled to do the following:

- 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.
- Perform research for you.

Time Limits

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. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by SAPA to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, SAPA will advise the applicant by letter and ask for an additional period of time to provide the information. 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. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and Refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)

Designated Officers in SAPA are responsible for:

The initial receipt of an action upon notices under Section 10

Requests for access to documents under Section 13

Applications for corrections of personal information under section 36 of the FOIA

UPDATED PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS, 2022—Continued

The Designated Officer is:

Job title: General Manager

Name: Mr. Ian King

Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando

Telephone: 868-219-7272 Ext 6001

Email: ian.king.sapa@gmail.com

The Alternative Officer is:

Job title: Administrative Coordinator

Name: Ms. Lacy-Ann Rajkumar

Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando

Telephone: 868-219-7272 Ext 6000

Email: businessoperations.sapa@gmail.com

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

At present there are no bodies within SAPA that fall within the meaning of this section.

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

Information can be accessed by request to the relevant Designated Officer and necessary accommodation will be made at a SAPA designated space for such purposes. General information and enquiries can also be made to SAPA's Administration Office at (868) 219-7272 Ext 6000.

All members of the public will be required to adhere to the rules and regulations outlined for the use of this SAPA facility including:

- Observance of all COVID-19 Regulations and protocols.
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the designated space when inspecting the documents.

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.**

- The Southern Academy for the Performing Arts Act No. 6 of 2022
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Halls Licence
- Occupational Safety and Health Act, Chap 88:08
- Exchequer and Audit Act, Chap 69:01
- Financial Regulations and Instructions
- Copyright Act, Chapter 82:80
- Public Health Regulations
- Public Sector Investment Programme (PSIP) guidance documents
- Estimates of Expenditure, Recurrent and Development Programme

SECTION 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside SAPA, or similar documents containing rules, policies, guidelines, practices or precedents.**

- Booking/Rental policy
- Ushers' handbook
- Standard Operating Procedures for COVID-19 Protocols
- Licensing Agreements
- House rules and Regulations policy

SECTION (8) (1) (b)**In enforcing written laws or schemes administered by the public authority where a member of the public may 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.**

- Interim Covid-19 Standard Operating Procedures
- Rental/Licensing Agreement

SECTION 9 STATEMENTS**SECTION 9 (1) (a)****A report, or a statement containing the advice or recommendations, of a body or entity established within SAPA.**

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

SECTION 9 (1) (b)**A report, or a statement containing the advice or recommendations, of a body or entity established outside SAPA by or under a written law, 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 SAPA or to the responsible Minister of SAPA.**

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

SECTION 9 (1) (c)**A report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of SAPA.**

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

SECTION 9 (1) (d)**A report, or a statement containing the advice or recommendations, of a committee established within SAPA to submit a report, provide advice or make recommendations to the responsible Minister of SAPA or to another officer of SAPA who is not a member of the committee.**

No such report for SAPA exists at this time.

SECTION 9 (1) (e)**A report (including a report concerning the results of studies, surveys or tests) prepared for SAPA by a scientific or technical expert, whether employed within SAPA or not, including a report expressing the opinion of**

such an expert on scientific or technical matters.

No such report for SAPA exists at this time.

SECTION 9 (1) (f)**A report prepared for SAPA by a consultant who was paid for preparing the report.**

No such report for SAPA exists at this time.

SECTION 9 (1) (g)**A report prepared within SAPA 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.**

No such report for SAPA exists at this time.

SECTION 9 (1) (h)**A report on the performance or efficiency of SAPA, or of an office, division or branch of SAPA, whether the report is of a general nature or concerns a particular policy, programme or project administered by SAPA.**

- SAPA Annual Performance Reports

SECTION 9 (1) (i)**A report containing final plans or proposals for the re-organization of the functions of SAPA, the establishment of a new policy, programme or project to be administered by SAPA, whether or not the plans or proposals are subject to approval by an officer of SAPA, another public authority, the responsible Minister of SAPA or Cabinet.**

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

SECTION 9 (1) (j)**A statement prepared within SAPA and containing policy directions for the drafting of legislation.**

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

SECTION 9 (1) (k)**A report of a test carried out within SAPA on a product for the purpose of purchasing equipment.**

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

SECTION 9 (1) (l)**An environmental impact statement prepared within SAPA.**

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

SECTION 9 (1) (m)**A valuation report prepared for SAPA, by a valuator, whether or not the valuator is an officer of SAPA.**

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



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Community Development

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022 In Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999, Chapter 22:02, Laws of Trinidad and Tobago (FOIA)

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Sport and Community Development is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Sport and Community Development.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Sport and Community Development;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Sport and Community and such information 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 STATEMENTS

SECTION 7 (1) (a) (i)

The function and structure of the Ministry of Sport and Community Development.

Establishment of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development was established on August 28, 2020 (*Gazette No. 158 dated September 09, 2020 refers*).

Administrative Structure of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

Ministry's Departments and Units:

- | | | |
|--|---|----------------------------------|
| • Minister's Secretariat | • Permanent Secretary's Secretariat | • General Administration Unit |
| • Human Resources Unit | • Finance and Accounts Unit | • Internal Audit Unit |
| • Grants Unit | • Information Technology Unit | • Corporate Communications Unit |
| • Policy and Planning Unit | • Project Management Unit | • Legal Services Unit |
| • Best Village Unit | • Planning and Implementation Unit | • Procurement Unit |
| • Research Unit | • Community Mediation Services Division | • Community Development Division |
| • Physical Education and Sport Division. | | |

Agencies/Statutory Bodies:

- Trinidad Boxing Board of Control.

Wholly Owned Enterprises:

- | | | |
|----------------------------------|---|--|
| • Export Centres Company Limited | • National Commission for Self Help Limited | • The Sports Company of Trinidad and Tobago Limited. |
|----------------------------------|---|--|

DIVISIONS/ UNITS

General Administration Unit

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the minor procurement of goods and services and ensures that the material requirements of the Ministry of Sport and Community Development are supplied. This Unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

Human Resources Unit

This Unit is responsible for the management of all human resource functions of the Ministry of Sport and Community Development in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.



UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

Finance and Accounts Unit

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Sport and Community Development and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

Internal Audit Unit

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

Grants Unit

This Unit provides grants to:

- National Governing Bodies for sport, community groups and individuals in support of their plans, programmes and activities that foster sport development, facilitate athletic performance and engender a spirit of community living;
- Elite athletes in keeping with the National Sport Policy, which provides financial assistance to outstanding athletes in support of their preparation for, and participation in international competitions; and
- Community-Based, Faith-based, Cultural and other Non-Governmental Organizations and Individuals, in support of projects that contribute to building the community, cultural, religious and creative sectors of Trinidad and Tobago.
- National Incentives Rewards Initiative Programme provides an avenue to recognise local sports icons for their hard work and patriotism to encourage our upcoming and developing sporting athletes.

Funding is disbursed via one of the following: The Sport Grant for Organisations and Individuals; Elite Athlete Assistance Programme (EAAP); Community Action for Revival and Empowerment (C.A.R.E) and National Incentives Rewards Initiative.

Information Technology Unit

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

Corporate Communications Unit

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

Research Unit

The Research Unit has the following responsibilities:

- To collect, analyse and evaluate data;
- To liaise and collaborate with other Research Units in Government Ministries and Departments to prepare status and achievement reports;
- To monitor the performance of State Enterprises and Statutory Boards under the remit of the Ministry to ensure that these enterprises successfully execute their mandates and maximise value for money for the national stakeholders and shareholders.

Project Management Unit

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

Legal Services Unit

This Unit provides legal advice and representation to the Executive Management and other Divisions of the Ministry on matters related to the Ministry's operations. The Legal Services Unit is involved in, inter alia, the preparation and review of contracts between the Ministry and its external stakeholders. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

Planning and Implementation Unit

This Unit is responsible for the administration of Transformation and Development Centres, the subventions to two (2) Non-governmental Organisations and undertakes research and performs monitoring and evaluation functions for the Ministry.

Policy and Planning Unit

The Policy and Planning Unit is the arm of the Ministry, charged with the responsibility for developing policies in support of its strategic direction, aimed at improving the administration, delivery and impact of the Ministry's programmes and services. In the discharge of this mandate, the Unit is responsible for:

- Conducting local, regional and international research to inform policies and the positions of the Ministry;
- Ongoing environmental scans to ensure that the Ministry remains abreast of local issues, challenges and demands that may require strategic action;
- Hosting internal and external stakeholder discussions and consultations to inform policy direction;
- Preparing position papers to inform strategic decision making;
- Writing policies to guide national and ministerial actions;
- Providing oversight, technical support and change management as necessary in support of Policy implementation; and
- Developing the monitoring and evaluation frameworks for the capture of information on the operations and performance of policy processes and on impacts of policy implementation.

Procurement Unit

The Procurement Unit is responsible for the acquisition of goods, works and services for the Ministry. Its functions include:

- Maintain and update annually standing lists of registered tenderers required by the Ministry;
- Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest;

CONTINUE ONTO NEXT PAGE

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

- Co-ordinate the receiving and opening of tender documents;
- Co-ordinate the evaluation of tenders, quotations and proposals;
- Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees;
- Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts; and
- Act as secretariat to the tender, procurement and disposal committees.

Community Mediation Services Division

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- **North Main Mediation Centre (Port of Spain)**
1st Floor Jobco Building,
#51-55, Frederick Street, Port of Spain
Tel: 625-2819, 625-6768, 225-4267 Fax: 625-3911

Community Mediation Centres are located at:

- **Central Main Mediation Centre (Cunupia)**
#282 Old Southern Main Road,
Warrenville, Cunupia
Tel: 693-2831, 693-2342, 693-2568, 693-2955
Fax: 693-1606
- **South West Main Mediation Centre (Point Fortin)**
#63 Main Road, Point Fortin
Tel: 648-2810, 648-2888
Fax: 648-4739
- **San Juan Mediation Sub-Centre**
MTS Plaza, Aranguez Main Road,
Aranguez
- **Couva Mediation Sub-Centre**
Social Services Centre,
Camden Road, Couva
Tel/Fax: 679-3660, 636-4453 Ext.109
- **Head Office Community Mediation Services Division,**
1st Floor, Jobco Building,
51-55 Frederick Street, Port of Spain
Tel.: 225-4267, Tel./Fax.:625-3911
- **Tunapuna Mediation Sub-Centre**
Tunapuna Regional Social Services Centre,
#107 Eastern Main Road, Tunapuna
Tel: 497-1861

Community Development Division

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Community Development Division	Jobco Building, 51-55 Frederick Street, Port of Spain	623-6929
Caroni	Warrenville Regional Complex	693-2087
Nariva/Mayaro	Ramsuair Building, Lot 11 Naparima/Mayaro Road, Rio Claro	644-0849
St. Andrew/St. David	358 Brierley Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473/1658
St. Patrick West	20, Agard Street, Point Fortin	648-4966
Victoria East	Marlson Building, High Street, Princes Town	655-2252
Victoria West	Mon Repos Regional Complex, San Fernando	652-5202 / 657-7075

Regional Complexes	Address	Phone
Barataria Regional Complex	3rd Avenue, Barataria	638-2585
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	LP #89 Upper Laventille Road, East Dry River, Port of Spain	627-8724
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos.1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-4510
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plisir Road, Cunupia

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

Caroni Community Centres	Address	Caroni Community Centres	Address
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jerringham Junction Community Centre	Corner Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tulloch Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, Las Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratanee Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance, Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Fores Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todd's Road Community Centre	Main Road, Todd's Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo
Nariva/Mayaro Community Centres	Address		
Biche Community Centre	Baptiste Street, Settlement Village, Biche		
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd		
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant		
Cushe Community Centre	21 ¼ m.m. School Street, Cushe Village, Cunapo Southern Main Road		
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro		
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro		
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare		
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare		
Liberville Community Centre	Old Mayaro Road, Liberville		
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro		
Navet Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro		
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro		
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro		
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro		
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162		
St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	Mc Guillvary Road, Sangre Grande	Coral Community Centre	Tamana Hill Road, Coryai
Cumana Community Centre	Toco Main Road, Cumana	Cunaripe Community Centre	Guaico Tamana Road, Cunaripe
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Gulaco Tamana Community Centre	Gulaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	Valequez Road, Guaico Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Gulaco Tamana Road, Nestor
North Eastern (Duranta Gardens)	Lantana Ave, Sangre Grande	North Manzanilla Community Centre	North Manzanilla Road
Plum Mitan Community Centre	7 1/4 mm Plum Mitan Main Road	Rampanalgas Community Centre	Paria Man Road, Balandra
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito	Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road	Upper Sangre Grande Community Centre	EMR, Upper Sangre Grande
Valencia Community Centre	Quare Road, Valencia	Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche
St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffar Street, Bamboo Grove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West	Brasso Seco Community Centre	LP #51-1 Lalaja, School St, Paria Rd via Arima
Brazil Community Centre	LP #51, Transport St, Brazil Village, Arima	Cane Farm / Kandahar Community Centre	Crown Street, Tacarigua
Carapo Community Centre	Carapo Main Road, Arima	Caura Activity Centre	LP #137, Caura Royal Road, Caura
Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur	Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie	El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	5th Street, Five Rivers	Heights of Aripo Community Centre	Aripo Village, Arima
La Fillette Community Centre	Cor Centenary St, Paria Main Rd	La Esmeralda Community Centre	La Esmeralda Drive, La Esmeralda
La Seiva Community Centre	Centre Trace, La Seiva, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Lopinot/La Pastora Community Centre	Lopinot Road, Arouca
Maracas Bay Community Centre	Grand Fond Road, Maracas Bay	Mt. Pleasant/Calvary Hill	Herde Lands, Savannah Road, Arima
Maracas Valley Community Centre	Comer El Chorro Rd and Royal Rd	Malabar Community Centre	LP #51 Holly Betaudier Place, Phase 4 Malabar
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo	Mome La Croix Community Centre	LP #212 Mome La Croix Village via Blanchisseuse Rd, Arima
Pinto Road Community Centre	Pinto Road #1, Arima	Real Spring Community Centre	LP #53/1 NUGFW Housing Developm't, Valsayn
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie	San Raphael Community Centre	Arena Road San Raphael Village, Arima
Spring Village Community Centre	LP #55 Kalpoo Street, Valsayn	St. Augustine, South Community Centre	Freeman Road, St. Augustine
St. Joseph Community Centre	Market Street, St. Joseph	Surrey Community Centre	LP #68 Lopinot Road, Surrey Village
Tacarigua Community Centre	Bally Street, Tacarigua	Talparo Community Centre	LP 151 Todd's Station Road, Talparo

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

St. George East Community Centres	Address	St. George East Community Centres	Address
Tunapuna Community Centre Wharf Trace Community Centre	Cor Centenary St and Priority Bus Route Wharf Trace Maracas, St. Joseph	Upper Malabar Community Centre	LP 21 Malabar Main Rd, Malabar, Arima
St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguez Community Centre Bamboo Grove #3 Community Centre Beausejour Community Centre Belle Vue Community Centre Bourg Mulatresse Community Centre	Mahelal Trace, Aranguez 17 2nd St, Bamboo Grove Settlement #3 Blue Basin Road Diego Martin LP 9 Belle Vue Trace, Long Circular Rd Bourg Mulatresse, Lower Santa Cruz	Bagatelle Community Centre Barataria Community Centre Beetham Community Centre Belmont Community Centre Cantaro Community Centre	Bagatelle Road, Diego Martin Lower 6th Avenue Extension, Barataria Phase 4, Beetham Gardens 47 Jermingham Avenue, Belmont Corner James and Charles Streets, Cantaro Vge Upper Santa Cruz
Cascade Community Centre Chinapoo Community Centre El Socorro Central Community Centre Gasparillo Santa Cruz Community Centre	Cascade Valley Road Laventille Ext. Rd, Chinapoo Village Morvant Straker Trace, El Socorro Extension, San Juan LP#53 El Carment Rd, Gasparillo Village, Santa Cruz	Central Diego Martin Community Centre Cocorite Community Centre Febeau Community Centre George Street Community Centre	1 Jasper Ave, Diamond Vale, Diego Martin Lady Hochoy Circular, Waterhole Laventille Road, Febeau Vge, San Juan 69-81 George Street, Port of Spain
Gonzales Community Centre	4 Upper Quarry Circular Rd, Gonzales	La Pastora / Susconusco	Corner Capriata and La Pastora Road, Upper Santa Cruz
La Seiva Community Centre Lower St. Barb's Community Centre Malick 6th Avenue Community Centre	Rifle Range Rd, La Seiva, Maraval 15 Lower St. Barb's, Belmont Princess Royal Avenue, 6th Avenue Malick, Barataria	Laventille Extension Community Centre Maitagal Community Centre Mango Rose Community Facility	7 Angelina Terrace, Never Dirty Rd, Morvant Bushe Street (North) Petit Bourg Cor. Duke and Piccadilly Streets, PoS
Maraval Community Centre Mon Repos, Morvant Community Centre Moseley Place Community Centre Mt. Hope / Mt. Lambert Community Centre Patna / River Estate Community Centre	Morme Coco Road, Maraval Mon Repos Road, Morvant No. 1 Moseley Place, Port of Spain Community Drive, Mt. Hope Corner North Post Road and Fuller Streets, River Estates, Diego Martin	Misir Community Centre Morvant Central Community Centre Mt. D'Or Community Centre North Diego Martin Community Centre Petit Valley Community Centre	St. Francois Valley Road, Morvant Plover Street Morvant Mt. D'Or Road, Champ Fleurs Church Street, Diego Martin Quarry Road,, Petit Valley
Picton Community Centre Shende Street Community Centre	19 Picton Road, Laventille LP#73 Shende Street, Ext. Sunshine Avenue, San Juan	Sea Lots Community Centre Simeon Road Community Centre	Production Avenue, Sea Lots 2 Sparrow Drive, Petit Valley
Sogren Trace Community Centre South Port of Spain Community Centre St. Barb's Central Community Centre Straker / Silk Cotton Community Centre Trou Macaque Community Centre Upper Bourmes Road Community Centre Upper Morvant / Pelican Ext. Upper Seventh Avenue, Malick	Sogren Trace, Upper Laventille Rd 69-81 George Street, Port of Spain Upper St. Barb's Road, Belmont Picton Road, Laventille Cor.Trou Macaque & Pelican Ext, Laventille Upper Bourmes Road, St. James Pelican Extension Road, Morvant Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick	South Diego Martin Community Centre Spree Simon Relief Centre St. Joseph Road Community Centre Success Central Community Centre Upper 9th Avenue Community Centre Upper La Canoa Community Centre Upper Red Hill Community Centre	Senior Street, Four Roads, Diego Martin LP2 Picton Rd, Laventille 25 St. Joseph Road, Port of Spain Marcella St, Success Village, Laventille Cipriani Avenue, 2nd Caledonia Upper La Canoa Rd, Lower Santa Cruz Corbin Terrace, Upper St. Barb's Road
St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre Bunsee Trace Centre Cedros Community Centre Clarke Rochard Community Centre Erin Community Centre Granville Community Centre Katwaroo Trace Community Centre Lachooos Road Community Centre Lot 10 Community Centre Mon Desir Community Centre Mulchan Trace Community Centre Palo Seco Los Charos Community Centre Penal Central Community Centre Rancho Quemado Community Centre Siparia Community Centre South Oropouche Community Centre Thick Village Community Centre Vance River Community Centre	Ackbar Trace, Siparia Old Road Bunsee Trace, Penal Bonasse Village, Cedros Rochard Road, Penal St. Francis Village, Erin Syphoo Trace, Granville Village, Cedros Katwaroo Trace, Penal Lachooos Road, Penal Lot 10 Village, Parrylands Road, Guapo Mondesir Delhi Road, Fyzabad Mulchan Trace, Penal SS Erin Road, Palo Seco Community Centre St, Clarke Rd, Penal SS Erin Road, Rancho Quemado Greil Street, Siparia Tito Hill, South Oropouche Thick Village, Siparia Old Road No.1 Alexander Street, Vance River Village, La Brea	Buenos Ayres Community Centre Cap-de-Ville Community Centre Chatham Community Centre Dalley's Village Community Centre Fanny Village Community Centre Guapo Community Centre La Brea Community Centre Los Bajos Community Centre Mendez Community Centre Morme Diabolo Community Centre New Village Community Centre Palo Seco Settlement Penal Rock Road 4 mm Rousillac Community Centre Sobo Community Centre Techler Community Centre Timital Community Centre Vessigny Community Centre	Jackson Trace, Buenos Ayres School Street, Cap-de-Ville, Main Rd Beach Road, South Chatham Community Centre Street, Santa Flora "E" Street, Fanny Village, Point Fortin Gonzales Village, Guapo, Point Fortin Point D'Or, Point Sable Road, La Brea Shearer Street, Los Bajos Mendez Village, via Siparia Scotts Road, Morme Diabolo Pilgrim Street, New Vge Pt. Fortin Wilson Street, Beach Road, Palo Seco 31 1/4 m.m. Rock Road Happy Hill Road SMR, Rousillac Sobo Main Rd, Sobo Village, La Brea Techler Main Rd, Techler Village, Point Fortin Timital, Pluck Road Vessigny Village
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseterre Community Centre Gran Chemin Community Centre Hindustan Community Centre La Lune Community Centre Lower Brother's Road Community Centre	1827 Basse Moruga Road, Basseterre Cor. La Retreat & Moruga Rd, Gran Chemin, Moruga Hindustan Road, New Grant 40G La Lune Village, Moruga 1mm Torrib Tabaqueite Road, Brother's Rd, Rio Claro	Cunjial Community Centre Hardbargain Community Centre La Gloria Community Centre Lengua Community Centre Manahambre Community Centre	237 Cunjial Road, Barrackpore Sister's Road, Dyer Vge Hard Bargain Mc Clean Trace, New Grant St. Croix Road, Lengua 2nd Brothers Hope Road, Manahambre

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

Victoria East Community Centres	Address	Victoria East Community Centres	Address
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¼ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Comer Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumulo Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville
Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Morne Community Centre	7 Hibiscus St., Petit Morne Settlement, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Gr'd Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Morne Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

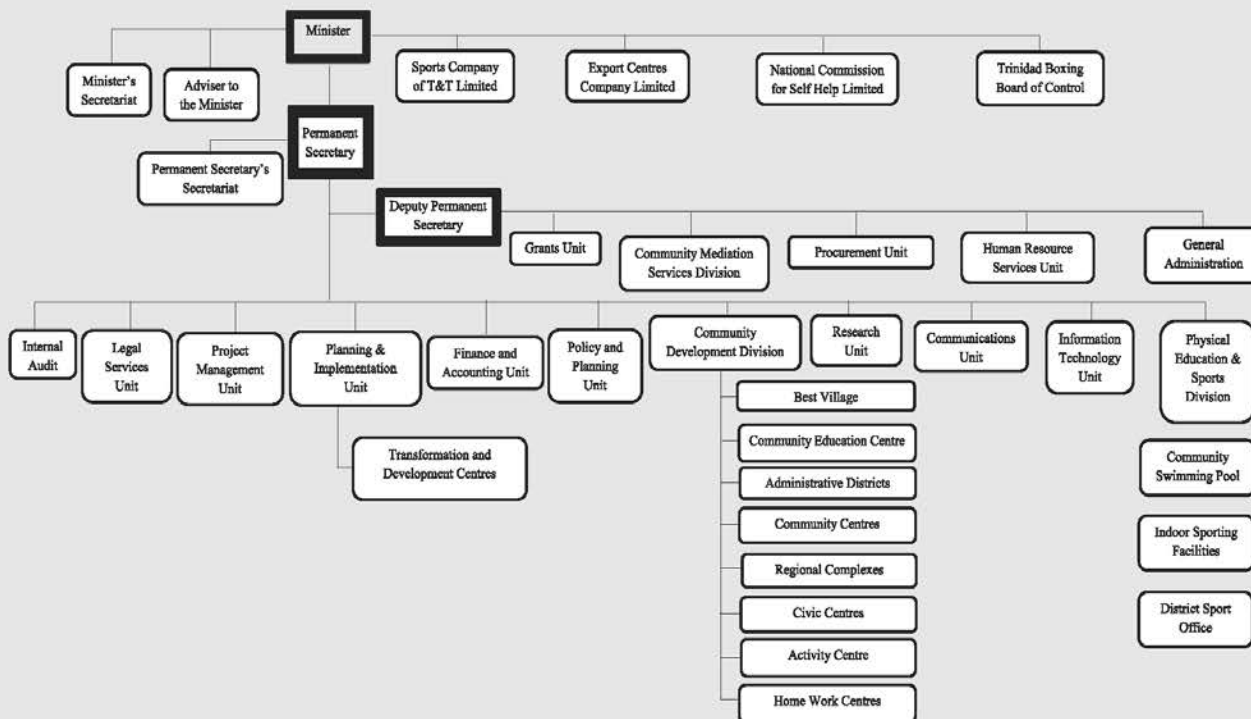
Physical Education and Sport Division

The Role of the Sport Division is to make it possible for the Ministry to fulfil the objectives of the National Sport Policy by its activities within the Division and through its interactions with National Sporting Organisations (NSO's) otherwise known as National Governing Bodies (NGB's), Sporting Organisations (SO's), Sport Serving Bodies (SSB's), other Ministries particularly the Ministry of Education, Tertiary Institutions, the Trinidad and Tobago Olympic Committee (TOC) and the public at large by the programmes run at the various facilities and the coaching programmes run by coaches employed by the Ministry. The Division also bears the responsibility for the oversight and management of Community Swimming Pools, Indoor Sporting Areas, as well as the District Offices' located at:

Community Swimming Pool	Address	Contact Info.
Diego Martin	Wendy Fitzwilliam Boulevard Diamond Vale, Diego Martin	633-6756 (Fax/Tel) 632-5304
Siparia	Park Street, Siparia	649-0426
Couva	Railway Station Road, Couva	636-9446 (Fax/Tel) 679-0828
La Horquetta	Slinger Francisco Boulevard, La Horquetta	643-3609 (Tel)
Sangre Grande	Corner Sukhram & Sellier St., Sangre Grande	668-0893 (Fax/Tel)
Cocoyea	St Andrews Park West, Cocoyea Village	657-0586 (Fax/Tel)
Laventille	Sogren Trace, Laventille	222-8363
Morvant	Coconut Drive, Morvant	None at present
Maloney	Flamingo Boulevard, Maloney	None at present
Indoor Sport Arena	Address	Contact Info.
Central Regional Indoor Sport Arena	Salth Park, Manic Street, Chaguanas	(868) 665-9114 [Tel] (868) 665-2096 [Tel] (868) 665-9836 [Tel/Fax]
Maloney Indoor Sport Arena	Maloney Boulevard And Flamingo Avenue	(868) 646-3260 [Tel] (868) 642-9986 [Fax]
Southern Regional Indoor Sport Arena	Off Prince Albert Street, Pleasantville, San Fernando	(868) 657-0756 [Tel] (868) 657-0759 [Fax]
St. Paul Street Multipurpose Complex	1a St. Paul Street, East Dry River, Port of Spain	(868) 625-3016 [Tel] (868) 623-7136 [Tel] (868) 623-7123 [Fax]
Mayaro Sports Facility	41 Plaisance Road, Mayaro	(868) 630-2426 [Tel]
South Western Reg. Indoor Sport Arena	Egypt Village, Point Fortin	(868) 648-6122 [Tel] (868) 648-4266 [Fax]
District Offices	Location	Address
St. George West District Office	Ministry of Sport and Community Development	Chepstow House. Frederick Street, Port of Spain
St. George East District Office	Eastern Regional Indoor Sporting Arena	Orange Grove Road, Tacarigua
St. Andrew/ St David District Office	Sangre Grande Community Swimming Pool	Corner Sukhram & Sellier St., Sangre Grande
Nariva/Mayaro District Office	Mayaro Sports Facility	41 Plaisance Road, Mayaro
Caroni District Office	Central Regional Indoor Sporting Arena	Salth Park, Manic Street, Chaguanas
Victoria District Office	Southern Regional Indoor Sporting Arena	Off Prince Albert Street, Pleasantville, San Fernando
St. Patrick District Office	South Western Regional Indoor Sporting Arena	Egypt Village, Point Fortin

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

ORGANISATIONAL CHART OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT



SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all staff appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Maps/Plans/Charts/Photographs/CompactDiscs/Diskettes/Abstracts/Tapes/Catalogues/Brochures/Blue Prints/Drawings/Design of Sport Facilities;
8. News releases and Speeches originating in the Ministry;
9. Internal and external correspondence files;
10. Documents related to the strategic review of the Ministry;
11. Cabinet Documents – Notes and Minutes;
12. Policy and procedure documents;
13. Registers of internal and external correspondence;
14. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
15. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
16. Inventories and listings;
17. Periodicals and publications;
18. Board Appointments;
19. Legislation and Legal Instruments (available at the Government Printery);
20. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Consultants/Technical, Valuation etc.;
21. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, journals, periodicals and publications;
22. Files dealing with training, local and foreign and technical cooperation;
23. Minutes of Board and Management Meetings;
24. Files related to Sporting Facilities – Establishment Maintenance and use;
25. Files relating to Programmes and Projects – Development and promotion of Sport in Trinidad and Tobago;
26. Files relating to organisations (International, Regional and Local) associated with the Ministry; and
27. Briefs relating to projects proposed for development by external agencies.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

SECTION 7 (1) (a) (iii)

Material prepared by the Division/Unit of the Ministry of Sport and Community Development and where they can be inspected or obtained:

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:15 pm on normal working days at the Physical Education and Sports Division, Chepstow House, Frederick Street, Port of Spain:

1. List of Sporting Organisations (National Governing Body listing on the website);
2. Information List on Sporting Facilities. (Listing on the website).

All general information can also be sourced at the Ministry's website at <http://www.mscd.gov.tt>.

SECTION 7 (1) (a) (iv)

Literature available by subscription.

Not applicable at this time.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the Ministry of Sport and Community Development.

1. How to request information

• General Procedure

The policy of the Ministry of Sport and Community Development is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must, complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

• Addressing Requests

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Sport and Community Development.

The Designated Officer is:

Ms. Ann Belmontes
Research Officer II
Ministry of Sport and Community Development
Level 8, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 623-7066 ext. 5200 Fax: 627-1941

The Alternate Officer is:

Ms. Sangita Ganga Persad
Legal Officer I
Ministry of Sport and Community Development
Level 18, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 623-7066 ext. 5156

• Details in the request

An applicant 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. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

• Request not handled under the FOIA

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Sport and Community Development or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

2. Responding to your Request

• Retrieving Documents

The Ministry of Sport and Community Development is required to furnish copies of documents only when they are in its possession.

• Furnishing Documents

The Ministry of Sport and Community Development is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note that the Ministry Sport and Community Development is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits

• Time Allowed

The Ministry of Sport and Community Development will determine whether to grant a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.

• General

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

4. Fees and Charges

Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)

The Designated Officer in the Ministry of Sport and Community Development is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

The Designated FOI Officer is:

Ms. Ann Belmontes
 Research Officer II
 Ministry of Sport and Community Development
 Level 8, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 623-7066 ext. 5200 Fax: 627-1941

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising the public authority.

- Board of Management, Trinidad Boxing Board of Control.

SECTION 7 (a) (viii)

The provision of a library or reading room by the public authority for use by members of the public.

Not applicable at this time.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Boxing Control Act, Chapter 21:52
- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Freedom of Information Act, Chapter 22:02
- Civil Service Act, Chapter 23:01
- Central Tenders Board Act, Chapter 71:91
- Non-Profit Organisation Act, Act No. 7 of 2019
- Industrial Relations Act, Chapter 88:01
- Exchequer and Audit Act, Chapter 69:01
- Mediation Act, Chapter 5:32
- Pensions Act Chapter 23:52.

Some of these documents can be purchased from the Government Printer or accessed online via www.ttparliament.org, www.legalaffairs.gov.tt or www.ttconnect.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.

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

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.

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Sport and Community Development.
There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (b)

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Sport and Community Development by or under a written law; 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 Ministry of Sport and Community Development or to the responsible Minister of the Ministry of Sport and Community Development.

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

SECTION 9 (1) (c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Sport and Community Development.

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

SECTION 9 (1) (d)

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Sport and Community Development to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Sport and Community Development or to another officer of the Ministry who is not a member of such committee.

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

SECTION 9 (1) (e)

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Sport and Community Development by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

SECTION 9 (1) (f)

Any report prepared for the Ministry of Sport and Community Development by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme

SECTION 9 (1) (g)

Any report prepared within the Ministry of Sport and Community Development 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.

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

SECTION 9 (1) (h)

Any report on the performance or efficiency of the Ministry of Sport and Community Development or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2010/2011 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2011/2012 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration;
- The Annual Reports: 2013/2014 of the former Ministries of the Arts and Multiculturalism, Community Development and National Diversity and Social Integration;
- The Annual Reports: 2014/2015 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Report: 2015/2016 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2016/2017 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2017/2018 of the former Ministry of Community Development, Culture and the Arts; and
- The Annual Report: 2018/2019 of the former Ministry of Community Development, Culture and the Arts.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2022

SECTION 9 (1) (i)

Any report containing:

- Final plans or proposals for the re-organisation of the key functions of the Ministry of Sport and Community Development;
 - The establishment of a new policy, programme or project to be administered by the Ministry of Sport and Community Development; and
 - The alteration of an existing policy, programme or project administered by Ministry of Sport and Community Development, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry of Sport and Community Development or Cabinet.
- o Interim Arrangement for the Management of Community Centres
 - o Formulation of a Grants Policy (Draft)
 - o National Policy on Sustainable Community Development.

SECTION 9 (1) (j)

Any statement prepared within the Ministry of Sport and Community Development and containing policy directions for the drafting of legislation.

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

SECTION 9 (1) (k)

Any report of a test carried out within the Ministry of Sport and Community Development on a product for the purpose of purchasing equipment.

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

SECTION 9 (1) (l)

Any environmental impact statement prepared within the Ministry of Sport and Community Development.

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

SECTION 9 (1) (m)

Any valuation report prepared for the Ministry of Sport and Community Development by a valuator, whether or not the valuator is an officer of the Ministry.

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

END OF FOIA

1519

NOTICE

POINT FORTIN BOROUGH CORPORATION

NAMING OF STREETS WITHIN THE BOROUGH OF POINT FORTIN

NOTICE is given that the Point Fortin Borough Corporation—by Resolutions dated 26th July, 2017, 26th September, 2018 and 28th September, 2022—agreed to assign names to unnamed streets located within the Borough of Point Fortin as follows:

The unnamed street off Butler Street in the electoral district of New Village, Point Fortin is given the name “WILSON DRIVE”.

The unnamed street after entering Dam Road on the left of the Tabernacle of Prayer Church in the electoral District of Egypt, Point Fortin is given the name “BOYSIE RAMNATH STREET”.

The unnamed street off “G” Street leading to Fanny Village Community Centre in the electoral district of Hollywood, Point Fortin is given the name “MICHAEL TOUSSAINT STREET”.

The unnamed street heading along Warden Road in the direction of New Village and passing the entrance of Spring Village and, that is the first road on the right side in the electoral district of Hollywood, Point Fortin be given the name “TAYLOR AVENUE”.

*Chief Executive Officer
Point Fortin Corporation*

1520

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

BRITNEY POPE having made sworn declaration that Policy Number 420493 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of August, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1521

ANDRE HOMER having made sworn declaration that Policy Number 382867 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of August, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1522

KEVIN BATAN having made sworn declaration that Policy Number 421686 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of August, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1523

TRACY ANN RAMSDEN-BOYCE having made sworn declaration that Policy Number 373644 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 15th day of September, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1524

ROOKMIN KALPOO-BOODOOSINGH having made sworn declaration that Policy Number 238571 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of KALOUTI KALPOO (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 28th day of September, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1525

BEVERLYNE MC QUEEN having made sworn declaration that Policy Number 369674 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of ABIGALE JEREMIAH (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 28th day of September, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1526

ANNMARIE RAMLOCHAN-KISTO having made sworn declaration that Policy Number 439539 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of September, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1527

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

REGION OF DIEGO MARTIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Region of Diego Martin, by Jie Ming Zhou of No. 709 Southern Main Road, California, that it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on THURSDAY THE 20TH DAY OF OCTOBER, 2022 at 9.00 a.m. in the forenoon at a virtual session for a transfer to carry on the business of a Special Restaurant now held by Jie Quan Chen of No. 30 Diego Martin Main Road, Diego Martin in respect of premises situate at No. 30 Diego Martin Main Road, Diego Martin.

Dated this 4th day of October, 2022 at the Port-of-Spain Magistrates' Court.

S. RICHARDS
for Secretary, Licensing Committee
Region of Diego Martin