



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1604

TOBAGO HOUSE OF ASSEMBLY

CONFIRMATION OF APPOINTMENTS

IN ACCORDANCE with the powers delegated by the Public Service Commission (Delegation of Powers) (Amended) Orders, 2006, Legal Notice No. 105 dated 24th May, 2006, the following arrangements are notified for general information.

Confirmations

Name	Rank of Officer	Appointed/Promotion Date
Mrs. Lirlyn Craig-Roberts	Game Warden I	12th May, 2016
Ms. Ophelia Caldeira	Youth Officer II	1st July, 2019

1605

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: PUBLIC SERVICES ASSOCIATION OF TRINIDAD AND TOBAGO
No. 89 ABERCROMBY STREET
PORT-OF-SPAIN

Name and Address of Employer: ST. JUDE'S HOME FOR GIRLS
BELMONT CIRCULAR ROAD
BELMONT

TAKE NOTICE that on the 19th October, 2022, the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit for "monthly paid workers in the administrative, professional and manipulative categories" at St. Jude's Home for Girls.

Dated this 20th day of October, 2022.

B. TAITT
*Secretary, Registration Recognition
and Certification Board*

**Updated Public Statement of the Export Centres Company Limited,
2022
In compliance with Sections 7, 8 and 9 of the Freedom of Information
Act, Chap, 20:22**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (“the FOIA”) the **Export Centres Company Limited (ECCL)** 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 information held by the ECCL;
2. A legal right for each person to have official information relating to him/herself amended where such information is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA;
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.

The ECCL publishes the following information as approved by the Ministry of Sport and Community Development.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Export Centres Company Limited

The ECCL is a state agency under the purview of the Ministry of Sport and Community Development. The overall objective of the ECCL is to create entrepreneurial opportunities for Craft artisans through advanced training and development, skills building and entrepreneurial support aimed at developing artisans who can create craft products that meet the criteria (in terms of both quality and quantity) for regional and international export. ECCL envisions itself as the premier technical craft institute training persons to become micro-entrepreneurs capable of producing and selling high quality craft items and seeks to revitalize the local craft industry and positively contribute to economic diversification.

Vision Statement:

To create a sustainable, globally competitive Craft sector

UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

Mission Statement:

ECCL's Mission is to build the capacity of Artisans in the Craft Sector toward local self-sufficiency; such that it eventually leads to full production and export. ECCL will accomplish its Mission through Certification Training, Technical Capacity Building of Entrepreneurs, Incubator Programs, Production Opportunities and linking Artisans to local and foreign partners that support Export Opportunities

Structure

ECCL is a wholly owned state enterprise which was incorporated on 3 July 1996 as a limited liability company under the Companies Ordinance Chapter 31 No. 1 and continued on 28 July 2012 as a company under the Companies Act Chapter 81:01 of the laws of the Republic of Trinidad and Tobago. ECCL is governed by a Board of Directors appointed by ECCL's sole shareholder/beneficial owner, Corporation Sole. There are presently seven (7) Directors. The Chief Executive Officer reports to the Board of Directors and is entrusted with managing the business and general operations of the Company. ECCL has 13 locations nationwide with a staff of seventy (70) persons who collectively possess a considerable wealth of institutional knowledge and experience in the local handicraft industry.

The Export Centres Company Limited is made up of the following departments/units:

- Training and Development Department
- Production Department
- Business Development Department
- Finance and Accounts Department
- Human Resource Department
- Facilities Department
- Health, Safety and Environment Unit
- Information Technology Unit
- Internal Audit
- Security

Function

ECCL provides the following projects, programmes and services to the people of Trinidad and Tobago:

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UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

- Basic, Intermediate and Advanced Certified Craft Training
- Information Workshops for established Artisans in the Craft Sector
- Business Development support re: Incubator Services / Craft Markets / Online Sales
- Community Craft Skills Empowerment Projects
- Production of high-end quality craft items for resale

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

▪ Files regarding Administrative, Personnel, Industrial Relations, Accounting, Management, Procurement, Training, Meetings, Social Events, Circulars, Legal documents, Newspaper Clippings, conferences and Customer Matters

- Financial Records
- Draft Strategic Plans
- Human Resources files
- Reports such as Annual, Monthly, Board, Departmental
- Corporate Policy documents
- Tender Documents and Reports
- Contracts
- Manuals
- Auditor General Reports
- Internal Newsletters
- Internal and External correspondence
- Brochures and pamphlets
- Speeches
- Press Releases
- Inventories

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

- Annual Administrative Reports
- Brochures
- Advertisements
- Public Notices
- Press Releases

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UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

The public may inspect documents or obtain copies of these documents between the hours of 9.00am and 1.30pm only, Monday to Friday at:

Export Centres Company Limited
72-73 Eastern Main Road
Mt. Hope
Tel: 221-3641

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

There are no documents available by way of subscription.

Section 7 (1) (a) (v)
Procedure to be followed when accessing a document from the ECCL

How to request Information:

- General Procedure

ECCL's policy is to answer all oral and written requests for information. The applicant must conform to the requirements and instructions of the FOIA by ensuring that all requests are submitted in writing. All applicants must, therefore, submit a "Request for Access to Official Documents" form. This form is located as a Schedule within the FOIA and is available at Sales Department of the Government Printery or from the FOIA website – www.foia.gov.tt.

- Addressing Requests

To facilitate the prompt handling of requests, applicants must address their requests to the Designated Officer (see below statement for Section 7 (1) (a) (vi)).

- Details in the Request

Applicants should provide details that will allow for quick identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, the applicant may communicate with the Designated Officer (See Section 7 (1) (a) (vi)).

Requests not handled under the FOIA

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

UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

Responding to Requests

▪ Retrieving Documents

Subject to the exemptions specified in the FOIA, ECCL is required to allow access to copies of documents that are in its possession or documents that can be retrieved from storage. Information stored at any of the ECCL's storage locations may be retrieved in order to process requests.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore, be impossible. Various Laws, Regulations and Manuals give the time periods for keeping records before they may be destroyed. One such piece of legislation is the Exchequer and Audit Act, Chap. 69:01.

▪ Furnishing Documents

An applicant is entitled to copies of information that are in the possession of the ECCL. ECCL is only required to furnish one copy of a document. If a legible copy cannot be made of a document to be released, ECCL may not attempt to reconstruct it. Instead, ECCL will furnish the best copy possible and note the quality of the copy in the reply to the request.

ECCL is not compelled to do the following:

1. (a) Create new documents.
2. (b) Implement new systems in order to facilitate preferences in formats that may be preferred by the applicant. For example, ECCL is not required to write a new programme so that a computer will print information in the format that an applicant may prefer.
3. (c) Perform research for the applicant.

Time Limits

▪ General

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If this time limit is exceeded, the FOIA provides the applicant with the right to proceed as though the request has been denied. ECCL will endeavour at all times to comply with the time limit. If it appears that processing a particular request may take longer than the statutory limit, the request will be acknowledged and advice will be offered as regards its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may telephone or write to the Designated Officer in order to confirm receipt of the request and to ascertain its status.

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UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

▪ Time Allowed

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

Section 7 (1) (a) (vi)

Officers at the ECCL responsible for:

- (1) The initial receipt and action upon notices under Section 10.
- (2) Requests for access to documents under Section 13.
- (3) Applications for correction of personal information under Section 36 of the FOIA

All Requests for Access to Information should be submitted on the prescribed form addressed to:

Designated Officer:

Mr. Ashton Goorachan
Communications Officer
72-73 Eastern Main Road
Mt. Hope
Email: ashton.goorachan@gov.tt

Alternate Officer:

Ms. Jael Warner
Executive Secretary
72-73 Eastern Main Road
Mt. Hope
Email: jael.warner@gov.tt

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

A description of library/reading room facilities

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UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

There is no library or reading room facility at the Export Centres Company Limited. Visitors will however, be provided with a space in which to inspect information.

For the purpose of inspecting published material, persons can visit ECCL between the hours of 9.00am to 1.30pm Monday to Friday at its Head Office located at 72-73 Eastern Main Road, Mt. Hope.

Policy of the ECCL for the provision of copies of documents which are readily available to the public

Members of the public may;

Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.

- i. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of ECCL.

Section 8 Statements

Section 8 (1) (a) (i)

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

At this time ECCL has no such documents.

Section 8 (1) (a) (ii)

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

The following Manuals and Policies are have been approved by ECCL to guide staff.

The Human Resources Policy
Procurement Policy
Disposal of Fixed Assets Policy
Petty Cash Policy
Covid-19 Policy
Work from Home Policy

UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

Section 8 (1) (b)

In enforcing written laws or schemes administered by the ECCL 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 used in the enforcement of the written laws or schemes.

At this time ECCL has no such documents.

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

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

At this time ECCL has no such reports or statements.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations of a body or entity established outside the ECCL by or pursuant to 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 ECCL or to the responsible Minister of the ECCL.

At this time ECCL has no such reports or statements.

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of the ECCL.

At this time ECCL has no such reports or statements.

Section 9 (1) (d)

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

At this time ECCL has no such reports or statements.

UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

Section 9 (1) (e)

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

At this time ECCL has no such reports.

Section 9 (1) (f)

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

At this time ECCL has no such reports.

A report prepared within the ECCL and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government Policy, programme or project.

At this time ECCL has no such reports.

Section 9 (1) (h)

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

- Public Accounts (Enterprises) Committee Report 2017
- Audit Reports
- Monthly Departmental Reports

Section 9 (1) (i)

A report containing final plans on proposals for the reorganization of the functions of the ECCL, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy programme or project administered by the ECCL, whether or not the plans or proposals are subject to approval by an officer of the ECCL, another public authority, the responsible Minister of the ECCL or Cabinet.

Strategic Plan 2019 – 2021

Section 9 (1) (j)

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

UPDATED PUBLIC STATEMENT OF THE EXPORT CENTRES COMPANY LIMITED—CONTINUED

At this time ECCL has no such statements.

Section 9 (1) (k)

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

At this time ECCL has no such reports.

Section 9 (1) (l)

An environmental impact statement prepared within the ECCL.

At this time ECCL has no such statements.

Section 9 (1) (m)

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

At this time ECCL has no such reports.