



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

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No. 220

1846

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Notice of Declaration of Trinidad and Tobago Standards—(Legal Notice No. 237 of 2022).

Notice of Revocation of Trinidad and Tobago Standards—(Legal Notice No. 238 of 2022).

Education (Local School Board) Order, 2022—(Legal Notice No. 239 of 2022).

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APPOINTMENT AS PUISNE JUDGES OF SUPREME COURT, JUDICIARY

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 104(1) of the Constitution of the Republic of Trinidad and Tobago, that Her Excellency, the President of the Republic of Trinidad and Tobago acting in accordance with the advice of the Judicial and Legal Service Commission, has appointed the undermentioned persons as Puisne Judges of the Supreme Court of Judicature with effect from the 1st December, 2022:

Ms. NALINI SINGH

Mr. GEORGE BUSBY

Ms. JADE RODRIGUEZ

Ms. MAURICEIA JOSEPH

Ms. GILLIAN SCOTLAND

Mrs. SHERENE MURRAY-BAILEY

Mrs. NIRALA BANSEE-SOOKHAI

Ms. KAREN REID

Mrs. HALCYON YORKE-YOUNG

Mrs. TRICIA HUDLIN-COOPER

Mrs. LINDA KHAN

Mrs. DELISA NOEL-CHRISTOPHER

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

1st December, 2022.



THE JUDICIARY OF TRINIDAD AND TOBAGO

PUBLIC NOTICE

PURSUANT TO SECTION 6(5) OF THE BAILIFFS ACT CHAPTER 4:61

The following is a list of persons holding valid Private Bailiff Licenses as at November 24th, 2022.

	Category	Last Name	First Name	ID Number	Date Issued	Valid To
1	Private Bailiff	Acosta	Abbey L.	ACOAB291	27-Jul-22	26-Jul-24
2	Private Bailiff	Andrews	Lennard Kelly	ANDLE093	22-Feb-21	21-Feb-23
3	Private Bailiff	Baird	Dennis	BAIDE089	03-May-22	02-May-24
4	Private Bailiff	Baksh	Azaad	BAKAZ283	24-Aug-22	23-Aug-24
5	Private Bailiff	Balbirsingh	Stephen	BALST451	12-Jan-22	11-Jan-24
6	Private Bailiff	Beekha	Horace	BEEHO463	29-Mar-22	28-Mar-24
7	Private Bailiff	Beepath	Pulwaty	BEEPU138	12-Oct-18	11-Oct-20
8	Private Bailiff	Benjamin	Glenroy	BENGL125	14-Jun-22	13-Jun-24
9	Private Bailiff	Bharath	Bolah	BHABO446	10-Aug-22	09-Aug-24
10	Private Bailiff	Bisnath	Tyrel	BISTY086	15-Sep-21	14-Sep-23
11	Private Bailiff	Brown	Natalie	BRONA281	23-Feb-22	22-Feb-24
12	Private Bailiff	Brown	Mary	BROMA174	08-Jun-22	07-Jun-24
13	Private Bailiff	Brown	Ronald	BRORO175	24-Mar-21	23-Mar-23
14	Private Bailiff	Brown	Rondon	BRORO433	03-Dec-21	02-Dec-23
15	Private Bailiff	Charles	Cleve	CHA CL 218	25-Mar-22	24-Mar-24
16	Private Bailiff	Churai	Charran	CHUCH282	17-May-22	16-May-24
17	Private Bailiff	Deo	Phillip	DEOPH091	13-Apr-21	12-Apr-23
18	Private Bailiff	Durity	Denis	DURDE070	27-Aug-21	26-Aug-23
19	Private Bailiff	Francois	Dave	FRADA474	20-Oct-22	19-Oct-24
20	Private Bailiff	Francois	Alcian	FRAAL145	13-May-22	12-May-24
21	Private Bailiff	Griffith	Marvin B.	GRIMA496	04-Dec-20	03-Dec-22
22	Private Bailiff	Kersher	Richardo	BAGRI506	27-Apr-21	26-Apr-23

THE JUDICIARY OF TRINIDAD AND TOBAGO PUBLIC NOTICE—CONTINUED

23	Private Bailiff	Lakattoo	Warren	LAKWA423	09-Feb-22	08-Feb-24
24	Private Bailiff	Lallion	Alpha	LALAL487	10-Feb-21	09-Feb-23
25	Private Bailiff	Lancaster	Dean	LANDE078	22-Dec-20	21-Dec-22
26	Private Bailiff	Lewis	Kevin	LEWKE128	15-Jun-22	14-Jun-24
27	Private Bailiff	Lopez	Clem	LOPCL264	01-Jul-22	30-Jun-24
28	Private Bailiff	Mohammed	Azid	MOHAZ107	17-Nov-21	16-Nov-23
29	Private Bailiff	Mohammed	Sherrif	MOHSH120	25-Mar-22	24-Mar-24
30	Private Bailiff	Mohammed-Baksh	Nazra	MOHNA293	24-Aug-22	23-Aug-24
31	Private Bailiff	Moore	Carl	MOOCA171	03-May-22	02-May-24
32	Private Bailiff	Moraldo	Jennifer	MORJE142	12-Jan-22	11-Jan-24
33	Private Bailiff	Nicholls-Acosta	Michelle	NICMI290	06-Apr-22	05-Apr-24
34	Private Bailiff	Nurse	Elizabeth	NUREL306	06-Apr-22	05-Apr-24
35	Private Bailiff	Patterson	Elizabeth	PATEL429	14-Jun-22	13-Jun-24
36	Private Bailiff	Pedro	Marlon Raymond	PEDMA100	08-Jan-21	07-Jan-23
37	Private Bailiff	Pedro	Randy	PEDRA471	25-Mar-22	24-Mar-24
38	Private Bailiff	Persad	Kerry	PERKE104	08-Jan-21	07-Jan-23
39	Private Bailiff	Peters	Sheldon	PETSH481	12-Jan-22	11-Jan-24
40	Private Bailiff	Ragoonath	Randy	RAGRA493	28-Jun-22	27-Jun-24
41	Private Bailiff	Rahaman	Imran	RAHIM422	25-Aug-22	24-Aug-24
42	Private Bailiff	Ramdeen	Ronald	RAMRO485	30-Jun-22	29-Jun-24
43	Private Bailiff	Ramdhan	Billy	RAMBI456	25-Aug-22	24-Aug-24
44	Private Bailiff	Ramdial	Suresh	RAMSU097	07-Jan-21	06-Jan-23
45	Private Bailiff	Ramparas	Vidal	RAMVI489	03-May-22	02-May-24
46	Private Bailiff	Ramparas	Ramkarran	RAMRA098	07-Jan-21	06-Jan-23
47	Private Bailiff	Reid	Akil	REIAK428	07-Apr-22	06-Apr-24
48	Private Bailiff	Rudolpho	Richard	RUDRI312	29-Mar-22	28-Mar-24
49	Private Bailiff	Sandy	Lynette	SANLY479	22-Aug-22	21-Aug-24
50	Private Bailiff	Sankar	Helen	RAMHE288	06-Apr-22	05-Apr-24
51	Private Bailiff	Seegobin	Puran	SEEPUI112	21-Dec-20	20-Dec-22
52	Private Bailiff	Sinkia	Mark	SINMA436	01-Sep-22	30-Aug-24
53	Private Bailiff	Sooknanan	Vijay Kumar	SOOVI424	06-Apr-22	05-Apr-24
54	Private Bailiff	Soon	Edward	SOOED 262	20-Oct-21	19-Oct-23
55	Private Bailiff	Soon	William	SOOWI 214	01-Feb-21	31-Jan-23
56	Private Bailiff	Weekes	Samuel	WEESA448	12-May-22	11-May-24
57	Private Bailiff	Weekes	Elroy	WEEEL556	12-Oct-22	11-Oct-24
58	Private Bailiff	Wickham	Junior	WICJU305	04-Mar-21	03-Mar-23
59	Private Bailiff	Williams	Marlon	WILMA334	23-Jun-22	22-Jun-24
60	Private Bailiff	Yatali	Hassanali	YATHA116	21-Dec-20	20-Dec-22

Raymond Roberts
Registrar & Marshal (Ag.)
Supreme Court

*Persons who are holders of a valid Private Bailiff License whose name does not appear in the list above are kindly asked to email the Office of the Registrar of the Supreme Court of Judicature at registraroffice@tllawcourts.org

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA) 1999

Updated Public Statement of 2022 THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1) b, 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), the Water and Sewerage Authority (WASA) is required by law to publish the following Updated Statement for 2022 which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by WASA;
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Function and structure of WASA

Mission Statement:

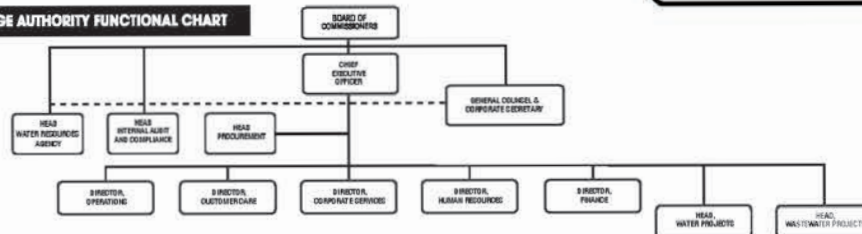
WASA's Mission as a Customer Service Business is:

- To be a leading provider of water and wastewater services
- To deliver customer service along the highest internationally recognized and accepted standards
- To continuously develop best business practices utilizing advanced technology and a well developed and motivated workforce
- To leverage on industry expertise to offer global water and wastewater services
- To sustain a commercialized business while remaining sensitive to our stakeholders and the environment

WASA is a statutory body established in 1965 by an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago.

It comprises a Board of Commissioners headed by the Chairman, an Executive Management Team headed by the Chief Executive Officer and permanent and contract staff.

WATER AND SEWERAGE AUTHORITY FUNCTIONAL CHART



DETAILS OF RESPONSIBILITY CENTRES

Office of the Chief Executive Officer (CEO)

Head, Internal Audit

Internal Audit & Compliance

- Independent Objective Assurance
- Consulting/Advisory Services
- Promote and enhance Governance, Risk Management and Internal Controls
- Monitor compliance with organizational policies, procedures and other documented guidance including international best practices and guidance during audit engagements
- Administer the Authority's Whistle Blowing System
- Special Investigations and Exercises relating to Irregularities and Fraud
- Risk Assessment including Fraud Risk Assessment
- Compliance, Financial, Operational and IT Auditing
- Ethics and Values Promotion
- Business Process Reviews
- Protection against Fraud and Theft of the Organization's Assets
- Policies' Review
- Evaluate risk management and control and communicates risk and control information to appropriate areas of the organization
- Ensure effective organizational performance management and accountability
- Co-ordinate the activities of, and communicate information among the board, external and internal auditors, other assurance providers and management

Head, Water Resources Agency

Water Resources Management

- Watershed Management
- Adopt a River Programme
- Planning and Investigations
- Licensing and Allocation

- Monitoring and Data management
- Instrumentation and Telemetry
- Water Resources Tobago

Head, Procurement

Purchasing

- Minor Procurement
- Major Procurement
- Contracts Management
- Invoice and Receipting
- Stakeholder Relationship Management
- Inventory
 - Warehousing
 - Stock Accounting
 - Inventory Control
 - Materials Management

General Counsel & Corporate Secretary

Corporate Secretariat

- Board & Committees
- Corporate Governance
- Statutory Compliance (FOIA, SEC, WAS Act)
- Contracts
- Office Services
- Legal Services
 - Land and Property Administration
 - Commercial and Contract Management
 - Claims Management
 - Litigation
 - Arbitration
 - Alternative Dispute Resolution
 - Legal Advisory and Opinions

Director, Operations

North, South & Tobago Regions

- Water Treatment and Production
- Water Distribution and Transmission (Scheduling, Pipeline maintenance, System Management and Road Restoration)
- Wastewater Management (Collection, Treatment and Disposal)
- Asset Maintenance (Routine, Preventative, Predictive)
- Water Quality Monitoring and Management
- Operations Administration
- In-house Pipeline Administration

Technical Services

- Systems Optimization (Water Loss), Asset Optimization, Central Workshop Facility (CWF)
- Well Maintenance
- Emergency Systems
- Quality Monitoring and Assurance
- Cost control and Budgeting
- Management of the Operation and Maintenance of Wastewater Contracts
- Management of the Operation and Maintenance of Water Contracts (Desalco)
- Major Pipeline Installation



THE WATER AND SEWERAGE AUTHORITY (WASA)
 UPDATED PUBLIC STATEMENT 2022—CONTINUED

Updated Public Statement of
 THE WATER AND SEWERAGE AUTHORITY (WASA)
 In compliance with Sections 7, 8 and 9 of
 The Freedom of Information Act (FOIA) 1999

Director, Customer Care

New Services Department

- Infrastructure Designs Approval (Commercial and Developments)
- Building and Development Approval
- Compliance Monitoring of Building Designs
- Approval of interconnections (New Development)
- System Optimization
- Engineer Drawing and Designs
- Geometric Surveys
- Geometrics

Corporate Communications

- Brand Management
- Public Education
- Event Planning/Management
- Stakeholder Feedback
- Social Responsibility
- Call Center Management

Customer Business Services

- Service Centers Management
- Business Enhancement
- Corporate Customer Account Management
- Customer Information Management
- Customer interface
- Metering
- Billing and Collections

Customer Response

- Customer Care Outreach
- Service Level Monitoring
- Community Relations

Director, Corporate Services

Facilities Management

- Grounds and Building Maintenance
- Accommodation Management
- Land and Risk Management
- Insurance Portfolio Management

Security

- Security Services
- Inter-Agency Relations
- Investigations

Information Communication Management

- Application Development, Administration and Support
- Network Maintenance
- Telecommunications
- Information Systems Support and Services
- Database Administrative and Management
- Systems Administration (Security, Network, Email, Server)
- Strategy and Administration (Solutions Evaluations, IT Contract Management)

Transport Services

- Fleet Management and Maintenance
- Fleet Contract Management

Records Management

- Mail Management
- Document Management
- Document Preservation
- Document Retention
- Records and Information Management

SCADA

- Projects
- Maintenance
- Research and Development

GIS

- Hydraulic Modelling
- GPS
- GIS
- CAD E

Surveys

- Surveys
- Research and Data Capture

Director, Human Resources

Workforce Planning & Organizational Development

- Organizational Structure Design and Implementation
- HR Policy and Standard Operating Procedures Development, Monitoring and Review
- HR Risk Identification, Monitoring & Reporting
- HR Measurements

- HR Auditing and Compliance Monitoring
- HR Strategic/Corporate Reporting
- Manpower Cost Monitoring
- Employee Engagement Strategy Development
- Job Evaluations, Classification and Job Description Development
- Manpower Demand and Supply Forecasting
- Performance Management
- Succession and Career Planning and Management
- Knowledge and Talent Management

Training and Development

- Training Needs Assessment
- Training Programme Design, Delivery, Facilitation and Monitoring
- Talent Development, Planning and Monitoring
- Internship and Apprenticeship Programme Management
- Learning Resources, Membership and Subscription to Professional Organisations
- Training Awards
- Workforce Assessment and Certification
- Training Programme Design and Facilitation
- Water and Wastewater Occupational Standards Development

Administrative Services

- Employee Resourcing (Selection and Placement)
- Wages, Salaries and Benefits Administration
- HR File Management
- HR Services
- HR Information Management
- Leave Administration
- Group Life and Medical Plan Administration
- Pensions Management
- Exit Management

Workforce Wellness

- Employee Support Services
- Workforce Wellness Programmes Administration

Industrial and Employee Relations

- Employee Relations and Grievance Management
- Collective Bargaining and Negotiations
- Employee Discipline Management and Workplace Investigations
- Industrial Relations Research, Training and Development
- Trade Disputes (Ministry of Labour, Industrial Court and Court of Appeal)
- Equal Opportunity Commission (EOC) and Occupational Safety and Health Authority (OSHA) Matters

Director, Finance

Project Accounting

- Project & Fund Management
- Project Accounting & Reconciliation
- Compliance, Cost Control and Monitoring

Management Services

- Preparation of Authority's Draft Estimates of Expenditure
- Mid-Term Review of the Authority's Expenditure
- Budget Compliance and Cost Control
- Management of Recurrent and Internal Capital Expenditure Budgets

Financial Services

- Preparation of Monthly Management Accounts
- Preparation of Financial Statements
- Maintenance of a Fixed Assets Register
- Preparation of Bank/Cash/Supplier Reconciliation Statements
- Management queries of Creditors' Accounts

Exchequer Services

- Creditor Payments for Goods and Services
- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Cheques
- Preparation of Statutory Deductions
- Foreign Payments

Treasury

- Loan Portfolio Management
- Cash Flow Management
- Foreign Currency Management
- Compliance, Control and Monitoring
- Funds Management and Investment

Head, Water Projects

Project Implementation

- Pipeline Repair and Installation
- Management of Contracted Projects
- Management of Self Help Projects

Water Projects

- Project Feasibility and Appraisal
- Project Planning Design and Review
- Wells Designs
- Network Designs
- Network and Pressure Management
- Contracts Negotiations
- Project Monitoring
- Project Support and Administration
- Stakeholder Management
- SCADA/Metering Projects

Head, Wastewater Projects

Wastewater Projects

- Project Feasibility and Appraisal
- Project Planning, Designs and Review
- Contracts Negotiations
- Project Monitoring
- Project Support and Administration
- Project Finance Monitoring
- Stakeholder Management

Strategic Planning

- Strategic Planning
- Tariff Reviews
- Project Portfolio Risk Identification
- Project Documentation Management and Control
- Portfolio Reporting
- Portfolio Support and Services
- Change Management
- Health, Safety and Environment
- Regulatory Management
- Workplace Health and Safety
- Regulatory Compliance
- Emergency and Risk Management
- Environmental Monitoring and Reporting
- Emergency Planning
- Emergency Plans

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of WASA

General Administration Documents

- Documents relating to the Office of the Chief Executive Officer (CEO)
- Divisional/Departmental Monthly Reports
- Documents relating to all Divisional Operations

Documents relating to Board and Executive Leadership Team

- Board and Committee Notes
- Minutes of Board and Committee Meetings
- Ministerial and/or other Communication with Chairman and/or Board of Commissioners
- Communiqué to staff
- Notes of the Meetings of the Leadership Team/Management

Documents relating to Union Matters

- Collective Agreements
- Documents and minutes relating to Disciplinary Tribunal matters
- Documents relating to Memoranda between Unions and Management



THE WATER AND SEWERAGE AUTHORITY (WASA)
UPDATED PUBLIC STATEMENT 2022—CONTINUED

Updated Public Statement of
THE WATER AND SEWERAGE AUTHORITY (WASA)
In compliance with Sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

SECTION 7 (1) (a) (iii)

MATERIALS PREPARED FOR PUBLICATION OR INSPECTION

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. Monday – Friday at Water and Sewerage Authority, Head Office,
Farm Road, St. Joseph
662-2302/7 ext. 2208
Fax 645-6443
Website : www.wasa.gov.tt

- Collective Agreements
- Monthly Reports/ News releases
- Water and Sewerage Act and other legislation
- Performance Bonds
- Application Forms
- Guidelines/ Policy Documents
- Audited Financial Statements
- Verification Forms
- Administrative Policies and Procedures
- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Annual Dry Season Plan

MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC

The following documents are available as indicated. Unless noted otherwise publications are free and available from the Designated Officer.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

- Correspondence from the various Ministries and external agencies
- Documents, reports and correspondence from Divisions within the Authority
- Monthly Reports/ News Releases

GENERAL COUNSEL & CORPORATE SECRETARY

CORPORATE SECRETARIAT

- Documents relating to Board and Committee Meetings
- Correspondences - Board Members
- Documents relating to Sanitary Constructors License
- Freedom of Information Act (FOIA) - Applications and correspondence relating to requests for information

LEGAL SERVICES

- Contracts and Agreements
- Claim Documents and Reports
- Filed documents in Court or Legal Proceedings
- Performance Securities
- Deeds, Lease & Licences
- Policies: Claims & Risk Management Policy

DIRECTOR, OPERATIONS

OPERATIONS

- Distribution Schedules
- Dry Season Management Plan
- Press Releases – Plant Shutdown & Disruption of Service

DIRECTOR, CUSTOMER CARE

CORPORATE COMMUNICATIONS

- News Releases
- Published Advertisements
- Secondary School Quiz Competition Documentation
- Water, Wastewater, Environmental and Conservation Information Brochures

DIRECTOR, CORPORATE SERVICES

CORPORATE SERVICES

- IT Policy
- Security Procedures
- Fleet documentation

DIRECTOR, HUMAN RESOURCES

HUMAN RESOURCES

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding

DIRECTOR, FINANCE

FINANCE

- Audited Financial Statements
- Management Accounts
- Aged Analysis of Debtors

HEAD, WATER PROJECTS

PROJECTS

- Project Reports
- Tender Documents
- Contracts
- Operations & Maintenance Manual
- Consultancy

HEALTH, SAFETY, ENVIRONMENT

- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports
- Reports related to regulatory requirements

SECTION 7 (1) (a) (iv)

Literature available by subscription

Members of the public may subscribe for the following material:
The Authority's Newsletter- "Daily Update"
Please contact or write to:
Corporate Communications Division
WASA, Farm Road, St. Joseph
Tel. 662 2302/7
Website: www.wasa.gov.tt

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

HOW TO REQUEST INFORMATION:

• General Procedure

Our policy is to respond to all written requests for information. In order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. These forms are available for download from the website www.wasa.gov.tt and from the designated officer.

• Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of WASA. 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 clarification on what details to include is needed, applicants are advised to communicate with the Designated Officer.

• Requests not handled under the FOIA

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

Responding to your Request

• Retrieving Documents

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

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.

• Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power, once the requirements of the FOIA are satisfied. 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 programme so that a computer will print information in the format that you prefer.
- Perform research for you.

Time Limits

• General

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

• Time Allowed

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

SECTION 7 (1) (a) (vi)

The Designated Officer in WASA 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 corrections of personal information under Section 36 of the FOIA

The Designated Officer is:

Donna Friday-Cole
Senior Manager
WASA, Farm Road, St. Joseph
662-2302/7 ext. 2227
Website : www.wasa.gov.tt

SECTION 7 (1) (a)(vii)

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

- Public Tender Openings



THE WATER AND SEWERAGE AUTHORITY (WASA)
 UPDATED PUBLIC STATEMENT 2022—CONTINUED

Updated Public Statement of
 THE WATER AND SEWERAGE AUTHORITY (WASA)
 In compliance with Sections 7, 8 and 9 of
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<p>SECTION 7 (1) (a) (viii)</p> <p>Library/Reading Room Facilities</p> <p>You may make general enquiries to our General Counsel & Corporate Secretary at 662-2302 ext. 2208. The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.</p> <p>The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.</p> <ul style="list-style-type: none"> Provision of documents may be subject to a charge to cover administrative costs. No smoking, eating or drinking is allowed in the Reading Room/Library area. 	<p>SECTION 9 (1) (b)</p> <p>A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.</p> <ul style="list-style-type: none"> Water Resources Management Strategy Documents 	<p>SECTION 9 (1) (h)</p> <p>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.</p> <ul style="list-style-type: none"> Ombudsman Annual Reports Audit Reports
<p>SECTION 8 STATEMENTS</p> <p>SECTION 8 (1) (a) (i)</p> <p>Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law</p> <ul style="list-style-type: none"> Water and Sewerage Act, Chap. 54:40 Regulated Industries Commission Act, No. 26 of 1998 Collective Agreements 	<p>SECTION 9 (1) (e)</p> <p>A report or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.</p> <ul style="list-style-type: none"> Evaluation Reports of Tenders/Quotations 	<p>SECTION 9 (1) (i)</p> <p>A report containing (1) final plans or proposals for the re-organisation 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.</p> <ul style="list-style-type: none"> Business Plan
<p>SECTION 8 (1) (a) (ii)</p> <p>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.</p> <ul style="list-style-type: none"> Training Policy Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA Environmental Management System (EMS) Policy Document The National Plumbing Code of Trinidad and Tobago Health and Safety Code and Policy Code of Ethics & Business Conduct 	<p>SECTION 9 (1) (d)</p> <p>A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.</p> <ul style="list-style-type: none"> At this time, we have no reports or statements. 	<p>SECTION 9 (1) (j)</p> <p>A statement prepared within the public authority and containing policy directions for the drafting of legislation.</p> <ul style="list-style-type: none"> Amendment of the Water and Sewerage Act
<p>SECTION 8 (1) (b)</p> <p>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.</p> <ul style="list-style-type: none"> At this time, we have no information. 	<p>SECTION 9 (1) (e)</p> <p>A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.</p> <ul style="list-style-type: none"> Tobago Groundwater Assessment and Wells Development Programme 	<p>SECTION 9 (1) (k)</p> <p>A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.</p> <ul style="list-style-type: none"> At this time we have no reports.
<p>SECTION 9 STATEMENTS</p> <p>SECTION 9 (1) (a)</p> <p>A report or a statement containing the advice or recommendations, of a body or entity established within the public authority.</p> <ul style="list-style-type: none"> At this time, we have no reports or statements. 	<p>SECTION 9 (1) (f)</p> <p>A report prepared for the public authority by a consultant who was paid for preparing the report.</p> <ul style="list-style-type: none"> London Economics Study on Tariff Greater Port of Spain Sewerage System Study (GPOSSS) 	<p>SECTION 9 (1) (l)</p> <p>An environmental impact statement prepared within the public authority.</p> <ul style="list-style-type: none"> At this time we have no statements. <p>SECTION 9 (1) (m)</p> <p>A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.</p> <ul style="list-style-type: none"> Valuation Reports of Properties for Acquisition/Sale/Lease.





GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2022 OF
THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Caribbean Industrial Research Institute (CARIRI), is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by the Caribbean Industrial Research Institute.
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)

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological and business support services to private and public sector organizations locally and regionally.

The Institute's mission is:

"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."

The Institute's major functions include:

- Provision of technical support services to public and private industrial enterprises;

- Collection and dissemination of technical information;
- Undertaking analytical work;
- Provision of materials testing services;
- Provision of engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- Undertaking economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;
- Providing environmental monitoring services inclusive of testing and consultancy,
- Provision of business support and advisory services to new and existing businesses,
- Engaging in research programmes related to the needs of Trinidad and Tobago and the Caribbean region.
- Promoting innovation and entrepreneurship.

The Board of Management is appointed by the President of the Republic of Trinidad and Tobago, and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and seventy (170).

OPERATIONAL DEPARTMENTS

The Caribbean Industrial Research Institute operates from three (3) locations - UWI Campus, St. Augustine, Trincity West Industrial Estate, Macoya and Innovation Drive, Freeport.

The key focus areas are:

- Food Technology
- Analytical Chemistry
- Food and General Microbiology
- Environmental Microbiology
- Petroleum and Sustainable Energy Services
- Effluent Management Services
- Calibration & Maintenance Services
- Industrial Materials
- Metallurgy
- Indoor Air Quality
- Air Quality Management Services
- Information and Communication Technology
- Business Advisory and Support
- Innovation and Entrepreneurship

1850—Continued



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2022

CARIRI is comprised of the following Divisions as shown in the Organizational Chart

- Corporate Services
- Research Development and Innovation
- Analytical and Engineering Services

Analytical Chemistry

This Laboratory provides a wide range of testing and consultancy services:

Analytical Chemistry

- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals
- Chemicals re conformance to specified requirements
- Environmental contaminants
- Toxicology
- Effluent – both industrial and from domestic wastewater treatment plants
- Pesticide residue

Food Microbiology

- Analysis of food products
- Analysis of potable water
- Analysis of beverage
- Cosmetic analysis
- Analysis of recreational water
- Analysis of dialysis water

Environmental Microbiology

- Analysis of waste water / effluent
- Analysis of indoor air samples
- Biological Oxygen Demand
- Environmental swabs
- Evaluation of recreational water

Food Technology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is therefore to provide general and laboratory based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and Process Development
- Plant and Quality Audits
- Feasibility studies – technical feasibility and plant layout
- Troubleshooting
- Development and Implementation of Quality Management Systems

- Provision of technical assistance to entrepreneurs and small and medium scale processors in the agro-processing sectors
- Training in food production techniques
- Food Safety
- Contract Processing

- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory Evaluations
- Raw Material Assessment
- Post-harvest Technology
- Waste Utilisation

Business Advisory & Support Services

- Idea Advisory Services
- Innovation Gap Analysis
- Hatchery
- Business Incubation
- App Development and Testing

Environmental Services

There is a growing demand for specialized environmental services both in an advisory capacity as well as for use by the regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) –management program
 - stack testing
- Stack Monitoring
- Environmental Engineering Consulting, including:
 - waste management
- Sewerage Treatment Plants
 - effluent monitoring
 - recreational water quality in streams, rivers and beaches
- Noise Monitoring



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2022

Industrial Materials Unit

This Department provides a number of services to the construction and heavy industries and serves a wide range of client from micro to large. The objectives include solving their materials technological problems and quality related issues by providing the under mentioned services:

- Civil works
 - accredited testing of concrete products, aggregates, asphalt and concrete, etc.
- Metallurgy
 - mechanized testing, metallographic analysis of engineering failures, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro structural analysis
- Corrosion Analysis
- Physical Measurements and Calibration
- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - failure analysis
 - calibration
 - weld assessment

Petroleum and Sustainable Energy

This Laboratory provides consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy and Energy Industries Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act Chap 62:01
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes

- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis
- Promotion of sustainable energy use

Calibration & Maintenance Services

This Department provides calibration services both in-house and externally. It works with clients to ensure that instruments and equipment are calibrated. This is of extreme importance both in terms of regulatory requirements and conformance with quality management systems.

Information and Communication Technology

The ICT Department supports industry by developing and implementing relevant technology inclusive of websites and applications. It also conducts training in areas such as coding.

Innovation & Entrepreneurship

The Institute provides several support services that foster innovation and entrepreneurship. Basic business training is provided through the Business Hatchery. Support is given for scale up of operations. Incentives and training are provided to support innovation.

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Quality Services
- Information and Communication Technology
- Human Resources
- Accounts
- Facilities Maintenance
- Procurement /Stores
- Business Services
- Safety

Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is continuously working to achieve its primary objective of positioning itself as a leading technology and technological services provider. This includes improving the competitiveness of enterprises in the manufacturing and services sectors. The Institute provides its services on a fee for service basis.

The Institute also works with the public and private sector to assist in ensuring conformance with environmental regulations.

CARIRI plays a pivotal role in fostering innovation and encouraging entrepreneurship.

**Section 7 (1) (a) (ii)****Categories of Documents in the Possession of the Caribbean Industrial Research Institute**

The documents listed below relate to the work of CARIRI:

- Standards, Specifications and Methods
- Quality Manuals
- Equipment Manuals
- Books relating to our core areas of expertise
- Journals
- Pamphlets, Newsletters, bulletins and newspaper clippings
- Circulars/directives issued by the Human Resource Department and Management
- General Administrative Documents
- Miscellaneous reports, studies and surveys
- Client reports
- Financial records
- Internal and external correspondence files
- Policy and procedure documents

Section 7 (1) (a) (iii)**Material Prepared for Public Inspection**

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Caribbean Industrial Research Institute
St. Augustine Campus
University of the West Indies
St. Augustine
Tel: 299-0210
Fax: 662-7177
Email: mail@cariri.com
Website: www.cariri.com

Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.

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

At the present time this section is not applicable.

Section 7 (1) (a) (v):**Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute.**

Applicants may request information via telephone, e-mail or in person. However, in order to access the rights afforded under the FOIA, **the request must be made in writing** on the official form *Request for access to Official Documents*, for information not available in the public domain.

Requests must be addressed to the Designated Officer of CARIRI named in section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of the FOIA, the Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

The time frame for delivery of a document, if it exists or can be found, is established under the FOIA. If CARIRI fails to meet these deadlines, the FOIA gives applicants the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI will determine whether to grant your request for access to information and notify you of the decision as soon as practicable, but no later than 30 days after the day on which the request is duly made, as required by Section 15 of the FOIA.

The FOIA Fees and Charges Regulations prescribe fees related to the search, retrieval and provision of documents. The applicant will be given access to the documents within seven working days of the receipt of payment of the relevant fee. The FOIA allows the applicant a refund of fees paid, in addition to access to the requested information, if CARIRI fails to provide the information within the seven day period.

Section 7 (1) (a) (vi)**Statement Identifying Designated Officer**

The designated officer for the above-mentioned CARIRI is:

Mr. Meghnath Gosein
Executive Manager - Corporate Services
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0210 Ext 5054

Alternate Officer :
Mrs. Denise Ferguson
Human Resource Manager
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0210 Ext 5057

**Section 7 (1) (a) (vii)**

Presently, there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this Section of the FOIA.

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

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

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act Chap 85:52
- Collective Labour Agreements

Section 8 (1) (a) (ii)

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

- *At the present time this section is not applicable.*

Section 8 (1) (b)

In enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

- *At the present time this section is not applicable.*

Section 9 STATEMENTS**Section 9 (1) (a)**

A report or statement containing the advice or recommendations of a body or entity established within CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside CARIRI by or under a written law or a report or statement by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CARIRI or to the responsible Minister of that public authority:

- *At the present time this section is not applicable.*

Section 9 (1) (c)

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

- *At the present time this section is not applicable.*

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within CARIRI to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of CARIRI who is not a member of the committee:

- *At the present time this section is not applicable.*

Section 9 (1) (e)

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

- *At the present time this section is not applicable.*

Section 9 (1) (f)

A report prepared for CARIRI by a consultant who was paid for preparing the report:

- *At the present time this section is not applicable.*

Section 9 (1) (g)

A report prepared within CARIRI 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 the present time this section is not applicable.*

Section 9 (1) (h)

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

- *At the present time this section is not applicable.*

**Section 9 (1) (i)**

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

- *Strategic Plan of the Caribbean Industrial Research Institute*

Section 9 (1) (j)

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

- *At the present time this section is not applicable.*

Section 9 (1) (k)

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

- *At the present time this section is not applicable.*

Section 9 (1) (l)

An environmental impact statement prepared within CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (m)

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

- *At the present time this section is not applicable.*

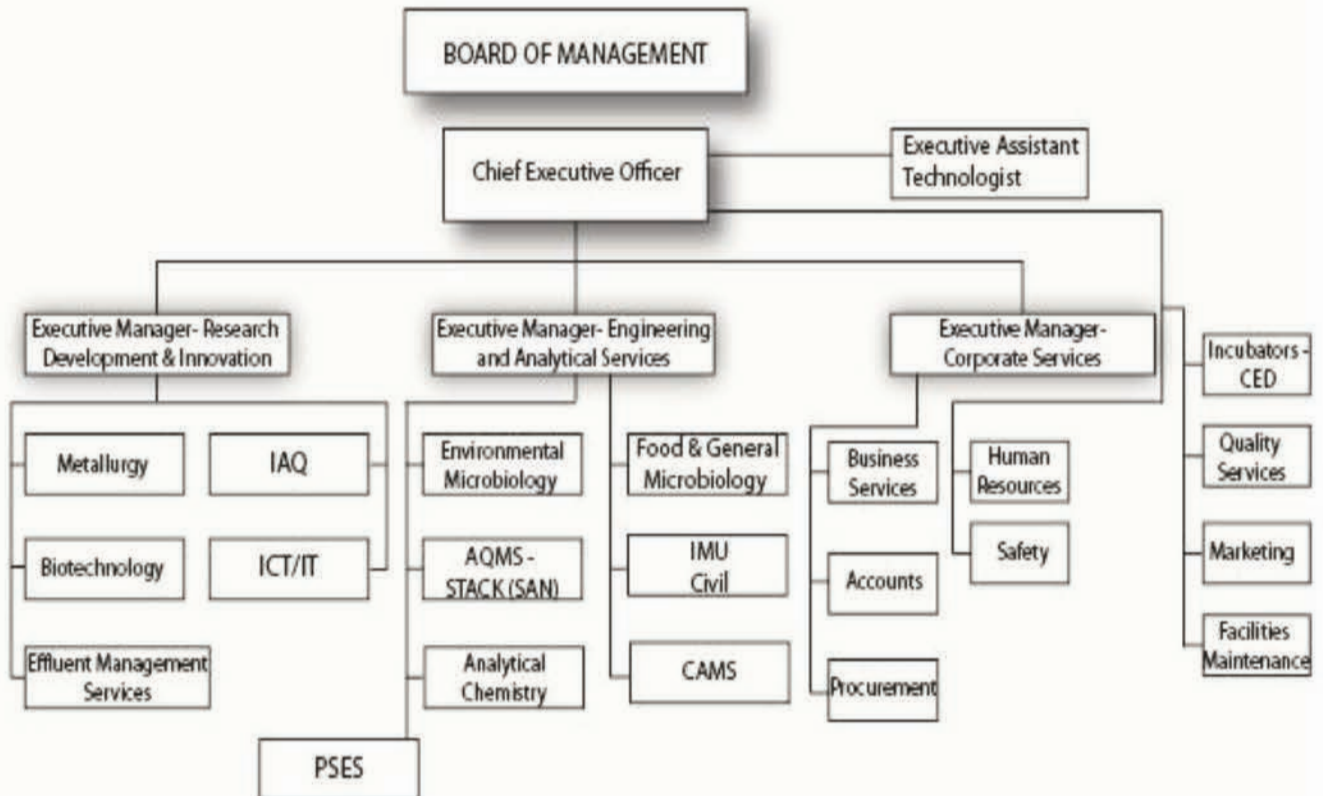
Section 13 REQUESTS FOR ACCESS**Section 13 (5)**

An application for access to an official document held by CARIRI must be made to the responsible Minister, i.e. the Minister of Planning and Development.



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2022

ORGANISATIONAL STRUCTURE





THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
**UPDATED PUBLIC STATEMENT OF
 THE NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO, 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 Carnival Commission of Trinidad and Tobago ("NCC") 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 the NCC.
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.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Functions and organisation of the NCC

The NCC was established by the National Carnival Commission of Trinidad and Tobago Act, Chap. 42:01 ("NCC Act") which outlines inter alia, the objects of the NCC as well as its functions at Sections 4 and s.9, respectively. The NCC is a statutory body designed to, inter alia, manage Carnival on behalf of the Government of Trinidad and Tobago ("GoRTT") to redound to the benefit of the nation. By Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020, the responsibility for the NCC was assigned to the Ministry of Tourism, Culture and the Arts.

The objectives of the NCC are as follows:

- a) to make Carnival a viable national, cultural and commercial

- b) enterprise; to provide the necessary managerial and organisational infrastructure for the efficient and effective presentation and marketing of the cultural products of Carnival; and
- c) to establish arrangements for ongoing research, the preservation and permanent display of the annual accumulation of Carnival products created each year by the craftsmen, musicians, composers and designers of Carnival.

The role and functions of the NCC and its overarching responsibilities include:

- (a) the regulation, co-ordination or conduct of all Carnival activities throughout the country held under the aegis of the GoRTT;
- (b) the development, maintenance and review of rules, regulations and procedures for the conduct of Carnival festivities throughout the country;
- (c) the identification, evaluation and promotion of all Carnival related industries with a view to the enhancing and marketing of their cultural products and services; and
- (d) the development and implementation of a marketing strategy for Carnival with a view to optimising the revenue earning potential of the festival and its contribution to the national economy, considering—
 - (i) the unexplored potential of Carnival;
 - (ii) the possibility of marketing of carnival products and activities in domestic and export markets;
 - (iii) the contribution by the private sector to the funding of specific aspects of Carnival.

Organizational Structure of the NCC

The NCC is led by a Board of Commissioners who has responsibility for the management of the entity. The Board is led by a Chairman,

Mr. Winston Peters. The current composition of the Board of Commissioners is as follows:

Mr. Winston Peters	-Chairman
Mr. Davlin Thomas	-Deputy Chairman
Mr. Darian Marcelle	-Commissioner
Ms. Jacqueline Springer-Dillon	-Commissioner
Ms. Beverly Ramsey-Moore	-Commissioner
Ms. Annaleen Inrius	-Commissioner
Mr. Ainsley King	-Commissioner
Ms. Vishma Ramcharita	-Commissioner

The NCC Act also provides for the Board's appointment of Committees to assist in the implementation of the NCC's mandate. The Board Committees include:

Standing Committees

- Audit
- Finance
- Human Resource
- Marketing
- Tenders

Ad Hoc Committees

The Board also establishes temporary/ad hoc committees to support the implementation of Carnival each year.

Regional Committee

In keeping with the NCC Act, a Regional Carnival Committee is established which operates akin to a Department with an attendant permanent role and function.

Staff

The staff comprises establishment (permanent) officers, contract officers and short-term officers and is headed by a Chief Executive Officer.

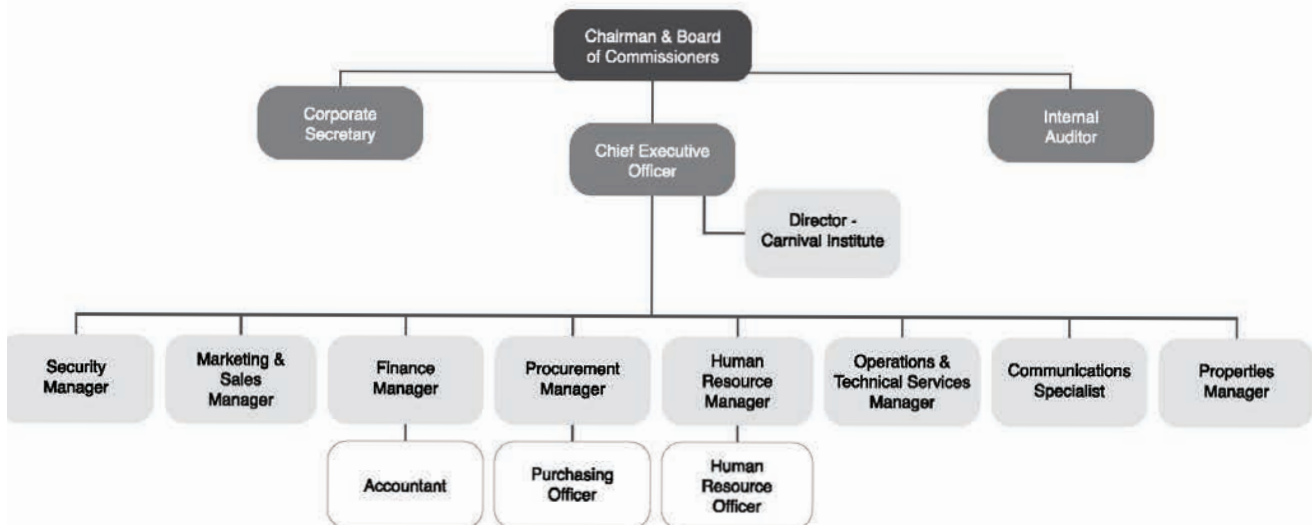


Figure 1. Organizational Chart of the NCC

UPDATED PUBLIC STATEMENT OF THE NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO, 2022—CONTINUED

Strategic Direction

In September 2020, a Strategic Plan was completed with the aim of charting a strategic direction for the NCC for the period 2021 – 2024. A revised Vision and Mission were outlined together with key goals and objectives.

Vision:

"To be the undisputed leader in the carnival industry and a major contributor to the national economy, by providing an authentic incomparable experience in Trinidad and Tobago, the home of carnival."

Mission:

"To preserve and promote the cultural heritage of Trinidad and Tobago carnival in order to ensure its sustainable development as a commercially viable industry through the implementation of innovative, best in practice strategies, and the co-ordination and regulation of the carnival industry as the epi-entre of carnival world-wide."

Strategic Priorities of NCC

- Develop Carnival products for global consumption, not only in response to evolving customer tastes and needs, but driven by a commitment to pioneering innovation.
- Ensure that the NCC is recognised as the core agency for Trinidad and Tobago Carnival, and that the appropriate marketing and research are developed to support that perspective.
- Ensure that the core partners are provided the appropriate support to strengthen their organisations and thus achieve a continuously enhanced Carnival product offering and greater success.
- Establish key partnerships to strengthen the Carnival product, expand markets, and generate more income.
- Develop the organisational capacity by focusing on excellence at all levels, thus achieving satisfaction from internal and external stakeholders.
- Focus on achieving financial self-sustainability by 2026.

Functions of the Departments of the NCC

Communications

The Communications Department is responsible for external and employee communications within the NCC. The Department's responsibilities include:

- Communications Strategy
- Media Relations
- Social Media Management
- Crisis Communications
- Internal (Employee) Communications
- Reputation Management
- Corporate Responsibility
- Brand Management

Some of the Department's other responsibilities include corporate image management and establishing and maintaining effective lines of communication amongst various NCC stakeholders. Additionally, as it assists in the promotion of the NCC's products and services, the Communications Department is also responsible for the design and dissemination of key internal and external communication pieces that support programmes aimed at building a positive image of the NCC and the Carnival industry as a whole.

Corporate

The Corporate Department provides corporate secretarial support to the Board as well as legal advice to the Board and Executive with regard to core Carnival products, through inter alia, contracts (preparation of contracts with suppliers/contractors and other products and services), legal opinions on comprehensive response/guidance on legal matters (including but not limited to legal correspondence and pre-action protocol letters).

Finance and Accounts

The Finance Department is responsible for a wide range of tasks and constitutes the Commission's arm in charge of ensuring effective financial management and financial control. The Department's key responsibilities include:

- Accounting and recording of all financial transactions

- Budgeting and forecasting
- Reporting and analysis – preparation of financial statements, management accounts, statutory reports, budget variance etc.
- Treasury and working capital management
- Capital expenditure budgeting
- Ensuring adherence to all established and applicable regulatory rules
- Implementing, maintaining, and monitoring financial controls

Human Resources

The Human Resource Department is responsible for the management of the Commission's most valuable asset, its employees. It is engaged in the recruitment, training and development, compensation and general employee relations.

Internal Audit

The Internal Audit Department is responsible for providing independent, objective assurance and consulting services designed to add value and improve NCC's operations. The mission of Internal Audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Internal audit activity helps the NCC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Marketing and Sales

The Marketing and Sales Department is responsible for the marketing of Trinidad and Tobago's Carnival to international and local markets while promoting NCC-led/facilitated Carnival and other products for local consumption. Other Carnival products and services include venue/ space and facility rental.

Operations

The Operations and Technical Services Department's is responsible for the operationalising of Carnival and Carnival-based events. The Department also oversees and co-ordinates the transportation and courier services of the Commission.

Procurement

The Procurement Department is responsible for ensuring cost effective purchasing of goods and services through strategic sourcing to realize transparency, accountability and value for money. Core to this function, the Department ensures that the Commission remains compliant to the Procurement Act while adhering to proper procedural practices, processes and that emphasis is placed on quality, price, efficiency, due diligence, fairness and transparency.

Properties and Infrastructure

The Properties Department is responsible for the management of the NCC's facilities ensuring that it is clean and aesthetically pleasing to the employees and customers.

Regional Carnival Committee

The Committee is responsible for coordination and support through partnerships with the fifty seven (57) Regional Carnival Committees and Community-based, Private Sector and Tourism Associations across Trinidad and Tobago. The NCC supports these organisations either through direct financial investment, the provision of physical infrastructure, and / or the provision of skills-based training and / or counsel.

Security

The Security Department is responsible for securing the NCC's assets including its Head Office and at the Gray Street, Queens Park Savannah, and Warehouse (Aranguez) locations. This Department facilitates the provision of safe and secure working environment for all NCC's the employees and premium customer service to the Commission's customers who use the parking facilities at the Queen's Park Savannah on a daily basis.

Statutory Boards and Other Bodies:

The NCC is charged with administrative responsibility for the Carnival Institute of Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documentation in the possession of the NCC: The official documentation of the NCC to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of the NCC. These documents include:

- Legislation and legal instruments;
- Files dealing with Accounting and Financial Management functions of the NCC;

- Financial Records (cheques, vouchers, vote books, pay records etc.);
- Files dealing with administrative support and general administrative documents for the operations of the NCC;
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc.;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Maps, charts, Photographs/Compact Discs/Diskettes/Tapes/ Catalogues/ Forms;
- News Releases and Speeches;
- Policy, plans, guidelines, position papers and procedure documents;
- Minutes of Meetings of NCC's Board of Commissioners and Committees;
- Registers of internal and external correspondence files;
- Reports – Statistical, Annual/Quarterly, Audit, Consultants/Technical, Valuation,
- Books, booklets, leaflets, pamphlets, 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 booklets, brochures, magazines, videotapes and presentations to public forums on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

National Carnival Commission of Trinidad and Tobago

11 St Clair Avenue St Clair

Information on NCC is also accessible on its Home Page is at the website www.ncctt.org

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 the NCC.

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 (Request for Access to Official Documents which is available from the NCC'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 the NCC'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 NCC'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 within the public domain.

UPDATED PUBLIC STATEMENT OF THE NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO, 2022—CONTINUED

• Responding to your Request

Retrieving Documents

NCC 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 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 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 NCC 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, the NCC 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 request 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)

OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES

Officers in the NCC 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

The Designated Officer is:

Job Title: Corporate Secretary
 Name: Ms Giselle Martin
 Address: 11 St Clair Avenue, St Clair
 Telephone: (868) 622-1670 Ext 1350
 Fax Number: (868) 622-2038
 Email: g.martin@ncc.tn

The Alternative Officer is:

Job Title: Communications Specialist
 Name: Mr. Kyle Pilgrim
 Address: 11 St Clair Avenue, St Clair
 Telephone: (868) 622-1670 Ext 1312

Fax: (868) 622-2038

Email: k.pilgrim@ncc.tn

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 the NCC that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library /Reading Room is open to members of the public on Tuesdays and Thursdays from 9:00 a.m. to 3:00p.m. and is located in the Reception of the Head Office, 11 St Clair Avenue, Port of Spain.

The Policy of NCC for the 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 library/reading room facility:

- 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 Library/Reading Room facility.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The National Carnival Commission of Trinidad and Tobago Act, Chap 42:01
- National Carnival Bands Association (Incorporation) Act [Act No. 27 of 2007]
- Theatres and Dancehall Act, Chap 21:03
- Financial Regulations and Institutions
- Estimates of Expenditure, Recurrent and Development Programme
- Freedom of Information Act, Chap 22:02
- Public Service Commission Regulations
- Public Health Regulations
- Occupational Safety and Health Act, Chap 88:08
- 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 the NCC, or similar documents containing rules, policies, guidelines, practices or precedents.

- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

Section 8 (1) (b)

In enforcing written laws or schemes administered by the NCC 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.

- NCC Rental of Facilities and Venues Policy/Agreement.

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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 the NCC by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making

recommendations to the NCC or to the responsible Minister of NCC.

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 the NCC. 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 the NCC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the NCC 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 the NCC by a scientific or technical expert, whether employed within the NCC or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- NCC Visitor Exist Survey (2019)

Section 9 (1) (f)

A report prepared for the NCC by a paid consultant.

- NCC's Strategic Plan 2013-2017
- NCC Stakeholders Consultation Reports (East)(North) and (South)
- The Design of Carnival Policy and the Causal Challenges of Analysis (2014)
- Port of Spain Carnival Band Route Traffic Management Improvements Congestion of Carnival (2014)
- NCC's Strategic Plan: 2021-2024 – (2020)
- NCC's Job Evaluation and Salary Review Exercise – (2021)

Section 9 (1) (g)

A report prepared within the NCC 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.

Report on the Proposed Integration of the Carnival Institute of Trinidad and Tobago and the Regional Carnival Committee (2021)

Section 9 (1) (h)

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

The National Carnival Commission of Trinidad and Tobago Annual Administrative Reports for fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2020 and 2021.

Section 9 (1) (i)

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

- NCC's Human Resource Manual
- Revised Performance Management System

Section 9 (1) (j)

A statement prepared within the NCC 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 the NCC on a product for the purpose of purchasing equipment.

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

Section 9 (1) (l)

An environmental impact statement prepared within the NCC.

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

Section 9 (1) (m)

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

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

1852

LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
STERLING PERSAD	3363207
ZIPPORAH CONNELL	3529906
TRACY ANN RAMSDEN-BOYCE	3340730
MARCIA STEWART	3376601
EVAN MAXWELL	3350445
GREVILLE PRINCE	6861288
RAPHAEL RICHARDS	3475963
DENNIS DAILY	3359172
SYLVIA DAILY	3345636
STERLING PERSAD	3427274
MARCIA STEWART	3388672
ADRIAN CORBIE	3431450
AKEEM PIERRE	3458836
CLYDE BROWNE	3417507
FARISHA BAIG	3464171

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1853

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
RABINDRANATH RAMOUTAR	3379013
RABINDRANATH RAMOUTAR	3481657
CHRISTIAN DE LANDRO	6805074
NAKAYANN BARTON	3530483
SIEURAJH DASS	9700-074
ROMA RAMDIAL	3497720
ERICA OXLEY	3458263
DIANA EDWARDS	3463603
CLEVTON HILLS	3447232
NICOLE ALI	3489742
PETRINA GEORGE	6831931
IRVIN WILLIAMS	3386794
HELEN LAMBERT	3316605
KERRON MARSON	3464922
SHELLY ANN STAFFORD	3433182
ANASTACIA LEWIS	3461877
ANASTACIA LEWIS	3524277
RYAN SHOCKNESS	3458404
HEATHER RODNEY	3386142
JLAYNA CLEMENT	3508471

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1854

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
PREMANAN BOWLAH	3532863
SHIVANAND ROOPNARINE	3402918
KERON CHARLES	3509217
ALAN PRESCOD	3488259
NEGUSE JACK	6855562
NEGUSE JACK	3499262
OTTIS WORRELL	3466603
LORRAINE ALI	3457034
AZIZA ALEXANDER	3431747
DADHEEBAL JAIKARAN	3418120
FRANCIS WILLIAMS	3484577
GAIL JOSEPH	3474140
ARIF PHILLIP	6813543
CAMILLE PALMER	3432395
STEPHANIE MODESTE	3459573

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1855

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
ROGER WILLIAMS	3432911
JENEILLIA MELONEY-ADAMS	3532242
STANLEY PETROVANI	3434202
CARNETTA JACK	3478114
RONDELL CHAPMAN	3490538
MANAN DIAL	3538379
CHRISTOPHER COZIER	3468159
WINSTON RAJPAULSINGH	3383428
ALYSSA CATO	3463057
ADOJOA SPRINGER	3330012
KAVITA DOOKOO	3460747
KAVITA DOOKOO	3420745
CECILIE CLARKE-MARSHALL	3486009
CANDACE LA BORDE	3514313
KATHLEEN SAMAROO	3362173
DEVON BERNARD	3521242
HOPE SIMMONS	3505859
HOPE SIMMONS	6860168
SIMONE CYRUS-RICHARDS	3525487
LINDY SPANN-LUM KIN	3507025

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.