



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Friday 25th March, 2022—Price \$1.00

No. 47

381

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Notice of Declaration of Trinidad and Tobago Standard—(Legal Notice No. 65 of 2022).

Notice of Revocation of Trinidad and Tobago Standard—(Legal Notice No. 66 of 2022).

382

PRIVATE BILL—AN ACT TO AMEND THE SOROPTIMIST CLUB OF PORT-OF-SPAIN (INCORPORATION) ACT, 1972.

PUBLIC NOTICE is hereby given in accordance with the Senate Standing Order 75(3)(b) that the above-mentioned Bill will be introduced in the Senate.

2. Notice of the intended introduction of the Bill is being given in the *Trinidad and Tobago Gazette* and copies of the Bill may be purchased from the Government Printer. The Bill is also available at www.ttparliament.org.

3. The object of the Bill, among other things, is to amend The Soroptimist Club of Port-of-Spain (Incorporation) Act, 1972, to change the name of the organisation to Soroptimist International of Port-of-Spain, in order to enable it to carry out its aims and objectives and specifically, to align with the Soroptimist International Constitution.

4. Any person wishing to be heard in opposition to the Bill must lodge a petition with the Clerk of the Senate showing the nature of his objections to the Bill and stating whether his objections extend to the whole Bill or to the clauses of the Bill.

3 ins.

K. JACOB MOTTLEY
Acting Clerk of the Senate

383

MINISTRY OF PUBLIC ADMINISTRATION

CONFIRMATION OF APPOINTMENTS

THE following arrangements are published for general information.

Confirmations

Name	Rank of Officer	Confirmation Date
Rautie Boodram	Human Resource Officer III ...	11th February, 2022
Rautie Boodram	Senior Human Resource Officer ...	do.
Anisha Pooransingh	Clerk I	do.

**PUBLIC STATEMENT
OF
THE SERVICE COMMISSIONS DEPARTMENT
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9
OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA)**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Service Commissions Department is required by law to publish the following statement 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 the Service Commissions Department
- A legal right for each person to have official information relating to him/herself 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.

FUNCTIONS OF THE SERVICE COMMISSIONS

The Service Commissions are constitutional bodies established under the Constitution Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago

- The Public Service Commission – The Civil, Fire and Prison Services (Sections 120 and 121)
- The Police Service Commission – The Police Service (Sections 122 and 123) as amended by Act #6 of 2000
- The Teaching Service Commission – The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service Commission – The Judicial and Legal Service other than the office of a Judge (Sections 110 and 111)

The powers of the Commissions are as follows:-

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm
- To Remove; and
- To exercise Disciplinary Control

Additional functions of the Police Service Commission include:-

- Monitor the efficiency and effectiveness of the discharge of the Commissioner of Police /Deputy Commissioner of Police
- Prepare annual Performance Appraisal Reports on the Commissioner of Police and Deputy Commissioner of Police

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

Section 7(1) (a) (i)**FUNCTION AND STRUCTURE OF THE SERVICE COMMISSIONS DEPARTMENT**

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

Mission Statement:

To revolutionize Service Commissions Department processes and services by leveraging technology to provide robust advisory services to our clients support the Commission's monitoring and policy responsibilities and to do so through our core values.

Vision Statement:

A team of Human Resource Specialist committed to excellence in service and meeting customer needs through timely and quality services.

The Service Commissions Departments are located as follows:-

Head Office

**Cipriani Plaza,
52-58 Woodford Street,
Port of Spain**

Police Service Commission Secretariat

**Corner Pasea Main Road and
Churchill Roosevelt Highway
Tunapuna**

#31 Wilson Road

**Scarborough
Tobago**

Section 7(1) (a) (ii)**CATEGORIES OF DOCUMENTS HELD BY THE SERVICE COMMISSIONS DEPARTMENT**

1. Confidential Personnel files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of meetings (record of discussions by Commissioners at meetings and Commissions' decisions).
3. Documents required for decision-making in the various functional areas: -
 - a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results, seniority lists, Order-of-Merit Lists).
 - b) Confirmation of appointments (progress reports, recommendations).
 - c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms, seniority lists, establishments).
 - d) Transfers (notices of transfer, representations).
 - e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).
 - f) Retirements/Resignations (staff reports, medical reports, and recommendations)

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

These documents pertain to:-

- The operations of the Commissions with respect to the services under its administration.
 - The administration of the Service Commissions Department.
4. Documents relating to the administration of the Service Commissions Department:
- Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
 - Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
 - Files dealing with the accounting and financial management function of the Service Commissions Department.
 - Financial Records (cheques, vouchers, receipts, journals etc.)
 - Files dealing with matters relating to the procurement of supplies, services and equipment.
 - Internal and external correspondence files.
 - Legislation and legal instruments.
 - Files dealing with circulars, memoranda, notices, bulletins etc.
5. Policy Documents:-
- Annual Commissions reports
 - Procedure manuals and handbooks for staff.
 - Strategic plans
 - Re-structuring proposals.
 - Working papers
 - Circulars.
6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgment, law reports, legal text, working papers).
7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).
8. Reference Materials (texts, periodicals, newspapers, research materials).

DOCUMENTS AVAILABLE FOR INSPECTION

- Official Publications (Regulations, Delegation Orders, Circulars, Brochures)
- Reference Materials (Newspapers, Research Materials, Texts)
- Policy Documents (Handbook for Staff, Annual Commissions' Reports).

Documents available for inspection upon request:

- 1.) Documents required for decision-making in the various functional areas:-
- a) Appointments (application forms, academic certificates, birth certificates, examination results and character references in respect of officers/applicants. Evaluation forms, advertisements of vacancies, job specifications.
 - b) Confirmation of appointments (progress reports, recommendations).
 - c) Promotions (staff reports of officers, recommendations evaluation forms).
 - d) Transfers (notices of transfer, representations).
 - e) Retirements/Resignations (staff reports, medical reports, and recommendations).
 - f) Seniority List.
 - g) Order-of-Merit List.
 - h) Establishments Records.

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

- i) Job Specifications.
- j) Examination Scripts.

DOCUMENTS EXEMPT FROM INSPECTION

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

PROCEDURE TO ACCESS DOCUMENTS

The Service Commissions Department is willing to answer all requests both oral and written for information. However, applicants must make their request in writing by completing the prescribed "Request for Information" form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

ADDRESSING REQUESTS

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

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 our Designated Officer.

REQUESTS NOT HANDLED UNDER FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

RESPONDING TO YOUR REQUEST/RETRIEVING DOCUMENTS:

The Service Commissions Department is required to furnish copies of documents only when they are in its possession or where it can be retrieved from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Note: 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. For example, the Exchequer and Audit Act, Chap. 69:01.

FURNISHING DOCUMENTS

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

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

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**GENERAL**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request.

TIME ALLOWED

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

THE DESIGNATED OFFICER IS:

Ms. Vilma Seetaram
Acting Human Resource Adviser III
Service Commissions Department
DFL Building
10 Cipriani Boulevard
Newtown
Port of Spain
Tel: 623-2711 Ext. 2435

THE ALTERNATE OFFICERS ARE:

Mr. Martel Waldron
Acting Deputy Director of Personnel
Administration
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 623-2711 Ext. 2297

Mr. Corey Harrison
Acting Director of Personnel Administration
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Port of Spain
Tel: 623-2711 Ext. 2290

**POLICE COMPLAINTS AUTHORITY (PCA)
2020 FREEDOM OF INFORMATION STATEMENT**

IN COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

- In accordance with sections 7, 8, 9 of the Freedom of Information Act 1999 (FOIA) the Police Complaints Authority (PCA) is required by law to publish this statement, which lists the documents and information generally available to the public from the PCA.

The FOIA gives members of the public:

- A legal right for each person to access information held by the PCA.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the PCA and such information is incomplete, incorrect or misleading.

- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Structure and Function of the Police Complaints Authority

Establishment of the Police Complaints Authority

The Police Complaints Authority was established by virtue of Section 5 of the Police Complaints Authority Act, Chapter

15:05 (hereinafter referred to as "the PCA Act")

Vision Statement

The Reliable Authority leading the way to Justice

Mission statement

To pursue justice through independent civilian oversight of serious police misconduct and criminality.

Core Values

Confidentiality

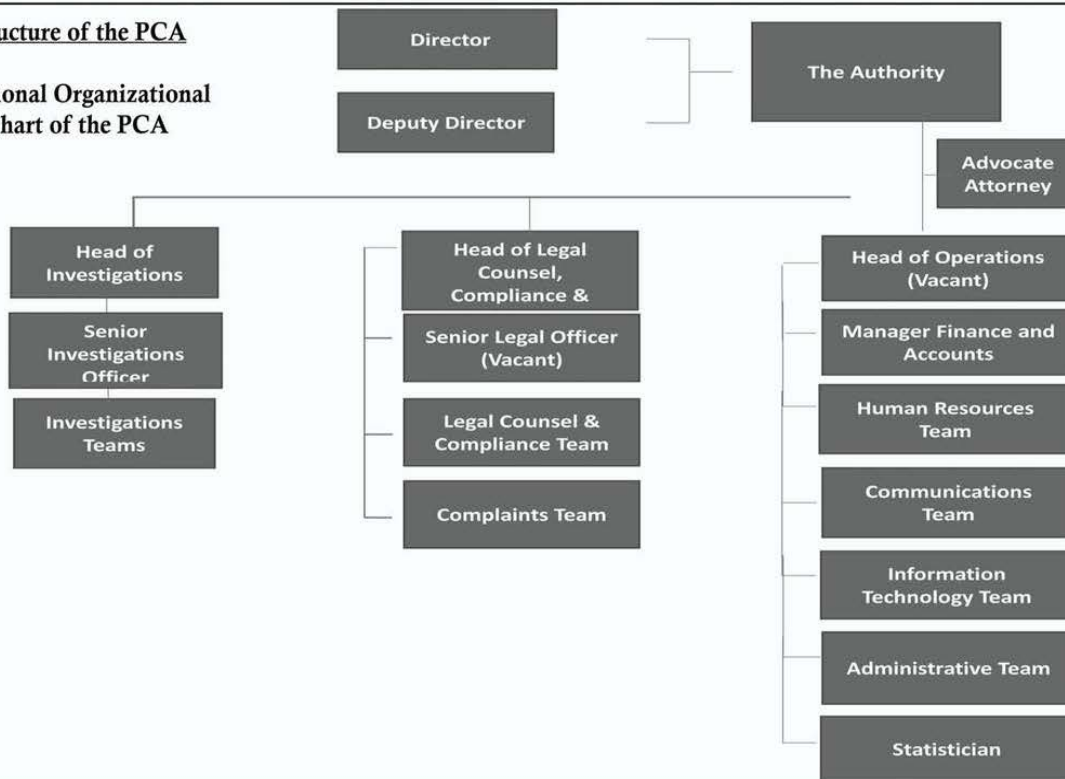
Integrity

Fairness

Professionalism

Structure of the PCA

Functional Organizational Chart of the PCA



By virtue of Section 6 (1) of the PCA Act the Authority comprises a Director and Deputy Director who are appointed by the President on the joint advice of the Prime Minister and the Leader of the Opposition.

The Authority has direct operational responsibility for the PCA's three (3) main units namely:

- Investigations
- Legal Counsel, Compliance and Complaints
- Operations
- Advocate Attorney

INVESTIGATIONS

The Investigations Team is the largest team in the PCA with its prime focus being the investigating of complaints, that is, criminal offences involving police officers, police corruption and serious police misconduct in strict accordance with the requirements of the PCA Act and the delivery of excellent service on a consistent basis.

LEGAL COUNSEL, COMPLIANCE AND COMPLAINTS

The Legal Counsel, Compliance and Complaints Team focuses on the provision of efficient, effective and high quality legal services to the PCA with respect to the investigation of

criminal offences involving police officers, police corruption, serious police misconduct and for other related matters. Further, the Legal Counsel, Compliance and Complaints Team ensures effective follow-up and liaison between the PCA and the Director of Public Prosecutions/Police Service Commission/Commissioner of Police and all other persons or bodies whether public or private with whom the PCA works in cooperation with or in association with in the performance of its functions.

The Team ensures the PCA's compliance with all statutory and regulatory requirements and provides the requisite assistance in the execution of the overall functions of the Authority.

OPERATIONS

The Operations Team provides the support services required for the Authority to function effectively as detailed below:

Finance & Accounts

The Finance and Accounts Unit overlooks the entire system of monitoring and control of finances of the Authority in accordance with general accounting principles and practices. The Finance & Accounts Team gathers and summarises financial data to prepare financial reports for PCA's management, regulatory and statutory responsibilities. The Team also monitors and ensures accountability and approval

for the disbursement of funds, salary payments and other financial obligations in line with budgetary and policy guidelines.

Information Technology

The Information Technology (IT) Team provides the technological and other platforms which enable the effective provision of service to customers and the recording, sorting and follow-up of all complaints. This Unit also has a significant focus on effective project management and new systems implementation.

Human Resources

The Human Resource (HR) Team focuses primarily on the effective management of PCA's Human Resources and the provision of service to PCA's staff, inclusive of Performance Management, Training and Development and Organisational Development initiatives.

Communications

The Communications Team focuses on the development and implementation of key strategies and innovative initiatives to ensure that the Authority maintains effective and continuous communication with its key stakeholders.

Administration

385—Continued

POLICE COMPLAINTS AUTHORITY (PCA) 2020 FREEDOM OF INFORMATION STATEMENT—CONTINUED

The Administration Team provides and oversees the administrative services required to support the operations of the PCA. The Administration Team will also routinely exercise quality control over facilities and fleet maintenance.

Statistician

The Statistician is responsible for performing analytical statistical studies and evaluation of data collected over a wide variety of fields relating to the various aspects of the PCA. Work includes the collection and compilation of data and the development and maintenance of a database. The position is also responsible for preparing conclusions based on the analysis of data and reviewing the data collection system of the PCA with a view to recommending to the Authority areas of use of data, more appropriate sampling techniques and methods for increasing its effectiveness.

ADVOCATE ATTORNEY

Appear on behalf of the PCA at the Magistrates' Court, High Court and Court of Appeal ensuring the provision of high quality, efficient, effective and confidential legal service as required for the investigation of criminal offences involving police officers, police corruption, serious police misconduct and related matters in accordance with the PCA Act 2006.

Functions of the Authority

Section 21 (1) of the PCA Act outlines the functions of the PCA.

21. (1) The functions of the Authority are to—

- (a) investigate criminal offences involving police officers, police corruption and serious police misconduct;
- (b) undertake inquiries into, or audits of, any aspect of police activities for the purpose of ascertaining whether there is police corruption or serious police misconduct or circumstances that may be conducive to both;
- (c) monitor an investigation conducted by any person or authority in relation to any matter mentioned in paragraph (a) and to undertake audits of those investigations;
- (d) advise the Police Service and other public authorities on ways in which police corruption and serious police misconduct may be eliminated;
- (e) gather evidence that may be admissible in the prosecution of a person who is not a police officer for a criminal offence in relation to the Police Service and to furnish that evidence to the Director of Public Prosecutions, or where an authority outside the State is concerned, the Attorney General;
- (f) gather evidence that may be used in the investigation of serious police misconduct and furnish such evidence to the Commissioner or the Commission for appropriate action;
- (g) gather evidence that can be used in the prosecution of a police officer involved in a criminal offence and furnish such evidence to the Director of Public Prosecutions; or
- (h) perform any other functions that may be conferred on it by any other written law.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the PCA:

1. Initial reports
2. Complaints
3. Complaint classification forms
4. Remit assessment forms
5. Request for discontinuance forms
6. Legal opinions
7. Complaint additional information forms
8. Complaint information sheets
9. Submission forms
10. Internal policies (eg. fleet management, driver and visitor policies)
11. Personnel files
12. Job descriptions
13. Organizational chart
14. Letters of appointment
15. Contracts of employment
16. Contracts for services
17. Contracts for consultancy services
18. Letters of confirmation
19. Interview reports
20. Applications for employment
21. Terms of engagement
22. Offers of employment
23. Letters of promotion
24. Employee performance appraisals
25. Training and development database
26. Leave management sheets

27. Group health and life plan
28. Annual Reports
29. Strategic Plans
30. Press releases and statements
31. Brochures
32. Gazetted material
33. Public relations materials (eg. flyers, presentations)
34. Payment vouchers/ pay sheets
35. Salary deduction vouchers
36. Schedule of accounts
37. Daily cheque listings
38. Summary of net amount payable statement
39. Vote books
40. Cash books
41. Invoice orders
42. Requests for release of funds
43. Monthly expenditure statements
44. Monthly bank reconciliation statements
45. Annual statement of budgetary proposals
46. Statements of gratuity computation
47. Letters of approval of gratuity payment
48. Fixed asset registers
49. Travelling registers
50. Contract and utility registers
51. Requisition forms
52. Annual return of remuneration paid and income tax and health surcharge deducted
53. TD 4 certificates
54. Requests for statement of PAYE indebtedness
55. Annual financial statements
56. Standard Operating Procedures (eg. Audio Visual Recordings, Movement and Activity Register etc)

SECTION 7 (1) (a) (iii)

Materials prepared for publication or inspection:

1. Initial Report Form (incidents reported by complainants are recorded on these forms).
2. The Police Complaints Authority Act, Chapter 15:05, Act No. 8 of 2006.
3. The PCA's Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018 and October 1, 2018 to September 30, 2019 which were all laid in Parliament or submitted to the Office of the Attorney General for laying in Parliament.
4. The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018 and October 1, 2018 to September 30, 2019 which were all laid in Parliament or submitted to the Office of the Attorney General for laying in Parliament.

SECTION 7 (1) (a) (iv)

Literature available by Subscription

The PCA is not in possession of literature available by subscription.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the PCA.

1. How to request information:**• General Procedure**

The PCA's policy is to answer all requests, both oral and written, for information. However in order to exercise the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must first be made in writing. An applicant seeking information that is not readily available in the public domain, must complete the appropriate form (Request for Access to Official Documents) available from the PCA's Reception Desk or from its Designated Officer.

• Addressing Request

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer of the PCA mentioned in SECTION 7 (1) (a)(vi) herein.

• Details in the Request

An applicant should provide details that will allow for ready identification and location of the information that is being requested. If insufficient information is provided clarification will be sought from the applicant. An applicant who is unsure of how to write a request or of what details to include should inquire of the Designated Officer.

• Request not handled under the FOIA

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the PCA or from another public authority (e.g. brochures etc.)

2. Responding to your Request**• Retrieving Documents**

The PCA is required to furnish copies of documents only when those documents are in its possession, custody or control.

• Furnishing Documents

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

The PCA is not compelled to do the following:

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

3. Time Limits**General**

Applicants will be notified within thirty (30) calendar days whether or not the request is approved. The PCA will try assiduously to ensure compliance with statutory time limits. If the PCA believes that the processing of your request may exceed the statutory time limit, we will acknowledge receipt of your request and undertake to advise you of its status. You are advised to call the Designated Officer to ensure that the PCA is in receipt of your request and to acquire an update on its status in light of the possibility that requests may be incorrectly addressed or misdirected.

Time Allowed

The PCA will advise you of the outcome of your request for access to information as soon as practicable but no later than thirty (30) calendar days from the date the request was received 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.

4. Fees and Charges

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

SECTION 7 (1)(a)(vi)

The officer in the PCA responsible for:

- a) the initial receipt and auctioning of notices under section 10 of the FOIA;
- b) requests for access to documents under section 13 of the FOIA; and
- c) applications for correction of personal information under section 36 of the FOIA as follows:

The Designated Officer is:

Ms. Lisa-Marie Robertson
Head of Legal
Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383 ext 2466 Fax: 627-0432
E-mail: lrobertson@pca.org.tt

The Alternate Officer is:

Mr. Trevor Clarke
Advocate Attorney

POLICE COMPLAINTS AUTHORITY (PCA) 2020 FREEDOM OF INFORMATION STATEMENT—CONTINUED

Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383 ext 2495 Fax: 627-0432
tclarke@pca.org.tt

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies, (Where meetings/minutes are open to the public) This bears no applicability to the PCA.

SECTION 7 (1) (a) (viii)

Information can be accessed through the Designated or Alternate Officer **between the hours of 8:00am and 4:00pm from Mondays to Fridays, at the PCA's office located at:**

Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383

SECTION 8(1) STATEMENTS

Section 8(1)(a)

The public is entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments, these being:

- (i) Documents containing interpretations or particulars of written laws or schemes administered by the PCA, not being particulars contained in another written law; or
- (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the PCA, or similar documents containing rules, policies, guide lines, practices or precedents.

The above documents will be made available to the public as they are developed, and include:

Governing Legislation

The Police Complaints Authority Act, Chapter 15:05.

SECTION 8(1)(b)

The public is also entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in enforcing written laws or schemes administered by the PCA 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.

There are documents available which can be requested using the procedure set out in section 7 (1) (a) (v) above.

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 public authority.

Recommendations made to the Office of the Commissioner of Police by the Legal Counsel, Compliance and Complaints Unit of the PCA and approved by the Authority are featured in the PCA's Annual Report of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018 and October 1, 2018 to September 30, 2019.

SECTION 9(1) (b)

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

The 12th Report of the Joint Select Committee on Ministries, Statutory Authorities and State Enterprises (Group 1) on the

inquiry into the administration and operations of the Police Complaints Authority.

The Report of the Joint Select Committee on National Security "Inquiry into the "total policing" initiative on March 23, 2015"

SECTION 9 (1)(c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the PCA.

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

SECTION 9 (1) (d)

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

The PCA's Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018 and October 1, 2018 to September 30, 2019 which were all laid in Parliament or furnished to the Attorney General for laying in Parliament.

The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017 and October 1, 2017 to September 30, 2018 were laid in Parliament. While the PCA has an audited statement of accounts for the period October 1, 2018 to September 30, 2019, same is yet to be laid in Parliament.

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

Any report prepared for the PCA by a consultant who was paid for preparing the report.

Report on Records Management.

SECTION 9 (1)(g)

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

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

SECTION 9 (1)(h)

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

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

SECTION 9 (1)(i)

- Any report containing:**
- a. Final plans or proposals for the re-organization of the functions of the PCA;
 - b. The establishment of a new policy, programme or project to be administered by the PCA; or
 - c. The alteration of an existing policy programme or project

administered by the PCA, whether or not the plans or proposals are subject to approval by an officer of the PCA, another public authority, the responsible Minister for the PCA or Cabinet;

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

SECTION 9 (1)(j)

Any statement prepared within the PCA and containing policy directions for the drafting of legislation.

The policy containing amendments to the PCA Act and necessary consequential amendments is summarized hereunder.

- (i) Widen the definition of "serious police misconduct" to include the commission of a disciplinary offence under the Municipal Police Service Regulations which the Authority considers to be so serious as to bring the Municipal Police Service into disrepute. It would also define the terms Assistant Commissioner and Municipal Police Service;
- (ii) Deem the Authority constituted with one member for no more than three (3) months immediately following death, resignation or revocation of office of one of its members;
- (iii) Allow persons to be "selected" and not "appointed" as Director or Deputy Director from within the Commonwealth pursuant to Section 7 of the PCA Act;
- (iv) Impose a duty on the Commissioner to provide a written decision with reasons to the Authority within three months of the Authority making a recommendation;
- (v) Amend section 48 of the PCA Act to require the written report of the Police Service Commission, Commissioner of Police and/or Assistant Commissioner of the Municipal Police Service referred to therein to be provided within three days of the date on which the information or complaint was received, with consequences to flow from failure to adhere;
- (vi) Amend the interpretation section and section 21 to remedy drafting errors or oversight;
- (vii) Amend section 50 of the Act to provide that Regulations made under section 50 to be subject to negative resolution of Parliament; and to
- (viii) Amend the following Acts which touch and concern the operations of the PCA:
 - (a) The Coroner's Act, Chap. 6:04 to include the PCA under a new definition for the term "interested parties";
 - (b) The Evidence Act, Chap. 7:02 to include the PCA under the definition of "law enforcement agency" to which the audio visual recording rules apply. In so doing this addresses any potential issues of inadmissibility of evidence obtained by the PCA by audio visual means;
 - (c) The Special Reserve Police Act, Chap. 15:03 to implement a temporary provision which makes the Police Service Regulations applicable to special reserve police officers until the making of their own regulations thus ensuring that serious police misconduct allegations can be effectively dealt with by the PCA; and
 - (d) The Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01 to ensure that the Director of the Financial Intelligence Unit can forward to the Authority for investigation any report of suspicious transactions by a police officer.

SECTION 9(1)(k)

Any report of a test carried out within the PCA on a product for the purpose of purchasing equipment.

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

SECTION 9 (1)(l)

Any environmental impact statement prepared within the PCA.

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

SECTION 9 (1)(m)

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

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



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2021 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 material 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

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

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

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

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.

386—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

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 Gossin
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

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

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.*

386—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH
INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

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.

UPDATED PUBLIC STATEMENT 2021 OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)—CONTINUED



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2021

ORGANISATIONAL STRUCTURE

