



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Tuesday 29th March, 2022—Price \$1.00

No. 50

404

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO MINISTRY OF NATIONAL SECURITY

STATEMENT BY THE HONOURABLE FITZGERALD ETHELBERT HINDS M.P., MINISTER OF NATIONAL SECURITY IN ACCORDANCE WITH SECTION 7(4) OF THE FREEDOM OF INFORMATION ACT, CHAP. 22:02 (“FOIA”)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (“FOIA”), public authorities are required, with the approval of the responsible Minister, to cause to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago as soon as practicable after the commencement of the FOIA, a statement setting out certain particulars of the authority, documents available for inspection and other documents in its possession generally available to the public. Thereafter, during each succeeding year, public authorities are required to cause to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago statements bringing up to date the information contained in the previous statements.

In light of the foregoing, Ministry of National Security (*“the Ministry”*) which currently comprises ten (10) key Divisions/ Agencies namely; General Administration Division, Trinidad and Tobago Defence Force, Trinidad and Tobago Police Service, Trinidad and Tobago Fire Service, Trinidad and Tobago Prison Service, Trinidad and Tobago Cadet Force, Immigration Division, Office of Disaster Preparedness and Management, Strategic Services Agency, and the Trinidad and Tobago Forensic Science Centre, is required to publish statements annually bringing up to date the information contained in its previous statements.

However, the Ministry was unfortunately unable to publish its updated statements in previous years due to several challenges it faced, including:

1. the re-structuring and re-alignment of the Ministry, which adversely impacted the functionality and productivity of the Divisions/ Sections/ Units within the Ministry, as certain Divisions/ Sections/ Units, along with staff, were reassigned from one Ministry to the next;
2. the inundation of the Ministry with a large number of FOIA requests, many of which required extensive research, compilation and due attention and consideration, by the same limited staff complement that is responsible for the public statement in addition to their other critical and time sensitive responsibilities in the Ministry;
3. the unprecedented restrictive protocols and policies which had to be implemented by the Government of the Republic of Trinidad and Tobago pursuant to the Public Health Regulations, to mitigate against the spread of the COVID-19, in light of the World Health Organization's declaration of the novel coronavirus (COVID19) outbreak as a global pandemic on the 11th day of March, 2020, the effect of which invariably affected the usual operations and functioning of the entire public sector, including the Ministry;
4. the implementation of a State of Emergency that came into effect on the 16th day of May, 2021 and ended on the 17th day of November, 2021 during which time, only essential services within the Ministry were allowed to continue operation and in a limited capacity. As such, this further hindered the operations and functioning of the public sector and thus the Ministry; and
5. the application of a stay-at-home initiative throughout the public sector in an effort to reduce social interaction and thus stymie the infection rate, which continues to challenge the full functioning of the Ministry due to quarantining and other COVID-19 protocols and its effects on the Ministry's staffing complement.

Notwithstanding the above, the Ministry places the utmost importance on its statutory duties under the FOIA. Accordingly, the Ministry intends henceforth to make every effort to ensure and maintain full and meticulous compliance with the statutory mandate of the FOIA to publish updated statements annually.

In this vein, the Ministry will cause to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, a publication pursuant to Sections 7, 8 and 9 of the FOIA, on or before the 31st day of March, 2022, bringing up to date its statements to the year 2021 and subsequently such publication will be updated on an annual basis.

**The Honourable Fitzgerald Hinds, M.P.,
Minister of National Security**



NOTICE

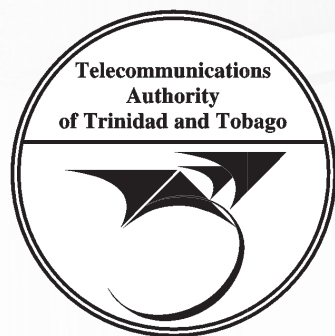
NAMES OF PAYEES OF UNCASHED CHEQUES ISSUED IN 2020/2021

The Office of the Parliament wishes to advise all persons who hold cheques which were issued by this Department during the accounting period October 1, 2020 to September 30, 2021 that such cheques will become *void on March 31, 2022*.

Cheques dated within the last six months should be cashed immediately. However, cheques that are stale dated (i.e. more than six months have elapsed since the date of issue) should be brought immediately to *the Financial Management Unit, Office of the Parliament* for revalidation.

** Payees listed below who have already cashed their cheques are asked to kindly disregard this notice.*

- | | |
|---|---|
| <ul style="list-style-type: none"> • Stefan Walters, ONLY • Anslem John, ONLY • Samuel Mottley, ONLY • Secretary, Police 2nd Div. Association • Keith Scotland, ONLY • U.W.I Credit Union • National Insurance Board • STEGA Engineering Services • All Angles Contracting Ltd. • Massy Finance GFC Ltd. • Ariel Ali • All Angles Contracting Ltd. • Caribbean Association of Law Libraries • ECCA School & Office Supplies Limited • Keith Scotland • Marine Consultants (Trinidad) Ltd. • Dass Enterprises | <ul style="list-style-type: none"> • Bank and General Workers • Credit Union • Karik Marketing Company Ltd. • A Moses & Sons Limited • The Trinidad & Tobago Solid Waste Management Company Limited • PC Systems Limited • The Wizz Computers Ltd. • Diamond Systems & Supplies Ltd. • All Temp Ltd. • San Juan Pharmacy • Prodigy Software • Jarrick's C. Tronics Industries Limited • Crystal The Beverage Company • Nadir Aerial Services • Arthur Lok Jack Global School of Business • 20/20 Productions Limited • SightFactory Ltd. |
|---|---|



THE TELECOMMUNICATIONS ACT, CHAP. 47:31

NOTICE

made pursuant to Section 36(4) of the Telecommunications Act

The Telecommunications Authority of Trinidad and Tobago hereby notifies that the following licences have been granted during the period 1st October to 31st December 2021:

Applicant Name	Specific Service Type	Call Sign	Term of Licence *
ABC DISTRIBUTIONS LIMITED	Conventional Land Mobile	N/A	3 years
AKEIBA COOPER	Maritime	N/A	3 years
ALEX ASHBY	Maritime	9YOX	3 years
ALWYN OLIVIERRE	Maritime	9YPG	3 years
AMALGAMATED SECURITY SERVICES	Conventional Land Mobile	N/A	3 years
AMALGAMATED SECURITY SERVICES	Conventional Land Mobile	N/A	3 years
ANCIL LYNCH	Amateur	9Z4FI	3 years
ANDRA ST BERNARD	Amateur	9Z3ASB	3 years
ANDRE GREENE	Maritime	N/A	3 years
ANDY MAXWELL	Maritime	9YPA	3 years
ANDY SAMLAL	Amateur	9Y4LAS	3 years
ANTHONY JOHN CHARLES	Amateur	9Y4AJC	3 years
ANTONIO HORSFORD	Maritime	9YPV	3 years
ASCO LOGISTICS LIMITED	Conventional Land Mobile	N/A	3 years
ATLANTIC LNG	Trunked Land Mobile	N/A	3 years
AVIATION BUSINESS LIMITED	Aeronautical Land	N/A	3 years
BERNARD SUBRAN	Amateur	9Z4S	3 years
BERTRIL TAYLOR	Maritime	9YRC	3 years
BRIAN TRABOULAY	Amateur	9Z4BT	3 years
BRISTOW CARIBBEAN LIMITED	Aeronautical	9Y-TKB	3 years
BRONSON OLIVIERRE	Maritime	9YPB	3 years
BYRON DUKE	Maritime	9YPI	3 years
CALDON KERR	Maritime	9YPJ	3 years
CARIBBEAN AIRLINES LIMITED	Aeronautical	9Y-CAL	3 years
CARIBBEAN AIRLINES LIMITED	Aeronautical	9Y-GUY	3 years
CARIBBEAN AIRLINES LIMITED	Aeronautical	9Y-ANT	3 years
CARIBBEAN AIRLINES LIMITED	Aeronautical	9Y-BAR	3 years
CARIBBEAN ELECTRONICS LIMITED	Point to Point	N/A	3 years
CARIBBEAN ELECTRONICS LIMITED	Trunked Land Mobile	N/A	3 years
CARIBBEAN GAS CHEMICAL LIMITED	Conventional Land Mobile	N/A	3 years
CONWAY WALLACE	Maritime	9YPK	3 years
COURTENAY QUINTYNE	Amateur	9Y4CX	3 years
CURTIS OWEN ROBERTS	Amateur	9YCOR	3 years
DANIEL AARON HARRY	Maritime	9YOW	3 years
DANIEL MAHABOOB	Amateur	9Y4DM	3 years
DAVEON WILLIAMS	Maritime	N/A	3 years
DAVID SMART	Maritime	9YPR	3 years
DEVON GOSINE	Amateur	9Y4DG	3 years
DIGICEL TRINIDAD AND TOBAGO LIMITED	Point to Point	N/A	3 years
DION BOUCAUD	Conventional Land Mobile	N/A	3 years
DONALD JOHN STOLLMAYER	Maritime	9YCCP	3 years
DRILTEC PETROLEUM SERVICES LIMITED	Conventional Land Mobile	N/A	3 years
EDDISON GREIG	Maritime	9YRD	3 years
ERIC TAYLOR	Maritime	9YDZ	3 years
ERROL JUNIOR SANDY	Maritime	N/A	3 years
ERROL ROACH	Maritime	N/A	3 years

LIST OF LICENCES GRANTED DURING THE PERIOD 1ST OCTOBER TO 31ST SEPTEMBER, 2021 (CONTINUED).

Applicant Name	Specific Service Type	Call Sign	Term of Licence *
ESSKAY CONSTRUCTION SERVICES LIMITED	Maritime	9YJX	3 years
EUSTACE MODESTE	Maritime	9YPF	3 years
GABRIEL WRIGHT	Maritime	9YRG	3 years
GARVIN TENIA	Amateur	9Z4GTE	3 years
GARY BENJAMIN	Amateur	9Z4GAB	3 years
GEORGE FRASER	Amateur	9Z4GFA	3 years
GERALD CODRINGTON	Amateur	9Z4G	3 years
GEROD MELVILLE	Maritime	9YPS	3 years
GLENDALE FARMER	Maritime	9YPH	3 years
GODFREY MOORE	Amateur	9Z4EI	3 years
GUARDIAN MEDIA LIMITED	Broadcast Station	N/A	10 years
GULF CITY LIMITED	Conventional Land Mobile	N/A	3 years
HARAMNAUTH DYANAND	Amateur	9Y4HD	3 years
HOME CONSTRUCTION LIMITED	Conventional Land Mobile	N/A	3 years
INFORMATION SUPPORT SERVICES LIMITED	Conventional Land Mobile	N/A	3 years
INFORMATION SUPPORT SERVICES LIMITED	Conventional Land Mobile	N/A	3 years
JASON BROOMES	Maritime	9YPP	3 years
JEREMY JACK	Amateur	9Z4JJ	3 years
JOHN FELIX	Amateur	9Z4DT	3 years
KAFEEBA WALDRON	Maritime	9YPW	3 years
KAREL DOUGLAS	Amateur	9Y4KPD	3 years
KAZIM PRESCOTT	Amateur	9Y4KAP	3 years
KIRK SAMLALSINGH	Amateur	9Z4MIT	3 years
KIRTH ROBLEY	Maritime	9YPC	3 years
LEAD MARINE CONTRACTORS LIMITED	Maritime	9YRA	3 years
LESTER NICHOLAS	Amateur	9Z4OZ	3 years
LINCOLN DILLON	Maritime	N/A	3 years
LISA COMMUNICATIONS LIMITED	Maritime	9YCCG	3 years
MATTHEW NAVARRO	Maritime	9YCCT	3 years
MATTHEW PHILLIP	Maritime	9YPU	3 years
MICHAEL PRICE	Amateur	9Y4MP	3 years
MINISTRY OF AGRICULTURE, LAND AND FISHERIES	Maritime	N/A	3 years
MINISTRY OF AGRICULTURE, LAND AND FISHERIES	Maritime	N/A	3 years
MINISTRY OF AGRICULTURE, LAND AND FISHERIES	Maritime	N/A	3 years
MINISTRY OF AGRICULTURE, LAND AND FISHERIES	Maritime	N/A	3 years
MOHAMMED Y. ALI	Amateur	9Y4MYA	3 years
NAPARIMA COLLEGE	Amateur	9Y4NC	3 years
NEIGHPAUL SAWH	Conventional Land Mobile	N/A	3 years
NEIL WALTERS	Maritime	9YPM	3 years
NIGEL WALLACE	Maritime	9YPL	3 years
NOEL EDWARDS	Maritime	N/A	3 years
OMILTON JOHN	Maritime	9YPT	3 years
ORDEL BOXHILL	Maritime	N/A	3 years
ORVILLE SMITH	Amateur	9Z4OS	3 years
OTHNEIL RAMSAY	Maritime	9YYPQ	3 years
PAT HUGGINS	Conventional Land Mobile	N/A	3 years
PBS TECHNOLOGIES TRINIDAD LIMITED	Point to Point	N/A	3 years
PBS TECHNOLOGIES TRINIDAD LIMITED	Trunked Land Mobile	N/A	3 years
PBS TECHNOLOGIES TRINIDAD LIMITED	Trunked Land Mobile	N/A	3 years
PHI AMERICAS	Aeronautical Land	N/A	3 years
PHI AMERICAS	Aeronautical Land	N/A	3 years
PIARCO AIR SERVICES LIMITED	Conventional Land Mobile	N/A	3 years
R AND R CARIBBEAN MARINE OPERATORS LIMITED	Maritime	9YNK	3 years
RANDY DALRYMPLE	Maritime	9YRE	3 years
REGINALD WILLIAMS	Maritime	9Z4RW	3 years

LIST OF LICENCES GRANTED DURING THE PERIOD 1ST OCTOBER TO 31ST SEPTEMBER, 2021 (CONTINUED).

Applicant Name	Specific Service Type	Call Sign	Term of Licence *
RENWICK THOM	Maritime	9YPD	3 years
RICARDO ALLEYNE	Maritime	9YPO	3 years
RICHARD BURRIS	Maritime	9YPN	3 years
RICHARD DAVID MOORE	Amateur	9Z4FD	3 years
RIZNEL QUASHIE	Maritime	N/A	3 years
ROBERT IAN BOON	Maritime	9YCCR	3 years
ROGER KENNEDY	Maritime	9YRF	3 years
ROSANNA RAMPERSAD	Amateur	9Z4YL	3 years
RYAN MOORE	Maritime	N/A	3 years
SELBY WILLIS	Maritime	N/A	3 years
SHAMMON WALKER	Maritime	N/A	3 years
SHANE ABDOOL	Amateur	9Z3SNA	3 years
SHANE OLLIVIERRE	Maritime	N/A	3 years
SHAWN BLANDIN	Amateur	9Z4JB	3 years
SHELDON COOPER	Maritime	N/A	3 years
SHERLON BOXILL	Maritime	N/A	3 years
SHERWIN MARSHALL	Amateur	9Y4XM	3 years
SHIRNEL KENNEDY	Maritime	N/A	3 years
SITA B.V.	Aeronautical Land	N/A	3 years
STEFAN ELLIS	Maritime	N/A	3 years
SYDNEY SCOTT	Maritime	9YPE	3 years
SYLVESTER SALAZAR	Amateur	9Z4AT	3 years
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	Point to Point	N/A	3 years
TERRONCE TSOI-A-FATT	Amateur	9Z3TX	3 years
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO	SCADA	N/A	3 years
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO	Point to Point Station	N/A	3 years
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO	Point to Point Station	N/A	3 years
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO	Point to Point Station	N/A	3 years
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO	SCADA	N/A	3 years
THILBERT KENNEDY	Maritime	N/A	3 years
TRINCITY COLLEGE LIMITED	Conventional Land Mobile	N/A	3 years
TRINITY LIFTBOAT SERVICES LIMITED	Maritime	9YKY	3 years
TRINITY LIFTBOAT SERVICES LIMITED	Maritime	9YMJ	3 years
ULRIC CHARLES	Amateur	9Z4UC	3 years
WELLINGTON BAYNES	Maritime	N/A	3 years
WESLEY GAJADHAR	Amateur	9Z3WIG	3 years



THE NATIONAL TRUST
OF TRINIDAD AND TOBAGO

Public Statement 2022

of the National Trust of Trinidad and Tobago

FREEDOM OF INFORMATION ACT, CHAPTER 22:02 OF THE LAWS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA") the National Trust of Trinidad and Tobago ('National Trust') is required by law to publish the following statements, which list the documents and information generally available for public scrutiny.

The FOIA gives members of the public a legal right:

1. for each person to access information held by a public authority (as defined in the FOIA);
2. for each person to have official information relating to him/herself amended where it is incomplete, incorrect, or misleading;
3. to obtain reasons for adverse decisions made by the National Trust regarding an applicant's request for information under the FOIA; and
4. 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) STATEMENT SETTING OUT THE PARTICULARS OF THE ORGANISATION AND THE FUNCTIONS OF THE PUBLIC AUTHORITY.

ESTABLISHMENT OF THE NATIONAL TRUST OF TRINIDAD AND TOBAGO

The National Trust of Trinidad and Tobago was established pursuant to the National Trust of Trinidad and Tobago Act, Chapter 40:53 ("NTTT Act") in 1991 as a body corporate and is deemed a membership-based charitable institution of a public character.

MISSION AND VISION STATEMENTS

VISION

The natural and built heritage of Trinidad and Tobago is recognised, valued and safeguarded by all.

MISSION

As the trusted custodian for built and natural heritage, the National Trust will engage all to value, safeguard and celebrate our rich and diverse heritage as our legacy for future generations and as the foundation for building the heritage economy.

FUNCTIONS OF THE NATIONAL TRUST

The functions of the National Trust are set in Section 5 of the NTTT Act as follows:

- a. Listing and acquiring such property of interest as the Trust considers appropriate;

- b. Permanently preserving lands that are property of interest and as far as practicable, retaining their natural features and conserving the animal and plant life;
- c. Preserving, maintaining, repairing and servicing or, arranging for the preservation of property of interest other than land and where such property of interest comprises buildings, augmenting the amenities of such buildings and their surroundings;
- d. Making provision for the access to and enjoyment of property of interest by the public;
- e. Encouraging research into property of interest including, where applicable, any animal, plant or marine life associated therewith;
- f. Compiling photographic or architectural records of property of interest;
- g. Making the public aware of the value and beauty of the heritage of Trinidad and Tobago; and
- h. Advising the Government on the conservation and preservation of property of interest and on any or all of the matters referred to above.

CORE VALUES

1. **RESPONSIBILITY**
Take responsibility for the preservation of the nation's heritage, be its custodian and lead advocate, by identifying and listing property of interest.
2. **EXCELLENCE**
Strive for excellence in service, education, visitor experiences and heritage outcomes.
3. **INTEGRITY**
Honest, accountable and research-driven custodians of heritage.
4. **INCLUSION**
Promotion of cultural diversity and empowerment of each community to protect and celebrate its diverse heritage for the benefit of all.
5. **COLLABORATION**
Strive to create sustained synergies and partnerships with individuals, communities, government and private sector to bolster national and collective efforts in heritage preservation and promotion.

THE NATIONAL TRUST OF TRINIDAD AND TOBAGO PUBLIC STATEMENT 2022—CONTINUED

STRUCTURE OF THE NATIONAL TRUST**DECISION-MAKING POWERS**

The mandate of the Trust is administered by an 11-member Council which may exercise and discharge the functions given by the NTTT Act or any other Act to the Trust and may take necessary actions to enable the exercise and discharge of those functions. The Council comprises six (6) members appointed by the Minister who has responsibility for the National Trust at any given time and five (5) members elected from among the National Trust membership. The Council ultimately reports to the Minister responsible for the National Trust, currently the Minister of Planning and Development, and both appointed and elected members of Council hold office for a term of three years. Members appointed to the Council on 27th November 2019 for the current term 2019-2022 are as follows:

Ms. Margaret McDowall-Thompson – Chairman
 Ms. Neisha Ghany – Deputy Chairman
 Mr. Dominic Romain – Treasurer
 Ms. Candice Ramsaran – Secretary
 Mr. Louis Vilain
 Ms. Jacqueline Weekes-Penco

The following members were appointed by the membership in 2020 to serve a three-year term are as follows:

Mrs. Marie Abdulah
 Ms. Cezanne Chang
 Mr. Mark Franco
 Dr. Ryan Mohammed

There are currently two (2) sub-committees with representatives from the Council, staff and the NTTT membership who have relevant expertise. These are as follows:

- Tenders sub-committee
- Landmarks sub-committee

ORGANIZATIONAL STRUCTURE AND STAFFING

To facilitate the conduct of its operations, the National Trust is divided into 4 (four) functional units that report to the Chief Executive Officer ('CEO'). These are as follows:

1. Business Development, Marketing, Education and Outreach
2. Heritage Preservation and Research
3. Projects and Facilities Management
4. Operations Management

The CEO is responsible for ensuring that the mandate and strategic plan of the Trust are fulfilled and for the leadership and direction of the staff, contractors and service providers towards same.

ADMINISTRATION

1. **BUSINESS DEVELOPMENT, MARKETING, EDUCATION AND OUTREACH UNIT** has responsibility for the management of all business development, public relations, marketing, stakeholder engagement, education, public outreach and social media activities of the National Trust. The Unit drives income generation, public engagement and membership development to promote the long-term sustainability and brand recognition of the Trust. The Unit is led by a Business Development and Marketing Coordinator and comprises Education and Outreach Officers, a Social Media, Marketing and Outreach Officer, a Sales and Reception Officer and an Education and Outreach Assistant.
2. **THE HERITAGE PRESERVATION AND RESEARCH UNIT** is responsible for leading all research on heritage sites, monuments and artefacts identified for inclusion in the Inventory of Heritage Assets and for listing as property of interest pursuant to the National Trust of Trinidad and Tobago Act, Chap. 40:53. It is responsible for the overall coordination of the legal listing process and policy as well as the monitoring and reporting on these and other heritage sites. The Unit conducts research for the development of technical input for international and local grant proposals, educational material produced by the National Trust, advice on restorative and upgrade guidelines on property of interest and collaborates with Ministries, local and international academic institutions and the public to advance the issue of heritage protection at identified built and natural property of interest.

2. The Unit is led by a Senior Heritage, Preservation and Research Officer and comprises Heritage, Preservation and Research Officers as well as Research Officers.
3. **THE PROJECTS & FACILITIES UNIT** is responsible for leading the planning, implementation and supervision of all projects undertaken by the National Trust using Public Sector Investment Programme (PSIP) funds and any other funds generated by the Trust for infrastructure development. It manages the budget process, fund application, project implementation and execution reporting on PSIP projects. It provides facilities management services to all Trust-managed property and ensures compliance with regulatory and such other guidelines as needed. This Unit supports the procurement and tender processes on projects undertaken by the Trust. The role also co-ordinates the work of all third-party contractors engaged by the Trust to execute projects related to construction or infrastructure development. It is led by a Senior Projects and Facilities Officer and comprises a Facilities Technician and Service Providers.
4. **THE OPERATIONS MANAGEMENT UNIT** is responsible for the management and coordination of daily routines and operations of the Trust's headquarters and its Secretariat. The role supports the CEO and provides administrative services in areas such as: records management; human resource management; office administration; leave administration; procurement of office machines and supplies; support to the Council and sub-committees and works closely with contracted service providers in the delivery of accounting and financial services to the National Trust. This Unit is led by an Operations Coordinator supported by an Accountant and Accounting Assistant.

SECTION 7 (1)(A)(II) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE MAINTAINED IN THE NATIONAL TRUST'S POSSESSION.

- i. Files dealing with administrative documents for operations of the National Trust
- ii. Personnel records on staff appointments
- iii. Files dealing with the accounting function and financial management of the National Trust
- iv. Financial records (vouchers, purchasing orders, bank transactions, receipts, etc.)
- v. Files dealing with matters relating to the procurement of supplies, services and equipment
- vi. Correspondence and circulars
- vii. Legislation including the National Trust of Trinidad and Tobago Act Chap. 40:53, Rules and Regulations and other legal instruments
- viii. Minutes and agenda of meetings
- ix. Policy and procedure documents
- x. PSIP execution reports
- xi. News releases originating in the National Trust
- xii. Maps, charts, compact and digital disks, photographs, abstracts and catalogues
- xiii. National Trust of Trinidad and Tobago Strategic Plan
- xiv. Files dealing with local and international training and technical cooperation
- xv. Reports-Annual reports, audits
- xvi. Registers
- xvii. Inventories of goods sold at the Trust Shop
- xviii. Inventory of Heritage Assets
- xix. Files dealing with projects undertaken or facilitated by the NTTT
- xx. Files dealing with tenders
- xxi. Files dealing with the listing of property of interest
- xxii. Dossiers on property of interest
- xxiii. Membership register
- xxiv. Notices of listed property of interest and notices of intention to list
- xxv. Pamphlets, leaflets, brochures, newspaper clippings and posters
- xxvi. Publication notices
- xxvii. Books, journals and magazines
- xxviii. Restoration Manual 2007

SECTION 7 (1)(A)(III): STATEMENT SETTING OUT THE MATERIALS PREPARED BY THE NATIONAL TRUST FOR PUBLICATION OR INSPECTION BY MEMBERS OF THE PUBLIC.

THE NATIONAL TRUST OF TRINIDAD AND TOBAGO PUBLIC STATEMENT 2022—CONTINUED

There is a catalogue of information available at the National Trust and the following publications and other general information are available on the National Trust's website: nationaltrust.tt.

- i. The National Trust of Trinidad and Tobago Act, Chap. 40:53
- ii. Regulations of the National Trust
- iii. Updated Rules of the National Trust (2021)
- iv. The Listing Policy (October 27, 2020)
- v. National Trust of Trinidad and Tobago Strategic Plan 2019- 2023
- vi. Annual Reports of the National Trust
- vii. Inventory of Heritage Assets
- viii. Technical Reports and Restoration Guidelines (2007)
- ix. Membership application forms
- x. National Trust articles

While the National Trust does not offer a photocopying service, material may be inspected at the National Trust Headquarters Office, located at Mille Fleurs, 23 Maraval Road, St. Clair, Port of Spain between the hours of 10:00 am to 2:00pm, Monday, Wednesday and Thursday (except public holidays).

SECTION 7 (1)(A)(IV): STATEMENT LISTING THE LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION SERVICE.

The National Trust has no literature available by way of subscription service at this time save and except the free monthly electronic newsletter sent to its current membership via e-mail.

SECTION 7 (1)(A)(V): STATEMENT OF THE PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENTS FROM THE NATIONAL TRUST WHEN A FREEDOM OF INFORMATION REQUEST ('FOI') REQUEST IS MADE.

GENERAL PROCEDURE

Requests for public documents and public services under the FOIA will be entertained between the hours of 10:00 am to 2:00pm, Monday, Wednesday and Thursday (except public holidays). It is recommended that an appointment is made in advance of the visit.

All requests for access to documents that are not readily available in the public domain are to be made in writing by completing the "Request for Access to Official Documents" form available at the reception desk at the office of the National Trust. Forms may also be downloaded from the National Trust's website: nationaltrust.tt.

To facilitate the prompt handling of requests, all completed request forms must be returned to the Designated Officer or Alternate Designated Officer at the National Trust.

DETAILS TO BE INCLUDED 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 the applicant is unsure how to make the request or the details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or with the Freedom of Information Unit, Office of the Prime Minister-Communications (www.foia.gov.tt) is recommended.

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 in the public domain, (for example in the form of brochures, pamphlets, reports, etc.) either from the National Trust or another public authority. Where possible, the applicant will be directed to these public sources.

RESPONDING TO A REQUEST FOR ACCESS TO INFORMATION UNDER THE FOIA

RETRIEVING DOCUMENTS

The National Trust of Trinidad and Tobago is required to furnish copies of documents only when they are in its possession or when said documents can be retrieved from storage.

FURNISHING DOCUMENTS

An applicant is entitled to copies of information in the possession, custody or power of a public authority. The National Trust is required to furnish 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 and a note concerning the quality will be provided in the reply.

Please note that the National Trust is not compelled to do the following:

- a. create new documents, or
- b. perform research for the applicant.

TIME LIMITS

The FOIA makes provision for a time limit of thirty (30) days for the National Trust to determine whether or not it is able to disclose the document requested by the applicant. Should the National Trust fail to meet this deadline, the FOIA gives the applicant the right to proceed as if the request had been denied.

The National Trust will make every effort to supply the information within the time stipulated by the FOIA, but if it appears that processing the request may take longer than the statutory limit, the National Trust will acknowledge the request, advise the applicant of its status and may ask the applicant to agree in writing to an extension of time.

FEES AND CHARGES

Section 17(1) of the FOIA 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 the duplication of said material.

SECTION 7 (1)(A)(VI): STATEMENT SPECIFYING THE OFFICER IN THE NATIONAL TRUST WHO IS RESPONSIBLE FOR:

- A. THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA;
- B. REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA; AND

C. APPLICATION FOR CORRECTION OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA.

The Designated FOI Officer is:	The Alternate FOI Officer is:
Pauline Philip Operations Coordinator The National Trust of Trinidad and Tobago 23 Maraval Road, St. Clair, Port of Spain Telephone: 225 4750 Email: Pauline.Phipp@nationaltrust.tt	Marlon Green Education & Outreach Officer National Trust of Trinidad and Tobago 23 Maraval Road, St. Clair, Port of Spain Telephone: 225 4750 Email: Marlon.Green@nationaltrust.tt

SECTION 7 (1)(A)(VII): A STATEMENT LISTING ALL BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED BY TWO OR MORE PERSONS, THAT ARE PART OF, OR THAT HAVE BEEN ESTABLISHED FOR THE PURPOSE OF ADVISING THE NATIONAL TRUST AND WHOSE MEETINGS ARE OPEN TO THE PUBLIC, OR WHOSE MINUTES ARE AVAILABLE FOR PUBLIC INSPECTION.

THE NATIONAL TRUST OF TRINIDAD AND TOBAGO PUBLIC STATEMENT 2022—CONTINUED

Save and except for the NTTT Council, Landmarks sub-committee and Tenders sub-committee, there are no other advisory boards, councils and committees and other bodies that fall within the meaning of this section of the FOIA. Minutes of Council and sub-committee meetings are available if requested under the FOIA.

SECTION 7 (1)(A) (VIII): A STATEMENT INDICATING WHETHER THE NATIONAL TRUST MAINTAINS A LIBRARY OR READING ROOM THAT IS AVAILABLE FOR PUBLIC USE, AND IF IT DOES, DETAILS OF ITS ADDRESS AND OPENING HOURS.

At present the National Trust does not have a resource library or reading room that is available for use by the public as its offices are under renovation and several documents are currently in storage. As such, members of the public can view public information at the front desk at the reception area or other such other appropriate location within the Mille Fleurs property for inspection of records as assigned by the Designated Officer at Mille Fleurs, 23 Maraval Road, St. Clair, Port of Spain. Information can be accessed through the Designated Officer named in section 7 (1)(a)(vi) of this publication at the aforesaid office of the National Trust between the hours of 10:00 am to 2:00pm, Monday, Wednesday and Thursday (except public holidays). Enquiries can also be made by contacting the National Trust at 225-4750 or sending an email to the Designated FOI Officer. All members of the public will be required to adhere to the rules and regulations outlined for use of the Mille Fleurs building, which is a listed property of interest.

SECTION 8 STATEMENTS

SECTION 8 (1)(A)(I): A STATEMENT OF DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE NATIONAL TRUST, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW.

With respect to documents containing interpretations or particulars of written laws and schemes administered by the National Trust, the following legislation applies and can be provided by the National Trust:

- i. The National Trust of Trinidad and Tobago Act, Chap. 40:53 and its schedules
- ii. Finance (No.2) Act, 2021

SECTION 8 (1)(A)(II): A STATEMENT OF MANUALS, RULES OF PROCEDURE, POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE PUBLIC AUTHORITY OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS.

The following documents are available:

- i. Listing Policy (October 27, 2020)
- ii. National Trust of Trinidad and Tobago Strategic Plan 2019-2023
- iii. Petty Cash, Refund Policies
- iv. Website site policies: Privacy Policy, Cookie Policy, Refund Policy and Return Policy.

SECTION 8 (1) (B): A STATEMENT OF DOCUMENTS CONTAINING INFORMATION ON THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN THE ENFORCEMENT OF WRITTEN LAWS OR SCHEMES THAT ARE ADMINISTERED BY THE NATIONAL TRUST, WHICH ARE PROVIDED FOR THE USE OR GUIDANCE OF THE NATIONAL TRUST OR ITS OFFICERS, WHERE A MEMBER OF THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT.

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

SECTION 9 STATEMENTS

At the National Trust, the following documents may fall into the categories of section 9 of the FOIA.

SECTION 9(1)(A): A STATEMENT OF DOCUMENTS THAT IS A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF A BODY OR ENTITY ESTABLISHED WITHIN THE NATIONAL TRUST.

- Recommendations from the Tenders sub-committee and the Landmarks sub-committee.

SECTION 9(1)(B): A STATEMENT OF DOCUMENTS THAT IS A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS:

- OF A BODY OR ENTITY ESTABLISHED OUTSIDE THE NATIONAL TRUST 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 NATIONAL TRUST OR TO THE RESPONSIBLE MINISTER WITH RESPONSIBILITY FOR THE NATIONAL TRUST.

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

SECTION 9 (1) (C): A STATEMENT OF DOCUMENTS THAT IS A REPORT, OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE NATIONAL TRUST.

- Reports containing advice and/or recommendations from:
 - i. The Tenders sub-committee
 - ii. The Landmarks sub-committee.

SECTION 9(1)(D): A STATEMENT OF DOCUMENTS THAT IS A REPORT, OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS, OF A COMMITTEE ESTABLISHED WITHIN THE NATIONAL TRUST TO SUBMIT A REPORT, PROVIDE ADVICE OR MAKE RECOMMENDATIONS TO THE RESPONSIBLE MINISTER FOR THE NATIONAL TRUST OR TO ANOTHER OFFICER OF THE NATIONAL TRUST WHO IS NOT A MEMBER OF SUCH COMMITTEE.

- List of property of interest prepared by the Landmarks sub-committee for Ministerial approval prior to publication in the Trinidad and Tobago Gazette.
- PSIP Proposals prepared by the Tenders sub-committee for adoption by the Council for submission to the Ministry of Planning and Development.

SECTION 9(1)(E): A STATEMENT OF DOCUMENTS THAT IS A REPORT (INCLUDING A REPORT CONCERNING THE RESULTS OF STUDIES, SURVEYS OR TESTS) PREPARED FOR THE NATIONAL TRUST BY A SCIENTIFIC OR TECHNICAL EXPERT, WHETHER EMPLOYED WITHIN THE NATIONAL TRUST OR NOT, INCLUDING A REPORT EXPRESSING THE OPINION OF SUCH AN EXPERT ON SCIENTIFIC OR TECHNICAL MATTERS.

THE NATIONAL TRUST OF TRINIDAD AND TOBAGO PUBLIC STATEMENT 2022—CONTINUED

- i. Dossiers on property of interest prepared by academic and heritage experts
- ii. Restoration Guidelines 2007.

SECTION 9(1)(F): A STATEMENT OF DOCUMENTS THAT IS A REPORT PREPARED FOR THE NATIONAL TRUST BY A CONSULTANT WHO WAS PAID FOR PREPARING THE REPORT.

- i. Annual financial statements and audits.

SECTION 9(1)(H): A STATEMENT OF DOCUMENTS THAT IS A REPORT PREPARED ON THE PERFORMANCE OR EFFICIENCY OF THE NATIONAL TRUST, OR AN OFFICE, DIVISION OR BRANCH OR THE NATIONAL TRUST, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE NATIONAL TRUST.

- i. Annual Financial reports
- ii. Annual reports
- iii. Audit reports
- iv. PSIP status reports

SECTION 9(1)(I): A STATEMENT OF DOCUMENTS THAT IS A REPORT CONTAINING:

- FINAL PLANS OR PROPOSALS FOR THE RE-ORGANISATION OF THE FUNCTIONS OF THE NATIONAL TRUST;
- THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE NATIONAL TRUST; OR
- THE ALTERATION OF AN EXISTING POLICY PROGRAMME OR PROJECT ADMINISTERED BY THE NATIONAL TRUST, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO THE APPROVAL OF AN OFFICER OF THE NATIONAL TRUST, ANOTHER PUBLIC AUTHORITY, THE MINISTER WITH LINE RESPONSIBILITY FOR THE NATIONAL TRUST, OR CABINET.

- i. Budgets submitted to the Ministry of Planning & Development
- ii. Business plans for the 3 sites under Trust management
- iii. Strategic plan 2019-2023
- iv. Project Proposals

SECTION 9 (1) (J): A STATEMENT OF DOCUMENTS THAT IS A STATEMENT PREPARED WITHIN THE NATIONAL TRUST AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION.

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

SECTION 9 (1) (K): A STATEMENT OF DOCUMENTS THAT IS A REPORT OF A TEST CARRIED OUT WITHIN THE NATIONAL TRUST ON A PRODUCT FOR THE PURPOSE OF PURCHASING EQUIPMENT.

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

SECTION 9 (1) (L): A STATEMENT OF DOCUMENTS THAT IS AN ENVIRONMENTAL IMPACT STATEMENT PREPARED WITHIN THE NATIONAL TRUST.

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

SECTION 9 (1) (M): A STATEMENT OF DOCUMENTS THAT IS A VALUATION REPORT PREPARED FOR THE NATIONAL TRUST BY A VALUATOR, WHETHER OR NOT THE VALUATOR IS AN OFFICER OF THE NATIONAL TRUST.

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

ORGANISATIONAL CHART 2022

