



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

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THE FOLLOWING HAVE BEEN ISSUED:

- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 27th April, 2018—\$43.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 4th May, 2018—\$38.70.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Thursday 10th May, 2018—\$130.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 25th May, 2018—\$48.60.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 28th May, 2018—\$35.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 6th June, 2018—\$89.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 20th June, 2018—\$74.70.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 22nd June, 2018—\$43.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 25th June, 2018—\$46.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 29th June, 2018—\$64.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Tuesday 3rd July, 2018—\$14.40.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 9th July, 2018—\$25.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 20th July, 2018—\$21.60.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 30th July, 2018—\$22.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 17th September, 2018—\$37.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 26th September, 2018—\$42.30.

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## 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—*

- Special Event Order, 2022—(Legal Notice No. 72 of 2022).
- Notice of Intention to make an Order Declaring a Compulsory Standard—(Legal Notice No. 73 of 2022).
- Notice of Intention to make an Order Revoking a Compulsory Standard—(Legal Notice No. 74 of 2022).
- Compulsory Standards Order, 2022—(Legal Notice No. 75 of 2022).
- Compulsory Standards (Revocation) Order, 2022—(Legal Notice No. 76 of 2022).



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT DECEMBER 31, 2021  
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF  
THE FREEDOM OF INFORMATION ACT, CHAP. 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (“the Act or FOIA”), the Naparima Bowl, as a statutory body, is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public a general right to access official documents of public authorities (with exemptions). The Act provides members of the public with:

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

**SECTION 7 STATEMENTS**

**SECTION 7 (1) (A) (I)**

**Functions and Structure of the Naparima Bowl**

Naparima Bowl is established as a body corporate by the Naparima Bowl Act, Chapter 40:51 (“the Naparima Bowl Act”). The Naparima Bowl Act provides for the establishment of a Concert Hall in the City of San Fernando and for the management and control thereof. The Naparima Bowl Act also outlines the establishment of a Board of Directors which is responsible for the management, control and maintenance of the Naparima Bowl. Procedures and meetings of the Board, vesting

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

of property in the Board, administration and financial provisions are also articulated in the Naparima Bowl Act.

The Naparima Bowl opened its doors on August 27<sup>th</sup>, 1962, rapidly becoming the home of many arts organizations and practitioners from South Trinidad. Members of the dance, music, theatre and visual arts community have fully utilized the facility for the preparation and presentation of their creative work. The Naparima Bowl continues to contribute to the development of the creative sector by providing a quality service for the production of events whilst facilitating best practices in the entertainment industry, quality assurance, accountability mechanisms, integrity and transparency. By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158* dated September 9, 2020, the responsibility for the Naparima Bowl was assigned to the Ministry of Tourism, Culture and the Arts.

**NAPARIMA BOWL CORE FUNCTIONS:**

- Rental of Facilities, such as:
  - a. Auditorium
  - b. Amphitheatre
  - c. Courtyard
  - d. Meeting/Production Room
- Provision of technical support in the areas of:
  - a. Stage/Theatrical Lighting
  - b. Audio Enhancement
  - c. Stage equipment
  - d. Front of House Management

**MISSION:**

*“To make the Naparima Bowl a true centre for the arts where artists can be supported and encouraged to pursue their dreams and where the community can access the beauty and truth that the arts can provide for their enjoyment and the enrichment of their lives.”*

**VISION:**

*“To establish the Naparima Bowl as a premier arts centre that will be the forum for the expression and celebration of culture”.*

**The CORE VALUES include the following:**

- Accountability
- Transparency
- Integrity
- Teamwork

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

- Collaboration
- Trust and Mutual respect
- Service Excellence
- Growth and Development

**Organizational structure of the Naparima Bowl**

**Board of Directors**

The Naparima Bowl is headed by a Board of Directors and the composition of this Board is as follows:

- Ms. Avion Crooks, Chairman
- Ms. Lois Lewis, Deputy Chairman
- Ms. Lalita Ramdhan, Member
- Mr. Siddiq Hosein, Member
- Mr. William Chen, Member
- Mr. Hollis Clifton, Member

The Board convenes monthly statutory meetings to conduct the affairs of the Naparima Bowl. Sub-Committees of the Board meet as required. According to the Naparima Bowl Act, the Board may appoint committees to examine and report to it on any matter arising out of or connected with any of its powers and duties under the Naparima Bowl Act. There are three (3) Sub-Committees, which make recommendations to the Board on matters relating to:

- Finance
- Building and Tenders
- Human Resources

**The Core Units of the Naparima Bowl comprise of:**

- Executive Management
- Operations Management
  - i. Facilities Management
  - ii. Technical Production
- General Administration
- Financial Management
- Marketing & Public Relations

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AS AT 31ST DECEMBER, 2021—CONTINUED

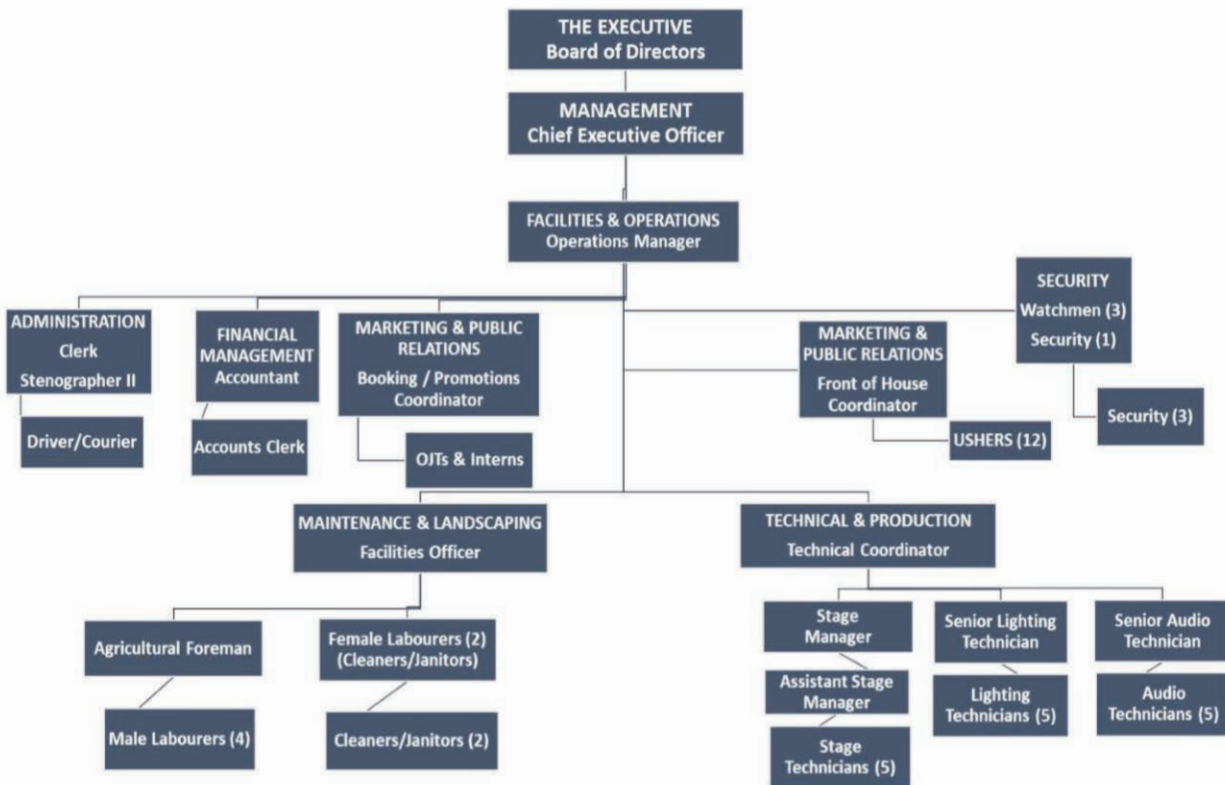


Figure 1. Organisational Structure of Naparima Bowl

- A. **Executive Management** is conducted through the Chief Executive Officer (CEO) who is responsible for the overall leadership, management and strategic operations of the Organization. This office is also responsible for executing marketing strategies to achieve the Naparima Bowl’s financial and artistic objectives. As the accounting officer, the CEO works closely with the Accountant to ensure prudent financial management in compliance with public service standards. The Board of Directors provides governance and the CEO acts as the interface between the Board and its stakeholders.
- B. **Operations Management** is executed through two main arms of the organization, the Facilities Department and the Technical Department.
  - I. **Facilities Management** is responsible for the overall maintenance of the physical infrastructure of the organization to ensure the optimal operation and efficiency of the building as well as all electrical and mechanical systems. The department oversees the health, safety and security requirements of the organization and ensures compliance with local and international standards.

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AS AT 31ST DECEMBER, 2021—CONTINUED

- II. **Technical and Production** determines the necessary technical requirements in the area of lighting, audio, staging and multi-media for performances and events at the Naparima Bowl. It is central to the core function and operations of the organization. Technical and Production work closely with producers to ensure that the creative and artistic objectives are met through collaboration and the application of industry standards related to event management, theatre production and occupational health and safety.
- C. **General Administration** is responsible for overseeing the day-to-day operations of the office and administrative components within the Naparima Bowl. This Department is the primary interface for staff and the public with responsibility for managing multiple business operations. In addition to general administrative duties, it provides support for the maintenance of human resource management and operational guidelines in compliance with public service regulations.
- D. **Financial Management** is conducted via the Accounting Unit which is responsible for the computation of payroll, statutory deductions, customer payments, and the timely preparation of financial reports, in compliance with public service regulations. The Unit communicates with and responds to requests from the Ministry of Tourism, Culture and the Arts, the Ministry of Finance and other state agencies with respect to all financial matters.
- E. **Marketing and Public Relations** is administered through two (2) arms of the Naparima Bowl, (i) Bookings and Promotions and (ii) Front of House Management. Clients, producers, performers and patrons connect with the Naparima Bowl through the operations of these two departments. Central to this function, is the provision of a comprehensive service to all stakeholders desirous of utilizing the facility by developing and implementing strategies for effective marketing and communications for effective public relations and customer service.

**SECTION 7 (1) (A) (II)**

**Categories of documents that are maintained by the Naparima Bowl**

The official documents of the Naparima Bowl relate to a diverse range of policy, administration and other matters that fall under the scope of the responsibilities of the Naparima Bowl. These documents are as follows:

- (1) Organization and Management
  - a. Annual Reports
  - b. Health and Safety Policies and Guidelines
  - c. Minutes of Board meetings

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AS AT 31ST DECEMBER, 2021—CONTINUED

(2) General Administration

- a. Circulars, Memoranda, Cabinet documents and Notices
- b. Register of Internal and external correspondence
- c. Guidelines on Public Service Operations

(3) Finance and Accounts

- a. Records on budgeting and financial management
- b. Draft Estimates (Income and Expenditure, Development Programme)
- c. Fixed Assets inventory listing
- d. Audited Financial Statements

(4) Human Resources

- a. Records of staff appointments, job descriptions, job application, resignations, death, retirement and leave (vacation, sick and casual).
- b. Organizational chart

(5) Technical Operations / Facilities

- a. Inspection Reports and Certifications (Equipment, building, health and safety)
- b. Inventory
- c. Front of House Management Report
- d. Records related to Public Procurement
- e. Projects (Proposals and Reports)

**SECTION 7 (1) (A) (III)**

**Documents prepared for publication or inspection**

The public may inspect and/or obtain copies of event flyers, programmes, concert brochures as well as rental rates and booking/rental policy between the hours of 9:00 a.m. and 3:00 p.m. on Mondays and Wednesdays at the Naparima Bowl's office, located at:

**Naparima Bowl**

**19-21 Paradise Pastures,**

**San Fernando.**

**Phone: (868)657-4704, (868) 653-6166**

**Email address: [secretary@naparimabowl.net](mailto:secretary@naparimabowl.net)**

**SECTION 7 (1) (A) (IV)**

**Documents available by way of subscription**

There are no documents available by subscription at this time.

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

### SECTION 7 (1) (A) (V)

#### Procedure to be followed when accessing documents from the Naparima Bowl.

##### How to request information

- **General Procedure**

The Naparima Bowl's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the Designated Officer of the Naparima Bowl or at the website [www.foia.gov.tt](http://www.foia.gov.tt)) for information that is not readily available to the public.

##### Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer at Naparima Bowl. (See Section 7 (1) (a) (vi) for further details).

##### Details for requests

Applicants should provide sufficient details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If an applicant is unclear of how to write a request or the relevant details required to be filled in, communicate with the Designated Officer.

##### Requests not handled under the FOIA

A request under the FOIA would not be processed if it seeks information which is readily available to the public either from the Naparima Bowl, from another public authority or is readily available in the public domain, for example in brochures, pamphlets, reports, etc.

- **Responding to your Request**

##### Retrieving Documents

The Naparima Bowl is required to furnish copies of documents only when they are in its possession or they could be retrieved from our storage. Information stored in the National Archives or another storage centre, 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 e.g. the *Exchequer and Audit Act Chapter 69:01*.



PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

**Furnishing documents**

An applicant is entitled to copies of information in our possession, custody or power. We are required to furnish 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 the quality in our reply.

Please note that the Naparima Bowl is not compelled to do the following:

- Create new documents (for e.g. we are not required to write a new programme so that a computer will print information in the format you prefer); and
- Perform research for the applicant.

**Time Limits**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant to clarify the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by the Naparima Bowl to comply with the timeframe set out in the FOIA, but where the processing of a request may unavoidably take longer than the statutory limit, the Naparima Bowl will duly advise the applicant by letter and ask for an additional period of time within which to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer of the Naparima Bowl will consult with the applicant about alternative recourses that are open to him/her.

**SECTION 7 (1) (A) (VI)****OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers at Naparima Bowl are responsible for:**

- The initial receipt of and action upon notices under Section 10;
- The requests for access to documents under Section 13; and
- Making applications for correction of personal information under Section 36 of the FOIA.

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

Requests should be submitted to the under mentioned persons:

**Designated Officer:**

Mr. Marlon De Bique  
Operations Manager  
NAPARIMA BOWL  
19-21 Paradise Pasture  
San Fernando  
Phone: (868) 653-6166 / (868) 652-4704 Ext. 12  
Email: [ceo@naparimabowl.net](mailto:ceo@naparimabowl.net)

**Alternative Officer:**

Mrs. Kerry Ann Sahadath-Kennedy  
Clerk Stenographer II  
NAPARIMA BOWL  
19-21 Paradise Pasture  
San Fernando  
Phone: (868) 653-6166 / (868) 652-4704 Ext. 11  
Email: [secretary@naparimabowl.net](mailto:secretary@naparimabowl.net)

**SECTION 7 (1) (A) (VII)**

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

At this time, there are no bodies in the Naparima Bowl that fall within the meaning of this section of the FOIA.

**SECTION 7(1) (A) (VIII) Library/Reading Room Facilities**

The Naparima Bowl documents that exist in the public domain can be accessed through the Naparima Bowl Archive. The facility is open to members of the public, via appointment, on Mondays and Wednesdays between the hours of 9:00am to 3:00pm.

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

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

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

**SECTION 8 STATEMENTS**

**SECTION 8 (1) (A) (I)**

**Documents containing interpretations or particulars of written laws or schemes administered by Naparima Bowl, not being particulars contained in another written law.**

- Naparima Bowl Act Chapter 40:51
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Hall Licence
- Copyright Act, Chapter 82:80 as Amended by Act 14 of 2020
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Estimates of Expenditure, Recurrent and Development Programme
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)

**SECTION 8 (1) (A) (II)**

**Manuals, rules of procedure, statements of policy, records of decisions, non-personal letters of advice to persons outside the Naparima Bowl, or similar documents containing rules, policies, guidelines, practices or precedents**

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration, Ministry of Tourism, Culture and the Arts and other Departments.
- Estimates of Recurrent Expenditure and Development Programmes.
- Public Health Regulations
- Collective (Trade Union) Agreements
- Naparima Bowl Health and Safety Policy and Manual
- Naparima Bowl Risk Assessment and Work Instructions

**SECTION 8 (1) (B)**

**In enforcing written laws or schemes administered by the Naparima Bowl 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.**

- Naparima Bowl COVID-19 Standard Operating Procedures; Guidelines for Performers, Arts Organizations and Producers
- Naparima Bowl COVID-19 Backstage Guidelines for Performers

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

**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 Naparima Bowl.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the Naparima Bowl.

**SECTION 9 (1) (B)**

**A report or a statement containing the advice or recommendations (1) of a body or entity established outside of Naparima Bowl by or under a written law or (2) by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to Naparima Bowl or to the Minister with responsibility for the Naparima Bowl.**

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

**SECTION 9 (1) (C)**

**A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Naparima Bowl.**

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

**SECTION 9 (1) (D)**

**A report, or a statement containing the advice or recommendations, of a committee established within the Naparima Bowl to submit a report, provide advice or make recommendations to the Minister with responsibility for the Naparima Bowl or to another officer of Naparima Bowl who is not a member of the committee.**

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

**SECTION 9 (1) (E)**

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

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

**SECTION 9 (1) (F)**

**A report prepared for the Naparima Bowl by a consultant who was paid for preparing the report.**

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

PUBLIC STATEMENT OF THE NAPARIMA BOWL  
AS AT 31ST DECEMBER, 2021—CONTINUED

**SECTION 9 (1) (G)**

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

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

**SECTION 9 (1) (H)**

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

- Naparima Bowl Annual Administrative Reports

**SECTION 9 (1) (I)**

**A report containing (1) final plans or proposals for the re-organisation of the functions of Naparima Bowl, (2) the establishment of a new policy, programme or project to be administered by the Naparima Bowl, or (3) the alteration of an existing policy programme or project administered by Naparima Bowl, whether or not the plans or proposals are subject to approval by an officer of Naparima Bowl, another public authority or the Minister with responsibility for the Naparima Bowl or Cabinet.**

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

**SECTION 9 (1) (J)**

**A statement prepared within the Naparima Bowl containing policy directions for the drafting of legislation.**

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

**SECTION 9 (1) (K)**

**A report of a test carried out within the Naparima Bowl on a product for the purpose of purchasing equipment.**

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

**SECTION 9 (1) (L)**

**An environmental impact statement prepared within the Naparima Bowl.**

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

**SECTION 9 (1) (M)**

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

- Annual Fixed Assets Registers



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
**UPDATED PUBLIC STATEMENT OF**  
**THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)**  
**IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the National Library and Information System Authority (NALIS) is required by law to publish the following statement. This statement lists the documents and information generally available to the public. The Act gives the public a general right of access to official documents held by the National Library and Information System Authority (NALIS), namely:

1. A legal right for each person to access information held by NALIS;
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)**

**Function and Structure of NALIS**

**Mission Statement:**

"The national provider of reliable, equitable and inclusive library and information services."

**About NALIS**

The National Library and Information System Authority is a Statutory Board, established by Act No. 18 of 1998, which provides for the development and coordination of all library and information services in Trinidad and Tobago and related matters.

This Act incorporated the then existing three Public Library Services into the Authority. It also created the mechanism for bringing special libraries, libraries in the educational sector and public libraries in Tobago under the ambit of the Authority. This is done through Memoranda of Understanding with Permanent Secretaries, Heads of Department, Heads of Statutory Authorities and the appropriate officer of the Tobago House of Assembly, regarding the management of libraries under their control (Cl. 6 (1) Act No. 18 of 1998).

Section 9 (1) of this Act provides for the establishment of a Board of NALIS. The Board shall consist of eight (8) members appointed by the President and the Executive Director who is an ex officio member. The members appointed by the President shall be from amongst persons who have special qualifications in, and practical experience of, matters relating to one or more of the following disciplines: library services, information technology, education, law, science and technology, corporate business, financial management, human resource management, culture, public administration or any other area of endeavor which the President considers will advance the interest of NALIS.

The administration of NALIS is headed by an Executive Director and Deputy Executive Director, who are appointed by the President, in accordance with Sections 12 and 17 of the Act respectively.

The overall staffing of all libraries within NALIS totals about 740 persons. The Head Office of the Authority is located at the National Library of Trinidad and Tobago, 23 Abercromby Street, Port-of-Spain 100509. NALIS comprises Divisions and Departments which are headed by Directors or Heads of Departments.

These Divisions and Departments and an overview of their functions are as follows:

**1. The Board of NALIS**

The principal duty of the Board is to ensure the proper and efficient performance of the functions of NALIS. The Board performs its functions and exercises its powers in accordance with such directions as may be given to it in writing, by NALIS' Line Minister.

The current constitution of the Board of NALIS is as follows:

- Neil Parsanal, Chairman
- Charleen Phillip, Deputy Chairman
- Imelinda Lara
- Cathyan Townsend
- Jefferson Guy

- Karel Douglas
- Dr. Pandita Indrani Rampersad
- Dr. Rita Pemberton
- Paula Greene (Executive Director (Ag) and Ex Officio Member)

**2. Office of the Executive Director**

The Executive Director is charged with managing the affairs of NALIS subject to the directions of and in accordance with policies determined by the Board.

**3. The Heritage Library Division** is responsible for the collection, preservation and exploitation of all information produced by and about Trinidad and Tobago and by extension the Caribbean. The Heritage Library is located on the Second Floor of the National Library of Trinidad and Tobago, Port-of-Spain, and is freely accessible to members of the public for the conduct of research. Through the Heritage Library NALIS fulfils its role as the International Federation of Library Association – Preservation and Conservation (ILFA-PAC) Regional Conservation Centre for Trinidad and Tobago and the Caribbean and is home to a state-of-the-art book conservation lab located in the basement level of the National Library Building.

**4. The Public Libraries Division** is responsible for administering and coordinating the network of Public Libraries throughout Trinidad. Libraries are located in Arima, Barataria, Beetham, Chaguanas, Couva, Debe, Maloney, Mayaro, Mt. Hope/Mt. Lambert, Moruga, Point Fortin, Port-of-Spain, Princes Town, Rio Claro, San Fernando, Sangre Grande, Siparia, St. Helena, St. James, and Tunapuna. The Division is also responsible for four Correctional Institutional Libraries. They are situated at the Maximum Security Prison, St. Jude's School for Girls, the Women's Prison, and the Youth Training Centre (YTC).

**5. The Tobago Library Services (TLS)** is responsible for the provision of library and information services in Tobago. The management of the TLS falls under the ambit of the Tobago House of Assembly (THA) and is guided by a Memorandum of Understanding (MOU) between NALIS and the THA.

**6. The Educational Library Services Division** is responsible for providing strategic, tactical and operational services to all libraries under the ambit of the Ministry of Education (MoE). This includes: staffing of libraries in the education sector; setting standards; monitoring and controlling operations; provision of library and information services to support schools' curriculum and the Ministry's research agenda; and the development of literacy and lifelong learning. The Educational Library Services network currently consists of School Library Media Centres in 133 secondary schools. It is also responsible for the setup of libraries in all government funded primary schools and corporate libraries of the MoE. The administrative offices are located on the First Floor, National Library Building.

**7. Special Libraries Services Department** is responsible for coordinating staff in the Special Libraries in Government Ministries and Departments and the monitoring and evaluation of Special Libraries. Administrative offices are located at the Third Floor, National Library of Trinidad and Tobago.

**8. The Information Networks Division** is responsible for the development and maintenance of the ICT infrastructure throughout the NALIS network and ensuring the optimal use of ICT's in the delivery of services to internal and external customers. The office is located at the Third Floor, National Library of Trinidad and Tobago.

**9. The Technical Services Department** is responsible for the acquisition, processing and distribution of library materials identified by the Public Library Division and the Heritage Library Division. It also coordinates the issuance of International Standard Book Numbers (ISBNs) in collaboration with the CARICOM Secretariat.

**10. The Corporate Secretariat and Legal Services Department** advises the Board and the Authority on legal and procedural matters and acts as Secretary to the Board.

**11. The Finance Division** is responsible for designing and implementing proper systems and controls to ensure efficient and effective use of funds allocated to NALIS, safeguarding assets and ensuring proper accountability in accordance with all relevant rules and regulations.

**12. The Human Resources Division (HRD)** strives to be a responsive and

proactive entity providing strategic HR oversight, and continuous implementation of modern procedures and practices. The Division is tasked with maximising employee productivity while protecting the organisation from any issues that may arise within the workforce. The Division also is responsible for attracting and retaining competent employees who share NALIS' values as well as provides technical advice and facilitates engagement, administers, manpower planning, human resource development, employee and industrial relations, compensations management, change management, occupational safety and health and benefits administration.

**13. The Public Relations and Marketing Department** is responsible for developing and implementing integrated marketing communications strategies aimed at brand management and promoting the Authority's products and services. The department also manages NALIS' rental of facilities and bookings.

**14. The Research Planning and Development Department** is responsible for planning, organising, and conducting programmes of research into areas related to library services.

**15. The Facilities and Project Management Department** is responsible for the upkeep, maintenance and repair of NALIS' facilities and providing project management expertise to ensure that libraries are built to international standards.

**16. The Corporate Security Department** is responsible for ensuring that the security architecture and systems are conducive to the environment of NALIS.

**17. The Internal Audit Department** is responsible for examining and evaluating the adequacy and effectiveness of the organisation's governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives.

**Effect of Functions on Members of the Public**

1. Public libraries are freely accessible to all citizens, both children, young adults and adults, for:
  - (i) consultation of newspapers, periodicals, reference materials and electronic resources,
  - (ii) borrowing of lending materials, after completing membership procedures,
  - (iii) accessing information on the Internet using the libraries' computers,
  - (iv) basic instruction and guidance in the use of computers,
  - (v) participating in a wide range of educational, social and cultural programmes,
  - (vi) Free Wi-Fi using personal electronic devices.
2. Special activities such as storytelling, book clubs, computer training, various competitions and workshops are organised for children at all branches of the public library system.
3. Adult Literacy classes, organised by the Adult Literacy Tutors Association (ALTA) are facilitated at public libraries, in addition to Youth Literacy classes for young persons between the ages 9 – 11 and 13 – 15 years.
4. The Heritage Library is freely accessible to all for conducting research on reference materials pertaining to Trinidad and Tobago and the Caribbean.
5. Libraries in schools in the secondary and primary sectors provide library and information services that positively impact upon the education of students in the school system.
6. Libraries provide online resources such as eBooks, eMagazines, research databases via the NALIS website and other content via social media pages.

**Section 7 (1) (a) (ii)**

**Categories of Documents in the possession of NALIS**

The Authority maintains the following records at its Head Office:

- Annual and other periodic reports
- Contracts for products and services supplied to NALIS
- Financial Records – being accumulation of records on all financial transactions, payments, salaries and wages
- General documents related to Pension Fund Management



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
UPDATED PUBLIC STATEMENT OF  
THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)**

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

- General documents related to the administration of the Library and
- Information Science Scholarship Programme
- General Files – being accumulation of records of the general administration of NALIS
- Inventory of Furniture and Equipment for the Authority
- Job Descriptions for vacant positions  
Job/Position Descriptions – lists of duties, qualifications and competencies required for all jobs on the establishment of NALIS
- Lease Agreements for premises rented by NALIS for offices and libraries
- Library Plans – plan for the National Library Building; plans for Public Library buildings and premises; Plan for Disaster Preparedness
- Personal Files – being employment records of all persons on the staff of the Authority
- Policies and Procedures
- Research Reports – on research undertaken by NALIS
- Tenders documents for the procurement of goods and services

**Section 7 (1) (a) (iii)**

**Material Prepared for Publication or Inspection**

Published documents and other general information may be viewed at NALIS' Head Office between the hours of 9:00 am and 3:00pm at:  
23 Abercromby Street,  
Port of Spain.  
Phone: (868) 624-4466 ext 2323  
Email: pr.marketing@nalis.gov.tt  
Phone: 624-4466 ext 2324/2323

Some materials are also available via NALIS' website at [www.nalis.gov.tt](http://www.nalis.gov.tt).

- Act. No. 18 of 1998 (NALIS Act)
- Administrative and Annual Reports
- Educational Library Services Division – School Library Manual
- NALIS Identity Standards
- NALIS In The News (Quarterly Newsletters)
- NALIS Regulations (Legal Notice No. 147 of 2021)
- Pension Plan Fund Members Booklet
- Service Brochures and Promotional Materials
- Staffing structure for NALIS – organisational chart showing administrative staff structure for NALIS
- Subject Guides to local information
- The National Library – Brief data

**Section 7 (1) (a) (iv)**

**Literature available by subscription**

“Trinidad and Tobago - National Bibliography: A select classification list of materials printed and published in Trinidad and Tobago.” Annual (ed. Vol. 23 Cumulated Issue 2000-2005) – US\$20 Trinidad and Tobago and the Caribbean, US\$40 outside the Caribbean.

**Please contact or write to:**

NALIS  
Technical Services Department  
National Library of Trinidad and Tobago  
23 Abercromby Street, Port of Spain 100509  
Tel: 624-4466 ext 2015

**Section 7 (1) (a) (v)**

**Procedure to be followed for accessing documents from NALIS.**

**How to Request Information:**

Our policy is to answer all requests for information, both oral and written. However, in order to comply with the FOIA, applicants must complete the appropriate form – **Request for Access to Official Documents**. These forms are available in our reception area, at the National Library in Port-of-Spain and at all public library branches throughout Trinidad. Completed request forms must be submitted to the Designated Officer, Mr. Brahma Beharrysingh, Corporate Secretary, at the National Library of Trinidad and Tobago, Port of Spain, either in person or by post.

**Addressing Requests**

To facilitate prompt handling, all requests should be addressed to the Designated Officer, listed at S 7 (1) (a) (vi) hereunder.

**Details in the Request**

Applicants should provide sufficient details to allow for identification and location of the documents being requested. All applications must be signed by the applicant.

**Time Allowed**

A decision to grant or refuse access will be communicated to the applicant within thirty (30) calendar days of the request being received at NALIS' Head Office.

**Section 7 (1) (a) (vi)**

**Designated Officers**

The Designated Officers in NALIS are responsible for:

- (i) Handling enquiries regarding documents arising from this Statement, pursuant to Section 10 of the Act,
- (ii) Requests for access to documents under Section 13, and
- (iii) Applications for corrections of Personal Information under Section 36 of the Act.

**The Designated Officer is:**

Mr. Brahma Beharrysingh  
Corporate Secretary  
NALIS Head Office  
National Library of Trinidad and Tobago  
23 Abercromby Street, Port of Spain 100509  
Tel: 624-4466 ext. 2427  
Email: brahma.beharrysingh@nalis.gov.tt

**The Alternate is:**

Ms. Debbie Goodman  
Manager, Corporate Communications  
NALIS Head Office  
National Library of Trinidad and Tobago,  
23 Abercromby Street, Port of Spain 100509  
Tel: 624-4466 ext. 2323  
Email: debbie.goodman@nalis.gov.tt

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

There are no bodies at NALIS that fall within the meaning of this section of the FOIA.

**Section 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

Information in the public domain can be accessed at any reference or lending library and through our Website – <http://www.nalis.gov.tt>

You may make general enquiries at the service desk of any library service point, during the library's opening hours.

The Reading Room of the Authority is located at NALIS Head Office, National Library of Trinidad and Tobago, 23 Abercromby Street, Port-of-Spain. All fixed library locations offer Reading Room facilities, during opening hours.

Materials will be made available for consultation there, subject to agreed dates and times beforehand, with the Designated Officer.

Documents may be printed from the NALIS Website, subject to the availability of print facility at the particular library. There is a cost to printing materials at libraries.

**Section 8 (1) (a) (ii)**

**Documents provided by NALIS for use or guidance of its officers and staff**

**General**

- Job Evaluation report
- Library Rules
- NALIS Act No. 18 of 1998
- NALIS Regulations (Legal Notice No. 147 of 2021)
- NALIS Strategic Plan
- Policies:
  - Advertising Policy
  - Cheque and Electronic Funds Transfer Signatory Policy
  - Collection Management Policy
  - Communications Policy
  - Corrective Action and Discipline Policy
  - Email Policy
  - Human Resource - Policy Guidelines and Procedural Manual

- ICT Equipment Loan Policy
- Library Use Policy
- Facilities Rental Policy
- NALIS Financial Rules
- NALIS Internal Audit Report and Response Processing Procedures
- NALIS Tender Rules
- Revenue Generation Policy
- Reward and Recognition Policy
- Sale of Liveries Policy
- Sponsorship Policy
- Visitors to the Workplace Policy
- Volunteer Policy
- Work From Home Policy
- Work From Home Procedural Guide
- Preservation Planning Study – Draft (Silverman Study) March, 2005
- Procedures on the care and handling of material
- Public Library Development Plan
- School Libraries Manual
- Staffing Proposals for NALIS
- Standards for Secondary School Library Media Centres
- The Freedom of Information Act 1999 (FOIA) - (Summary information for NALIS Staff)

**Section 8 (1) (b)**

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

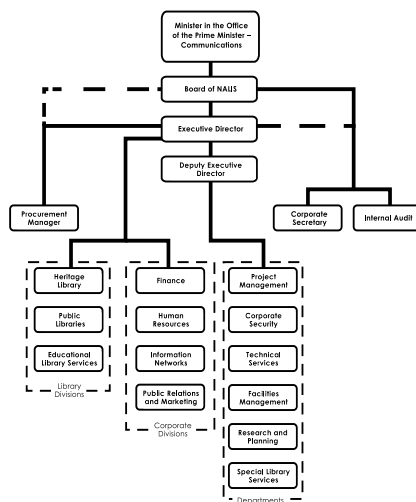
- NALIS Regulations (Legal Notice No. 147 of 2021).

**Section 9 (1) Reports and Statements:**

- Job Evaluation Report, 2005
- Preservation Planning Study – Draft (Silverman Study) March, 2005
- Staffing Proposals for NALIS; Report of Staff Needs Assessment Team, December 2004
- Valuation Report on:
  - Properties owned by NALIS, May 2001
  - Properties rented by NALIS, October, 2001

**ORGANISATIONAL CHART**

**NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY**





The Government of the Republic of Trinidad and Tobago

## Ministry of Public Administration

The Ministry of Public Administration wishes to advise all payees listed below that all uncashed cheques which were listed by the Ministry during the period October 1, 2020 to September 30, 2021 will become void on March 31st, 2022.

Payment Number	Payment Date	Payee Name
17229	11/4/2020	SHARON WILSA WINCHESTER (ONLY)
17968	2/24/2021	DAVID NOVOA (ONLY)
18491	6/1/2021	GLENN WILSON (ONLY)
18771	7/6/2021	LUIS ARAUJO (ONLY)
19020	8/27/2021	SERVICE COMMISSION SPORTS CLUB
19086	9/6/2021	MICHAEL ALI (ONLY)
19088	9/6/2021	SHERRY ANN RAMJIT
19091	9/6/2021	ENID PETERS (ONLY)
19198	9/23/2021	MUSLIM CREDIT UNION
19206	9/23/2021	SERVICE COMMISSION SPORTS CLUB
19276	9/17/2021	LAURA SEUPERSAD (ONLY)
19468	9/30/2021	HUMAN RESOURCE MANAGEMENT ASSOCIATION OF TRINIDAD AND TOBAGO
19512	9/30/2021	VISHAL DABIESINGH (ONLY)
19558	9/30/2021	NATIONAL INFORMATION & COMMUNICATION TECHNOLOGY CO. LTD.
19559	9/30/2021	MEMORY BANK COMPUTER LTD
19568	9/30/2021	BLUE WATERS PRODUCTS LIMITED

Kindly disregard this notice, if any of the above listed cheques were encashed after 31/12/2021  
Enquiries can be made by contacting the Finance and Accounts Division at 623-8578 Ext. (31572)

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Permanent Secretary  
Ministry of Public Administration