



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Friday 8th April, 2022—Price \$1.00

No. 60

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Companies Act, Chap. 81:01 to make provision for the role of the Chief State Solicitor as the Official Receiver”—\$2.70.

450

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

Land Aquisition (Requisition) Order, 2022—(Legal Notice No. 77 of 2022).

Land Aquisition (Possession of Land prior to Formal Vesting in the State) (No. 3) Order, 2022—(Legal Notice No. 78 of 2022).

Legal Supplement Part C—

Bill entitled “An Act to amend the Companies Act, Chap. 81:01 to make provision for the role of the Chief State Solicitor as the Official Receiver”

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Companies (Amendment) Act, 2022.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

8th April, 2022.

B. CAESAR
Acting Clerk of the House



Parliament of the Republic of Trinidad and Tobago

UPDATED PUBLIC STATEMENT (2021) OF THE OFFICE OF THE PARLIAMENT IN ACCORDANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

In accordance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chap. 22:02 the Office of the Parliament of the Republic of Trinidad and Tobago (hereinafter referred to as "the Parliament") is required by law to publish the following statements which lists 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 information held by the Parliament;
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)

Structure and Function of the Parliament

The offices of the Parliament have their origins in the Department of the Colonial Secretary's Office, which was in existence up to the attainment of Independence in 1962. The Trinidad and Tobago (Constitution) Order in Council, 1961 created the bicameral Legislature that is in operation today. The Legislature today is supported by an organization comprising over 300 members of staff, known as the Office of the Parliament, the administrative management of which is exercised by the Clerk of the House.

The Mission of the Office of the Parliament is: -

"To provide Parliamentarians and other stakeholders with high quality professional support services"

The key objectives of the Office of the Parliament are:

1. Ensuring that the Houses of Parliament and their Committees have the necessary procedural, administrative and research support to effectively carry out their functions;
2. Providing all Members with the requisite advice and assistance regardless of party or office;
3. Providing efficient and effective service delivery while at the same time ensuring that resources are allocated responsibly and utilized to their maximum capacity;
4. Increasing public understanding of Parliament and its institutions;
5. Developing its physical and human resources so that the organization will be equipped to anticipate and manage changes in the organization's environment.

The Office of the Parliament is divided into the following responsibility areas:

1. Parliament Secretariat:
 - Offices of the Presiding Officers (President of the Senate and Speaker of the House of Representatives)
 - Office of the Clerk of the House
 - Office of the Clerk of the Senate
 - Office of Committees
 - Financial Scrutiny Unit
2. Legal Department

3. Office of the Marshal of the Parliament
4. Financial Services Department
5. Administrative Services Department
6. Auditing Department
7. Pension and Leave Department
8. Corporate Communications and Productions Department
9. Hansard Department
10. Human Resource Management Department
11. Information Systems Department
12. Parliament Library
13. Procurement Department

The Offices of the Leader of the Opposition and the Ombudsman fall under the jurisdiction of the Parliament and include members of staff of the Office of the Parliament, but maintain separate functions.

PARLIAMENT SECRETARIAT

Purpose: To provide professional advice and assistance to the Presiding Officers and Members of Parliament in support of their parliamentary duties.

Responsibilities include:

- Ensuring that the Houses of Parliament have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the Order Papers and other departmental documents
- Researching matters of procedure and preparing papers occasionally on parliamentary matters
- Maintaining manual and computerized records of all the legislative and other activities of the Office of the Parliament
- Preparing Bills passed by both Houses, for Presidential assent (and proclamation)
- Responding to requests for information and advice from Members of Parliament. Response is also made to requests from the public and private sectors, the general public, other Parliaments, regional and international organizations
- Providing secretariat services to the Presiding Officers
- Providing secretariat services to the Trinidad and Tobago Branch of the Commonwealth Parliamentary Association.

Committees for which the Secretariat is responsible: -

Sessional Select Committees

- Standing Orders Committee: Considers and reports on such matters relating to standing orders referred by Houses of the Parliament
- House Committee: Considers and advises the Presiding Officers on all matters connected with the comfort and convenience of Members of Parliament
- Committee of Privileges: Considers and reports on matters which affect the powers or privileges of the Houses of Parliament
- Statutory Instruments Committee: Scrutinizes and reports whether powers to make regulations, rules, sub rules and bye laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation.
- Business Committee: Considers such matters as may arise from time to time in connection with the business of the Houses, including the composition of Members to serve on Committees

OFFICE OF COMMITTEES

Purpose: To provide secretarial services and procedural advice to Select Committees of the

Parliament other than Sessional Select Committees.

Responsibilities include:-

- Ensuring that the Committees have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the agenda and notices of meetings, reports, minutes and other documents following meetings of Committees
- Advising Members of Parliament on parliamentary practice and procedure

Committees for which the Office of Committees is responsible:

Special Select Committees

(Appointed on an ad hoc basis to consider specific matters. Comprises Members from one House)

Joint Select Committees

(Appointed on an ad hoc basis to consider specific matters. Comprises Members of both Houses)

Joint Select Committees (Standing)

- The Public Accounts Committee
- The Public Accounts (Enterprises) Committee
- Departmental Committees appointed pursuant to Section 66A of the Constitution
 - o National Security
 - o Energy Affairs
 - o Foreign Affairs
 - o Human Rights, Equality and Diversity
 - o Finance and Legal Affairs (includes Finance, Planning, Trade, Tobago Affairs, Office of the Prime Minister, Attorney General, Justice and Legal Affairs)
 - o Land and Physical Infrastructure (includes Land, Agriculture, Marine Resources, Housing, Public Utilities, Transport and Works)
 - o Social Services and Public Administration (includes Education, Health, Gender, Tourism, Public Administration, Labour, Culture, Community Development and other Social Services)
 - o Local Authorities, Service Commissions and Statutory Authorities (including the THA)
 - o State Enterprises

Other Committees

- Public Administration and Appropriations Committee
- Parliamentary Broadcasting Committee
- Committee on Government Assurances

FINANCIAL SCRUTINY UNIT

This Unit function as the secretariat of the aforementioned Public Accounts Committee (PAC), the Public Accounts (Enterprises) Committee (PA(E/C)) and the Public Administration and Appropriations Committee (PAAC), and provides professional advice to the Members of these Committees. Established under our Republican Constitution (1976), the PAC and PAEC respectively, are mandated to consider and report to the Houses of Parliament on appropriation accounts of monies expended out of sums granted by Parliament to meet public expenditure and audited accounts, balance sheets and other financial statements of all enterprises that are owned or controlled by, or on behalf of the State.

UPDATED PUBLIC STATEMENT (2021) OF THE OFFICE OF THE PARLIAMENT—CONTINUED

LEGAL DEPARTMENT

The Legal Department provides legal services to Parliamentarians, Parliamentary Committees and to all departments of the Office of the Parliament in furtherance of the organization's strategic objectives.

OFFICE OF THE MARSHAL OF THE PARLIAMENT

The office of the Marshal of the Parliament is responsible for leading and directing the safety and security of the Parliament, its precincts and staff, management of the Parliamentary Security Department, ceremonial functions connected with the sittings of the Houses and protocol duties in relation to the Presiding Officers and Parliamentary dignitaries. Constituency Management, Mail Room and Courier Services, Food and Beverage Services, Facilities Management and the Support Staff also fall within the purview of the Marshal's office.

FINANCIAL SERVICES DEPARTMENT

The Financial Services Department provides effective financial and accounting services to the Office of the Parliament, and to ensure that the financial functions are conducted in compliance with the Exchequer and Audit Act, and with financial regulations and instructions.

ADMINISTRATIVE SERVICES UNIT

This Department provides and maintains efficient and functional administrative support systems and services for the Office of the Parliament. Responsibilities include coordinating the preparation and timely production of annual Estimates of Expenditure, maintaining a reliable system of record and registry management, and providing up to date and accurate information, particularly on administrative matters to facilitate decision making by the Clerk of the House

INTERNAL AUDIT UNIT

The Internal Audit Department plans, organizes and implement the internal audit function in the Office of the Parliament, including the office of the Ombudsman and Office of the Leader of the Opposition.

PENSION AND LEAVE UNIT

The Pension and Leave Unit is a small but critically important unit within the Human Resources Management Unit charged with the responsibility of ensuring that Members of Parliament, Employees and their dependents; and Constituency Staff receive their retirement benefits accurately and promptly.

CORPORATE COMMUNICATIONS AND PRODUCTIONS UNIT

The Corporate Communications and Productions Department provides the public and other stakeholders with information relating to parliamentary affairs both in print and electronic format.

Responsibilities include liaising with the public, including the media, Government agencies and schools and providing information requested, arranging group tours for visiting schools, producing up-to-date informative material on Parliament, maintaining information on the Office of the Parliament website and managing the broadcasting of Parliamentary debates.

HANSARD UNIT

The Hansard Department provides a permanent and accurate record of the proceedings of both Houses of Parliament as well as verbatim records of meetings of Select Committees. Responsibilities include producing the timely editing of verbatim transcripts of proceedings of the Parliament and facilitating the printing, by the Government Printer, of the official Hansard

HUMAN RESOURCE MANAGEMENT UNIT
The Human Resource Management Unit carries out the processes of recruitment and selection, performance appraisal and training and development for the staff of the Office of the Parliament. It is also charged with functions

relating to staff compensation/benefits and industrial relations matters

INFORMATION SYSTEMS UNIT

The Information Systems Department determines the platforms and technology necessary to facilitate the Parliament's Information Systems strategy. It is responsible for the administration, management and maintenance of the Information Systems infrastructure and related technologies of the Parliament Department, The Office of the Leader of the Opposition and the forty-one (41) Constituency Offices. The Information Systems Unit also maintains the audio system for the Parliamentary Chamber and Committee rooms, and in more recent times the IT based systems used for the broadcasting of Parliamentary proceedings.

PROCUREMENT UNIT

This department is responsible for ensuring compliance with the operations of the Public Procurement and Disposal of Public Property Act.

THE PARLIAMENT LIBRARY

Purpose: To provide high-quality information resource services to Members of Parliament and their research staff, officers of the Parliament and their assistants in a timely, accurate and nonpartisan manner.

Responsibilities include:-

Ensuring that books, journals and other printed documents which may be required by Members of Parliament, in support of their legislative duties, are available.

Responding promptly to requests from Members, officers of both Houses and other authorized users, for such relevant documents that are considered necessary for the performance of parliamentary duties.

Maintaining a definitive collection of sessional papers and other documents related to the business of proceedings of the Senate and House of Representatives.

Assisting Members' research staff to make effective use of parliamentary and other sources in their work for the Members.

SECTION 7 (1)(a)(iii)**Categories of documents in the possession of the Office of the Parliament:**

1. Administrative files dealing with general matters for the operations of the organization
2. Personnel files of employees of the organization
3. Accounting files and financial records dealing with the financial management of the organization
4. Files dealing with the purchase of supplies, services and equipment.
5. Inventory files
6. Cabinet documents
7. Minutes/Agenda of Parliament and Committee meetings
8. Order Papers of the Houses of Parliament
9. Papers laid in Parliament
10. Debates of the Houses of Parliament
11. Standing Orders of the Houses of Parliament
12. Internal and External correspondence files
13. Query files
14. Legislation and legal instruments
15. Commonwealth Constitutions
16. Files dealing with circulars, memoranda, notices and bulletins
17. Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.
18. Files dealing with official functions, conferences and events hosted and attended by Parliamentarians and Staff
19. Books, booklets and newspaper clippings of matters relating to parliamentary government
20. Periodicals and publications on matters relating to parliamentary government

21. Other multimedia resources relating to parliamentary government

SECTION 7 (1)(a)(iii)**Material prepared for inspection**

- Order Papers of the House of Representatives and Senate 1961
- Debates of Parliament
- Legislative Council 1901 – 1961
- House of Representatives, 1961 -
- Senate 1961
- Reports of the Committees of Parliament

Material not prepared for inspection but which can be inspected:

- Debates of Parliament (British)
- House of Commons 1980 – 1994
- House of Lords 1977 - 1980

- Reports: Annual/monthly/quarterly
- Annual Reports (State owned enterprises) 1960 –
- Auditor General's Reports (State owned enterprises) 1960
- Central Statistical Office Statistical Reports
- Central Bank Reports

Minutes of Legislative Council 1865 – 1961

Papers laid in Parliament 1874

- These include Green Papers, White Papers, Reports of Commissions of Enquiry, Committee Reports et al

Standing Orders of the House of Representatives and the Senate
Legislation and legal instruments (Acts, Bills and Legal Notices) 1901–

Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.

Commonwealth Parliamentary Association documents

Books, booklets and newspaper clippings of matters relating to government

Books relating to governmental and parliamentary procedure, Caribbean history, philosophy, management etc.

Vertical file newspaper clippings 1994 – 1997: parliamentary and general topics

Newspapers from 1997- :

- Trinidad Guardian
- Express
- Newsday
- Selected weeklies

Periodicals and publications

- Royal Gazette, Trinidad Gazette 1874-
- The Parliamentarian 1960-
- Other Periodicals relating to general matters such as health, accounting, government, current events etc.

The Parliament Library is the repository for papers laid in Parliament and a source for reference material on parliamentary and related topics. The public may inspect and/ or obtain copies of certain material between the hours of 8:00 am to 4:00 pm on normal working days at the Parliament's Library located at:

Office of the Parliament
Parliamentary Complex
Cabildo Building
St. Vincent Street
Port-of-Spain

The following rules for the use of the Parliament Library apply:

1. Read only access to material - No photocopying or scanning of resources
2. Public users are not allowed to remove or borrow items from the library shelves
3. Cellular phones are to be silenced or switched off
4. No eating, drinking or smoking allowed
5. No music or group discussions allowed

SECTION 7 (1)(A)(IV)

UPDATED PUBLIC STATEMENT (2021) OF THE OFFICE OF THE PARLIAMENT—CONTINUED

Literature is not available by way of subscription.

SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the Act

How to request information

1. Requests for public documents and public services under the Act will be entertained between the hours of 8:00 a.m. and 4:00 p.m. Monday to Friday (except on public holidays). Selected legislation, debates and general parliamentary information are available on our website, www.ttparliament.org.

2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the Request for Access to Official Documents(s) Form (pursuant to Section 13 of the Act) that is available from the Designated Officer or Alternate Designated Officer or from the FOI Unit, Ministry of Communications at their website: www.foia.gov.tt

3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer or Alternate Designated Officer, in writing, in the form of a letter.

4. To ensure prompt handling of requests, please address all requests to the Designated Officer or Alternate Designated Officer of the Office of the Parliament. Contact information for the Designated Officer or Alternate Designated Officer is always available on the Parliament's website.

5. Requests will be acknowledged as official only when made on the prescribed form.

6. Applicants must provide sufficient information to enable the Designated Officer or Alternate Designated Officer to identify the document(s) being requested.

7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).

8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.

9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or the FOI Unit, Ministry of Communications, at their website: www.foia.gov.tt is recommended.

10. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, by way of brochures, reports, etc. Where possible, the applicant will be directed to these public sources.

Time Permitted

1. Applicants will be notified within thirty (30) calendar days or before whether or not their request is approved. Requests may also be partially approved.

2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer or Alternate Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.

3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.

4. An applicant whose request for documents is refused will be notified, in writing, of the reasons for refusal. The applicant will be informed of alternative recourses that are open to him/her in light of the refusal.

5. Subject to the above item 3, if Parliament fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.

6. If it appears that processing the applicant's request may take longer than the thirty (30)-day statutory limit, Parliament will acknowledge the receipt and advise the applicant of its status and may request a formal extension of time to deliver the requested information (which must be approved by the applicant).

7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer or Alternate Designated Officer has received the request and to ascertain its status.

8. The delivery date of the request will be calculated as the date it was received by mail or the date it was delivered to the Designated Officer or Alternate Designated Officer via e-mail.

Fees and Charges

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

2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.

SECTION 7 (1)(a)(vi)

Requests must be addressed to the Designated Officer or in his absence the Alternate Officer:

Designated Officer:

Mr. Jason Elcock – Manager, Corporate Communications

Alternate:

Mrs. Lila Rodriguez-Roberts – Editor of the Official Report

Office of the Parliament
Parliamentary Complex
Cabildo Building
St. Vincent Street
Port-of-Spain

Tel: 624-7275 ext. 2302 (J. Elcock);
624 7275 ext. 2240 (L. Rodriguez-Roberts)
Fax: 625 4672

e-mail: jelcock@ttparliament.org

There is no application fee, however, there may be charges for time spent on searches, photocopies etc., as outlined in the Freedom of Information Fees and Regulations.

SECTION 7 (1)(a)(vii)

There are no bodies which fall under this section of the Freedom of Information Act that have been established for the purpose of advising the organization and whose meetings are open to the public.

SECTION 7(1) (a) (viii)

Reading room facilities

Information in the public domain can be accessed through our website at www.ttparliament.org. General information enquiries can be made to the Manager - Corporate Communications at (868) 624-7275 Ext. 2302.

Due to COVID-19 safety precautions and/or health and safety restrictions implemented by the Office of the Parliament and by the Government of Trinidad and Tobago, access to the Parliamentary precincts is restricted. However, for the purposes of the Act reference, and subject to any existing COVID-19 safety protocols in existence at the time, documents may be viewed between 8:00 a.m. and 4:00 p.m. Monday to Friday (except public holidays) in the designated reading area located at:

Office of the Parliament
Parliamentary Complex

Cabildo Building
St. Vincent Street
Port-of-Spain

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

SECTION 8 (1) and (2)

Documents provided by the Office of the Parliament for use by its Officers

Standing Orders of the House of Representatives and the Senate. These are rules of procedure pertaining to the conduct of the Offices of the Presiding Officers and Members of Parliament only and the procedure in the Chambers and in the Parliament generally. These Standing Orders are available for purchase from the Government Printery Sales Section and can be downloaded from the Parliament website.

Desk manuals for Parliament staff outlining duties and responsibilities

Strategic Plan of the Office of the Parliament
Constituency Relations Assessment Report
Outreach and Communication Strategy
Committee Baseline Assessment

SECTION 9**SECTION 9 (1) (a) to (c) and (e) to (m)**

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

Section 9 (1) (d)

All reports of Special Select Committees and Joint Select Committees of Parliament. Recent reports (2008-Present) are all available for download on the Parliament's website, www.ttparliament.org. All reports are accessible via the Parliament library.



The Government of the Republic of Trinidad and Tobago

Public Statement of Tourism Trinidad Limited

as at December, 2021

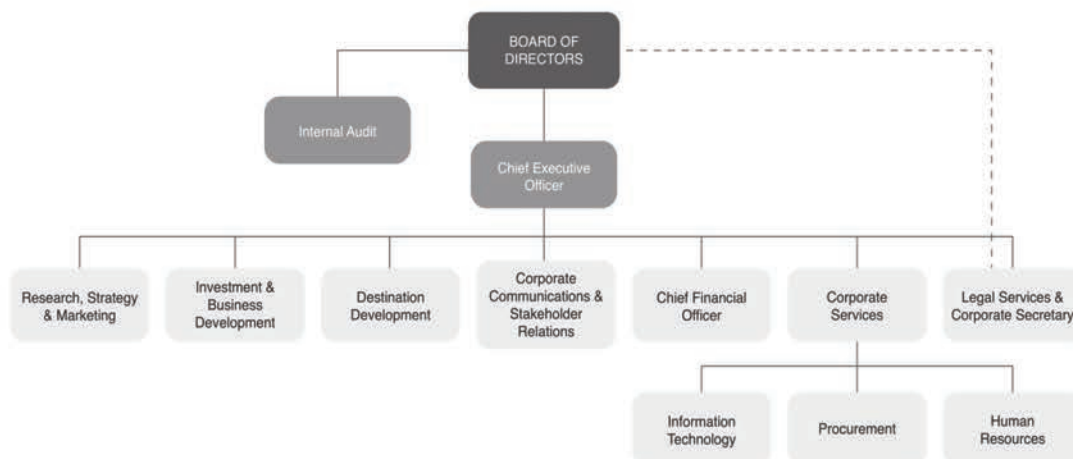
IN COMPLIANCE WITH SECTIONS 7, 8 and 9
OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 (FOIA) Tourism Trinidad Limited (hereinafter referred to as "TTL") is required by law to publish the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- For each person to access information held by TTL;
- For each person to have official information relating to himself/ herself amended where it is incomplete, incorrect or misleading;
- To obtain reasons for adverse decisions made by TTL regarding an applicant's request for information under the FOIA; and
- To complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

Organisational Structure



TTL is headed by a Board of Directors. The composition of the TTL Board of Directors is as follows:

Howard Chin Lee	-	Chairman (until 22nd July, 2021)
Clifford Hamilton	-	Chairman (wef 24th August, 2021)
Natania K. Mack	-	Deputy Chairman
Avalaughn Huggins	-	Director
Shezrae Nesbitt	-	Director
Terrance Bhagwatsingh	-	Director
Lesley-Ann Assee	-	Director
Brian Lewis	-	Director
Devon Seale	-	Director
Shivana Inalsingh	-	Director

The Board is supported by a Manager, Legal Services and Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Functions and Structure of TTL

Vision Statement

We lead and facilitate the transformation of the Trinidad tourism industry to be a key contributor to the national economy and to become a model for sustainable tourism development.

Mission Statement

To harness and shape the authentic and distinctive Trinidad tourism product and experience through research-based creative and cutting-edge marketing, leveraging technology and innovation, to unlock the destination's true tourism potential.

Function and Structure

TTL was incorporated on 29th June, 2017 as a Special Purpose State Enterprise. TTL falls under the purview of the Ministry of Tourism, Culture and the Arts and its registered office is located at Level 18, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain. TTL was established to advance Trinidad's tourism development agenda and its mandate includes:

- the development and marketing of Trinidad's tourism offerings;
- leading and facilitating the marketing and promotion of destination Trinidad internationally;
- taking the lead in attracting tourism investment;
- the promotion of tourism business development;
- the promotion of education, awareness, and co-operation in advancing economic expansion through tourism; and
- encouraging a tourism-friendly approach through well-defined and coordinated marketing strategies, inclusive of social media and other technology-based platforms.

adhered to. The Management Team is responsible for the management of TTL and reports to the Board via the Chief Executive Officer. TTL currently employs twenty-six (26) contract employees divided into the following responsibility centers:

Research, Strategy and Marketing

This Department oversees all aspects of TTL's planning, implementation, monitoring and evaluation and ensures that all aspects of the company's brand's strategy (marketing, promotions, communications and destination development) resonate with current and potential visitors to Trinidad.

Investment and Business Development

The Investment and Business Development arm of TTL is responsible for increasing the contribution of Tourism to

GDP. The Department:

- Develops tourism proposals and presents opportunities to potential users of Trinidad's business and local tourism which further the strategic tourism objectives of Trinidad.
- Expands the use of Trinidad as a business, meetings, conventions and other events destination in the Caribbean.
- Maximises the use of incentives outlined in the National Tourism Policy and the Tourism Development Act, Chap 87:22.

Destination Development

This Department is accountable for identifying and seizing opportunities to make optimal use of all Trinidad's tourism offerings (e.g. cultural, historical, recreational and natural attractions), assessing gaps and developing competitive visitor experiences. The department builds

PUBLIC STATEMENT OF TOURISM TRINIDAD LIMITED—CONTINUED

relationships with tourism and travel trade partners in developing signature experiences/niche markets that can be packaged and marketed locally, regionally and overseas. It also implements quality benchmarks for the measurement and effectiveness of all niche tourism products, services, infrastructure and amenities. Ensuring that all tourism projects are achieved within time, budget, and quality specifications.

Corporate Communications & Stakeholder Relations

This Department is responsible for strategic communications leadership by driving TTL's strategic plans and objectives in public/media relations, corporate communications, stakeholder relationship management, and overseeing TTL's reputation and image.

Corporate Services

This Department ensures the effective and efficient management of Human Resources (HR), Information and Communication Technologies (ICT), Procurement, Security, Health, Safety and Environment (HSE), Facilities Maintenance, and General Administration in accordance with the values and strategic direction of TTL.

Legal Services and Corporate Secretary

The Office of the Manager, Legal Services and Corporate Secretary provides support to the Board of Directors of TTL while safeguarding the integrity of the company's governance framework. Additionally, the office ensures that the company is in compliance with statutory and regulatory requirements and, implements decisions made by the Board of Directors. Specifically, the department:

- (a) Provides sound legal advice to the Board and Management on all matters related to the portfolios of the company particularly in relations to contracts, interpretation of laws and regulations.
- (b) Ensures that the company acts in a legally responsible manner to minimise the risk of litigation.
- (c) Ensures the smooth operation of the company's formal decision-making process.

Section 7 (1) (a) (ii)**Categories of Documents that are maintained by TTL**

The official documents in the company relate to a diverse range of policy, administration and other matters that fall under the scope of TTL. These documents include but are not limited to the following:

- (a) Minutes and other documents pertaining to meetings.
- (b) Files dealing with administrative support and general administrative documents for the operations of TTL.
- (c) Personnel files relating to staff appointments, job applications, job specifications, resignations, deaths, leave, vacation.
- (d) Internal and External Correspondence Files.
- (e) Files dealing with training.
- (f) Circulars, Memorandum, Notices and Bulletins.
- (g) Policies and Procedures (Business Travel Policy, Fixed Asset Management Policy, Mobile Phone Policy, Petty Cash Policy, Signing Authority Policy, Whistleblowing Policy, Health Safety Security and the Environment Policy, Code of Conduct, Learning and Development Policy, Leave Policy, Performance Management Policy, Recruitment Policy, Information Communications Technology (ICT) Policy, Partnership Policy, Procurement Policy, Partnership Policy (Revised), Disciplinary and Employee Grievance Policy, Credit Card Policy and Fraud Policy).
- (h) News Releases and Speeches.
- (i) Files relating to the Strategic Intent of TTL.
- (j) Files relating to the company's Corporate Communication and Marketing initiatives.
- (k) Legal Opinions and related matters.
- (l) Consultancy/Service Agreements.

- (m) Financial and Accounting Files.
- (n) Legislation.
- (o) Files relating to procurement of supplies and services.
- (p) Fixed Asset Register.

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

- (a) The Tourism Development Act, Chap 87:22
- (b) Annual Reports of TTL
- (c) National Development Strategy of Trinidad & Tobago (Vision 2030)
- (d) Brochures on Caroni Bird Sanctuary, Port of Spain Sites & Attractions and Ins and Outs
- (e) Meetings and Conventions Guides
- (f) Birding brochure
- (g) Creole Magazine

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. – 3:30 p.m. Monday to Friday at:

Tourism Trinidad Limited
Level 18, Tower D
International Waterfront Centre
1A Wrightson Road
Port of Spain.
Tel: 1(868)612-7412 ext. 1800
Email: info@visittrinidad.co.tt
Website: <https://visittrinidad.tt>

Section 7 (1) (A) (iv)**Documents available by way of subscription**

TTL does not currently publish any documents that are available by way of subscription.

Section 7 (1) (A) (V)**Procedure to be followed for accessing documents from the TTL, when an FOI request is made.****How to Request Information****General procedure**

1. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents(s) Form that is available from the Designated Officer or at www.foia.gov.tt.
2. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designation Officer in the form of a letter.
3. To ensure prompt handling of requests, please address requests to the Designated Officer of TTL (see Section 7(1)(a)(vii)).
4. Our general policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the applicant under the Act, the applicant must make such requests for information in writing.
5. Applicants must provide sufficient information to enable ready identification by the Designated Officer of the document(s) being requested.
6. If insufficient information is provided, clarification will be sought from the applicant.
7. If the applicant is not sure how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.
8. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from TTL or from another public authority or by otherwise being in the public domain, for example, by way of brochures, reports, etc.
9. Prior to the commencement of the FOIA, old records

may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed e.g. the *Exchequer and Audit Act Chapter 69:01*.

Furnishing Documents

An applicant is entitled to copies of documents TTL has in its possession, custody or power in accordance with FOIA provisions. TTL is required, subject to the FOIA, to furnish copies of official documents only when they are in our possession or we can retrieve them from storage. TTL is required to furnish only one copy of a document. If TTL cannot make a legible copy of a document to be released, TTL may not attempt to reconstruct it. Instead, TTL will furnish the best copy possible and note its quality in our reply. Please note that TTL is not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time Limits

We will determine whether to grant your request for access to official documents as soon as practicable but no later than thirty (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 provided with copies, or if you so request, permitted to inspect the document/s.

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

Fees and refunds

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

Section 7 (1) (a) (vi)**Officers in TTL responsible for Implementation of the Freedom of Information Act.**

The Designated Officer in the company has the following responsibilities:

- (a) The initial receipt of an action upon notices under Section 10 of the FOIA;
- (b) Requests for access to documents under Section 13 FOIA;
- (c) Applications for corrections of personal information under Section 36 of the FOIA;
- (d) To register requests;
- (e) Record time spent on requests;
- (f) Ascertain appropriate action area;
- (g) Dispatch reply for requests; and
- (h) Forward quarterly returns to the Freedom of Information Unit.

PUBLIC STATEMENT OF TOURISM TRINIDAD LIMITED—CONTINUED

The Designated Officer is:

Ms. Vanessa K. Garcia
Manager Legal Services and Corporate Secretary
Tourism Trinidad Limited
Level 18, Tower D, International Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: 1-868-612-7412 ext. 1803
Email: vgarcia@visittrinidad.co.tt

The Alternate Officer [in the event that the Designated Officer is on vacation/sick leave] is:

Mrs. Gabriella Sambrano-Mendez
Legal Officer
Tourism Trinidad Limited
Level 18, Tower D, International Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext. 1814
Email: gsambrano-mendez@visittrinidad.co.tt

Section 7 (1) (a) (vii)

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

This section is not applicable at this time.

Section 7 (1) (a) (viii)**Library/ Reading Room Facilities**

Information in the public domain can be accessed through our website at <https://visittrinidad.tt/>. General information enquiries can be made to the Manager, Corporate Communications & Stakeholder Relations at (868) 612-7412 ext. 1805. For the purposes of FOIA reference, documents within the public domain may also be viewed between 9:00 a.m. and 3:30 p.m. Monday to Friday (except public holidays), in the designated reading area located at:

Tourism Trinidad Limited
Level 18, Tower D, International Waterfront Centre
1A Wrightson Road
Port of Spain

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

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

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

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

- The Tourism Development Act, Chap 87:22
- Financial Regulations and Instructions
- Public Health Regulations, Guidelines and Protocols
- Procurement Policies and Guidelines

Section 8 (1) (a) (ii)

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

- Strategic Plan 2020 - 2023
- Code of Conduct
- Performance Management Policy
- Whistleblowing Policy
- TTL Recruitment Policy
- Health Safety Security and the Environment Policy

Section (8) (1) (b)

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

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

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

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

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

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside Tourism Trinidad Limited by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to Tourism Trinidad Limited or to the responsible Minister of that public authority.

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

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Tourism Trinidad Limited.

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

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

Section 9 (1) (f)

A report prepared for the public authority by a paid

consultant.

- Tourism Trinidad Limited Three-Year Strategic Plan (2020-2023).

Section 9 (1) (g)

A report prepared within the public authority 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 statements to be published under this subsection 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.

- The Tourism Trinidad Limited Administrative Reports 2018, 2019, 2020 and 2021.
- Financial Reports.

Section 9 (1) (i)

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

- Annual Draft Estimates of Expenditure
- Tourism Trinidad Limited Three-Year Strategic Plan (2020-2023)

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

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

Section 9 (1) (k)

A report of a test carried out within Tourism Trinidad Limited 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 Tourism Trinidad Limited.

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

Section 9 (1) (m)

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

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

**2021 Public Statement of
The National Agricultural Marketing and Development Corporation
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, 1999 (FOIA) the National Agricultural Marketing and Development Corporation is required by law to publish and annually update the following statements, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by the National Agricultural Marketing and Development Corporation (NAMDEVCO).
- (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 the National Agricultural Marketing and Development Corporation.

Mission Statement

The National Agricultural Marketing and Development Corporation's (NAMDEVCO) mission is to provide the countries agro producers and marketeers with marketing facilities, support services and the regulatory framework necessary to take Trinidad and Tobago foods to the world.

The National Agricultural Marketing and Development Corporation (NAMDEVCO) is a statutory body established by The National Agricultural Marketing and Development Corporation Act, No. 16 of 1991, Laws of the Republic of Trinidad and Tobago.

Structure

The Board of the National Agricultural Marketing and Development Corporation is supported by an administrative and technical staff, which as at December 2021 comprises 337. The Board consists of nine members selected in accordance with Section 4 of The National Agricultural Marketing and Development Corporation Act. Each member, with the exception of the CEO who is an ex-officio member, is appointed for a term not exceeding two years. From amongst the members appointed under section 4(1) of the Act, Her Excellency the President of the Republic of Trinidad and Tobago appoints a Chairman and a Deputy Chairman.

Functions of the National Agricultural Marketing and Development Corporation.

The function of the National Agricultural Marketing and Development Corporation is outlined under the provisions of section 9 of the National Agricultural Marketing and Development Corporation Act, namely to create, facilitate and maintain an environment conducive to the efficient marketing of agricultural produce and food products through the provision of marketing services and the stimulation of business investments in the agro industrial sector of Trinidad and Tobago.

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

Structure

The National Agricultural Marketing and Development Corporation is divided into the following Departments/Units/Sections:

- (1) Human Resource
- (2) Finance and Administration
- (3) Procurement
- (4) Information & Communication Technology
- (5) Quality Assurance
- (6) Marketing
- (7) Packinghouse Management
- (8) Infrastructure & Market Operations
- (9) Procurement
- (10) Communications & Stakeholder Relations
- (11) Internal Audit
- (12) Corporate Secretary

- **The Chief Executive Officer (CEO)** is the Accounting Officer of the Corporation, and is a legislated position under the National Agricultural Marketing and Development Corporation (NAMDEVCO) Act. The CEO manages the operations of the Corporation in accordance with the directives of the Board of Directors. The CEO retains administrative responsibility for the Corporate Secretary and Internal Audit and operational responsibility for all other department.
- **The Corporate Secretary** is the secretary for all Board Committees. The Corporate Secretary retains responsibility for matters as the Board may determine and provides oversight on matters of corporate governance.
- **The Internal Audit** department is responsible for providing the Board and management of the Corporation with guidance in the mitigation of risks, regulatory compliance and the establishment and maintenance of internal governance controls.

Effect of functions on members of the public

The work of the Corporation impacts directly on members of the public. The National Agricultural Marketing and Development Corporation plays a pivotal role in stimulating business in the agro-agricultural sector. In this regard the Corporation provides facilities for the marketing and export of agricultural produce, market development, facilitation of new product development, training of farmers, buyers and exporters, farm certification to international standards, market intelligence to various stakeholders and the provision of a packing facility.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the National Agricultural Marketing and Development Corporation

1. General administrative documents for the operations of the National Agricultural Marketing and Development Corporation.
2. Personal files, which pertains to staff appointments, job applications, job specifications, promotion, transfers, resignations, deaths, retirements, leave, vacation etc.
3. High Court, Industrial Court and Appeal Court files.
4. Copies of Board decisions on operational matters.

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

5. Audit Reports of Internal and External Auditors
6. Working papers
7. Internal and External correspondence files
8. Consultant Reports and Opinions
9. Legal Opinions and related matters
10. Contracts with services and goods providers
11. Leases and Licenses for users of facilities
12. Deeds and Leases for occupied and NAMDEVCO and Central Marketing Agency- owned properties
13. Files dealing with the accounting and financial management of the National Agriculture Marketing and Development Corporation.
14. Other Financial Records relating to income and expenditure of the National Agricultural Marketing and Development Corporation (cheques, vouchers, receipts).
15. Files dealing with matters relating to the procurement of supplies, services and equipment.
16. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
17. Maps, Charts, Photographs, Compact Discs, Flash drives, Diskettes, Abstracts, Tapes, Catalogues.
18. News Releases, speeches originating in the National Agricultural Marketing and Development Corporation.
19. Policies and Procedure Documents.
20. Documents relating to strategic reviews of operations of NAMDEVCO
21. Legislation and Legal Instruments.
22. Training of staff and stakeholders – local and foreign and technical co-operation.
23. Minutes/Agenda of meetings.
24. Circulars, memoranda, notices, bulletins, etc.
25. Reports: Monthly reports from Internal Audit, Markets, Packinghouse, Accounts, Maintenance, Marketing Department, Human Resource, Market Revenue Reports, HSE, Risk Assessment and Valuations.
26. Briefing Papers.
27. Documents pertaining to official functions, conferences and events hosted and attended by the National Agricultural Marketing and Development Corporation.
28. Inventories.
29. Periodicals and publications.
30. Registers, Certificates, Permits, Licenses etc.
31. Agreements, Terms and Conditions, Policies and Procedures concerning the Piarco Packinghouse services and operations
32. Operating Manuals
33. Market Regulations and Terms and Condition for Prepaid Management System
34. Receipt books
35. Registers for attendance of employees and visitors

Section 7 (1) (a) (iii)

Material prepared for publication or inspection.

The public may inspect and/or obtain copies the materials listed on NAMDEVCO'S website 24 hours a day at: www.namdevco.com

Catalogue of Information available at the above address or at NAMDEVCO'S website www.namdevco.com

Section 7 (1) (a) (iv)

Literature available by subscription: None at this time.

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the NAMDEVCO:

- General Procedure

Our 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 information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available from the Registry 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 of National Agricultural Marketing and Development Corporation (see Section 7 (1) (a) (vi)).

- Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

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

Responding to your Request

- Retrieving Documents

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

- 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 in our reply.

Please note we are not compelled to do the following:

- (a) 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.
- (b) Perform research for you.

Time Limits

- General

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

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

request may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- Time Allowed

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

Section 7 (1) (a) (vi)

Officers in the National Agricultural Marketing and Development Corporation responsible for:

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

The Designated Officer is:

Camille Mohan Cayenne

Corporate Secretary

NAMDEVCO

3 ¼ m. m. S. S. Erin Road, Debe

Tel: 1(868) 647-3218 ext. 200/201

Fax: 1(868) 647-6087

Email: contact@namdevco.com

Website: www.namdevco.com

The Alternate Officer is:

Ms. Nikki Sebastian

Tel: 1(868) 647-3218

Fax: 1(868) 647-6087

Email: nsebastian@namdevco.com

Website: www.namdevco.com

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies.

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information may be readily accessed through our website at www.namdevco.com. You may make general enquiries to our Receptionist at:

1 (868) 647-3218

The Reading Room is located at NAMDEVCO'S Head Office, S.S Erin Road, Debe. The Reading Room is currently not normally open to the public due to protocols implemented due to the Covid-19 pandemic.

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

Policy of NAMDEVCO for provision of copies of documents that are readily available to the public.

- Copies will be normally be provided in soft copy via email.
- Photocopies will be provided in print if materials are available to facilitate same.
- Prior approval and arrangements must be made with the designated officer for in-person attendance to read/inspect documents.
- Covid-19 protocols apply.

SECTION 8 STATEMENTS

Section 8 (1) (a) (1)

Documents containing interpretations or particulars of written laws or schemes administered by the **National Agricultural Marketing and Development Corporation**, not being particulars contained in another written law.

The National Agricultural Marketing and Development Corporation Act, No. 16 of 1991.

The National Agricultural Marketing and Development Corporation (Southern Wholesale Market) Regulations, 1999.

The National Agricultural Marketing and Development Corporation (Northern Wholesale Market) Regulations, 2002.

The Industrial Relations Act.

The Exchequer and Audit Ordinance.

Workmen's Compensation Act.

OSH Act.

Pension Act.

Section 8 (1) (a) (ii), Section 8 (1) (b)

1. Visitor's Agreement
 - Terms and Conditions for Use of the NAMDEVCO Packinghouse located at E16 Caroni North Bank Road, Piarco
 - List of Procedures Related to the Operation of the Piarco Packinghouse
 - Motor Vehicle Guidelines – Purchase, Use and Maintenance of State Vehicles
 - Data Collection Policy for Price and Volume Collection
 - Data Collection Policy for verification and entering Price and Volume Collection
 - Daily Electronic Board Prices Manual
 - Greenvine Publications
 - Standard Operation Procedures for the engagement of Institutional and Commercial Buyers
 - HSE Policy Documents

Section 9 Statements

Section 9 (1) (a)

Not applicable

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED

Section 9 (1) (b)

Not applicable

Section 9 (1) (c)

Not applicable

Section 9 (1) (d)

Not applicable

Section 9 (1) (e)

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

- Report on a Feasibility Study for Establishment of a Multi-Purpose Agro Processing Facility Establishment of Producer/Exporter, Destination Guidelines for Agricultural Chemical use in Trinidad and Tobago.
- The Transport of Perishable Fruits and Vegetables from Trinidad and Tobago.
- Development of Grades and Standards for Fresh Produce of Trinidad and Tobago.
- National Market Information System for Agricultural Produce Papaya Production for Export.
- Assessing the Impact of Information and Communication to NAMDEVCO'S Clientele.
- Consumption of Selected Local Fruits and Vegetables by Hotels and Restaurants in Trinidad and Tobago.
- Supermarket Pilot Project.
- Monetising and Marketing of Root Crops in Trinidad and Tobago.
- Security Service Evaluation Report from Consultant Mr Richard Garcia of RG Associates Ltd.
- A Strategy for Reform of the Agribusiness Sector in the Republic of Trinidad and Tobago by Timothy G. Taylor
- National Market Information System for Agricultural Produce, Concept, Design and Implementation Report by Stephen Thornhill
- Development of Grades and Standards of Fruits and Vegetables for Trinidad and Tobago by Cordia L. Thompson
- Economic and Marketing Study for the Agriculture Industry in Trinidad and Tobago and Development of a Marketing Plan by Caribbean Industrial Research Institute
- Global Market Intelligence and Competitive Sources of Supply on Garlic. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Onion. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Carrots. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Cabbage. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Potato. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Tomato. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- The Papaya Industry in Trinidad and Tobago – Cost of Production and Industry Analysis. Study commission by NAMDEVCO, By Govind Seepersad (PhD), w. Kissoonsingh (MPhil)
- NAMDEVCO's Five Year Marketing Plan 2010 – 2015 done by Marketing Consultant Mario Pfeaffle
- Hot Pepper and Cassava Industry Development Committee Position Paper
- NAMDEVCO National Commercial Demand Survey
- Guidelines to Exporting Agriculture Produce

2021 PUBLIC STATEMENT OF THE NATIONAL MARKETING AND
DEVELOPMENT CORPORATION—CONTINUED**Section 9 (1) (f)**

Not applicable

Section 9 (1) (g)

Not applicable

Section 9 (1) (h)

Audit Reports and related summaries

Section 9 (1) (i)

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

Strategic Plan

Business Plan

Section 9 (1) (j)

Not applicable

Section 9 (1) (k)

Not applicable

Section 9 (1) (l)

Not applicable

Section 9 (1) (m)

Not applicable.



NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED

PUBLIC STATEMENT

OF THE NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED
FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)
OF THE LAWS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the National Investment Fund Holding Company Limited (NIF) is required by law to publish and annually update the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (i) for each person to access information held by the National Investment Fund Holding Company Limited;
- (ii) for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- (iii) to obtain reasons for adverse decisions made by the NIF regarding an applicant's request for information under the FOIA; and
- (iv) 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

The NIF was incorporated in the Republic of Trinidad and Tobago on 29 May 2018 by the Corporation Sole for the purpose of holding and monetizing assets transferred by the Government of the Republic of Trinidad and Tobago (GORTT).

Organization & Structure of the NIF

The NIF is headed by a Board of Directors appointed by the Minister of Finance. The organization's management consists of a

Corporate Secretary, Manager Finance and Accounting and an Executive Assistant. The current Board of Directors are:

Ms. Jennifer Lutchman (Chairman)
Ms. Nadira Lyder
Mr. Dexter Jaggerauth
Mr. Hayden Manzano
Ms. Cindy Pierre

Section 7 (1) (a) (ii)

Categories of documents maintained by the NIF:

Files, records, manuals and documents in respect of the following:

- (i) general administrative documents for the routine functions of the NIF
- (ii) personnel records on staff appointments etc.
- (iii) accounting and financial management
- (iv) financial records (cheques, vouchers, receipts etc.)
- (v) the procurement of supplies, services and equipment
- (vi) internal and external correspondence
- (vii) minutes of meetings
- (viii) annual reports
- (ix) 2018 Prospectus
- (x) newspaper clippings
- (xi) contracts, service level agreements, legal agreements, legal opinions and related matters
- (xii) policy and procedure documents
- (xiii) manuals.

PUBLIC STATEMENT OF THE NATIONAL INVESTMENT FUND HOLDING COMPANY
LIMITED—CONTINUED



NATIONAL INVESTMENT FUND
HOLDING COMPANY LIMITED

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection

The NIF prepares the following documents which can be downloaded from its website:

- (i) quarterly financial statements
- (ii) annual audited financial statements
- (iii) annual reports.

The public may inspect and/or obtain copies of the preceding material between the hours of 9:00 a.m. to 3:00 p.m. on normal working days at the following location:

Level 2 Eric Williams Finance Building
Independence Square
Port of Spain
Telephone: Tel: 612-9700 Ext. 1209
Website: <https://nif-tt.com/>
Email: nif@gov.tt

Section 7 (1) (a) (iv)

Literature available by subscription

The NIF has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed for accessing documents from the NIF, when a Freedom of Information (FOIA) request is made.

General Procedure

In order to have the rights given to applicants by the FOI Act, you must make your request in writing.

The Request for Access to Official Documents form may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information

- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the NIF.
(see Section 7 (1) (a) (vi)).

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within **thirty (30) days** of the receipt of the request by the NIF (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered.

After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

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

PUBLIC STATEMENT OF THE NATIONAL INVESTMENT FUND HOLDING COMPANY
LIMITED—CONTINUED



NATIONAL INVESTMENT FUND
HOLDING COMPANY LIMITED

Section 7 (1) (a) (vi)

Officers in the NIF responsible for: -

- (i) the initial receipt of and action upon notices under Section 10;
- (ii) requests for access to documents under Section 13; and
- (iii) applications for correction of personal information under Section 36.I of the FOIA,

Designated Officer:

Ms. Christine Frank
Corporate Secretary
National Investment Fund Holding Company
Limited
Level 2, Eric Williams Finance Building
Independence Square
Port of Spain
Telephone: 681-7012
Email: nif@gov.tt

Alternate:

Ms. Simone Denoon Jackman
Manager Finance and Accounting
National Investment Fund Holding Company
Limited
Level 2, Eric Williams Finance Building
Independence Square.
Telephone: Tel: 612-9700 Ext. 1209
Email: Simone.Jackman@gov.tt

Section 7(1) (a) (vii)

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

At this time, there are no bodies in the NIF 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 from the NIF's website: <https://nif-tt.com/>

You can also make enquiries by contacting us at 612-9700 Ext. 1209

Section 8 (1) Statement 2

Documents provided by the NIF for the use or guidance of its officers:

This section is not applicable to the NIF at this time.

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi).

Arrangements will be made to accommodate the applicant between the hours of 9:00 a.m. to 3:00 p.m. on normal working days.

The Policy of the NIF for provision of copies of documents that are readily available to the public is as follows:

- provision of documents may be subject to a charge to cover administrative costs.
- no smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i) and Section 8 (1) (a) (ii)

These sections are not applicable to the NIF at this time.

Section 8 (1) (b)

In enforcing written laws and schemes administered by the NIF 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:

This section is not applicable to the NIF at this time.

Section 9 (1)

Section 9 (1) (a, b, c, d, e, f, g, h, i, j, k, l, m)

These subsections are not applicable to the NIF at this time.

April 4 2022

Trinidad and Tobago Creative Industries Company Limited
#47 Long Circular Road,
St. James



2021 Public Statement of the Trinidad and Tobago Creative Industries Company Limited (CreativeTT) in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999.

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) Chap. 22:02, the Trinidad and Tobago Creative Industries Company Limited (hereinafter called CreativeTT) is required by law to publish and annually update the statement which lists the documents and information generally available to the public. The following information is published with the approval of the Honourable Minister of Trade and Industry.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Creative Industries Company Limited;
2. A legal right for each person to have official information relating to himself/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) Statement on the organization and function of CreativeTT.

Trinidad and Tobago Creative Industries Company Limited (CreativeTT) is a wholly owned State enterprise and the parent company of three (3) subsidiaries - Trinidad and Tobago Music Company Limited (MusicTT), Trinidad and Tobago Film Company Limited (FilmTT) and Trinidad and Tobago Fashion Company Limited (FashionTT); established by The Government of the Republic of Trinidad and Tobago through the Ministry of Trade and Industry. The main business of CreativeTT as a parent company, is to facilitate the business development and functioning of its three subsectors - Music, Film and Fashion.

Vision Statement

To stimulate and facilitate the business development and export activities of the Creative Industries in Trinidad and Tobago.

Mission of CreativeTT

To generate national wealth and, as such, to be responsible for the strategic and business development of the three (3) niche areas and subsectors under its purview - Music, Film, Fashion

Management of CreativeTT

CreativeTT, the Parent Company, is governed by a Board of Directors consisting of a Chairman and six directors, all appointed by the President of the Republic of Trinidad and Tobago. The Chief Executive Officer is appointed by the Board. The Chairman of the Board reports to the Minister in the Ministry of Trade and Industry.

CreativeTT's management consists of the CreativeTT Parent Board, three (3) Subsidiary Boards - Music, Film and Fashion, and a Chief Executive Officer (CEO) (position soon to be filled). The Board of Directors

are appointed by the Minister of Trade and Industry.

The members of CreativeTT Parent Board are:

- Calvin Bijou (Chairman)
- John Arnold
- Dionne Mc Nicol Stephenson
- Laura Narayansingh
- Roy Gomez
- Rajkavir Singh
- Heeralal Rampartap

The organizational structure of CreativeTT consists of five (5) support functions:

- Legal Department
- Corporate Services Department
- Finance and Accounting Department
- Facilitations Department
- Marketing and Communications Department

The Head of each department reports directly to the Chief Executive Officer.

The management structure of each Subsidiary consists of the Subsidiary Board of Directors and the General Manager (GM) with the GM maintaining a dotted line of reporting to the CEO of CreativeTT. In the absence of a CEO, the GM reports directly to the Board of Directors. Each Subsidiary is supported by a Project Department.

The members of the MusicTT Board and General Manager are:

- John Arnold (Chairman)
- Martin Raymond
- Francis Escayg
- Melissa Jimenez (GM)

The members of the FilmTT Board and General Manager are:

- Dionne Mc Nicol Stephenson (Chairman)
- Lorraine O'Connor
- Richard Chin Fatt
- Leslie-Ann Wills-Caton (GM)

The members of the FashionTT Board and General Manager are:

- Jason Lindsay (Chairman)
- Laura Narayansingh
- Lisa Sinanan
- Lisa-Marie Daniel (GM)

Chief Executive Officer (CEO)

The CEO is responsible for providing the highest quality of strategic leadership and management for CreativeTT and its subsidiaries (FashionTT, FilmTT, MusicTT) in the oversight of its day-to-day functioning and direction in accordance with CreativeTT's Vision and Mission and the Strategic Direction of CreativeTT as directed by its Board of Directors.

In collaboration with the General Managers of each subsidiary, the CEO will establish and build the CreativeTT industries by creating and delivering industry value for its stakeholders and provide sustained profitable growth of the organization. The CEO will facilitate the integration of the

diverse work being undertaken as well as assist in innovation and transformative work, delivering on sector strategy which considers the national priorities and public policy objectives. The CEO, with the Board of Directors, will envision, devise and execute policy and strategic plans to ensure efficient management of the organization including its staff.

General Manager

The GM reports to its respective Subsidiary Board and collaborates with the CreativeTT CEO. The main responsibility is to implement and execute strategic plans, programmes and activities, and simultaneously provide data and new opportunities for industry development and commercialization within the sector. The GM also oversees the general operations of the company and develops its budgets.

Legal Department

This department is responsible for maintaining standards of sound corporate governance, support the Board in its risk management, and maintain compliance with corporate, secretarial and legal requirements for CreativeTT and its subsidiaries - MusicTT, FilmTT and FashionTT.

Corporate Services Department

This department is responsible for the sites, staff, and operations to ensure the continuous and successful functionality of the company. It also oversees the organization of the corporate office and the development and maintenance of company business practices, policies and procedures, personnel files, and associated functions of each.

Finance & Accounting Department

The role of this department is to oversee and coordinate all financial operations of CreativeTT and its Subsidiaries, and ensure that accurate financial information is reported in a timely manner.

Facilitation Department

This department is responsible for the administration of the application and approval processes for industry rebates and incentives as well as provide support on PSIP projects.

Marketing and Communications Department

The role of this department is to develop and implement the marketing and promotional aspects of the strategic plan in order to enhance the company's corporate image and manages its relationship with key stakeholders.

Business Development Department

This department garners information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies, and enable implementation for the Company.

Project Department

This department is responsible for the coordination, implementation, management, monitoring, evaluation, and reporting on all projects/programmes undertaken by the Company.

Section 7(1)(a)(ii) Categories of Documents maintained by CreativeTT (Files, Records, Manuals, Documents):

1. General administrative documents for the routine functions of CreativeTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, etc.
3. Accounting and financial management files of CreativeTT and its subsidiaries
4. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
5. Circulars, memoranda, notices, bulletins
6. Files dealing with official functions, workshops and events hosted by CreativeTT
7. Matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Complaint/suggestion files
10. Inventory records
11. Contracts, memorandum of agreements, service level agreements, legal opinions and related matters
12. Memberships
13. Minutes/Agenda of meetings
14. Annual Reports
15. Archival documents
16. Policy and Procedure Documents
17. Acts and Legal notices
18. Manuals

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

- CreativeTT Financial Statements

The public may inspect material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days of Monday to Friday at CreativeTT's office situated at: #47 Long Circular Road, St. James.
Tel: 628-1156
E-mail: info@creativett.gov.tt

Forms

1. Freedom of Information Act forms

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

CreativeTT offers no literature by way of subscription services.

Section 7(1)(a)(v) Procedure to be followed when a request for access to a document is made to CreativeTT

General Procedure

In order to have the rights given to applicants by the Freedom of Information Act, you must make your request in writing. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) from CreativeTT's website, www.creativett.co.tt, or the Freedom of Information Unit's website (<http://www.foia.gov.tt>).

**For more information, visit
www.creativett.co.tt/foia.**



2022 PUBLIC STATEMENT

OF THE FAIR TRADING COMMISSION

FREEDOM OF INFORMATION ACT 1999 CHAPTER 22:02 (FOIA)

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, 1999 ("FOIA") the Fair Trading Commission ("the Commission") is required by law to publish the following statements, which list the documents and information generally available for public scrutiny.

This Statement is published with the approval of the Minister of Trade and Industry.

The Freedom of Information Act gives members of the public:

- For each person to access information held by the Commission;
- For each person to have official information relating to himself/ herself amended where it is incomplete, incorrect or misleading;
- To obtain reasons for adverse decisions made by the Commission regarding an applicant's request for information under the FOIA; and
- 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

The Commission publishes this statement relevant to the year 2022 in accordance with Section 7 of the FOIA. This statement has been updated reflecting changes in the Commission for the period July 2014 to March 2022.

Section 7(1)(a)(i)

Particulars and functions of the Commission

Functions of the Commission

The Commission is a body corporate established pursuant to the Fair Trading Act Ch. 81:13 ("the Act"). The Act was first partially proclaimed in 2007. The Commission was formally established in July 2014. While some sections were proclaimed in the intervening years, all remaining sections of the Act were finally proclaimed by Her Excellency the President on Monday February 10, 2020.

The Commission's main functions, as outlined in Section 5 of the Act are to:

- Carry out subject to section 9, on its own initiative or at the request of any interested person such— (i) investigations in relation to the conduct of business, as will enable it to determine whether any enterprise is engaging in business practices in contravention of this Act and the extent of such practices; and (ii) other investigations as may be requested by any interested person or as it may consider necessary or desirable in connection with matters falling within the provisions of this Act;
- Advise the Minister on such matters relating to the operation of the Act, as it thinks fit or as may be requested by the Minister;
- Investigate on its own initiative or at the request of any person adversely affected and take such action as it considers necessary with respect to the abuse of a monopoly power by any enterprise;
- Carry out such other duties as may be prescribed by or pursuant to the Act;

The Vision of the Commission is to create an economy that is characterized by fairness and vigorous competition with the result being high quality goods and services being provided at competitive prices.

The Mission of the Commission is to protect, promote and maintain free and fair competition in the conduct of business in Trinidad and Tobago.

Duties of the Commission

The duties of the Commission pursuant to Section 5(2) of the Act include:

- To make available— (i) to persons engaged in business, general information with respect to their rights and obligations under the Act; and (ii) for the guidance of consumers, general information with respect to their rights and obligations under the Act or affecting the interests of consumers;
- To undertake studies and publish reports and information regarding matters affecting the interests of consumers; and
- To co-operate with and assist any association or body of persons in developing and promoting the observance of standards of conduct for the purpose of ensuring compliance with the provisions of the Act.

Structure of the Commission

The Act provides for the appointment of no less than three and no more than five Commissioners to the Board of the Commission.

The Commissioners are drawn from amongst persons with expertise in legal, financial, business or administrative matters and are appointed by Her Excellency the President.

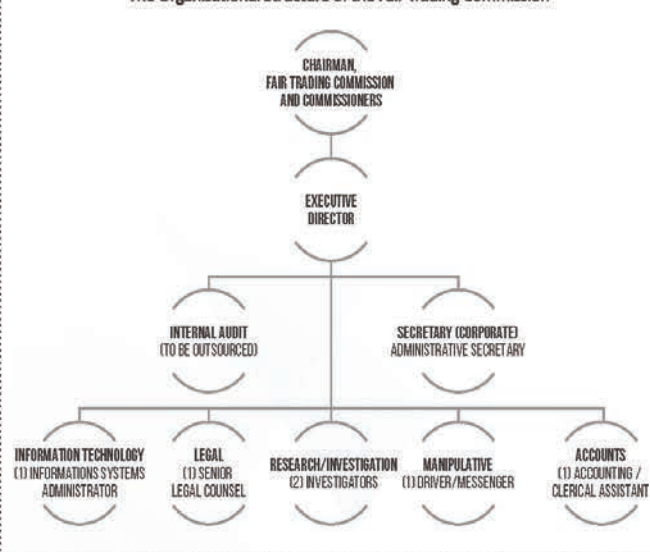
The current Members of the FTC's Board of Commissioners are:

- Dr. Ronald Ramkissoon, Chairman, FTC;
- Mr. Christopher Sieuchand, Commissioner, FTC;
- Mr. Dennis Scott, Commissioner, FTC;
- Mr. Dan Martineau, Commissioners, FTC; and
- Ms. Dawn Callender, Commissioner, FTC.

Staff of the Commission

The Staff is appointed by the Commission and includes the Executive Director, Senior Legal Counsel, Investigations Officers, Accounting/Clerical Assistant and other support staff.

The Organisational Structure of the Fair Trading Commission



2022 PUBLIC STATEMENT OF THE FAIR TRADING COMMISSION—CONTINUED



2022 PUBLIC STATEMENT

OF THE FAIR TRADING COMMISSION

FREEDOM OF INFORMATION ACT 1999 CHAPTER 22:02 (FOIA)

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

SECTION 7 STATEMENTS**Section 7(1)(a)(ii)****Categories of Documents in the Possession of the Commission:**

Files in respect of the following:

1. Initial Reports Received
2. Complaints Received
3. Merger Applications Received
4. Internal Policies
5. General administrative documents for the routine functions of the Commission
6. Strategic Plan
7. Personnel records on staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
8. Accounting and financial management records (cheques, vouchers, receipts etc.)
9. The procurement of supplies, services and equipment
10. Correspondence from external stakeholders/private and public bodies
11. Legislation including the Fair Trading Act
12. Merger Guidelines
13. Legal opinions and related matters
14. Minutes and Agendas of Commission meetings
15. Reports, annual, statistical, audit, technical and corporate
16. Inventory files
17. Books, Journals, pamphlets and brochures
18. Newspaper clippings
19. Charts and photographs,
20. Press Releases, speeches and statements issued by the Commission
21. Surveys, Studies, Reports, Research Papers
22. Files dealing with official functions, conferences and events hosted and attended by the Commission.
23. Reports on Conferences and Stakeholder Sensitization Sessions hosted and attended by the Commission
24. Files dealing with training of staff and technical co-operation/capacity building.

Forms

1. Complaints Form
2. Merger Application Form
3. Freedom of Information Act Forms

Audio Visuals

1. Video and audio recordings of the Commission's activities

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

1. The Fair Trading Act
2. Press Releases, speeches and statements issued by the Commission
3. Public Notices
4. Brochures
5. Advertisements
6. Merger Guidelines
7. Annual Reports of the Commission

The Public may inspect the aforementioned material between the hours of 9:00am-3:00pm Monday to Friday at:

Level 12 Nicholas Tower
63-65 Independence Square,
Port of Spain
Tel: (868) 623-2931 ext. 2202/2232/2234/2236
Fax: (868) 623-5445
Email: info@tandftc.org

Section 7 (1) (a) (iv)**Literature Available by Subscription: -**

The Commission has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed for accessing documents from the Commission, when an FOI request is made.****General Procedure**

1. In order to exercise the rights given to applicants under the FOIA, an applicant must make their request in writing by submitting:

A completed Request for Access to Official Documents Form, which can be accessed at the Commission's Reception/Lobby area located at Nicholas Tower, 63-65 Independence Square, Port of Spain, or which may be downloaded from the Commission's website (<http://tandftc.org/>) or the Freedom of Information Unit's website (<http://www.foia.gov.tt>).

2. The relevant information that must be provided to the Commission includes the following:
 - Name of Applicant (full name preferred)
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
3. Applications submitted via email or delivered in person to the Commission during the hours of 9:00am-3:00pm should be addressed to the Designated Officer of the Commission (see Section 7 (1) (a) (vi)).
4. The applicant will be contacted within thirty (30) days of the receipt of the request by the Commission (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. If the applicant's request is approved, the applicant will be so informed and given a time period in which the information requested will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and their rights according to Section 38A and 39 of the FOI Act.

Addressing Requests

To facilitate prompt handling of requests, please address it to the Designated Officer of the Commission (see Section 7 (1) (a) (vi) of the FOIA).

Details to be included in the request

Applicants should provide sufficient details that will allow for ready identification of requested records. If you are not sure of how you should write your requests or what details to include, communicate with our Designated Officer.

RESPONDING TO REQUESTS**Retrieving Documents**

The Commission is required to furnish copies of documents only when they are in our possession.

Furnishing Documents

An applicant is entitled to copies of information in our possession, custody or power. The Commission is required to furnish one copy of a document. If we cannot make a legible copy of a document to be released, the Commission is not obliged to construct it. Instead we will furnish the best copy possible and note the quality in our reply.

Please note the Commission is not compelled to do the following:

- a. create new documents; or
- b. perform research for the public.

2022 PUBLIC STATEMENT OF THE FAIR TRADING COMMISSION—CONTINUED



2022 PUBLIC STATEMENT

OF THE FAIR TRADING COMMISSION

FREEDOM OF INFORMATION ACT 1999 CHAPTER 22:02 (FOIA)

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

Section 7(1)(a)(v)

Procedure to be followed for accessing documents from the Commission, when an FOI request is made. (cont'd)

Requests not handled by the Commission

A request under the FOIA will not be processed to the extent that it asks for access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 of the FOIA.

Time Limits

The FOIA prescribes a time limit of thirty (30) calendar days for the Commission to communicate to the applicant, its approval or refusal of a request for access to documents. The Commission will make all attempts to adhere to this time limit, however, if it appears that the processing of the request will not be within the said time limit, the Commission will advise the applicant of same. If the Commission fails to meet the thirty (30) day deadline, the FOIA gives the applicant the right to proceed as though his/her request has been denied.

If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if so requested will be permitted to inspect the document/s as soon as reasonably practicable thereafter.

The possibility exists that requests may be incorrectly addressed or misdirected. Applicants are asked to call or write to confirm that the Commission has received the request, and to ascertain its status.

Fees and refunds

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

Section 7 (1) (a) (vi)

Procedure to be followed for accessing documents from the Commission, when an FOI request is made.

Officers at the Commission Responsible for:

1. The initial receipt of an action upon notices under Section 10 of the FOIA;
2. Requests for access to documents under Section 13 of the FOIA; and
3. Applications for corrections of personal information under Section 36 of the FOIA.

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

DESIGNATED OFFICER:

Mr. Bevan Narinesingh
Executive Director

Fair Trading Commission

Level 12, Nicholas Tower

63-65 Independence Square

Port of Spain

Trinidad and Tobago.

Telephone: (868) 623-2931 ext. 2202

Email: Bevan.narinesingh@gov.tt

ALTERNATE:

Ms. Krystle S. Maharaj
Senior Legal Counsel

Fair Trading Commission

Level 12, Nicholas Tower

63-65 Independence Square

Port of Spain

Trinidad and Tobago.

Telephone: (868) 623-2931 ext. 2213

Email: Krystle.maharaj@gov.tt

Section 7 (1) (a) (vii)

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

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

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

The public is entitled to access document that are provided by the Commission for the use or guidance of the Commission or its staff in making decisions or recommendations, or in providing advice to persons outside the Commission, with respect to rights, privileges, benefits, obligations, penalties or other detriments. These may include:

1. Documents containing interpretations or particulars of written laws or Guidelines/Regulations issued by the Commission, not being particulars contained in another written law;
2. Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the Commission or similar documents containing rules, policies, guidelines, practices or precedents.

The above documents will be made available to the public as they are developed.
Governing Legislation
The Fair Trading Act, Ch. 81:13

Section 8(1) (b)

In enforcing written laws or schemes administered by the Commission 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 no statements to be published under this subsection at this time.

STATEMENTS UNDER SECTION 9 OF THE FOIA**Section 9 (1) (a)**

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

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

Section 9 (1) (b)

A report or a statement containing the advice or recommendations

1. of a body or entity established outside of the Commission 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 the Commission or to the Minister with responsibility of the Commission.

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 Commission

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

2022 PUBLIC STATEMENT OF THE FAIR TRADING COMMISSION—CONTINUED



2022 PUBLIC STATEMENT

OF THE FAIR TRADING COMMISSION

FREEDOM OF INFORMATION ACT 1999 CHAPTER 22:02 (FOIA)

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

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Commission to submit a report, provide advice or make recommendations to the Minister with responsibility for the Commission or to another officer of the Commission 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 Commission by a scientific or technical expert, whether employed within the Commission 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 Commission by a consultant who was paid for preparing the report.

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

Section 9 (1) (g)

A report prepared within the public authority 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 statements to be published under this subsection at this time.

Section 9 (1) (h)

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

Examination only:

- Auditor General Reports

The Commission's Auditor General Reports are available for public review subject to being first laid in Parliament.

Section 9 (1) (i)

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

Examination only:

- The Strategic Plan of the Commission

Section 9 (1) (j)

A statement prepared within the Commission 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 Commission 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 Commission.

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

Section 9 (1) (m)

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

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

For further information, contact the Commission at:

Fair Trading Commission
Level 12, Nicholas Tower
63-65 Independence Square,
Port of Spain,
Republic of Trinidad and Tobago.

Tel: (868) 623-2931 ext. 2202/2232/2234/2236

Fax: (868) 623-5445

Email: info@tandtftc.org

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

OWEN ROSS having made sworn declaration that Policy Number 270993 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 22nd day of February, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

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GISELLE THOMPSON having made sworn declaration that Policy Number 242113 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of THORA THOMPSON (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 16th day of March, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

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AVINASH MAHARAJ having made sworn declaration that Policy Number 310431 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of DIPNARINE MAHARAJ (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 16th day of March, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

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

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

Name	Policy Number
RYAN DUNCAN	3471058
ROLAND RAMNARINE	3417930
ROGER BANNISTER	3503628
ROGER BANNISTER	3489662
BRANDI JOHN	3443117

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

CITY OF PORT-OF-SPAIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the City of Port-of-Spain, by Vashti Rameshwarsingh, that it is his/her intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on THURSDAY THE 12TH DAY OF MAY, 2022 at 1:00 o' clock in the afternoon for a transfer to him/her of the Spirit Grocer's Licence now held by Zaheer Ali in respect of premises situate at No. 16 Saddle Road, Opposite Prizgar Road, San Juan.

Dated this 7th day of December, 2021 at the Port-of-Spain Magistrates' Court.

N. SOOKRAM
Secretary, Licensing Committee
City of Port-of-Spain