



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Monday 16th May, 2022—Price \$1.00

No. 91

ERRATUM

In the *Trinidad and Tobago Gazette, (Extraordinary)*, Vol. 53, No. 135, dated Friday 24th October, 2014, page No. 1137, under the heading, “SUPPLEMENT TO THIS ISSUE—*Legal Supplement Part B*—Municipal Police Service Regulations, 2014—(Legal Notice No. 240 of 2014), the Supplement should have been cited as “Municipal Police Service Regulations, 2014—(Legal Notice No. 300 of 2014)”. The error is regretted.

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to supplement the appropriation of the sum, the issue of which was authorised by the Appropriation (Financial Year 2022) Act, 2021”—\$3.60.

664

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part C—

Bill entitled “An Act to supplement the appropriation of the sum, the issue of which was authorised by the Appropriation (Financial Year 2022) Act, 2021”

665

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 Finance (Supplementary Appropriation) (Financial Year 2022) Act, 2022.

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

16th May, 2022.

Clerk of the House

666

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

CONFIRMATION OF APPOINTMENTS

THE following arrangements are published for general information:

Confirmations

Name	Position of Officer	Date of Appointment	Date of Confirmation
Ms. Nadja Harnanansingh ...	Clerk II ...	1st October, 2012 ...	2nd March, 2022
Mr. Sherwin Young ...	Cleaner/Watchman ...	20th August, 2007 ...	do.
Mr. Russell Seenath ...	Cleaner/Watchman ...	22nd June, 2010 ...	do.
Mr. Saheed Shah ...	Civil Engineer II ...	17th October, 2016 ...	15th March, 2022
Mr. Sean Antoine ...	Cleaner/Watchman ...	3rd October, 2004 ...	17th March, 2022
Mr. Ian Bedassie ...	Clerk II ...	1st December, 2016 ...	21st March, 2022
Mr. Andy Banseelal ...	Clerk I ...	1st December, 2018 ...	do.

667

MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

CONFIRMATION OF APPOINTMENTS

THE following arrangements are published for general information:

Confirmations

Name	Position	Date of Appointment	Date of Confirmation
Mr. Ryan Laltoo ...	Road Officer I ...	1st June, 2011	7th July, 2021
Ms. Joleen Le Blanc-Greene	Clerk I ...	1st March, 2015	7th September, 2021
Ms. Radha Ragoobir-Manoo	Clerk I ...	1st December, 2018	7th September, 2021
Mr. Harace Peter ...	Cleaner/Watchman ...	22nd December, 2009	8th September, 2021
Mr. Adrian Samaroo ...	Cleaner/Watchman ...	16th July, 2007	8th September, 2021
Ms. Beverly Bahadur ...	Clerk II ...	1st March, 2015	10th September, 2021
Ms. Sandra Latchu ...	Clerk IV ...	1st April, 2019	10th September, 2021
Ms. Fareeda Ali-Ramlochan	Clerk Typist I ...	1st December, 2011	14th September, 2021
Ms. Anjanie Koonjan-Manohar	Clerk Typist I ...	31st December, 2012	14th September, 2021

668

OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mr. Kenrick Johnson	Chauffeur/Messenger ...	Office of the Prime Minister	3rd November, 2022	Compulsory Retirement

669

MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 19th April, 2022 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

19th April, 2022.

F. AL-RAWI
Acting Attorney General

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
The Roman Catholic Church	Mikhail Donatus Brian Woodruffe	St. Michael's Roman Catholic Church	St. Michael's Roman Catholic Church Royal Road, Maracas Valley St. Joseph

670

REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION OF EXPIRATION OF TERM OF DIRECTOR OF THE
TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

(The Unit Trust Corporation of Trinidad and Tobago Act, Chap. 83:03)

IT IS HEREBY NOTIFIED that in accordance with section 9(4) of the Unit Trust Corporation Act, Chap. 83:03, that the term of MS. ANNE-MARIE JAMES, appointed by the Central Bank of Trinidad and Tobago, to the Board of the Trinidad and Tobago Unit Trust Corporation, expired on 9th May, 2022.

Dated this 10th day May, 2022.

D. SEEPERSAD
General Counsel and Corporate Secretary

671

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTER OF FINANCE

REASONS FOR FAILURE OF NATIONAL BROADCASTING
NETWORK LIMITED TO PUBLISH STATEMENTS UNDER
SECTION 7(1) OF THE FREEDOM OF INFORMATION ACT

In compliance with section 7(4) of the Freedom of Information Act the Minister of Finance is required to publish in the Gazette the reasons for the failure to publish where a statement in accordance with section 7(1) has not been published by a public authority for which he has responsibility.

The Minister states that the reasons for the National Broadcasting Network Limited not publishing statements under section 7(1) of the Freedom of Information Act are that the company is being wound up. A liquidator was appointed on December 28, 2012 and the final meeting of the company was held on August 14, 2013.

MINISTER OF FINANCE



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT
OF
THE EQUAL OPPORTUNITY COMMISSION (EOC) 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 Chapter. 22:02 ('FOIA') the Equal Opportunity Commission (hereinafter referred to as the 'Commission') being a Public Authority 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:

1. A legal right for each person to access information held by the Commission;
2. A legal right for each person to have information relating to himself/herself amended where it is held by the Commission and such information 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 PUBLIC AUTHORITY

Establishment of the Equal Opportunity Commission

The Commission was established by section 26 (1) of the *Equal Opportunity Act, Chapter 22:03* ('the Act') [Act No 69 of 2000 as amended] for the purpose of exercising the jurisdiction conferred upon it by that Act. The Commission commenced operations in April 2008 with the appointment of its first Commissioners.

Functions of the Commission

The functions of the Commission are set out in section 27 (1) of the Act as follows:

- a) to work towards the elimination of discrimination;
- b) to promote equality of opportunity and good relations between persons of different status;
- c) to keep under review the working of the Act and any relevant law and when so required by the Minister, or where necessary draw up and submit to the Minister proposal for amending them;
- d) to receive, investigate and as far as possible, conciliate allegations of discrimination;
- e) to develop, conduct and foster research and education programmes and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status;
- f) to prepare and publish appropriate guidelines for the avoidance of discrimination;
- g) to do any other thing conducive or incidental to the carrying out of its functions.

Vision Statement

A society which is free from discrimination and prejudice, where human rights and diversity are respected, and where there is equality of opportunity for all.

Mission Statement

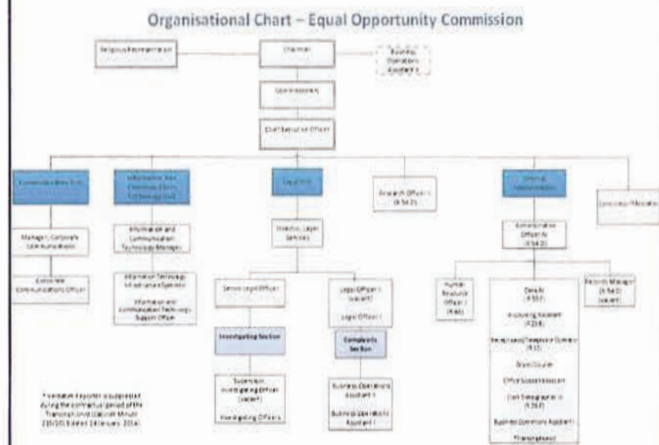
The Equal Opportunity Commission works towards the elimination of discrimination and the promotion of equality of opportunity through advocacy, public education, research and the conciliation of complaints.

The Commission comprises five (5) Commissioners including a Chairman and a Vice- Chairman. Currently these are:

1. Mr. Hugh Russell Ian Roach - Chairman
2. Dr. Gabrielle Hosein - Vice Chairman
3. Mr. Peter Elias - Commissioner
4. Mr. John Arnold – Commissioner
5. Ms. Krystal-Jane Verasammy - Commissioner

ORGANISATIONAL CHART OF THE EQUAL OPPORTUNITY COMMISSION

The Commission is located at # 55-57 Manic Street, Chaguanas, 500621 and comprises the following units which report to the Chief Executive Officer (hereinafter referred to as the 'CEO'):



- Legal
- Communications
- General Administration
- Information and Communication Technology
- Conciliation/Mediation and
- Research

The Office of the CEO

The CEO is responsible for planning, organizing, coordinating activities and resources for all the operational functions of the Commission.

Legal

This Unit is responsible for executing the Commission's statutory function of receiving and investigating complaints of discrimination that are lodged by members of the public.

The Complaints Section gives administrative support to the Legal Unit by way of:-

- Interview complainants, respondents, and any other persons who can assist with the matter under investigation;
- Gather, collate and analyze information, documents and evidence;
- Interact with and provide guidance to members of the public.

THE EQUAL OPPORTUNITY COMMISSION PUBLIC STATEMENT—CONTINUED

The Investigating Section is responsible for providing supervisory and investigative work relative to complaints filed at the Equal Opportunity Commission and prepare and edit reports.

Communications

The Unit is responsible for developing, implementing, directing and evaluating the marketing and communications strategies and programmes of the Commission, including public relations, media relations, website content and the Commission's identity/image programme.

General Administration

The Unit consists of three (3) sections which are as follows:

Accounts

This Section is responsible for facilities and office management, procurement of goods and services and it ensures that the physical and material requirements of the Commission are supplied. It also maintains the inventory of stationery and supplies and conducts office maintenance/improvement services.

Records Management

This section is responsible for maintaining the Commissions' filing system and archiving of records.

Human Resource

The core functions of the Human Resources (HR) Unit are recruitment and selection, training and development, human resource planning, employee relations, administrative human resource service and performance management.

Information and Communications Technology

This unit is responsible for providing and managing the information technology and systems policy; which includes planning administration, information system and application support, networking and communications and service support.

Conciliation/Mediation

This Unit conciliates complaints of discrimination that have been investigated, where it is felt that this process may assist to resolve the dispute. The Unit's aim is to facilitate disputing parties to a complaint in reaching a voluntary un-coerced resolution, in accordance with the practices and standards approved by the Mediation Board of Trinidad and Tobago.

Research

This Unit is responsible for developing, conducting and fostering research and educational programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status.

**SECTION 7(1) (a) (ii)
CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE COMMISSION**

The official documents in the Commission relate to a diverse range of policy, administration and other matters that fall under the scope of the Commission. These documents include:

- Files dealing with administrative documents for the operations of the Commission.
- Personnel files, which detail all staff appointments to date, job applications, job promotion transfers, leave, resignations, retirements, death etc.
- Files dealing with the accounting functions of the Commission
- Financial records (vouchers, purchasing orders, receipts etc.)
- Files dealing with matters relating to the procurement of goods and services.
- Inventories and listings
- File dealing with Commissioner's appointments
- Policy Documents
- Minutes of Commission and management meetings.
- Files dealing with circulars, notices, memoranda etc.
- Files dealing with training
- Files dealing with official functions, conferences and events attended by the Commission
- Complaints files
- Publication files and Reports
- Legislation and legal instruments
- News releases and speeches originating in the Commission
- Pamphlets/leaflets, brochures, newspaper clippings and posters and
- Books, journals and magazines.

**SECTION 7(1) (a) (iii)
MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. and 3:30 p.m. Monday to Friday (except public holidays) at the Commission's Office situated at:

**The Equal Opportunity Commission
55-57 Manic Street
Chaguanas
500621
Telephone (868) 672-0928**

- The Equal Opportunity Act No 69 of 2000 and The Equal Opportunity (Amendment) Act No 5 of 2001;
- Complaint Form
- Lodging a complaint of discrimination (Leaflet)
- The Complaints and Investigation Process at the Equal Opportunity Commission (Leaflet)
- 10 things Employers should know about the Equal Opportunity Commission (Leaflet)
- Guidelines for Employers in Trinidad and Tobago - Handbook
- Guidelines for Employers on Disability— Handbook
- Guidelines on Sexual Harassment in the Workplace – Handbook
- Guidance for Employers - COVID-19
- Freedom of Information Statements 2010-2020
- Reports relating to investigations of complaints pursuant to section 39(1) (d) of the Act
- Brochures
- Public and Legal Notices
- Annual Reports
- Newspaper Articles on Human Rights
- EOC News Issues

All general information can also be sourced at the Commission's website at www.equalopportunity.gov.tt

672—Continued

THE EQUAL OPPORTUNITY COMMISSION PUBLIC STATEMENT—CONTINUED

SECTION 7(1) (a) (iv)
LITERATURE AVAILABLE BY SUBSCRIPTION

The Commission has no literature available by subscription at this time.

SECTION 7(1) (a) (v)
**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A
DOCUMENT FROM THE COMMISSION**

General Procedure

The Policy of the Commission is to answer all requests, both oral and written, for information. However, to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the request must first be made in writing. An applicant must therefore complete the appropriate form (Request for Access to Official Documents) available at the Commission's Reception Desk or from its Designated FOI Officer, for information that is not readily available in the public domain.

Details in Request

Applicants should provide details that will allow for prompt identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought by the Commission from the applicant.

REQUESTS NOT HANDLED UNDER THE FOIA

An applicant who is uncertain how to write a request or what details to include in such a request may make enquiries with the Designated Officer.

**HOW THE COMMISSION RESPONDS TO THE APPLICANT'S
REQUESTS**

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

Responding to Requests

The Commission is required to furnish copies of documents only when they are in the Commission's possession or they can be retrieved from storage. The Commission is required to furnish only one copy of a document. If the Commission cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead the Commission will furnish the best copy possible and note its quality in our reply.

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

- Create new documents, or
- Perform research for an applicant.

Time Limits

The FOIA gives a stipulated time frame of thirty (30) days for the Commission to determine whether or not it is able to disclose or refuse access to the documents requested by the applicant (but this period may be extended where there is consultation between the applicant and the Designated Officer).

Should the Commission fail to meet this deadline, the FOIA gives the applicant the right to proceed as though the applicant's request had been denied. Every effort will be made to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Commission will acknowledge the request and advise the applicant of its status. Since there is the possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Commission has received the request and to ascertain its status.

Fees and Charges

Section 17 (1) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document.

However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7(1) (a) (vi)

Officers of the Commission are responsible for: the initial receipt of and action upon notices under section 10 of the FOIA; requests for access to documents under section 13 of the FOIA; and applications for correction of personal information under section 36 of the FOIA.

1. The initial receipt of and 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.

THE DESIGNATED OFFICER IS:

Lorelei Liselle Wong
Legal Officer I
55-57 Manic Street, Chaguanas
500621
Tel: 1-868-672-0928 Ext: 208
Telefax: 1-868-671-8826
E-mail: lorelai.wong@eoc.gov.tt

The Alternate Officer is:

Natalia Hosein
Investigating Officer
55-57 Manic Street, Chaguanas
500621
Tel: 1-868-672-0928 Ext: 215
Telefax: 1-868-671-8826
E-mail: natalia.hosein@eoc.gov.tt

SECTION 7(1) (a) (vii)
**ADVISORY BOARD, COUNCIL, COMMITTEES AND
OTHER BODIES**

The Panel of Religious of Advisors was fully constituted on 04th January 2021 and members received their instruments on 27th October 2020 and 04th January 2021.

SECTION 7(1) (a) (viii)
LIBRARY/READING ROOM FACILITIES

At present, the Commission does not have a Library or Reading Room that is available for use by the public. Members of the public can view reports relating to investigations of complaints pursuant to section 39(1)(d) of the Act at the front desk in the Lobby of the Commission's Offices, at 55 –57 Manic Street, Chaguanas, 500621, between the hours of 8:30am to 3:30pm, Monday to Friday (except public holidays). Information can be accessed through the Commission's Designated Officer during the aforesaid hours.

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 following legislation can be purchased at the Government Printery or can be accessed online via www.legalaffairs.gov.tt

Equal Opportunity Act No 69 of 2000

Equal Opportunity (Amendment) Act No 5 of 2001

672—Continued

THE EQUAL OPPORTUNITY COMMISSION PUBLIC STATEMENT—CONTINUED

**SECTION 8(1) (a) (ii)
MANUALS, RULES OF PROCEDURE, STATEMENTS OF
POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO
PERSON OUTSIDE THE PUBLIC AUTHORITY, OR SIMILAR
DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES,
PRACTICES OR PRECEDENTS:**

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 (1) (a) (vi) :

Information Document C-Doc4: General guidance on Conciliation
Information Document SG1: Information on the Commission, its processes and the Equal Opportunity Act.
Reports: (relating to) investigations of complaints pursuant to section 39(1) (d) of the Act
Guidelines for Employers in Trinidad and Tobago
Unit Manuals, Policies and Procedures
Handbooks and Brochures
Public Education Video Features
Radio Advertisements
Legal Notices
Public Notices
Employment Notices
Billboards
Press Releases and
Other advertisements
Proposed Amendments to the Equal Opportunity Act
Strategic Plan 2015-2018

**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**

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

Section 9 Statements

SECTION 9(1) (a)

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

SECTION 9(1) (b)

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

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.

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 responsible Minister for the Commission or to another officer of Commission who is not a member of such committee.

Report of Ad Hoc Committee on the Proposed Amendments to the Equal Opportunity Act
Strategic Plan 2015-2018

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.

SECTION 9(1) (f)

A report prepared for the Commission by a consultant who was paid for preparing the report.

SECTION 9(1) (g)

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

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

SECTION 9(1) (h)

A report on the performance or efficiency of the Commission, or of an officer, 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 another public authority, the Minister with line responsibility for the Commission, or Cabinet.

Annual Report
Strategic Plan 2015-2018

SECTION 9(1) (i)

A report containing final plans or proposals for the reorganization of the functions of the Commission, the establishment of a new 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, the responsible Minister of the Commission or Cabinet.

Strategic Plan 2015-2018

SECTION 9(1) (j)

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

Proposed Amendments to the Equal Opportunity Act

SECTION 9(1) (k)

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

Proposed Amendments to the Equal Opportunity Act

SECTION 9(1) (l)

An environmental impact statement prepared within the Commission.

Strategic Plan 2015-2018

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 reports or statements to be published under this section.

January 2022



The Southern Academy for the Performing Arts

The Government of the Republic of Trinidad and Tobago

Public Statement of the Southern Academy for the Performing Arts

as at December 31, 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 ("FOIA"), The Southern Academy for the Performing Arts ("SAPA") is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

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

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Particulars, Functions and Structure of SAPA

SAPA formally opened to the public on the 28th September, 2012 in keeping with the Government of the Republic of Trinidad and Tobago's holistic plan for the development of the performing arts, arts education, and promotion of our nation's vibrant culture. SAPA serves as a premiere facility in southern Trinidad for the hosting of cultural events, theatre productions, musicals, conferences, workshops, graduation ceremonies and the like. By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, responsibility for SAPA was assigned to the Ministry of Tourism, Culture and the Arts."

Vision and Mission Statements

Vision Statement:

Honoring the past, showcasing the present, and building the future of our cultural industry.

Mission:

To provide an opportunity for all people to experience, understand and fully enjoy the best in the arts and performance through its programmes, events and activities.

STRATEGIC OBJECTIVES

- Allows access to all sectors of the National community.
- Ensures fairness, transparency and accountability in all customer transactions.
- Allows for the creativity of clients within the framework of the Laws of Trinidad and Tobago.
- Acknowledges, strengthens and fosters the spirit of unity in diversity.
- Supports the showcasing of our creative products/services to the National community and the rest of the world.
- Supports the generation of sustainable livelihood for persons directly involved in the Performing and the Visual Arts.

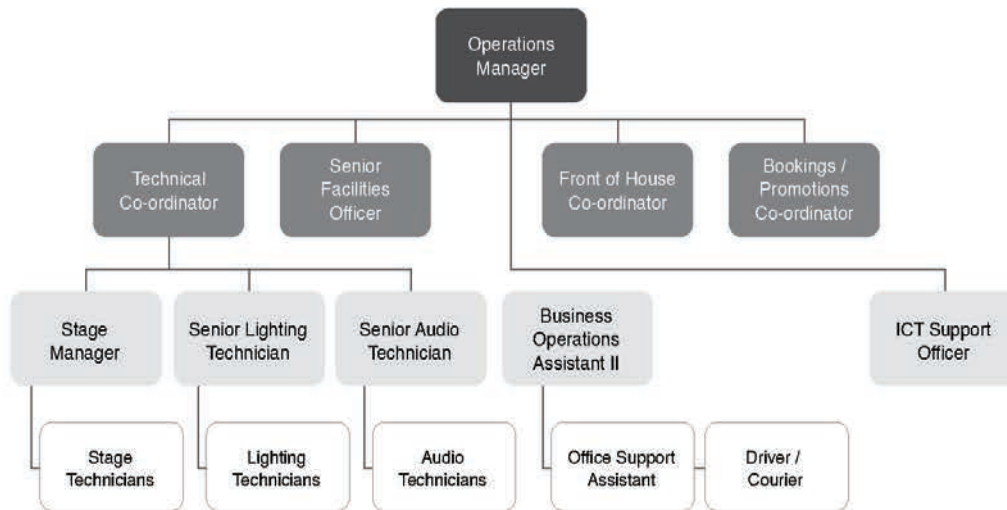


Figure 1: Organizational Structure of SAPA

CORE UNITS

The Administration Unit's role is to provide timely and efficient administrative services in the following areas:

- Accounting (receivables and payables)
- Records Management
- Document Controls
- Customer Service
- Inventory Management
- Purchasing
- Human Resource assistance
- Bookings and Marketing

The Technical Theatre Unit is responsible for the following areas:

- Efficient management of Stage, Audio and Lighting Technicians
- Technical support to clients utilizing the facilities for events which include but are not limited to:
 - Theatre Productions
 - Concerts
 - Annual General Meetings
 - Graduation Ceremonies
 - Workshops/Seminars
 - Pop up shops and public markets

The Front of House Unit is responsible for the following areas:

- Effective and efficient management of the client's Front of House needs which include but are not limited to:
 - Security services
 - Ushering Services
 - Cleaning services before, during and after event
 - Event assistance
 - Parking arrangements

673—Continued

PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS
AS AT 31ST DECEMBER 2021—CONTINUED

The Facilities Unit is responsible for the following areas:

- Procurement
- General maintenance/Contractor Management
 - Landscaping
 - Cleaning
 - Repairs and maintenance of the built environment
 - Security
- Project management support
- Document controls
- Outsourcing
- Facility Management
 - Occupancy and human factors
 - Risk Management
 - Space planning
 - Workspace strategies
 - Inventory Management
 - HSE support/consultations

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of SAPA:

- Bookings and client files and records
- Files dealing with administrative support and general administrative documents for the operations of SAPA
- Accounting files and records/Financial Records:
 - Cash books
 - Deposit Records
 - Final Invoice Letters/Refunds
 - Invoice register
 - Cheque register
 - Usher paysheets
 - Management Committee stipend records
- Reports:
 - Drafts estimates
 - Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) submissions
 - Annual Performance
 - Expense reports
 - Revenue Statements
- Files dealing with Call Circulars, policies, notices and bulletins
- Facilities Management:
 - Reports from the Urban Development Corporation of Trinidad and Tobago
 - Checklists
 - Contractor Performance reports
 - Asset Management records
 - Equipment repairs
 - Monitoring and Evaluation reports
- Minutes of meetings
- Legislation and Legal instruments
- Stationery Inventory
- Personnel Files:
 - Employee information
 - Job letters
 - Performance Appraisal forms
 - Leave applications
 - Contractual agreements
 -

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

SAPA maintains copies of the following documents for inspection. The public may inspect and/or obtain

copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m.:

- Collections and Management Policy
- Ethics and Code of Conduct Policy
- Project Proposal Form
- Rental and Licensing Forms
- Lists of national and cultural events

at the following office:

The Administration Office

The Southern Academy for the Performing Arts,

Corner Todd Street and Rienzi Kirton Highway

San Fernando

SECTION 7 (1) (a) (iv)

Literature available by subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from SAPA.

How to Request Information

- **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 official documents is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the SAPA Designated Officer or at the website www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of SAPA. 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 your SAPA Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

Responding to your Request

Retrieving Documents

SAPA is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

Prior to the commencement of the FOIA, old records

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

Furnishing Documents

An applicant is, subject to the FOIA, entitled to copies of 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:

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

Time Limits

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

Every effort will be made by SAPA 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, SAPA will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose 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)

Designated Officers in SAPA are responsible for:

The initial receipt of an action upon notices under Section 10

Requests for access to documents under Section 13

Applications for corrections of personal information under section 36 of the FOIA

PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS
AS AT 31ST DECEMBER 2021—CONTINUED

The Designated Officer is:

Job title: General Manager

Name: Mr. Ian King

Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando

Telephone: 868-219-7272 Ext 6001

Email: ian.king.sapa@gmail.com

The Alternative Officer is:

Job title: Administrative Coordinator

Name: Ms. Lacy-Ann Rajkumar

Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando

Telephone: 868-219-7272 Ext 6000

Email: businessoperations.sapa@gmail.com

SECTION 7 (1) (a) (vii)

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

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

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

Information can be accessed by request to the relevant Designated Officer and necessary accommodation will be made at a SAPA designated space for such purposes. General information and enquiries can also be made to SAPA's Administration Office at (868) 219-7272 Ext 6000.

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

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

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.

- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Halls Licence
- Occupational Safety and Health Act, Chap 88:08
- Exchequer and Audit Act, Chap 69:01
- Financial Regulations and Instructions
- Copyright Act, Chapter 82:80
- Public Health Regulations
- Public Sector Investment Programme (PSIP) guidance documents
- Estimates of Expenditure, Recurrent and Development Programme

SECTION 8 (1) (a) (ii)

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

- Booking/Rental policy
- Ushers' handbook
- Standard Operating Procedures for COVID-19 Protocols
- Licensing Agreements
- House rules and Regulations 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.

- Interim Covid-19 Standard Operating Procedures
- Rental/Licensing Agreement

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

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

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

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 SAPA.

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 SAPA to submit a report, provide advice or make recommendations to the responsible Minister of SAPA or to another officer of SAPA who is not a member of the committee.

No such report for SAPA exists at this time.

SECTION 9 (1) (e)

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

scientific or technical matters.

No such report for SAPA exists at this time.

SECTION 9 (1) (f)

A report prepared for SAPA by a consultant who was paid for preparing the report.

No such report for SAPA exists at this time.

SECTION 9 (1) (g)

A report prepared within SAPA 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.

No such report for SAPA exists at this time.

SECTION 9 (1) (h)

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

- SAPA Annual Performance Reports

SECTION 9 (1) (i)

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

There are no reports to be published under this subsection at this time

SECTION 9 (1) (j)

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

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

SECTION 9 (1) (l)

An environmental impact statement prepared within SAPA.

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

SECTION 9 (1) (m)

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

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



The Government of the Republic of Trinidad and Tobago
Public Statement of the National Academy for the Performing Arts

as at December 31, 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"), the National Academy for the Performing Arts ("NAPA") is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

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

SECTION 7 STATEMENTS
SECTION 7 (1) (a) (i)

Functions and Organisational Structure of NAPA

NAPA formally opened its doors on November 9th, 2009 as a facility for the development of the performing arts in Trinidad and Tobago. The space serves as a performance and teaching academy, as well as an entertainment venue. It is a government agency charged with, inter alia, renting the Lord Kitchener (Aldwyn Roberts) Auditorium to promoters or organizations for shows/events. It also provides an environment for students of the University of Trinidad and Tobago's (UTT) Academy for the Performing Arts to apply what was learnt in the multidisciplinary arts classrooms to a real live performing environment.

By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, the responsibility for NAPA was assigned to the Ministry of Tourism, Culture and the Arts ("the Ministry").

Vision

To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.

Mission

To maintain a world-class facility that provides a stage for works of excellence in all the performing arts and provides the opportunity for the development of skills and talent through collaboration and partnerships with a range of local, regional and international artists and organizations.

Main Features of NAPA

The main features of NAPA include:

Theatre:

- One thousand and two hundred (1,200) seating capacity, one VIP Lounge Room with a capacity for ten (10) persons, one (1) Box Office, and one (1) 1,089m² stage capable of moving in sections.

Academy Area:

- Ten (10) small classrooms and three (3) large classrooms; and
- Two (2) multi-function halls which are conference rooms to host functions.

Hotel Area:

- Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites;
- Two (2) restaurants, one specialised in Western cuisine with a capacity of 80-100 persons and the other in Chinese cuisine with a capacity of 130-150 persons.

Atrium Area:

- Waterscape and garden feature; and
- Bridge connecting the hotel to the Academy area.

Outdoor Area:

- Parking facilities with one hundred and seventy-five (175) outdoor spaces and forty-four (44) basement spaces within the compound; and
- Musical fountain.

STRATEGIC OBJECTIVES

- Provide high quality cultural experiences for our audiences/the National community.
- Maintain NAPA as the premiere performing space in the Caribbean.
- Strengthen the organizational infrastructure (physical, technological, and staffing) of NAPA.
- Establish NAPA as a financially independent and viable organization.

Functional Units of NAPA

NAPA is comprised of the following Units:

Core Units:

- Administration
- Technical

Support Units within Administration & Technical:

Administration

- Bookings
- Business Operations
- Front of House

Technical

- Stage
- Lights
- Audio

These Units' staff are led by an Administrative Manager, who directs, oversees and coordinates the daily operations of NAPA which include accounts, information technology, general office services, cleaning services, (including contracted janitorial services & grounds keeping), security and bar services, facilities management and all Front of House operations (ushering & box office). The incumbent is in charge of the coordination of staff productivity, and formulates and implements strategies that determines and achieves performance of the organizational goals. See the Organisational Chart below:

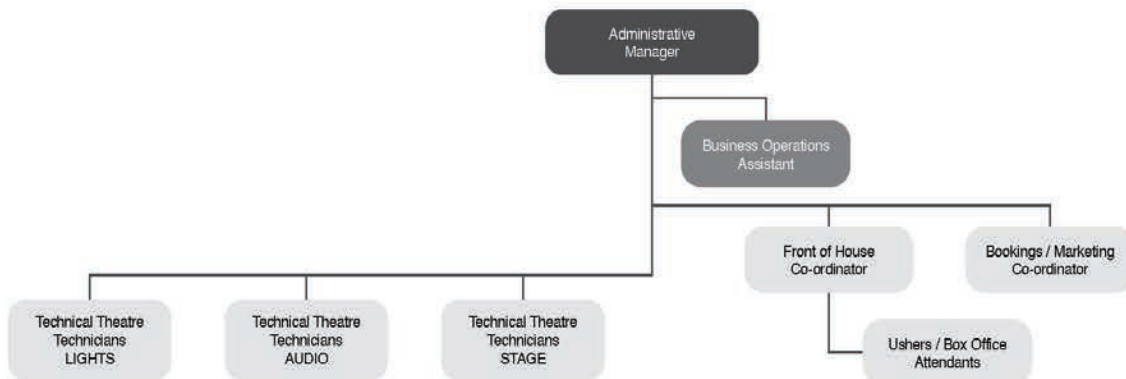


Figure 1. Internal Organizational Chart of NAPA

674—Continued

**PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS
AS AT 31ST DECEMBER 2021—CONTINUED**

CORE AND SUPPORT UNITS

ADMINISTRATION UNIT is comprised of three (3) sections: Bookings, Front of House and Business Operations.

Bookings Unit is responsible for coordinating the booking of rentals for shows/events that take place at the Auditorium. The Booking/Marketing Coordinator handles all requests for rentals, provides quotations, prepares the documents for Ministry approval, updates the Bookings Calendar, issues receipts to NAPA clients and updates the Cashbook. This Unit is also responsible for providing promotional information on the Auditorium to clients and promoting the shows on the Auditorium's social media platforms.

Front of House Unit is responsible for all activities pertaining to the event/show/performance as it relates to the front of house operations. This includes meeting with the client to get tickets instructions, seating arrangements, security, janitorial, box office operations and ushers. This Unit ensures that all personnel are informed about the dates and times of all events, preparation and distribution of rosters for box office personnel and ushers. The Front of House Coordinator also coordinates box office sales and ensures the smooth operation and coordination all activities relative to the event/show/performance.

Business Operations Unit manages the day-to-day operations for the Administration Unit. The Business Operations Assistant handles all calls, recording, distribution of mail, prepares memoranda for purchase approvals as well as cheque distribution to suppliers and contractors. Human Resource matters are also handled by this Unit in collaboration with the Ministry's Human Resources Unit including the maintenance of employee files.

TECHNICAL UNIT is comprised of three (3) sections: Stage, Lighting and Audio units.

Stage Unit is responsible for coordinating the activities on stage for all shows/events that take place at the Auditorium. This Unit is responsible for stage safety as well as the implementation of client stage requirements, placement of stage curtains, placement of ramps, chairs, tables, podiums and the observance of Auditorium rules and guidelines.

Lighting Unit handles the lighting design for shows/event/performances through lighting plots or client instructions. The Unit is also responsible for lighting console programming to ensure on cue operation as well as the maintenance of fixtures to ensure good working order.

Audio Unit handles the sound design for their shows/events/performances which involves matters such as microphone set up which is guided by the Sound Engineer. This Unit is also responsible for sound balancing and cues as well as the maintenance of sound equipment to ensure good working order.

SECTION 7 (1) (a) (iii)

Categories of Documentation in the possession of NAPA:

The official documentation of NAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of NAPA. These documents include:

- Client Rental files, licence agreements and procedure rate cards;
- Policies, plans, guidelines, and procedure documents;
- Reports—Annual, Audit, Consultants', Technical, Valuation and Accidents;
- Files dealing with administrative support and general administrative documents for operations;
- Financial Records (cheque registers,

disbursement vouchers, deposit vouchers receipt books, revenue reports);

- Personnel files, which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Registers of internal and external correspondence files;
- Training Files;
- Brochures, Newspaper Clippings and Posters;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.; and
- Inventories and Listings.

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection:

The Public may inspect and/or obtain copies of brochures, procedures rate cards, licence agreement templates, bookings and waiver, cancellation and equipment rental policies as well as the COVID-19 policy (covering the Auditorium) on Tuesdays and Thursdays between the hours of 10:00a.m. – 4:00 p.m. at the NAPA office located at 119 Frederick Street, Port of Spain.

SECTION 7 (1) (a) (iv)

Literature Available by Subscription:

NAPA currently has no material available by way of subscription.

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from NAPA:

How to Request Information

General Procedure

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

Addressing Requests

To facilitate prompt handling of your request, please address it to NAPA's Designated Officer. See Section (7) (1) (a) (vi).

Details in the Request

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

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

Responding to your Request

Retrieving Documents

NAPA is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

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

Furnishing Documents

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

Please note we are not compelled to do the following:

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

Time Limits

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

Every effort will be made by NAPA 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, NAPA will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. NAPA's Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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

SECTION 7 (1) (a) (vi)

OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES

Officers in NAPA responsible for:

- i. The initial receipt of an action upon notices under Section 10
- ii. Requests for access to documents under Section 13
- iii. Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: Administrative Manager

674—Continued

PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS
AS AT 31ST DECEMBER 2021—CONTINUED

Name: Ms. Eleanor Wells
Address: 119 Frederick Street, Port of Spain
Telephone: 623-2375 Ext 3001
Email: napatt.manager@gmail.com

The Alternative Officer is:

Job Title: Bookings/Marketing Coordinator
Name: Mrs. Natasha Gittens-Lamy
Address: 119 Frederick Street, Port of Spain
Telephone: 623-2375 Ext 3002
Email: napattbookings@gmail.com

SECTION 7 (1) (a) (vii)

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

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

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

NAPA documents in the public domain can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at NAPA. The Reading Room facility is open to members of the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m. located at 119 Frederick Street, Port of Spain.

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

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

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

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

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

- *Theatres and Dance Halls Act, Chapter 21:03*
- Theatre and Dance Hall Licence
- Occupational Health and Safety Act, Chap 88:08
- Freedom of Information Act, Chap 22:02
- Financial Regulations and Instructions
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Copyright Act, Chap 82:80

SECTION 8 (1) (a) (ii)

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

- Policies and procedures documents
- The Ushers' Handbook
- Strategic Plans

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by NAPA 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.

- Bookings and Waiver Policy
- Cancellation Policy
- Equipment Rental Policy
- COVID-19 Policy (covering Auditorium, Front House, Backstage, Seating Area, Lobby and Box Office)

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

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

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 NAPA 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 NAPA or to the responsible Minister of NAPA.

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 NAPA.

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

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

SECTION 9 (1) (f)

A report prepared for NAPA by a paid consultant.

- Lord Kitchener (Aldwyn Roberts) Auditorium – Structural Assessment Report (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Risk Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Electrical Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Air Quality Assessment (2017).

SECTION 9 (1) (g)

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

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

SECTION 9 (1) (h)

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

Administrative Reports of the National Academy for the Performing Arts, Fiscal 2013 - 2021.

SECTION 9 (1) (i)

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

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

SECTION 9 (1) (j)

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

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

SECTION 9 (1) (l)

An environmental impact statement prepared within NAPA.

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

SECTION 9 (1) (m)

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

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

675

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. PUBLICATIONS LIMITED
 COMPANY No.—H 1314 (95)
 (Hereafter referred to as the “Company”)

NOTICE OF SPECIAL RESOLUTION TO WIND UP
 COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) “The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs”.

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
Director
 NAVIN JANKIE
Director

676

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

GLOBAL TELEVISION PRODUCTION
 COMPANY LIMITED
 COMPANY No.—G 1563 (95)
 (Hereafter referred to as the “Company”)

NOTICE OF SPECIAL RESOLUTION TO WIND UP
 COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) “The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs”.

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
Director
 NAVIN JANKIE
Director

677

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. REAL ESTATE SERVICES LIMITED
 COMPANY No.—H 1376 (95)
 (Hereafter referred to as the “Company”)

NOTICE OF SPECIAL RESOLUTION TO WIND UP
 COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) “The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs”.

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
Director
 NAVIN JANKIE
Director

678

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. WORLD SELECT GEM HOTEL LIMITED
 COMPANY No.—H 1508 (95)
 (Hereafter referred to as the “Company”)

NOTICE OF SPECIAL RESOLUTION TO WIND UP
 COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) “The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs”.

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
Director
 NAVIN JANKIE
Director

679

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. WORLD TRAVEL LIMITED
COMPANY No.—H 1175 (95)*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

680

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. TRUST AND ASSET MANAGEMENT
COMPANY LIMITED

COMPANY No.—H 1507 (95)

*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

681

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. COMMUNICATIONS LIMITED
COMPANY No.—H 1297 (95)*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

682

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. INSTITUTE FOR HIGHER LEARNING
COMPANY LIMITED

COMPANY No.—H 1529 (95)

*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

683

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. JOVI'S ISLAND PARK COMPANY LIMITED
COMPANY No.—H 1454 (95)*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

684

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

IN THE MATTER OF

H.C.U. REAL PROPERTY DEVELOPERS LIMITED
COMPANY No.—H 1210 (95)*(Hereafter referred to as the "Company")*NOTICE OF SPECIAL RESOLUTION TO WIND UP
COMPANY AND TO APPOINT A LIQUIDATOR

NOTICE is hereby given that the following resolutions were duly passed as Special Resolutions by the sole shareholder of the Company on the 25th day of April, 2022:

- (1) "The business and affairs of the Company be voluntarily wound up in accordance with the Companies Act;
- (2) Mr. Rikhi Rampersad, a Chartered Accountant of the firm Deloitte & Touche of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad be appointed Liquidator for the purposes of such winding up;
- (3) That the Liquidator be authorised to make required distributions of all or any part of the remaining assets of the Company;
- (4) The Liquidator be and is hereby authorised to do any act or thing considered by such Liquidator to be necessary or appropriate in connection with the liquidation of the Company and the winding up of its affairs".

Dated the 25th day of April, 2022.

LINDY-ANN JOBS
*Director*NAVIN JANKIE
Director

685

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED POLICIES

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
LELAWTIE PANDAY	U0001J902
OMA BADREE	U00141688
OMA BADREE	U00141687
OMA BADREE	D00141687
SATANAND SHARMA	D00147920
NARISH PALTOO	U00100611
OMADATH BUCHOON-ANDERSON	D00159302
PAULINE CAMPBELL	D00144578
GLADSTON CAMPBELL	U0002ZX01
ANDELL ARCHIE	D00132266
JEREMIAH BREBNOR	D00134010
RANDY TEELUCK	U00105223
REYNOLD SOOKRAM	D00180275

SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED56–58, Richmond Street
Port-of-Spain.

686

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
PAWAN KISSOONSINGH	U00175764
KEITH HOLDER	U00187956
RENUKA BALKISSOON	D00202760
DANIEL MICHAEL ALEXANDER	U00197779
KEITH ISIDORE	U00204110
LARRY RAMDIAL	D00206846-S
DANNY SAHADEO	U00231825
LAWRENCE TORRES	U00156943
WINSTON CAMPBELL	D00132955
ALEXANDER MEDINA	U00218034
ALICIA BENJAMIN	U00125714
JEMMA PITTIMAN	D00139141
JEMMA PITTIMAN	U00122217
DEOWATI BUDRAJ	D00139956
HAKEEM O'NEAL GOMEZ	U00250950
CLEVON WILLIAMS	U00112534
VIJAI RAMKHALAWAN	U00162475
RAJA MAHARAJ	D00140855
AKESHIA HAMILTON-ATTECK	U00250757

SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED56–58, Richmond Street
Port-of-Spain.