



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 92

ERRARTUM

In the *Trinidad and Tobago Gazette, (Extraordinary)*, Vol. 61, No. 91, dated Monday 16th May, 2022, page 1323, Item No. 666, was published under the heading, “MINISTRY OF HOUSING AND URBAN DEVELOPMENT—CONFIRMATION OF APPOINTMENTS”. It should have read, “MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT—CONFIRMATION OF APPOINTMENTS”. The error is regretted.

THE FOLLOWING HAS BEEN ISSUED:

- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 2nd August, 2013—\$10.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 6th September, 2013—\$144.90.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 9th September, 2013—\$26.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 13th September, 2013—\$131.40.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 16th September, 2013—\$125.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Tuesday 17th September, 2013—\$109.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 18th September, 2013—\$81.90.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 27th September, 2013—\$37.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 13th November, 2013—\$61.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 22nd November, 2013—\$87.30.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 29th November, 2013—\$35.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 6th December, 2013—\$63.00.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 13th December, 2013—\$52.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 10th January, 2014—\$121.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 17th January, 2014—\$64.80.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 24th January, 2014—\$88.20.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 31st January, 2014—\$40.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 7th February, 2014—\$72.90.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 14th February, 2014—\$94.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 21st February, 2014—\$50.40.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 14th March, 2014—\$93.60.

687

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE PAULA GOPEE-SCOON, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable Dr. AMERY BROWNE, Minister of Foreign and CARICOM Affairs, with effect from 2nd May, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dr. Amery Browne, in addition to the discharge of her normal duties.

C. MAHADEO
*Acting Secretary to Her Excellency
the President*

29th April, 2022.

688

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(c) of the Constitution of the Republic of Trinidad and Tobago, has appointed JOHN HEATH, to be temporarily a member of the Senate, with effect from 26th April, 2022 and continuing during the absence from Trinidad and Tobago of Senator EVANS WELCH.

C. MAHADEO
*Acting Secretary to Her Excellency
the President*

26th April, 2022.

689

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. NDALE YOUNG, to be temporarily a member of the Senate, with effect from 26th April, 2022 and continuing during the absence from Trinidad and Tobago of Senator the Honourable HASSEL BACCHUS .

C. MAHADEO
*Acting Secretary to Her Excellency
the President*

26th April, 2022.

690

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MICHAEL SEALES, to be temporarily a member of the Senate, with effect from 26th April, 2022 and continuing during the absence from Trinidad and Tobago of Senator the Honourable DONNA COX by reason of illness.

C. MAHADEO
*Acting Secretary to Her Excellency
the President*

26th April, 2022.

691

MINISTRY OF PLANNING AND DEVELOPMENT

CONFIRMATION OF APPOINTMENTS

THE following arrangements are published for general information:

Confirmations

Name	Rank of Officer	Date
Mr. Ronny Bholai	Development Control Inspector I	7th August, 2014
Ms. Nykela James	Statistical Aide	13th December, 2016
Mr. Paul Lolier	Planning Officer I	7th February, 2019
Mr. Nolan Holder	Planning Officer I	18th February, 2019

692

TENDER FOR THE DESIGN OF THE SAN JUAN MUNICIPAL POLICE BUILDING FOR THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION, MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

PROPOSALS are invited for the Design of the San Juan Municipal Police Building for the San Juan/Laventille Regional Corporation, Ministry of Rural Development and Local Government.

Bidding documents can be collected during normal working hours at Central Tenders Board's Office, at address (1) below or requested from the Central Tenders Board by email to Crystal.Prescott@gov.tt

Any technical information can be obtained during normal working hours from Monday to Friday during 8:00 a.m. to 4:00 p.m. (local time) at address (2) below.

Proposals must be accompanied by valid:

- (a) Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender (Applicable to local firms only);
- (b) Certificate of Compliance issued in accordance with the National Insurance Act (Applicable to local firms only).

A pre-tender meeting followed by a site visit will be held for prospective bidders on Wednesday 4th May, 2022 at 10:00 a.m. at the Jeffery Reyes Building, First Street, San Juan.

The original and four (4) copies each of the Technical and Financial Proposals must be placed separately in sealed envelopes clearly marked on the outside:-

Envelope No. 1—Technical Proposal “Design of the San Juan Municipal Police Building for the San Juan/Laventille Regional Corporation, Ministry of Rural Development and Local Government.”

Envelope No. 2—Financial Proposal “Design of the San Juan Municipal Police Building for the San Juan/Laventille Regional Corporation, Ministry of Rural Development and Local Government.”

The name and address of the Firm must be printed on Envelope No. 2—Financial Proposal

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 19th May, 2022.

The Technical Proposal will be opened shortly thereafter. The tenderer or an authorized representative may be present at the opening.

Tenderers should note that the dimensions of the slot of the Tenders Box are 37.5 cm x 5.5 cm and as such, proposals should be packaged accordingly.

Late proposals will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other proposal.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting its proposal.

Prospective bidders are advised that they can visit the website at <http://www.finance.gov.tt> for all published Tender Notices.

Address (1)

Central Tenders Board
116, Frederick Street
Port-of-Spain
Republic of Trinidad and Tobago
Telephone No. 1-868-625-3565
Facsimile: 1-868-625-1809
Email: mofctb@gov.tt

Address (2)

Mr. Riyaz Ramkissoon
Engineering and Survey Officer
San Juan/Laventille Regional
Corporation
M.T.S Plaza Aranguez Main Road,
Aranguez
Telephone No. 1-868-739-1519;
1-868-638-1073 Ext. 113

21st April, 2022.

A. DWARIKA-LOCHAN
Chairman
Central Tenders Board

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF TRINIDAD & TOBAGO

In compliance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA)

In accordance with Sections 7(1)(b), 8(2)(b), & 9(2)(b) of the Freedom of Information Act 1999 (FOIA), the Public Authority is required by Law, to publish the following Statements which list the documents and information generally available to the public. The Act gives members of the public:

1. the legal right for each person to access information held by the public authority: The Medical Board of Trinidad & Tobago;
2. the 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; and,
4. a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

FREEDOM OF INFORMATION ACT

Section 7 (1) (a) (i)

Function and Structure of the Medical Board of Trinidad and Tobago:

The Medical Board of Trinidad and Tobago (MBTT) is a Statutory Body which reports to the Minister of Health. The Medical Board of Trinidad and Tobago was established by the Medical Ordinance 1887 and continued under the former

693—Continued

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

Ordinance by an Act of Parliament Chapter 29:50 in the Revised Laws of the Republic of Trinidad and Tobago. It comprises a staff of **four** and is headed by **the Secretary/Treasurer of the Council**. The function of the **MBTT** is primarily twofold:

1. a regulatory function; and
2. a disciplinary function.

Secretariat:

- Council Meetings;
- Tribunals;
- Board Meetings;
- Records Management;
- Building Maintenance;
- Policy implementation;
- Register of Medical Doctors of Trinidad and Tobago.

Finance /Information Technology:

- Record of Revenue and Expenditure;
- Receipt of monies for Registration – of all classes;
- Preparation of monthly and annual financial statements.

Operations:

- Maintenance of the Medical Board's website – www.mbt.org;
- Maintenance of a National Medical Human Resource Database;
- Conduct of investigations of complaints lodged with the MBTT;
- Conduct of disciplinary tribunals; and
- Execution of disciplinary sanctions;
- Determination of a Code of Ethics and Regulations pertaining to the practice of the profession of Medicine in Trinidad and Tobago;
- Establishing systems of recognition and reciprocity with other Medical Boards and International Regulatory Bodies;
- Membership on the Caribbean Association of Medical Councils;
- Setting professional standards for the local Medical Profession;
- Overseeing the period of internship for new medical graduates;
- To establish a program of Continuing Medical Education in compliance with the Medical Board (Amendment) Act, 2007;
- To establish a Medical Specialist Register in compliance with the Medical Board (Amendment) Act, 2007;
- Liaising with local and regional Medical training institutions and with local and regional accreditation bodies;
- Reporting to the wider Medical Board.

693—Continued

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

Public Relations:

- Press releases, Doctor's lists, A.G.M., etc.

Internal Audit:

- Auditing activities of accounts of the Board.

Section 7 (1) (a) (ii)**Categories of Documents in Possession of the Medical Board of Trinidad & Tobago:**

1. Register of Doctors practicing Medicine in Trinidad & Tobago;
2. Division of the Register into the following categories:
 - a. Provisional Registration
 - b. Temporary Registration, inclusive of:
 - i. Academic
 - ii. Conditional and
 - iii. Special Registration
 - c. Full Registration
 - d. An active list – of all Doctors resident and working in Trinidad & Tobago
 - e. An “overseas register” of Doctors currently registered, but residing abroad;
3. Register of Specialist Qualifications;
4. Register of Additional Qualifications;
5. Individual Dossier of each Board Member with appropriate record of academic data, registration data, complaints against individual Board Members, disciplinary actions against Members and all correspondence pertaining to Registered Members;
6. Performance evaluation of Registered Members where applicable;
7. Record of status of annual retention fees and annual licence;
8. Record of indebtedness to the Board;
9. Minutes of all Monthly Board Meetings, Annual General Meetings, Extraordinary Meetings;
10. All stake-holders meetings on diverse topics;
11. Reports on all the activities of Council;
12. Annual financial statements of the Council prepared by a firm of chartered accountants;
13. Reports on legal advice and court matters undertaken by Council;
14. All official correspondence by the Council;
15. Policy and general administrative files and documents that pertain to the operation of the Board;
16. News Releases, speeches originating from the Council;
17. Booklets: Code of Ethics; Regulations; and Booklet on matters pertaining to the amendment of the Medical Board Act;
18. Personnel files detailing appointments, promotions, acting appointments, job specifications, leave etc.;

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

19. Files dealing with “Paid advertisements and Gazetted items”;
20. Files dealing with service contracts;
21. Reports of appointees to Committees;
22. All correspondence with our line Minister, and minutes of meetings with same;
23. Booklets, books, posters, newspaper clippings etc. held by the Board;
24. Files dealing with conferences, functions etc. attended by the Council;
25. Inventory of furniture and appliances;
26. Internal and external correspondence files;
27. Legislation and Legal Instruments.

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 8.00 a.m. to 3.00 p.m. on normal working days at:

Medical Board of Trinidad & Tobago
c/o Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Champs Fleurs

Tel: 645-5223 or 645-2640 ext. 5830
Fax: 645-5826
Email: medicalboardtt@gmail.com
Website: www.mbt.org

A small fee is charged in order to offset the cost of printing.

- The complete Register of Doctors;
- Code of Ethics;
- Regulations of the MBTT;
- Medical Board Act 1960.

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

There is to-date, no literature available from the MBTT by subscription. This Section is therefore not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a Document from the MBTT:****▪ General Procedure**

Our policy is to answer all requests, both oral and written, for information. The FOIA sets a time limit of thirty (30) calendar days from the date the request was received. 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

693—Continued

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

(Request for Access to Official Documents) available in our **Reception area**, or from one of our office staff 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 the MBTT (**see Section 7 (1) (a) (vi) for further details**).

- **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.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

- **Furnishing Documents**

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

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

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 requests 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 from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)**Officers in the MBTT responsible for:**

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

The Designated Officer is:

The President, Council of the MBTT
c/o E.W.M.S.C. Uriah Butler Highway
CHAMPS FLEURS
TEL: 645-5223 or 645-2640 ext. 5830
FAX: 645-5826
E-MAIL: medicalboardtt@gmail.com

The Alternate Officer is:

The Secretary/Treasurer, Council of
the MBTT, c/o E.W.M.S.C. Uriah
Butler Highway, CHAMPS FLEURS
TEL: 645-5223 or 645-2640 ext. 5830
FAX: 645-5826
E-MAIL: medicalboardtt@gmail.com

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED**Section 7 (1) (a) (vii)**

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

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

At the present time, the MBTT does not have a Library or Reading Room, in which information in the Public Domain can be accessed. However, we will accommodate as best as we can, any person requesting information from Mondays to Fridays, between the hours of **8.00 a.m** to **3.00 p.m.**

Certain information may be readily accessed through our website at <http://www.mbt.org>. You may make general enquiries to one of our Secretaries at **645-5223** or **645-2640 ext. 5830**.

Policy of the MBTT for provision of copies of documents that are readily available to the public.**Examples:**

- Charge for photocopies is 50 cents per page, however if you provide your own paper 25 cents will be charged.
- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in our office.

Section 8 (1) (a) (i)

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

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

Section 8 (1) (a) (ii)

Manuals, rules, statements of policy, records of decisions, letters of advice to persons outside the MBTT, or similar documents containing rules, policies, guidelines, practice or precedents.

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, 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.

Applicable: MBTT Code of Ethics, Regulations & Responses to complaints.

Section 9 (1) (a)

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

Quality Assessment, UWI; Performance Appraisal Forms

Section 9 (1) (b)

(1) A report, recommendation or statement of advice from MBTT. (2) A report, statement containing the advice or recommendation by the Minister of Health on a matter of Medical Emergency.

Not Applicable

Section 9 (1) (c)

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

Not Applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the MBTT to submit a report, provide advice or make recommendations to the Minister of Health or to another Council Member who is not a member of the committee.

Not applicable

Section 9 (1) (e)

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

Not Applicable

Section 9 (1) (f)

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

Not Applicable

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD OF
TRINIDAD AND TOBAGO—CONTINUED

Section 9 (1) (g)

A report prepared within the MBTT 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.

Not Applicable

Section 9 (1) (h)

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

Not Applicable

Section 9 (1) (i)

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

Not Applicable

Section 9 (1) (j)

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

MBTT's Handbook on Amendment to the Medical Board Act.

Section 9 (1) (k)

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

Not Applicable

Section 9 (1) (l)

An environmental impact statement prepared within the MBTT.

Not Applicable

Section 9 (1) (m)

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

Not Applicable

**PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO**

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

**In Compliance with sections 7, 8 and 9 of the Freedom of Information Act ('FOIA'),
Chapter 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('FOIA') of the Laws of the Republic of Trinidad and Tobago, the Cocoa Development Company of Trinidad and Tobago (CDCTTL) is required to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- 1) A legal right for each person to access information held by CDCTTL.
- 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 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)

Organisation, Function and Structure

Organisation:

The Cocoa Development Company of Trinidad and Tobago Limited (CDCTTL) is a special purpose state enterprise, incorporated under the Company's Act, Chap 81:01, on 23 December 2013. CDCTTL replaced the Cocoa and Coffee Industry Board, (CCIB, 1962 – 2014), a statutory body created by the Cocoa and Coffee Industry Act, Chapter 64:20, which was repealed in June, 2014.

• *Mission Statement:*

To empower stakeholders to be efficient and innovative, to increase production while ensuring adherence to international standards of quality, leading to improved value and a globally recognised brand.

• *Vision Statement:*

To be the premier institution promoting and co-ordinating the development of the fine/flavour cocoa industry of Trinidad and Tobago.

PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO—CONTINUED

Function:

CDCTTL was created as the vehicle to make cocoa production in Trinidad and Tobago a financially viable activity, contributing to economic diversification and growth of the economy, by integration and sustainable development of the cocoa value chain. Accordingly, CDCTTL's remit extends beyond primary processing and includes development of the broader cocoa industry, embracing all activities along the cocoa value chain. CDCTTL's mandate is to facilitate a free market mode of operations within the local fine/flavour cocoa sector and its key objectives are:

1. Supporting increased cocoa production and productivity
2. Stimulating the domestic economy through development of cocoa value-added products
3. Ensuring all cocoa products adhere to international standards of quality and food safety
4. Creating a globally recognizable, premium quality TT Brand
5. Facilitating access to new markets, locally and globally to expand the sector
6. Fostering an enabling environment for investment into the sector
7. Providing, collecting, and sharing data for strategic decision-making and modernising the sector

Structure:

CDCTTL is a wholly owned state enterprise. Its direct Line Ministry is the Ministry of Agriculture, Land and Fisheries and its shareholder is Corporation Sole of the Ministry of Finance. CDCTTL's functions are structured as follows:

- *Board of Directors* – policy and strategy formulation, monitoring of programme implementation, governance, support and monitoring of executive management
- *Executive Management* - strategic and wider sector related matters, general operations support, financial reporting, governance matters
- *Production & Quality* – supporting production of cocoa and cocoa based products, monitoring compliance with quality standards, certification, farmer and processor training
- *Marketing, Business Development and Communication* – facilitating business linkages for stakeholders across the cocoa value chain, acquiring and disseminating market intelligence, supporting stakeholder communication and public outreach.
- *Administration* – Finance, Human Resources, General Administration – managing daily operational activities, providing general support services to stakeholders

PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO—CONTINUED

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Company

List as appropriate:

- Administrative files used in the daily operations of the Company;
- Documentation related to the accounting and financial management function of the Company;
- Financial records;
- Documentation relating to the procurement of supplies, services and equipment;
- Personnel records containing information on job specifications, job applications, staff appointments, promotions, transfers, applications for vacation leave, resignations, retirements and death;
- Minutes and Agendas of meetings;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues;
- Circulars, Memoranda, Notices and Bulletins;

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect/obtain copies the Company's published audited financial statements by contacting:

The Administration Department
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: info@cdctl.co.tt

Section 7 (1) (a) (iv)

Literature Available by Subscription

No material is available under this section at this time.

PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO—CONTINUED

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Company

A comprehensive procedure is to be developed and approved. In the interim all requests should be made on the prescribed form and forwarded to:

The Chief Executive Officer (Ag)
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: info@cdctl.co.tt

Requests will be acknowledged as official when made on the prescribed form. Applicants will be notified within 30 days or before whether or not the request is approved.

Section 7 (1) (a) (vi)

Officer in the Company responsible for addressing all matters relating to FOIA:

Ms. Mala Partap
Chief Executive Officer (Ag)
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: mala.partap@cdctl.co.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 Company that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

At this time, this facility does not exist in the Company

PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO—CONTINUED

SECTION 8 STATEMENTS

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

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

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, 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 Company at this time.

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

This section is not applicable to the Company 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 Judiciary.

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

694—Continued

PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO—CONTINUED

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a Committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

This section is not applicable to the Company 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.

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

695

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. WORLD SELECT GEM HOTEL
LIMITED

COMPANY No.: H 1508 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

696

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. REAL ESTATE SERVICES
LIMITED

COMPANY No.: H 1376 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

697

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. TRUST AND ASSET
MANAGEMENT COMPANY LIMITED

COMPANY No.: H 1507 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

698

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: GLOBAL TELEVISION PRODUCTION
COMPANY LIMITED

COMPANY No.: H 1563 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

699

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. COMMUNICATIONS LIMITED

COMPANY No.: H 1297 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

700

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. INSTITUTE FOR HIGHER
LEARNING COMPANY LIMITED

COMPANY No.: H 1529 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

701

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. JOVVS ISLAND PARK
COMPANY LIMITED

COMPANY No.: H 1454 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

702

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. REAL PROPERTY
DEVELOPERS LIMITED

COMPANY No.: H 1210 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

703

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. WORLD TRAVEL LIMITED

COMPANY No.: H 1175 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator

704

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WINDING UP

NAME OF COMPANY: H.C.U. PUBLICATIONS LIMITED

COMPANY No.: H 1314 (95)

To the Registrar,

I, RIKHI RAMPERSAD of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, the undersigned, hereby give you notice that I have been appointed the Liquidator of the aboved-named Company by Resolution of the Company Shareholders, dated the 25th day of April, 2022.

Dated the 29th day of April, 2022.

RIKHI RAMPERSAD
Liquidator