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REPORT OF THE INDEPENDENT AUDITOR ON THE FINANCIAL HIGHLIGHTS TO THE SHAREHOLDER OF TRINIDAD GENERATION UNLIMITED

Opinion

The financial highlights are derived from the audited financial statements of Trinidad Generation Unlimited for the year ended 31 December 2021.

In our opinion, the financial highlights are consistent, in all material respects, with the audited financial statements, on the basis described in Note 1.

Financial Highlights

The financial highlights do not contain all the disclosures required by International Financial Reporting Standards ("IFRSs") applied in the preparation of the audited financial statements of Trinidad Generation Unlimited. Reading the financial highlights and the auditor's report thereon, therefore, is not a substitute for reading the audited financial statements and the auditor's report thereon. The financial highlights and the auditor's report thereon do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial statements.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements for the year ended 31 December 2021 in our report dated 27 January 2022. This report also includes the communication of key audit matters. Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the relevant period.

Management's Responsibility for the Financial Highlights

Management is responsible for the preparation of the financial highlights on the basis described in Note 1.

Auditor's Responsibility

Our responsibility is to express an opinion on whether the financial highlights are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with International Standard on Auditing (ISA) 810 (Revised), Engagements to Report on Summary Financial Statements.


Port of Spain
TRINIDAD
18 May 2022



CHAIRMAN'S STATEMENT AND FINANCIAL HIGHLIGHTS

For the Year ended 31 December 2021



AUDITED FINANCIAL HIGHLIGHTS OF OPERATING RESULTS

For Year ended 31 December 2021

Expressed in United States Dollars (\$'000)

	Year ended 31 December 2021	Year ended 31 December 2020
Profit Before Taxation	26,866	40,851
Total Comprehensive Income	17,658	27,098
Total Assets	1,096,043	1,086,079
Total Liabilities	833,471	830,939
Total Equity	262,572	255,140
Bond Interest Expense	31,500	31,500
Dividend Declared & Paid	10,226	11,871
	Rating as at 31 December 2021	Rating as at 31 December 2020
Standard & Poor's (S&P)	BB+	BB+
Fitch Ratings	BB	BB+

Note 1

These financial highlights are prepared in accordance with criteria developed by management using information derived from the audited financial statements of Trinidad Generation Unlimited for the year ended 31 December 2021. These audited financial statements have been prepared in accordance with International Financial Reporting Standards. The audited financial statements are available on the Company's website or the Singapore Exchange.

CHAIRMAN'S STATEMENT

Trinidad Generation Unlimited (TGU) owns, operates and maintains a fuel efficient 720-megawatt (MW) capacity combined-cycle gas-fired power plant located in the Union Industrial Estate, Vessigny, La Brea. The Company, initially a joint project of the AES Corporation and the Government of the Republic of Trinidad and Tobago (GORTT), is currently wholly owned by the GORTT through 100% ownership of its National Investment Fund Holding Company Limited (NIFHCL). NIFHCL has been set up to hold its investment in TGU together with its holdings of other publicly traded assets listed with the Trinidad and Tobago Stock Exchange.

For the year ended 31 December 2021, the power plant achieved an Equivalent Availability (EA) short of its target. This shortfall was due to unscheduled maintenance on its gas turbines in the latter part of the year which was necessary to maintain asset integrity. Repairs were performed and the related generators were brought back online.

The Company maintained Health, Safety and Environment (HSE) as a core value. HSE are embedded values in our culture. We ensured that HSE were incorporated into all activities at TGU, including the way we think and act. For the year 31 December 2021, the TGU team sustained its high-performance standards in HSE resulting in the achievement of its HSE targets for the period.

For the year ended 31 December 2021, the Company achieved a profit before tax of US\$26 million, while achieving a profit after tax of US\$18 million. In the year 2020, TGU attained profit before tax of US\$41 million and profit after tax of US\$27 million. The 2021 profitability reflected the lower EA when compared to 2020. Total assets as at 31 December 2021 amounted to US\$1.096 billion, an increase of US\$10 million for the financial year. Total equity as at 31 December 2021 amounted to US\$263 million, which represented a US\$7 million increase when compared to equity as at 31 December 2020.

In November 2016, TGU issued its US\$600 million 144A RegS bond on the international financial market at a rate of 5.25%. The bond continued to be well viewed by investors with trading values above par on both the 144A and RegS international markets. As at 31 December 2021, TGU's bond had a remaining life of six years and the Company successfully paid US\$157 million of interest to its bondholders. The international ratings as at 31 December 2021 were reflective of TGU being a sovereign-linked entity and the Company's importance to Trinidad and Tobago's energy matrix and operational integration with the ultimate parent.

TGU remained cognisant of its role in the financial market and its responsibilities to its Shareholder, both as a wholly owned subsidiary of the NIFHCL as well as an issuer of a United States Dollar (USD) denominated international bond.

In 2021, the COVID-19 pandemic continued to adversely affect Trinidad and Tobago and many other countries across the globe. TGU continued to be cognisant of this threat and implemented precautionary measures to ensure the safety of our employees and minimise operational ramifications. During the year, normal shift operations for operation and maintenance staff resumed, with remote or rostered working arrangements for all other personnel not directly involved in the operation of the facility.

In 2021, TGU celebrated its 10th anniversary with 10 years of successful performance since starting commercial operations on 1 August 2011. The Company continued to operate with an eye on a sustainable future, dedicated to creating opportunities that would benefit our nation. Over the last 10 years the support of each stakeholder has made TGU a successful and internationally recognised Independent Power Producer, and we look forward to TGU continuing to serve Trinidad and Tobago for generations to come.

The Company, through its Strategic Corporate Social Responsibility Objectives and Initiatives also continued to support both the fenceline and national communities with various relief efforts that assisted in alleviating some of the challenges faced due to the ongoing COVID-19 pandemic. Due to the COVID-19 pandemic, the CSR initiatives were modified in response to the specific socio-economic needs of the community and national stakeholders. The revised initiatives were successfully completed with positive reviews from the respective stakeholders. In keeping with the Company's volunteerism focus, employees of TGU demonstrated their commitment to supporting the implementation of the Company's CSR initiatives both within its fenceline and national communities.

Whilst 2021 was a challenging year, TGU continued to focus on its strategic objectives ensuring the safety of its people and plant whilst maintaining its commitment to its Shareholder and Stakeholders. The Company's adaptability fostered a remote work culture whilst maintaining its core operations and enhanced governance through the development of strategic policies and procedures.

I wish to express my appreciation to our customer Trinidad and Tobago Electricity Commission (T&TEC), the NIFHCL, our company Directors, our employees, and all other stakeholders for their contributions towards the continuing growth and sustainability of Trinidad Generation Unlimited.

Sandra P. Jones

Chairman
Sandra Jones
18 May 2022





The Government of the Republic of Trinidad and Tobago
Public Statement of the National Carnival Commission

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 Carnival Commission of Trinidad and Tobago ("the NCC") is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by the NCC.
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 organisation of the NCC

The NCC was established by the National Carnival Commission of Trinidad and Tobago Act, Chap. 42:01 ("the NCC Act") which outlines *inter alia*, the objects of the NCC as well as its functions at Sections 4 and 9, respectively. The NCC is a statutory body designed to, *inter alia*, manage Carnival on behalf of the Government of the Republic of Trinidad and Tobago ("GoRTT") to redound to the benefit of the nation. By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, the responsibility for the NCC was assigned to the Ministry of Tourism, Culture and the Arts.

The objectives of the NCC are as follows:

- a) to make Carnival a viable national, cultural and commercial enterprise;
- b) to provide the necessary managerial and organisational infrastructure for the efficient and effective presentation and marketing of the cultural products of Carnival; and
- c) to establish arrangements for ongoing research, the

preservation and permanent display of the annual accumulation of Carnival products created each year by the craftsmen, musicians, composers and designers of Carnival.

The role and functions of the NCC and its overarching responsibilities include:

- (a) the regulation, co-ordination and conduct of all Carnival activities throughout the country held under the aegis of the GoRTT;
- (b) the development, maintenance and review of rules, regulations and procedures for the conduct of Carnival festivities throughout the country;
- (c) the identification, evaluation and promotion of all Carnival related industries with a view to the enhancing and marketing of their cultural products and services; and
- (d) the development and implementation of a marketing strategy for Carnival with a view to optimising the revenue earning potential of the festival and its contribution to the national economy, considering –
 - (i) the unexplored potential of Carnival;
 - (ii) the possibility of marketing of carnival products and activities in domestic and export markets; and
 - (iii) the contribution by the private sector to the funding of specific aspects of Carnival.

Organizational Structure of the NCC

The NCC is led by a Board of Commissioners who has responsibility for the management of the entity. The Board comprises nine (9) members and is led by a Chairman, Mr. Winston Peters. The Composition of the Board of Commissioners is as follows:

- | | |
|--------------------------------|-------------------|
| Mr. Winston Peters | - Chairman |
| Mr. Davlin Thomas | - Deputy Chairman |
| Mr. Dorian Marcelle | - Commissioner |
| Ms. Jacqueline Springer-Dillon | - Commissioner |

- | | |
|--------------------------|---|
| Ms. Annalean Inniss | - Commissioner |
| Ms. Beverly Ramsey-Moore | - Commissioner (Pan Trinbago Rep) |
| Ms. Rosalind Gabriel | - Commissioner (TTCBA Rep) |
| Mr. Lulalo Massimba | - Commissioner (Dec'is) (TUJO Rep) |
| Mr. Amstey King | - Commissioner (Replacement) (TUJO Rep) |
| Ms. Vishma Ramcharita | - Commissioner |

The NCC Act also provides for the Board's appointment of Committees to assist in the implementation of the NCC's mandate. The Board Committees include:

Standing Committees

- Audit
- Finance
- Human Resource
- Marketing
- Tenders

Ad Hoc Committees

The Board also establishes temporary/ad hoc committees to support the implementation of Carnival each year. However, in 2021 these Committees were not implemented as Carnival 2021 was cancelled by formal announcement of the Honourable Prime Minister of Trinidad and Tobago.

Regional Committee

In keeping with the provisions of the NCC Act, a Regional Carnival Committee is established which operates akin to a Department with an attendant permanent role and function.

Staff of NCC

The staff comprises establishment (permanent) officers, contract officers and short-term officers and is headed by a Chief Executive Officer, Mr. Colin Lucas.

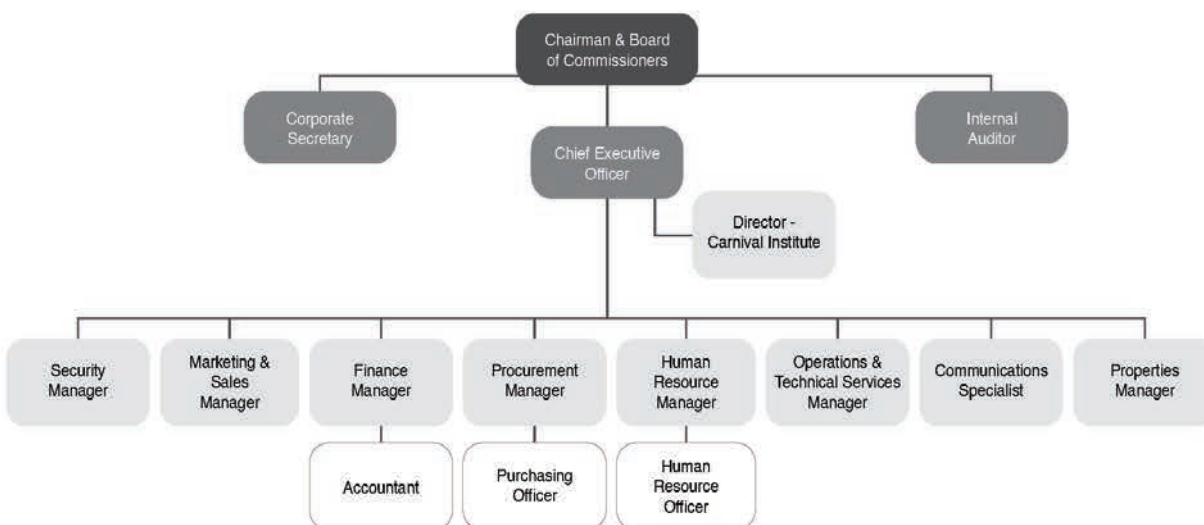


Figure 1. Organizational Chart of the NCC

PUBLIC STATEMENT OF THE NATIONAL CARNIVAL COMMISSION AS AT 31ST DECEMBER, 2022—Continued

Strategic Direction

In September 2020, a Strategic Plan was completed with the aim of charting a comprehensive strategic direction for the NCC for the period 2021 – 2024. A revised Vision and Mission were outlined together with key goals and objectives.

Vision:

"To be the undisputed leader in the carnival industry and a major contributor to the national economy, by providing an authentic incomparable experience in Trinidad and Tobago, the home of carnival."

Mission:

"To preserve and promote the cultural heritage of Trinidad and Tobago carnival in order to ensure its sustainable development as a commercially viable industry through the implementation of innovative, best in practice strategies, and the co-ordination and regulation of the carnival industry as the epicentre of carnival world-wide."

Strategic Priorities of NCC

- Develop Carnival products for global consumption, not only in response to evolving customer tastes and needs, but driven by a commitment to pioneering innovation.
- Ensure that the NCC is recognised as the core agency for Trinidad and Tobago Carnival, and that the appropriate marketing and research are developed to support that perspective.
- Ensure that the core partners are provided the appropriate support to strengthen their organisations and thus achieve a continuously enhanced Carnival product offering and greater success.
- Establish key partnerships to strengthen the Carnival product, expand markets, and generate more income.
- Develop the organisational capacity by focusing on excellence at all levels, thus achieving satisfaction from internal and external stakeholders.
- Focus on achieving financial self-sustainability by 2026.

Functions of the Departments of the NCC**Communications**

The Communications Department is responsible for external and employee communications within the NCC. The Department's responsibilities include:

- Communications Strategy
- Media Relations
- Social Media Management
- Crisis Communications
- Internal (Employee) Communications
- Reputation Management
- Corporate Responsibility
- Brand Management

Some of the Department's other responsibilities include corporate image management and establishing and maintaining effective lines of communication amongst various NCC stakeholders. Additionally, as it assists in the promotion of the NCC's products and services, the Communications Department is also responsible for the design and dissemination of key internal and external communication pieces that support programmes aimed at building a positive image of the NCC and the Carnival industry as a whole.

Corporate

The Corporate Department provides corporate secretarial support to the Board as well as legal advice to the Board and executive with regard to core Carnival products, through, inter alia, contracts (preparation of contracts with suppliers/contractors and other products and services), legal opinions and comprehensive response/guidance on legal matters (including but not limited to legal correspondence and pre-action protocol letters).

Finance and Accounts

The Finance Department is responsible for a wide range of tasks and constitutes the NCC's arm in charge of ensuring effective financial management and financial control. The Department's key responsibilities include:

- Accounting and recording of all financial transactions
- Budgeting and forecasting
- Reporting and analysis – preparation of financial statements, management accounts, statutory reports and budget variance
- Treasury and working capital management
- Capital expenditure budgeting
- Ensuring adherence to all established and applicable financial laws and regulations
- Implementing, maintaining, and monitoring financial controls

Human Resources

The Human Resource Department is responsible for the management of the NCC's most valuable asset, its employees. It is engaged in the recruitment, training and development, compensation and general employee relations.

Internal Audit

The Internal Audit Department is responsible for providing independent, objective assurance and consulting services designed to add value and improve NCC's operations. The mission of this Department is to enhance and protect NCC's organizational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit activity helps the NCC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Marketing and Sales

The Marketing and Sales Department is responsible for the marketing of Trinidad and Tobago's Carnival to international and local markets while promoting NCC-led/facilitated Carnival and other products for local consumption. Other Carnival products and services include venue/ space and facility rental. In 2021, this Department spearheaded the virtual platform launch entitled, TNTCARNIVALWORLD.COM which is now used as a marketing tool in the promotion of Carnival and Carnival products.

Operations

The Operations and Technical Services Department is responsible for the operationalising of Carnival and Carnival-based events. The Department also oversees and co-ordinates the transportation and courier services of the NCC.

Procurement

The Procurement Department is responsible for ensuring cost effective purchasing of goods and services through strategic sourcing to realize transparency, accountability and value for money.

Core to this function, the Department ensures that the NCC remains compliant with the applicable procurement laws while adhering to proper procedural practices and processes with emphasis on quality, price, efficiency, due diligence and fairness.

Properties and Infrastructure

The Properties and Infrastructure Department is responsible for the management of the NCC's facilities ensuring that they are sanitary/clean and aesthetically pleasing to the employees, visitors and customers. In 2021, the Department provided oversight of the sanitisation of NCC's premises to ensure hygienic work spaces towards mitigating the spread of COVID-19.

Regional Carnival Committee

The Committee is responsible for coordination and support through partnerships with the fifty seven (57) Regional Carnival Committees, Community-based, Private Sector and Tourism Associations across Trinidad and Tobago. The NCC supports these organisations either through direct financial investment, the provision of physical infrastructure, and for the provision of skills-based training and/or counsel.

Security

The Security Department is responsible for securing the NCC's assets including its Head Office and at Gray Street, Queens Park Savannah, and Warehouse (Aranguez) locations. This Department facilitates the provision of a safe and secure working environment for all NCC's employees as well as the delivery of premium customer service to NCC's customers who utilize the parking facilities at the Queen's Park Savannah on a daily basis.

Statutory Boards and Other Bodies:

The NCC is charged with administrative responsibility for the Carnival Institute of Trinidad and Tobago.

Section 7 (1) (a) (ii)**Categories of Documentation in the possession of the NCC:**

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

- Legislation and legal instruments,
- Files dealing with Accounting and Financial Management functions of the NCC,
- Financial Records (cheques, vouchers, vote books, pay records etc.);
- Files dealing with administrative support and general administrative documents for the operations of the NCC,
- Personnel files, which detail all Staff Appointment, Job

Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc;

- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Maps, charts, Photographs/Compact Discs/Diskettes/Tapes/ Catalogues/Forms;
- News Releases and Speeches;
- Policy, plans, guidelines, position papers and procedure documents;
- Minutes of Meetings of NCC's Board of Commissioners and Committees
- Registers of internal and external correspondence files;
- Reports – Statistical, Annual/Quarterly, Audit, Consultants/ Technical, Valuation,
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- 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 booklets, brochures, magazines, videotapes and presentations to public forums on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

National Carnival Commission of Trinidad and Tobago

11 St Clair Avenue
St Clair, Port-of-Spain
Information on NCC is also accessible on its Home Page is at the website www.ncc.tt.org

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 the NCC****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 (Request for Access to Official Documents which is available from the NCC'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 the NCC'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 NCC'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

NCC 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.

PUBLIC STATEMENT OF THE NATIONAL CARNIVAL COMMISSION AS AT 31ST DECEMBER, 2022—Continued

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 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 NCC 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, the NCC 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 request for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The NCC Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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 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

The following NCC Officers are responsible for:

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

The Designated Officer is:

Job Title: Corporate Secretary
 Name: Ms Giselle Martin
 Address: 11 St Clair Avenue, St Clair
 Telephone: (868) 622-1670 Ext 1350
 Fax Number: (868) 622-2038
 Email: g.martin@ncctt.org

The Alternative Officer is:

Job Title: Communications Specialist
 Name: Mr Kyle Pilgrim
 Address: 11 St Clair Avenue, St Clair
 Telephone: (868) 622-1670 Ext 1312
 Fax: (868) 622-2038
 Email: k.pilgrim@ncctt.org

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 the NCC that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library/Reading Room is open to members of the public on Tuesdays and Thursdays from 9:00 a.m. to 3:00p.m. and is located in the Reception of the Head Office, 11 St Clair Avenue, Port of Spain.

The Policy of NCC for the 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 library/reading room facility:

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

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The National Carnival Commission of Trinidad and Tobago Act, Chap 42:01
- National Carnival Bands Association (Incorporation) Act [Act No. 27 of 2007]
- Theatres and Dancehall Act Chap 21:03
- Financial Regulations and Instructions
- Estimates of Expenditure, Recurrent and Development Programme
- Freedom of Information Act, Chap 22:02
- Public Service Commission Regulations
- Public Health Regulations
- Occupational Safety and Health Act, Chap 88:08
- Copyright Act [Act No. 5 of 2008, Chap. 82:80, 1980 Rev.]

Section 8 (1) (a) (ii)

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

- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

Section 8 (1) (b)

In enforcing written laws or schemes administered by the NCC 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.

- NCC Rental of Facilities and Venues Policy/Agreement

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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 the NCC or 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 the NCC or to the responsible Minister of NCC.

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of

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

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

Section 9 (1) (e)

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

- NCC Visitor Exit Survey (2019)

Section 9 (1) (f)

A report prepared for the NCC by a paid consultant

- NCC's Strategic Plan 2013-2017
- NCC Stakeholders Consultation Reports (East) (North) and (South)
- The Design of Carnival Policy and the Causal Challenges of Analysis (2014)
- Port of Spain Carnival Band Route Traffic Management Improvements –Congestion of Carnival (2014)
- NCC's Strategic Plan: 2021-2024 – (2020)
- NCC's Job Evaluation and Salary Review Exercise – (2021)

Section 9(1) (g)

A report prepared within the NCC 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.

Report on the Proposed Integration of the Carnival Institute of Trinidad and Tobago and the Regional Carnival Committee (2021)

Section 9 (1) (h)

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

The National Carnival Commission of Trinidad and Tobago Annual Administrative Reports for fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2019, 2020 and 2021.

Section 9 (1) (i)

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

- NCC's Human Resource Manual
- Revised Performance Management System

Section 9 (1) (j)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the NCC.

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

Section 9 (1) (m)

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

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



**PUBLIC STATEMENT OF THE JUDICIARY 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 Judiciary of Trinidad and Tobago (hereinafter called "the Judiciary") is required 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 Judiciary;
- 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; and
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Statement on the function and structure of the Judiciary

The Judiciary consists of the Supreme Court of Judicature and the Magistracy/District Courts. The Supreme Court consists of the Court of Appeal and the High Court and is established by the Constitution of the Republic of Trinidad and Tobago, which provides that "There shall be a Supreme Court of Trinidad and Tobago consisting of a High Court and a Court of Appeal with such jurisdiction and powers as are conferred on these Courts respectively by this Constitution or any other law."

While the Magistracy is governed by the Summary Courts Act, Chapter 4:20 and the Petty Civil Courts Act, Chapter 4:21 which established the Summary Courts and Petty Civil Courts respectively, when the court sits in its summary jurisdiction to preside over criminal and traffic matters it is known as the District Criminal and Traffic Court (in accordance with section 12 of the Criminal Division and District Criminal and Traffic Courts Act 2018 which was proclaimed on 1st December 2018 by Legal Notice No. 156 of 2018).

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

The Judiciary is one of the three separate arms of the state. It is independent of the other two namely the Executive and the Legislature.

Mission Statement:

The Judiciary works towards the resolution of conflict in the society by resolving disputes which arise out of the operation of laws and involve the application of remedies and the punishment of offenders.

Vision Statement:

The Judiciary of Trinidad and Tobago provides an accountable court system in which timeliness and efficiency are the hallmarks, while still protecting integrity, fairness, equality and accessibility and attracting public trust and confidence.

Jurisdiction

The Honourable The Chief Justice is the head of the Judiciary and is responsible for the administration of justice in Trinidad and Tobago. Both the High Court and the Magistracy exercise original jurisdiction in civil and criminal matters while the Court of Appeal exercises an appellate jurisdiction over both. The High Court hears indictable criminal matters, family matters and other civil matters involving sums over the Petty Civil Court limit.

The Children Court became operational on 28th February, 2018, and hears cases involving children who are accused of breaking the law, children in need of supervision (CHINS), and children who are in need of care and protection. The Children Court also hears children drug and mental health matters.

As a problem-solving court, the Children Court provides targeted intervention to address the needs of children in conflict with the law and children who are in need of supervision (CHINS). Though custodial sentencing options are utilized by the court, intervention can also be provided through several non-custodial options to support the rehabilitation and re-integration of child offenders and CHINS back into society.

The Magistracy exercises summary jurisdiction in criminal matters and hears preliminary inquiries in indictable matters for the purpose of determining whether the prosecution has made out a prima facie case against the accused. In its petty civil division, the Magistracy deals with civil matters involving claims "less than the sum of Fifty Thousand Dollars (\$50,000.00)". Appeals from the Magistracy and the High Court lie to the Court of Appeal. Appeals from the Court of Appeal lie to the Privy Council, sometimes as of right and sometimes with leave of the Court.

Composition

In the Court of Appeal Judges are referred to as 'Justices of Appeal' and in the High Court, Judges are sometimes referred to as 'Puisne Judges'.

In addition to the Judges, there are Masters of the High Court who have the jurisdiction of Puisne Judges in those matters in which rules of Court provide that they may adjudicate and save and except in certain areas in which their jurisdiction is expressly limited by statute.

In the Magistracy there is a Chief Magistrate, Deputy Chief Magistrate, Senior Magistrates and Magistrates.

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

Court Sitings

The Supreme Court sits regularly in three venues: Port of Spain, San Fernando, and in the island of Tobago. The Family and Children Division operates at the following locations:

(a) Family Court:

- (i) Cipriani Place, 4 Cipriani Boulevard, Port of Spain;
- (ii) 54 Calder Hall Main Road, Scarborough, Tobago; and
- (iii) 271 Edward Street, Naparima/Mayaro Road, Princes Town.

(b) Children Court:

- (i) 6 Elizabeth Street, St. Clair, Port of Spain;
- (ii) Corner Delhi and Fyzabad Main Road, Fyzabad; and
- (iii) Supreme Court Building, Bacolet Street, Scarborough, Tobago.

Trinidad and Tobago is divided into three (3) Magisterial Districts. The Magisterial Districts (Amendment) Order 2020, amended the previous Magisterial Districts Order which formerly divided Trinidad and Tobago into thirteen (13) Magisterial Districts. The new order aligns the location of the various courts with the Municipal Corporations. There is also now a more unified approach to the distribution of Supreme Court and Magistracy matters. The new Order identifies the three Magisterial Districts as follows:

- Trinidad North District;
- Trinidad South District; and
- Tobago District

With effect from 20th day of April, 2022, the O'Merara Judicial Centre, Lot 74-98 O'Meara Industrial Estate, Arima has been designated as a place for the sitting of the Supreme Court and Summary Courts. As of 20th April, 2022, the jurisdiction exercised in criminal matters shall be exercised at the O'Meara Judicial Centre.

Court Offices and the Registry

The Registry comprises various Court Offices which are staffed by officers in the clerical, and secretarial fields. These Court Offices include Civil, Criminal, Family, Children, Court of Appeal and Probate. Other units include that of Office Copies.

The Registry of the Supreme Court is located at the Hall of Justice, Knox Street, Port of Spain. There are Sub-Registries located at Cipriani Boulevard and St Clair Streets, Port of Spain, Harris Street San Fernando, Corner Delhi and Fyzabad Main Road Fyzabad, Bacolet Street Tobago and Calder Hall Tobago.

The Registries are usually open for business from 8:00 a.m. to 4:15 p.m. Monday to Thursday and 8:00 a.m. to 4:00 p.m. on Fridays and are responsible for the filing, processing, and custody of court records.

The Registrar is also the Marshal of Trinidad and Tobago. Deputy Registrars and Assistant Registrars of the Supreme Court are Deputy Marshals and they all perform both judicial and administrative functions. The Registrar is responsible for the operation of the Court Offices or Registries and is also the Admiralty Marshal, a Justice of the Peace and a Commissioner of Oaths.

Department of Court Administration

The Department of Court Administration was created in 1998. It operates as an extension of the Judge's mandate for managing the Courts and their cases under the direction and supervision of the Chief Justice. It is headed by the Court Executive Administrator, who is the Accounting Officer of the Judiciary and

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

coordinates the diverse elements of the support structure for the courts by providing a range of professional services and expertise inclusive but not limited to the following:

- Information Technology
- Process Re-engineering, Operations Research and Management
- Court Library Services
- Court Reporting Services
- Court Human Resource Management
- Protocol and Information
- Finance, and Administration
- Court Planning
- Court Buildings and Maintenance and
- Court Security Management

With a range of specialised units under its purview, the Department of Court Administration is responsible for, inter alia, the planning and development of the Judiciary and the study, review, implementation and management of systems, procedures and processes required to manage the courts' caseload.

It ensures that process review and professional systems are up to date. In this regard, its role is not only ensuring that caseload is managed efficiently and effectively from commencement to disposition but also preserving through management, impartiality and integrity in the adjudication process.

Section 7 (1) (a) (ii)**Categories of Documents in the Possession of the Judiciary**

List as appropriate:

- Administrative files used in the daily operations of the Judiciary;
- Documentation on matters before the Supreme Court and District Courts;
- Documentation related to the accounting and financial management function of the Judiciary;
- 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 deaths;
- Cabinet Documents;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Records of Human Resource Development and Training;
- Records of Committees and Associations;
- Contract documents and incidental material;
- Statistical Reports of Court matters;
- Circulars, Memoranda, Notices and Bulletins;
- Legislation and Legal Instruments; and
- Safety Advisories.

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

Section 7 (1) (a) (iii)**Material Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following materials:

- The Judiciary Annual Reports available at www.ttlawcourts.org/annual-reports

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

Members of the public may subscribe for the following material:

- A monthly subject listing of judgments which is available on subscription, either through e-mail or hard copy.

Contact or write to: Court Library Services Unit
Hall of Justice, Knox Street, Port-of-Spain
Tel. (868) 223-1060, ext. 2366
Email: lisaac@ttlawcourts.org

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Judiciary****How to Request Information:****General Procedure**

The policy of the Judiciary is to respond to all requests for information. The applicant must submit the request for information in writing by completing the Request for Access to Official Document(s) Form in the Act.

Addressing Requests

To facilitate prompt handling of a request, please contact or write to the Designated Officer of the Judiciary. Requests will be acknowledged as official when made on the prescribed form.

Details in the Request

Applicants should provide sufficient information which will enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the Designated Officer.

Requests not handled under the Act

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.

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

Furnishing Documents

An applicant is entitled to access copies of information which the Judiciary has in its possession/custody. The Judiciary is required to provide only one copy of a document. If the Judiciary cannot make a legible copy of a document, we will furnish the best copy possible and note its quality in our reply. Please note that the Judiciary is not compelled to create new documents or perform research for the public.

Time Limits

The Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. The Judiciary will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Judiciary will acknowledge the request and advise the applicant of its status. Applicants whose requests are incomplete or unclear will be contacted by the Designated Officer.

Fees and Charges

Section 17(1) of the Act 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 on tape, disc, film or other material, the applicant shall pay the prescribed fee.

Section 7 (1) (a) (vi)

Officers in the Judiciary 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 corrections of personal information under Section 36 of the FOIA.

The Designated Officer: Michelle Mayers
Senior Legal Officer
Legal Unit
Judiciary of Trinidad and Tobago
Tower D, International Waterfront Complex
Wrightson Road, Port-of-Spain
Tel. (868) 223-1060, ext. 2701
Email: Legal@ttlawcourts.org

The Alternate Officer: Onika Job
Legal Research Officer
Legal Unit
Tower D, International Waterfront Complex
Wrightson Road, Port-of-Spain
Tel. (868) 223-1060, ext. 2702
Email: Legal@ttlawcourts.org

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

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 Judiciary that fall within the meaning of this section of the FOIA.

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

Information in the public domain can be accessed at the Judiciary's library or through its website at www.ttlawcourts.org. You may make enquiries at the library at (868) 223-1060-8529, ext. 2366/2367.

The libraries of the Judiciary are open from Monday to Friday 8:00 am to 4:00 pm. Access to the libraries are open to Judges and other Judicial Officers as well as administrative staff of the Judiciary. It is also open to Attorneys-at-law who have been admitted to practice in the Courts of Trinidad and Tobago. However, the Library undertakes, as far as is practicable, to facilitate the needs of non-legal persons through its co-operative links with other libraries, including the National Library and Information System Authority (NALIS), and to provide information through its web-pages on the Judiciary's website at www.ttlawcourts.org.

Provision of copies of documents that are readily available to the public

- Subject listing of Judgments received by the Library Unit (usually 11 issues per year); Annual subscription – TT\$230.00 (print or email).
- Photocopies of material held in the Library Unit – 0.50c per copy (copies to be done by the user).

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

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

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

Section 8 (1) (a) (ii)

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

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

PUBLIC STATEMENT OF THE JUDICIARY 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.

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

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.

The section is not applicable to the Judiciary at this time.

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

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 Judiciary at this time.

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

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

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

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

PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO—CONTINUED

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

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

Section 9 (1) (m)

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

There are no reports to be published under this section.



PUBLIC STATEMENT

OF THE TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION
FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)
OF THE LAWS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Securities and Exchange Commission ("the Commission") is required by law to publish the following statements, which list the documents and information generally available for public scrutiny.

The FOIA gives members of the public a legal right:

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

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

Functions and Organisation of the Commission

Mission
To protect investors, promote and enable the growth and development of the securities industry by nurturing fair, efficient and transparent securities markets, cooperating with other regulators and mitigating systemic risk.

Functions of the Commission

The Commission was first established, by the Securities Industry Act, 1995 (SIA 1995) in 1997 and continued under the Securities Act, 2012 (SA 2012) as a body corporate to regulate the securities market in Trinidad and Tobago. The Commission's main functions, as outlined in Section 6 of the SA 2012 are to:

- Advise the Minister of Finance on matters relating to the securities industry;
- Maintain surveillance over the securities industry and ensure orderly, fair and equitable dealings in securities;
- Register, authorise or regulate, in accordance with the SA 2012, self-regulatory organisations, broker-dealers, registered representatives, traders, underwriters, issuers and investment advisers; and control and supervise their activities with a view to maintaining proper standards of conduct, and professionalism in the securities industry;
- Regulate and supervise the timely, accurate, fair and efficient disclosure of information to the securities industry and investing public;
- Conduct such inspections, reviews and examinations of self-regulatory organisations,

broker-dealers, registered representatives, underwriters, issuers and investment advisers as may be necessary for giving full effect to the SA 2012;

- Protect the integrity of the securities industry against any abuses arising from market manipulating practices, insider trading, conflicts of interest, and other unfair or improper practices;
- Educate and promote an understanding by the public of the securities industry and the benefits, risks, and liabilities associated with investing in securities;
- Co-operate with, and provide assistance to other regulatory authorities in Trinidad and Tobago, or elsewhere;
- Ensure compliance with the Proceeds of Crime Act, any other written law in relation to the prevention of money laundering and combating the financing of terrorism or any other written law that is administered or supervised by the Commission;
- Create and promote such conditions in the securities industry as may seem to it necessary, advisable or appropriate to ensure the orderly growth and development of the securities industry and to further the purposes of the SA 2012;
- Co-operate with other jurisdictions in the development of a fair and efficient securities industry; and
- Assess, measure and evaluate risk exposure in the securities industry.

Powers of the Commission

For the purpose of the discharge of its functions, the Commission has power pursuant to Section 7 of the SA 2012 to, amongst other things:

- (a) Register and regulate market actors in accordance with the SA 2012;
- (b) Formulate principles for the guidance of the securities industry;
- (c) Take enforcement action against any person for failing to comply with the SA 2012;
- (d) Do all things and take all actions, which may be necessary, expedient, incidental or conducive to the discharge of any of its functions and the exercise of its powers under the SA 2012.

Structure of the Commission

The SA 2012 provides for the appointment of no less than five and no more than nine Commissioners to the Board of the Commission.

The Commissioners are drawn from amongst persons with expertise in legal, financial, business or administrative matters.

Staff of the Commission

The Staff is appointed by the Commission and includes the

Chief Executive Officer, Deputy Chief Executive Officer, Chief Legal Counsel, the Heads of the existing Divisions and support staff.

Organisational Structure of the Commission

Board of Commissioners

Executive:

Office of the Chief Executive Officer
Office of the Deputy Chief Executive Officer
Office of the Chief Legal Counsel

Divisions/Departments:

- (1) Compliance and Inspections
- (2) Corporate Services
- (3) Corporate Communications and Education
- (4) Disclosure, Registration and Corporate Finance
- (5) Finance
- (6) Human Resource Management
- (7) Information Management
- (8) Internal Audit
- (9) Legal
- (10) Market Regulation and Surveillance
- (11) Policy, Research and Planning
- (12) Strategic Projects and Procurement
- (13) The Commission's Organisational Chart is readily available for public viewing on its website at <https://www.tsec.org.tt/about-us/factsheets/>

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the Commission Files in respect of the following:

- (1) General administrative documents for the routine functions of the Commission
- (2) Personnel records on staff appointments etc.
- (3) Accounting and financial management
- (4) Financial records (cheques, vouchers, receipts etc.)
- (5) The procurement of supplies, services and equipment
- (6) Correspondence
- (7) Circular Letters
- (8) Legislation including the Securities Act 2012, By-laws and Guidelines
- (9) Guidance
- (10) Legal opinions and related matters
- (11) Minutes of Commission meetings
- (12) Annual reports of the Commission
- (13) Prospectuses
- (14) Registers
- (15) Documents required to be filed by Registrants under the SA 2012
- (16) Books, journals, pamphlets and brochures
- (17) Newspaper clippings
- (18) Periodicals including the Securities Market Bulletin
- (19) Conferences hosted by the Commission
- (20) Approved list of Designated Foreign Jurisdictions (updated quarterly).

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PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SECURITIES
AND EXCHANGE COMMISSION—CONTINUED

SECTION 7 (1) (a) (iii)**Materials prepared for public inspection**

The following documents can either be accessed on the Commission's website at <https://www.tsec.org.tt/> or via subscription: -

- (1) The Securities Act, 2012 (inclusive of all amendments thereto)
- (2) The Securities Industry Act, 1995 and Securities Industry By-Laws, 1997
- (3) Securities (General) By-Laws, 2015
- (4) The Securities Industry (Take-Over) By-Laws, 2005
- (5) Guidelines to the market on specific matters concerning the securities industry
- (6) Annual Reports of Reporting Issuers
- (7) Annual Reports of the Commission
- (8) Prospectuses received by the Commission
- (9) Papers for public comment on
- (10) Securities Industry (Hearing and Settlements) Practice Rules, 2008
- (11) Register of registrants
- (12) Register of securities
- (13) Inception, Interim and Final report of Stikeman Elliott LLP in respect of the review and revision of the SIA 1995 and related by-laws and associated legislation
- (14) Collective Investment Schemes (CIS) data and statistics
- (15) Draft Collective Investment Scheme By-Laws
- (16) Draft Portfolio Manager By-laws

Place where materials may be inspected or obtained

The public may inspect and/or obtain copies of the preceding material between the normal working hours of 8:00 a.m. - 4:00 p.m. Monday to Friday at the following location:

LEVELS 22-23, TOWER D,
INTERNATIONAL WATERFRONT CENTRE,
1 WRIGHTSON ROAD,
PORT OF SPAIN,
TRINIDAD, W.I.
Telephone: 624-2991
Fax: 624-2995
E-mail: tsec@tsec.org.tt
Website: www.tsec.org.tt

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

1. Annual Reports of the Commission;
2. Legislation (SA 2012 and By-Laws); and
3. Inception, Interim and Final report of Stikeman Elliott LLP in respect of the review and revision of the SIA 1995 and related by-laws and associated legislation

SECTION 7 (1) (a) (v)

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

How to request information**• General procedure**

Our policy is to answer all requests for information both oral and written. However, to have rights given to you by the FOIA, **you must make your request in writing**. The applicant must therefore complete the "Request for access to official documents" form, available at our reception desk or by emailing named FOIA Officers, 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 Commission (see Section 7 (1) (a) (vi) of the FOIA).

• Details to be included in the request

Applicants should provide details that will allow for ready identification and location of requested records.

If you are not sure of how you should write your requests or what details to include, communicate with our *Designated Officer*.

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, (for example brochures, pamphlets, reports etc.) either from the Commission or another public authority.

Responding to requests**• Retrieving documents**

The Commission is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

• Furnishing documents

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

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

- (a) Create new documents
- (b) Perform research for the applicant

Time Limits**• General**

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

Fees and refunds

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the documents within seven days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period you are entitled to a refund of the fees paid in addition to free access to the documents requested.

SECTION 7 (1) (a) (vi)**Officers at the Commission responsible for:**

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

Designated Officer:

Ms. Glenis Potts
Lead Counsel, Advisory – Legal Division
LEVEL 22, TOWER D
INTERNATIONAL WATERFRONT CENTRE
1 WRIGHTSON ROAD,
PORT OF SPAIN,
TRINIDAD, W.I.
Telephone: 624-2991
Fax: 624-2995
Email: glenisp@tsec.org.tt

Alternate:

Ms. Amala Cameron
Librarian
LEVEL 22, TOWER D
INTERNATIONAL WATERFRONT CENTRE
1 WRIGHTSON ROAD,
PORT OF SPAIN,
TRINIDAD, W.I.
Telephone: 624-2991
Fax: 624-2995
Email: amalac@tsec.org.tt

SECTION 7(1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings are open to the public)
At this time, there are no bodies in the Commission that fall within the meaning of this Section of the FOIA.

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

Information in the public domain can be accessed from the Commission's Library which is located at: Level 22, Tower D, International Waterfront Centre, 1 Wrightson Road, Port of Spain or through our website at www.tsec.org.tt. You can also make enquiries by contacting us at 624-2991.

SECTION 8 STATEMENTS**SECTION 8 (1) Statement 2****Documents provided by the Commission for the use or guidance of its officers:**

- (1) The Securities Act, 2012;
- (2) The Securities Industry Act, 1995 and By-Laws;
- (3) Securities Industry (Take-Over) By-Laws, 2005;
- (4) The Securities Industry (Hearings and Settlements) Practice Rules, 2008;
- (5) Securities (General) By-Laws, 2015; and
- (6) Guidelines on specific matters concerning the securities industry;
i. Trinidad and Tobago Securities and Exchange Commission Tender Rules (approved August 03, 2001 and amended in 2008 and 2015).

SECTION 9 STATEMENTS**SECTION 9 (1) (a, b, c, d, e)**

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

SECTION 9 (1) (f)

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

- (1) Inception, Interim and Final Report of Stikeman Elliott LLP in respect of the review and revision of the SIA, 1995 and related By-Laws and associated legislation:
 - (i) Inception report—November 18, 2002;
 - (ii) Interim report—December 19, 2003; and
 - (iii) Final report—November 30, 2004.

SECTION 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.
This section is not applicable to the Commission at this time.

SECTION 9 (1) (h, i, j, k, l, m)

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



PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA) the Port Authority of Trinidad & Tobago (PATT) is required by law to publish the following statement which lists the documents and information generally available to the public.

The FOIA gives the members of the public:

- [1] A legal right to access certain information held by the PATT.
- [2] A legal right to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.
- [3] A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- [4] A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The PATT publishes the following statement as approved by the Minister of the Ministry of Works and Transport.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i) Function and structure of the PATT

The Port has been the gateway to the capital of the Twin Island of the Republic of Trinidad and Tobago for more than seventy years, but was officially named the Port Authority of Trinidad and Tobago on June 14th 1962. The PATT is a body corporate established by the Port Authority Act, Chapter 51:01. The Act provides for a coordinated and integrated system of harbour facilities and port services.

PATT's mission is *"To ensure that its internal stakeholders achieve their respective mandates, and become leaders in their respective core areas of competence."*

PATT's vision is *"To be the critical enabler in ensuring that all Strategic Business Units become efficient, sustainable, responsive and productive organizations."*

PATT's Head Office is located at its Administration Building, No. 1 Dock Road, Port of Spain.

In accordance with section 3 of the Port Authority Act, the Authority shall consist of no fewer than five (5) nor more than nine (9) persons designated Commissioners, appointed by the President of the Republic of Trinidad and Tobago. Of these persons, five are appointed from amongst persons who have special qualifications and experience in matters relating to, Engineering, Accountancy, Law, Economics or Business Management.

From amongst the Commissioners the President further appoints a Chairman and Deputy Chairman. This composition forms PATT's Board and controls the overall

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direction of the PATT. The PATT's Commissioners at present are:

Colonel (Ret.) Lyle E. Alexander
Chairman
Mr. Adrian Beharry
Deputy Chairman
Mr. Tommy Elias
Commissioner
Mr. Dexter Jaggernauth
Commissioner
Mrs. Suzette Baptiste
Commissioner
Mr. Ian Thomas
Commissioner
Mr. Rabindra Jaggernauth
Commissioner
Ms. Annabelle Sooklal
Commissioner
Mrs. Candida Hart
Commissioner

PATT is managed by the General Manager/Chief Executive Officer (GM/CEO) who is responsible for carrying out the decisions of the Commissioners of the Board of the PATT.

There is a Port Secretary, who is responsible for keeping, affixing and authenticating the seal of PATT to instruments pursuant to resolutions; and signing documents for and on behalf of the PATT.

There are six (6) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board on matters relating to Tenders, Audit, Finance and Investment, Human Resources, Operations and Ferry Services.

PATT's approved Organisation Structure consists of twenty-three (23) major responsibility areas along with other support, monitoring and executive functions under the office of the GM/CEO. As at October 2021, the PATT employs a workforce of approximately 1,489 persons.

Other Support, Monitoring and Executive Functions are:

There are a number of Management Committees that are operational within the Port Authority. Where applicable, these Committees comprise of officers of PATT and in some instances members of the local branch of the Trade Union, the Seamen Waterfront Workers Trade Union (SWWTU). Some of the Management Committees are as follows:

- Management Tenders Committee;
- Health & Safety Committee;
- Pension Fund Management Committee;
- Rent Review Committee;
- Store Rent Waiver Committee;
- Store Rent Waiver Appeal Committee; and
- Sub-registration Committee

Effect of Functions on Members of the Public:

PATT's operations are geared toward the development of the harbours of Port of Spain and Scarborough, to operate port services, which includes but are not limited to:

- the provision and maintenance of facilities for the entry and berthing of ships;
- the loading and unloading of cargo;
- the storage and warehousing of cargo;
- the management of the Government Shipping Service between Trinidad and Tobago;
- the collection of authorised dues and charges;
- the management and development of port lands and infrastructure; and
- other responsibilities vested under the Act.



Activities of the PATT's Strategic Business Units include:

- the landing and embarkation of passengers - Ferry Services – Trinidad and Tobago Inter-Island Transportation Company Limited;
- Real Estate – Port of Spain Infrastructure Company Limited; and
- Cargo Operations – Port of Port of Spain

The PATT considers feedback from the public gathered through both of its Marketing and Public Relations Departments in guiding its formulation of policy.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the PATT

1. Files concerning administrative support and general administrative documents for the operations of the PATT.
2. Personnel files which detail staff contracts, appointments, job applications, job promotions, job specifications, transfers, resignations, deaths, retirement, leave, vacation, pensions, performance appraisals etc.
3. Collective Bargaining Agreements and Terms and Conditions of employment
4. Financial Records (cheques, receipts, financial statements, vouchers etc.).
5. Internal and external correspondence files.
6. Files dealing with matters relating to the procurement of supplies and equipment (requests for proposals, service contracts etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Inventories.

9. Policy and procedure manuals/documents.
10. Legislation and legal instruments relevant to the PATT.
11. Legal Opinions, advice and related matters.
12. Records of contracts and agreements.
13. Files dealing with engineering, construction and maintenance of the PATT's facilities.
14. Minutes, Board Notes, Agendas of Meetings of the Commissioners of the Board of the PATT and Sub-committees.
15. Statistical, Annual, Financial, Investments, Audit, Consultant and Technical reports.
16. Books, booklets, and manuals relating to the overall functions of the PATT.
17. News Releases originating from PATT.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

If in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

Port Authority of Trinidad and Tobago
Administration Building
No. 1 Dock Road
Port of Spain

Telephone: (868) 623 2901-5 Ext. 110

Fax: (868) 627 – 2666

1. State Enterprises Performance Monitoring Manual;
2. Annual Financial Statements;
3. Tenders Procedure Rules;
4. Safe Codes Of Practice ;
5. Operating Manuals;
6. Code of Ethics Policy;

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7. Officers traveling abroad on official duty Policy;
8. Travel between Trinidad and Tobago on official duty Policy;
9. Handing and delivering of correspondence Policy;
10. Appointments and Recruitment Policy;
11. Standards of work and conduct Policy;
12. Compensation and employee facilities Policy;
13. Leave provisions Policy;
14. Discipline Policy;
15. Industrial Relations Policy;
16. Termination of employment Policy;
17. Occupational Health, Safety and fire Policy;
18. Employee Assistance Programme Policy;
19. Probation Policy;
20. Transfers Policy;
21. Private Study Incentive Program Policy;
22. Training and development Policy;
23. Substance, Drug & Alcohol Abuse Policy ;
24. Succession Planning Policy;
25. Promotion Policy;
26. Recruitment & Selection Policy;
27. Performance Appraisal Policy;
28. Safe Codes of Practice Container Operations PPOS;
29. Performance Appraisal System Guidance notes for Jobholders;
30. PPOS Operational Procedures;
31. Boarding Procedures;
32. Accident Report;
33. Baggage Handling;
34. Bunkering Fuel Procedure;
35. Bunkering Checklist Procedure;
36. Dangerous Goods Policy;
37. Corporate Communications Policy;
38. Emergency Evacuation Plan;
39. Revised Action Plan for Storms & Hurricanes;
40. Purchasing Policies;
41. Civil Service Regulations;
42. Corporate Credit Card Policy;
43. Personal Electronic Devices Policy;
44. Accounts Receivable and Bad Debt Recovery Policy;
45. Confidentiality Policy;
46. Whistleblower Policy;
47. Corporate Fraud Policy;
48. Code of Business Ethics and Conduct Policy; and
49. Employee Training and Development Policy

General information is also available on PATT's website, www.patnt.com

Section 7 (1) (a) (iv)

Literature available by subscription

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

Section 7 (1) (a) (v)

Procedure to be followed when accessing documents from the PATT

The PATT's policy is to respond to all requests, both oral and written, for information. However, in order to exercise the rights given to the applicant by the FOIA (for example the right to challenge a decision if the request for information is refused), **the applicant must make the request in writing**. The following guidelines should be followed when making a request:

HOW TO REQUEST INFORMATION:

General Procedure

- Obtain an FOIA application form (Request for Access to Official Documents) available from the Government FOIA Unit on its website address: www.foia.gov.tt in order to access 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 PATT (see Section 7 (1) (a) (vi). Details of the Designated Officers for the Port



Authority are provided at page 6 of this statement.

information in the format you prefer.

- (b) Perform research for the applicant.

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 the applicant is not sure how to write the request or what details to include, please communicate with the Designated Officer.

- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer.

TIME LIMITS

General

- The FOIA sets a time limit of 30 calendar days from the date the request was received for determination of the request for access to documents. If the PATT fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request was denied. The PATT will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the PATT will advise the applicant of its status or seek an extension of time.

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.
- Copies of documents are only furnished when they are in the PATT's possession, custody or power. 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 of records before they may be destroyed, for example the Exchequer and Audit Act, Chap 69:01. If the PATT cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead the PATT will furnish the best copy possible and note its quality in the reply. Please note, the PATT is not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new programme so that a computer will print

TIME ALLOWED

- The PATT is required to furnish copies of documents that are in its possession or custody or that can be retrieved from storage as soon as practicable.
- Applicants will be notified within thirty (30) calendar days in accordance with section 15 of the FOIA, or before whether or not a request has been approved.
- Applicants whose requests are incomplete or unclear will be informed of same by the FOIA Designated Officer who will seek clarification from the applicant
- 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.



- An applicant, whose request for documents is refused, will be notified in writing of the reasons for the refusal. The FOIA Designated Officer will inform the applicant about the remedies that are open to him/her.

Section 7(1) (a) (vi)

The Designated Officer at the PATT is responsible for:

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:

Port Secretary (Ag.)
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 Ext 110

The Alternate Officer is:

Senior Legal Officer (Ag.)
Administration Building (Second Floor)
No. 1 Dock Road,
Port of Spain
Telephone: (868) 623-2901 Ext 363

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 that have been established by PATT whose meetings are open to the public or whose minutes of meetings are available for public inspection within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed via the PATT's website at www.patnt.com

General enquiries can be made to PATT's Public Relations Department at telephone number 623-2901 ext 113

The reading room is located on the 2nd Floor of PATT's Administrative Building, No 1 Dock Road, Port of Spain and is open to the public upon request to the Designated Officer on normal working days between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm.

- Users will be liable for any damage caused to PATT's property through said user's willful malicious use of the said property.
- No smoking, eating, or drinking is allowed in the Reading Room.

Provision of Copies of Documents that are Readily Available to the Public

- Provision of certain documents may be subject to a small charge to cover administrative costs
- Downloading of information from the PATT's information technology systems and database is strictly prohibited. The website is not subject to this provision.



SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

1. Port Authority Act, Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act, Chapter 51:05
5. The Exchequer and Audit Act, Chapter 69:01
6. Harbours Act, Chapter 50:06
7. Occupational Health and Safety Act, Chapter 88:08
8. Statutory Authority Act, Chapter 24:01
9. Customs Act, Chapter 78:01
10. Companies Act, Chapter 81:01
11. Freedom of Information Act, Chapter 22:02
12. The Income Tax Act, Chapter 75:01
13. The Corporation Tax Act, Chapter 75:02
14. Conveyancing and Law of Property Act, Chapter 56:01
15. Industrial Relations Act, Chapter 88:01
16. Workmen's Compensation Act, Chapter 88:05
17. Pensions Act, Chapter 23:52
18. Pensions Extension Act Chapter 23:53
19. Pilotage Act, Chapter 51:02
20. Supplemental Police Act, Chapter 15:02
21. Integrity in Public Life Act, Chapter 22:01
22. Shipping Act 2007
23. Carriage of Goods at Sea Act, Chapter 50:02
24. Droughers Act, Chapter 50:07
25. Bills of Lading Act, Chapter 50:03
26. Motor Launches Act, Chapter. 50:08

27. Central Tenders Board Act, Chapter 71:91

Section 8 (1) (a) (ii)

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

1. State Enterprises Performance Monitoring Manual;
2. Annual Financial Statements
3. Tenders Procedure Rules for the Port Authority
4. Safe Codes of Practice Policy
5. Operating Manuals
6. Code of Ethics Policy
7. Officers traveling abroad on official duty Policy
8. Travel between Trinidad and Tobago on official duty Policy
9. Handing and delivering of correspondence Policy
10. Appointments and Recruitment Policy
11. Standards of work and conduct Policy
12. Compensation and employee facilities Policy
13. Leave provisions Policy
14. Discipline Policy
15. Industrial Relations Policy
16. Termination of employment Policy
17. Occupational Health, Safety and Fire Policy
18. Employee Assistance Programme Policy
19. Probation Policy
20. Transfers Policy
21. Private Study Incentive Program Policy
22. Training and development Policy
23. Substance, Drug and Alcohol Abuse Policy
24. Succession Planning Policy
25. Promotion Policy
26. Recruitment & Selection Policy
27. Performance Appraisal Policy



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|---|--|
| <ol style="list-style-type: none"> 28. Safe Codes of Practice Container Operations PPOS 29. Performance Appraisal System Guidance notes for Jobholders 30. PPOS Operational Procedures 31. Boarding Procedures 32. Accident Report 33. Baggage Handling 34. Bunkering Fuel Procedure 35. Bunkering Checklist Procedure 36. Dangerous Goods Policy 37. Corporate Communications Policy 38. Emergency Evacuation Plan 39. Revised Action Plan for Storms & Hurricanes 40. Purchasing Policies 41. Civil Service Regulations 42. Corporate Credit Card Policy 43. Personal Electronic Devices Policy 44. Accounts Receivable and Bad Debt Recovery Policy 45. Confidentiality Policy 46. Whistleblower Policy 47. Corporate Fraud Policy 48. Employee Training and Development Policy 49. Code of Business Ethics and Conduct Policy | <ol style="list-style-type: none"> 4. Disposal of Uncleared Goods Act Chapter 51:05 5. The Exchequer and Audit Act Chapter 69:01 6. Harbours Act Chapter 50:56 7. Occupational Health and Safety Act Chapter 88:08 8. Statutory Authority Act Chapter 24:01 9. Customs Act Chapter 78:01 10. Companies Act Chapter 62:01 11. Freedom of Information Act Chapter 35:05 12. The Income Tax Act Chapter 75:01 13. The Corporation Taxes Act Chapter 75:02 14. Conveyancing and Law of Property Act Chapter 56:01 15. Industrial Relations Act Chapter 88:01 16. Workmen's Compensation Act Chapter 88:05 17. Pensions Act Chapter 23:52 18. Pensions Extension Act Chapter 24:01 19. Pilotage Act Chapter 51:02 20. Supplemental Police Act Chapter 15:02 21. Integrity in Public Life Act Chapter 22:02 22. Shipping Act 2007 23. Carriage of Goods at Sea Chap. 50:02 24. Droughers Act Chap. 50:07 25. Bill of Lading Chap. 50:03 26. Motor Launches Chap. 50:08 27. Central Tenders Board Act Chap71:91 |
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Section 8 (1) (b)

Documents that are provided by the PATT for the use or guidance of the PATT or its officers in enforcing written laws or schemes administered by the PATT 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.

1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

At this time there are no reports or statements under this sub-section.

**Section 9 (1) (b)**

A report or statement containing advice or recommendations prepared by a body established outside the PATT by or under any written law, or by a Minister of Government or other public authority.

Reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (c)

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

At this time, there are no further reports under this section

Section 9 (1) (d)

A report or statement containing advice or recommendations of a committee established within the PATT to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of the PATT who is not a member of the Committee.

From time to time, the PATT may form committees to prepare reports, such reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (e)

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

From time to time, the PATT may hire consultants to prepare reports, such reports may be available upon request, depending on the nature of the matter.

Section 9 (1) (f)

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

Such reports may be available upon request depending on the nature of the matter.

Section 9 (1) (g)

A report prepared within the PATT 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.

Such reports may be available upon request depending on the nature of the matter.

Section 9 (1) (h)

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

The PATT publishes three newsletters on a quarterly basis;

- Portside News;
- PPOS Pulse Marketing E-Newsletter
- PPOS Bulletins; and
- Ferry Focus

These documents contain internal information on the PATT, its operations and staff. These publications can be requested as per Section 7 (1) (a) (viii) of the FOIA.

Section 9 (1) (i)

A report containing:

- i. Final Plans or proposals for the re-organisation of the functions of the PATT
- ii. The establishment of a new policy, programme or project to be administered by the PATT
- iii. The alteration of an existing policy, programme or project administered by the PATT;



Whether or not the plans or proposals are subject to approval by an officer of the PATT, another public authority, the Minister of Works and Transport or Cabinet.

1. Dredging of Government Shipping Service;
2. Repairs to High Voltage Electrical System at the Port of Spain Port;
3. Purchase of two (2) Vehicle Scanners for GSS Ferry Terminal;
4. Purchase of two baggage scanners and one walkthrough scanner for the Government Shipping Service Terminal;
5. Empty Container Yard Paving/Repair to Container Terminal;
6. Procurement of Ship to Shore Gantry Crane;
7. Acquisition of Specified Equipment for the Port of Port of Spain;
8. Expansion of CCTV coverage at the PATT;
9. Employee Training and Development Policy; and
10. Alteration to the existing Substance Abuse Policy

Section 9 (1) (j)

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

At this time, there are no statements under this sub-section.

Section 9 (1) (k)

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

Such report may be available upon request based on the nature of the matter.

Section 9 (1) (l)

An environmental impact statement prepared within the PATT.

At this time, there are no statements under this sub-section.

Section 9 (1) (m)

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

The PATT is in possession of several Valuation Reports that were conducted by independent valutors in respect of real property owned by the PATT. Such reports may be available upon request based on the nature of the information requested.

PATT 2021 FOIA Statement Update.