



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 44

Port-of-Spain, Trinidad, Wednesday 21st September, 2005—Price \$1.00

No. 171

THE FOLLOWING HAS BEEN ISSUED:

HOUSE OF REPRESENTATIVES PAPER NO. 11 OF 2005—Report of the Special Select Committee appointed to consider and report on a Bill entitled, “The Copyright (Amendment) Bill, 2004”.

1909

VACANCY IN THE JUDICIAL AND LEGAL SERVICE

OFFICES OF STATE COUNSEL I, CUSTOMS AND EXCISE DIVISION, MINISTRY OF FINANCE

Minimum Experience and Training Requirements

Some experience in professional legal work and training as evidenced by possession of a certificate of having passed the Bar Finals Examination or the Legal Education Certificate from an accredited institution.

Necessary Special Requirement

Evidence of having been admitted to practice as an Attorney-at-law in Trinidad and Tobago.

Kind of Work

Responsible for professional legal work in the Ministry of Trade and Industry.

Duties Include

- (1) Assists with providing advice to Officers of the Customs and Excise Division on day-to-day legal problems pertaining to taxation.
- (2) Assists in the preliminary drafting of proposed amendments to the Customs and Excise legislation.
- (3) Assists in the drafting of agreements and other documents and the researching of relevant authorities to be used as reference material.
- (4) Prepares notes and recommendations on matters of litigation for the use of the Senior State Counsel.
- (5) Assists in the collection and recovery of revenue through administrative means or Court Action.
- (6) Assists in defending Appeals before the Tax Appeal Board against assessments made by the Comptroller of Customs and Excise.
- (7) Assists/Prosecute persons for breaches of the Customs and Excise Laws in the Magistrates Court.
- (8) Performs related legal work as may be required.

Salary

Group VIII: \$6,500–\$7,000 per month (2003).

Applications should be sent with copies of the relevant documents no later than 3rd October, 2005 to—

The Director of Personnel Administration
Service Commissions Department
Cipriani Plaza
52–58, Woodford Street, Newtown
Port-of-Spain.

Persons who applied previously and who are still interested are requested to re-apply.

Professional Application Forms are obtainable from any District Revenue Office, the Chief Administrator, Tobago House of Assembly or the Service Commissions Department.



**PUBLIC STATEMENT
OF
THE SERVICE COMMISSIONS DEPARTMENT**

**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 Service Commissions Department is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by The Service Commissions Department.
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 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.

1910—Continued

FUNCTIONS OF THE SERVICE COMMISSIONS DEPARTMENT

The Service Commissions are constitutional bodies established under the Constitution Chapter 10.1.

- The Public Service Commissions - The Civil, Fire and Prison Services
(Sections 120 and 121)
- The Police Service Commission - The Police Service
(Sections 122 and 123)
- The Teaching Service Commission - The Teaching Service
(Sections 124 and 125)
- The Judicial and Legal Service Commission - The Judicial and Legal Service
other than the office of a Judge
(Sections 110 and 111)

The powers of the Commissions are as follows:

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm;
- To Remove; and
- To exercise disciplinary control over public offices.

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

1910—Continued

Section 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE SERVICE COMMISSIONS DEPARTMENT

The functions of the Commissions are discharged with the assistance of the staff of the Service Commissions Department who conducts research, provides information and advice and liaises with clients on its behalf to enable it to carry out its constitutional responsibilities.

Mission Statement:

To deliver quality advisory and administrative services to the Service Commissions and to facilitate the effective practice of Human Resource Management in client Ministries and Departments.

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

The Service Commissions Department is located at Cipriani Plaza, 52 – 58 Woodford Street, Port of Spain.

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS HELD BY THE SERVICE COMMISSIONS DEPARTMENT

1. Confidential Personnel Files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of Meetings (record of discussions by Commissioners at meetings and Commissions' decisions).

1910—Continued

3. Documents required for decision-making in the various functional areas:-

- (a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results).
- (b) Confirmation of appointments (progress reports, recommendations).
- (c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms).
- (d) Transfers (notices of transfer, representations).
- (e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).
- (f) Retirements/Resignations (staff reports, medical reports, recommendations).

These documents pertain to:

- The operations of the Commission with respect to the Services under its administration.
- The administration of the Service Commissions Department.

4. Documents relating to the administration of the Service Commissions Department.

- Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.

1910—Continued

- Files dealing with the accounting and financial management function of the Service Commissions Department.
- Financial Records (cheques, vouchers, receipts, journals etc.)
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Internal and external correspondence files
- Legislation and legal instruments.
- Files dealing with circulars, memoranda, notices, bulletins etc.

5. **Policy Documents on functional areas :**

- Annual Commission reports.
- Procedure manuals and handbooks for staff.
- Strategic plans.
- Re-structuring proposals.
- Working papers.

6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgments, law reports, legal texts, working papers).

1910—Continued

7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).
8. Reference Materials (texts, periodicals, newspapers, research materials).

DOCUMENTS AVAILABLE FOR INSPECTION

- Official Publications (Regulations, Delegation Orders, Circulars, Brochures).
- Reference Materials (Newspapers, Research Materials, Texts).
- Policy Documents (Handbook for Staff, Annual Commission Reports).

DOCUMENTS AVAILABLE FOR INSPECTION UPON REQUEST

1. Documents required for decision-making in the various functional areas:
 - (a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications).
 - (b) Confirmation of appointments (progress reports, recommendations).
 - (c) Promotions (staff reports, recommendations, evaluation forms).
 - (d) Transfers (notices of transfers, representations).
 - (e) Retirements/Resignations (staff reports, medical reports, recommendations).
 - (f) Seniority Lists.
 - (g) Establishments Records.

1910—Continued

- (h) Job Specifications.
- (i) Examination Scripts.

However the Judicial and Legal Service Commission is exempted from the Act.

DOCUMENTS EXEMPT FROM INSPECTION

- Internal working documents.
- Documents subject to legal privilege.
- Documents affecting personal privacy.
- Documents containing material obtained in confidence.
- Documents to which secrecy provisions apply.

PROCEDURE TO ACCESS DOCUMENTS

The Service Commissions Department is willing to answer all requests, both oral and written, for information. However, applicants must make their request in writing by completing the 'Request for Information' form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

1910—Continued

Addressing Requests

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

Details in the Request

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

Requests Not Handled Under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

Responding to Your Request**Retrieving Documents:**

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

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

1910—Continued

Furnishing documents

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

Please note we are not compelled to do the following:

- 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

General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

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

1910—Continued

The Designated Officer is:

Mrs. Yolande Charles Mottley
Service Commissions Department
Cipriani Plaza
52 – 58 Woodford Street
Port of Spain
Tel: 623-2744/623-2991-6 Ext. 132

The Alternate Officer is:

Ms Leslyn Ellis
Service Commissions Department
Cipriani Plaza
52 – 58 Woodford Street
Port of Spain
Tel: 624-0492/623-2991-6 Ext. 141

Mr. Michael Mahabir
Director Personnel Administration
Service Commissions Department
Cipriani Plaza
52 – 58 Woodford Street
Port of Spain

1911

LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to record that TREVOR GILBERT BRIAN ARMSTRONG Policy Number TD: 7821T was declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street,
Port-of-Spain.

1912

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to MAKEDA JADA HALLS a replacement Policy Number GEM: 000021835 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street,
Port-of-Spain.

1913

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

SHIRLEY MOOTOO having made sworn declaration that Policy Number 281,114 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of ANDREUS SOOKRAM has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

No. 29 Tenth Avenue,
Barataria.

1914

LOSS OF AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

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

Name	Policy Number
VIRGIL GRIFFITH	3397307
ZELIA FRASER	3377631
JEANNETTE KALLOO	4733336

AMERICAN LIFE AND GENERAL INSURANCE
COMPANY (TRINIDAD AND TOBAGO) LIMITED

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

1915

SPECIAL LICENSING SESSIONS
(Liquor Licences Act, Chap. 84:10)

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 29TH DAY OF SEPTEMBER, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Shireen Labban of No. 9 Primco Drive, Glencoe, for a Certificate authorising her to carry on the business of a Spirit Grocer in respect of premises situate at No. 69 St. Lucien Road, Diego Martin.

Dated this 14th day of September, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

1916

NOTICE is hereby given that by lawful authority under the provision of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 13TH DAY OF OCTOBER, 2005 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Anthony Leon Fraser, of No. 1 Dundonald Hill, Belle Vue, Long Circular Road, St. James, for a Certificate authorising him to carry on the business of a Spirit Grocer in respect of premises situate at No. 1 Dundonald Hill, Belle Vue, Long Circular Road, St. James.

Dated this 16th day of September, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

1917

CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Magisterial District of Caroni, has appointed THURSDAY THE 6TH DAY OF OCTOBER, 2005 at 9.00 o'clock in the forenoon at the Chaguanas Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Shirley Indarjit and Latchmin Beepat of 32, Endeavour Road, Chaguanas, for a Certificate authorising them to carry on the business of a Spirit Grocer in respect of premises situate at 32, Endeavour Road, Chaguanas.

Dated this 19th day of September, 2005 at the Chaguanas Magistrate's Court.

V. K.-RAMCHARAN
*Secretary, Licensing Committee,
Caroni*