



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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312

### APPOINTMENT OF FIRE GUARDIANS FOR THE (2008/2009) FIRE SEASON

IN ACCORDANCE with the provisions of section 17(1) of the Agricultural Fire Act, Chap. 63:02 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that the Honourable Minister of National Security has been pleased to approve the appointment of the following officers as Fire Guardians with effect from 1st February, 2009, for the 2008/2009 Fire Season in the various Divisions indicated against their names:

<i>Name of Officers</i>	<i>Divisions</i>
CLEOPHUS NICHOLSON ... ..	Victoria
MARCELLE MODESTE ... ..	do.
SHELDON RAMKISSOON ... ..	do.
GERALD GOPAUL ... ..	do.
PETER HOSEIN ... ..	do.
SADIQ MOHAMMED ... ..	do.
RISHI LALCHAN ... ..	do.
SHARMA RAMDHAN ... ..	do.
CHOPNATH RAMPERSAD ... ..	do.
KERRY WARD ... ..	St. Patrick
STANLEY BLACKMAN ... ..	do.
SEAN JOSEPH ... ..	do.
SHABIEL KHAN ... ..	do.
ENRIQUE MENDEZ ... ..	do.
RAVI KALLICHARAN ... ..	do.
ANTHONY GANGADEEN ... ..	do.
HAMISH SEEDAN ... ..	do.
MICHAEL MODESTE ... ..	do.
MATTHEW ROBERTS ... ..	do.
KEVIN ARTHUR ... ..	Caroni
WASIM TEKA ... ..	do.
ANDY SEATON ... ..	do.
DONNELL NANAN ... ..	do.
ANTHONY COOPER ... ..	do.
NEIL Mc SWEEN ... ..	do.
SUNIL MOHAN ... ..	do.
WENDELL NANAN ... ..	do.
JURVAN PHILIP ... ..	do.
HANCHAN KATWAROON ... ..	Nariva/Mayaro
SHELDON GONZALES ... ..	do.



312—Continued

## APPOINTMENT OF FIRE GUARDIANS FOR THE 2008/2009 FIRE SEASON—CONTINUED

<i>Name of Officers</i>						<i>Divisions</i>
RENNISON GLASGOW	...	...	...	...	...	Tobago
ROD SHEPPARD	...	...	...	...	...	do.
WINSTON JOHN	...	...	...	...	...	do.
SHELDON HENRY	...	...	...	...	...	do.
RONELL BRAITHWAITE	...	...	...	...	...	do.
DAMANI DAVIDSON	...	...	...	...	...	do.
KEISHEL EDWARDS	...	...	...	...	...	do.
DARRYL WHITE	...	...	...	...	...	do.
RONEIL BRAITHWAITE	...	...	...	...	...	do.
STEFFON HECTOR	...	...	...	...	...	do.

9th February, 2009.

J. BOUCAUD-BLAKE  
*Permanent Secretary,  
 Ministry of National Security*

313



## TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO

## APPLICATIONS FOR CONCESSIONS

PURSUANT to section 21(3) of the Telecommunications Act, 2001, the Telecommunications Authority of Trinidad and Tobago hereby notifies that it has received on 6th February, 2009 and is now reviewing, applications from the following entities:

1. Application from Spiritage T & T Limited of 17, Sweet Briar Road, St. Clair, Port-of-Spain for a concession to operate a public domestic mobile telecommunications network and to provide public telecommunications services (National).
2. Application from Mobile Networks of Trinidad and Tobago Ltd. of 11–13, Kelshall Street, San Fernando for a concession to operate a public domestic mobile telecommunications network and to provide public telecommunications services (National).
3. Application from Kalypso Holdings (Trinidad) Limited c/o Chambers of J. A. Hudson-Phillips, 33, St. Vincent Street, Port-of-Spain for a concession to operate a public domestic mobile telecommunications network and to provide public telecommunications services (National).

Further information regarding the applications may be received from the Authority. Comments on or objections to any of the above applications may be submitted to the Authority on or before 26th March, 2009.

Comments should be addressed to—

The Corporate Secretary  
 Telecommunications Authority of Trinidad and Tobago  
 No. 5 Eighth Avenue Extension, Off Twelfth Street  
 Barataria  
 Tel.: (868) 675-8288  
 Fax: (868) 674-1055  
 Website: [www.tatt.org.tt](http://www.tatt.org.tt)  
 E-mail: [info@tatt.org.tt](mailto:info@tatt.org.tt)

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF**

***THE OFFICE OF THE PRIME MINISTER***

**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 Office of the Prime Minister is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

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

The following information is published by the Office of the Prime Minister with the approval of the Prime Minister:

## **SECTION 7 STATEMENTS**

### **Section 7 (1) (a) (i)**

#### **(1) STATEMENT OF THE FUNCTION AND STRUCTURE**

The Office of the Prime Minister is located at Nos. 13-15 St. Clair Avenue, St. Clair, Port of Spain.

The Office of the Prime Minister provides administrative and other support to the Prime Minister and the Cabinet and is responsible for co-ordinating the implementation of decisions taken by the Prime Minister and the Cabinet in order to ensure and promote the effective and efficient conduct of the business of Government.

The Divisions/Units that comprise the Office of the Prime Minister are:

- Cabinet Secretariat
- Corporate Services Division
- National AIDS Co-ordinating Committee Secretariat
- National Awards Committee Secretariat
- National Security Council Secretariat
- National Strategic Management Group
- Public Affairs and Communications Unit
- International Relations and Protocol Unit
- Secretariat to the Committee established to hold round table discussions on race relations
- Sport and Culture Fund Secretariat
- Information Technology Unit
- Accounting Unit
- Human Resource Unit
- Internal Audit Unit

## **RESPONSIBILITIES OF THE DIVISIONS/UNITS IN THE OFFICE OF THE PRIME MINISTER**

### **• CABINET SECRETARIAT**

According to the Constitution of Trinidad and Tobago, Cabinet consists of the Prime Minister who is appointed by the President, and other Ministers (of whom one shall be the Attorney General) chosen from among the members of the House of Representatives and the Senators appointed by the President acting in accordance with the advice of the Prime Minister. The Cabinet has the general direction and control of the Government of Trinidad and Tobago and is collectively responsible to Parliament.

314—Continued

The Cabinet is serviced by the Cabinet Secretariat. The Cabinet Secretariat receives submissions from all Ministers in the form of Cabinet Notes for consideration by Cabinet. The Cabinet Secretariat records the decisions and transmits them to the relevant public authorities in the form of Cabinet Minutes for implementation. It also has the responsibility for monitoring the implementation of Cabinet decisions.

- **CORPORATE SERVICES DIVISION**

The Corporate Services Division is responsible for the delivery of support services to the Office of the Prime Minister. The Division treats with accommodation, registry, records management, inventory management, internal security and maintenance. The Division also has supervisory oversight of the Human Resources Unit, the Accounting Unit and the Information Technology Unit.

- **NATIONAL AIDS CO-ORDINATING COMMITTEE SECRETARIAT**

The National AIDS Co-ordinating Committee Secretariat was established to:

- Take a lead role in policy development, strategic planning and management of the national response to the epidemic, ensuring that said response is effective and efficient and in keeping with national, regional and international HIV/AIDS and development goals and/or indicators
- Within the framework of the national HIV/AIDS strategic plan, facilitate a coordinated and effective response to the epidemic – across and within all sectors and disciplines and at all levels of the society, from high level government and administrative leadership to effective community involvement
- Mobilise financial and technical resources for the national HIV/AIDS response
- Monitor the allocation and utilization of all resources assigned to the HIV/AIDS response
- Monitor and evaluate the implementation of national HIV/AIDS strategies and programmes to ensure that they are effective in reducing the epidemic and its impact on Trinidad and Tobago
- Keep the NACC abreast of current and relevant information so as to facilitate informed, effective decision making and actions vis-à-vis the management of HIV/AIDS in Trinidad and Tobago

- **NATIONAL AWARDS SECRETARIAT**

The National Awards Committee was established by Letters Patent establishing the Order of the Trinity in 1969, amended in 2008 to the Distinguished Society of Trinidad and Tobago, to select persons nominated by members of the public, deemed suitable for National Awards based on selection criteria.

The National Awards Committee Secretariat is responsible for the annual advertisement of the awards and collating of nominations received for submission to the National Awards Committee.

Any person or organization may submit to the National Awards Committee, for its consideration, a nomination of a citizen of Trinidad and Tobago for an award. Any distinguished citizen of a country other than Trinidad and Tobago, whom Trinidad and Tobago desires to honour, may be granted an award on an honorary basis.

- **NATIONAL SECURITY COUNCIL SECRETARIAT**

The National Security Council consists of the Prime Minister as Chairman, the Attorney General, the Minister of National Security and one other Minister appointed at the discretion of the Prime Minister to monitor matters of defence and national security. The Secretariat comprises the staff employed to assist the Council in the execution of its duties.

- **NATIONAL STRATEGIC MANAGEMENT GROUP**

This Unit has been established to provide technical assistance to the Minister in the Office of the Prime Minister who has been assigned, through chairmanship of a number of Ministerial Committees, oversight of the implementation of a number of projects of major public importance. The Unit is structured and styled in a manner aimed at developing and designing the policy framework within which implementation effectiveness can be assured.

- **PUBLIC AFFAIRS AND COMMUNICATIONS UNIT**

This Unit develops and implements strategies for communicating the activities of the Prime Minister and the Office of the Prime Minister to the media, general public and other target audiences. It also handles all public relations, including enquiries from the general public and requests for interviews and meetings.

- **INTERNATIONAL RELATIONS AND PROTOCOL UNIT**

This Unit provides protocol services for the Prime Minister. It also provides advice on issues relating to the foreign relations of Trinidad and Tobago in collaboration with the Ministry of Foreign Affairs.

- **SECRETARIAT TO THE COMMITTEE ESTABLISHED TO HOLD ROUND TABLE DISCUSSIONS ON RACE RELATIONS**

The Committee was established to hold round table discussions with a view to fostering racial harmony between the two major ethnic groups in Trinidad and Tobago. The Secretariat records and prepares minutes of the meetings of the Committee and performs related research activities.

- **SPORT AND CULTURE FUND SECRETARIAT**

The Sport and Culture Fund, established by the Sport and Culture Fund Act No. 31 of 1988, as amended by Act No. 25 of 1993, is available to all *bona fide* sport and cultural groups in communities in Trinidad and Tobago. Assistance is given in the form of grants and loans.

The Board established by the Act determines the eligibility of individuals and groups.

The Secretariat receives all requests which are to be submitted on prescribed application forms and addressed to the Secretary of the Sport and Culture Fund, Office of the Prime Minister, Nos. 13-15 St. Clair Avenue, St. Clair, Port of Spain. Where applicable, these requests are to be made with the consent of the umbrella organization.

Applicants should submit annual reports, budget statements and proof of having made attempts at being self-sufficient. The applications are submitted to the Board for consideration at its monthly meetings.

- **INFORMATION TECHNOLOGY UNIT**

The Information Technology Unit is responsible for the planning, operation and management of the information system services and network facilities, including local area networks and peripheral systems, of the Office of the Prime Minister.

- **ACCOUNTING UNIT**

The main function of the Accounting Unit is to ensure that expenditure is met in keeping with estimates, project plans and financial regulations. It also has the responsibility for maintaining the accounting records of the Office of the Prime Minister in proper order.



- **HUMAN RESOURCE UNIT**

The main function of this Unit is to establish, implement and maintain a system of human resource management in the Office of the Prime Minister. It also has the responsibility to continuously improve the human resource management services and implement the performance management system in the Office of the Prime Minister.

- **INTERNAL AUDIT**

This Unit provides management with information about the adequacy and effectiveness of the organization's system of internal control.

### **Section 7 (1) (a) (ii)**

#### **Categories of Documents in the possession of the Head Office, Office of the Prime Minister**

1. Files dealing with administrative support and general administrative documents for the operations of the Office of the Prime Minister
2. Personnel files, which detail all job applications, staff appointments, job specifications, promotions, transfers, deaths, retirements, vacation and other leave
3. Files dealing with the accounting and financial management function of the Office of the Prime Minister
4. Cabinet documents
5. Internal and external correspondence files
6. Documents relating to the strategic review of the Office of the Prime Minister
7. Legislation and Legal Instruments
8. Minutes/Agenda of meetings
9. Files dealing with circulars, memoranda, notices, bulletins
10. Files dealing with official functions, conferences and events hosted and attended by the Office of the Prime Minister
11. Files dealing with complaints
12. Files with speeches, messages and addresses

314—Continued

13. Newspaper clippings and periodicals
14. Financial records – cheques, vouchers, receipts
15. Files dealing with matters relating to the procurement of supplies, services and equipment
16. Submissions made with respect to the Ellis Clarke 2006 Draft Constitution of the Republic of Trinidad and Tobago
17. Submissions made with respect to the replacement of the Trinity Cross as Trinidad and Tobago’s highest national award
18. Reports of Commissions of Enquiry

### Section 7 (1) (a) (iii)

#### Material prepared for publication or inspection

1. A guide to the Sport and Culture Fund
2. National HIV/AIDS Strategic Plan 2004-2008
3. NACC HIV/AIDS Bulletins
4. Directory of Government Services

### Section 7 (1) (a) (v)

#### Procedure to be followed when accessing a document from the Office of the Prime Minister

#### How to Request Information

- *General Procedure*

The Policy of the Office of the Prime Minister is to respond to all requests for information both oral and written. However, in order to exercise the rights conferred by the FOIA (for example, the right to challenge a decision if a request for information is refused) requests must be made in writing. In order to access information that is not readily available in the public domain, an application must be completed on the appropriate form “*Request for Access to Official Documents*” available from the Office of the Prime Minister or any public authority.

- *Addressing Requests*

To facilitate prompt handling of a request, such a request must be addressed to the Designated Officer of the Office of the Prime Minister.

- *Details in 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 uncertain as to the details to be included he/she should communicate with the 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 that is readily available to the public, either from this Office or from another public authority.

### Responding to your Request

- *Retrieving Documents*

The Office of the Prime Minister is required to furnish only copies of documents in its possession or which can be retrieved from storage, either in the National Archives or another storage centre.

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 and regulations give the time periods for keeping records before they may be destroyed).

- *Furnishing Documents*

An applicant is entitled to copies of information within the possession, custody or power of the Office of the Prime Minister. The Office of the Prime Minister is required to furnish only one copy of a document. If a legible copy of a document is not possible the Office of the Prime Minister may not attempt to reconstruct it. Instead, the best copy possible will be furnished and an indication of its quality will be mentioned in the reply of the Office of the Prime Minister.

Please note that the Office of the Prime Minister is not compelled to do the following:

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

### Time Limits

- *General*

The Office of the Prime Minister will determine whether a request for access to information will be granted as soon as is practicable but no later than 30 days after the request has been made, as required by Section 15 of the FOIA.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies, if so requested. If it appears that processing the request may take longer than the statutory limit, the Office of the Prime Minister will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

### **Section 7 (1) (a) (vi)**

**The Designated Officer in the Office of the Prime Minister is responsible for:**

1. the initial receipt of an action upon notices under Section 10;
2. requests for access to documents under Section 13; and
3. applications for correction of personal information under Section 36 of the FOIA.

**The Designated Officer is Mr Francis Watty, Administrative Officer IV.**

**The Alternate Officer is Mrs Brenda Scott-Pedro, Acting Administrative Officer II.**

Address: Office of the Prime Minister  
Nos. 13-15 St. Clair Avenue  
St. Clair  
Port of Spain

Tel: 622-1625

Fax: 622-1132

### **Section 7 (1) (a) (vii)**

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

This Section is not applicable at this time.

314—Continued

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

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

- Laws of the Republic of Trinidad and Tobago
- Gazette material
- Financial Regulations - Exchequer and Audit Ordinance
- Financial Instructions
- Civil Service (Amendment) Regulations
- Public Service Commission (Amendment) Regulations

**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.**

- Personnel Department –  
Guidelines for the Administration of the Devolved Functions
- Personnel Department –  
Manual of Terms and Conditions of Service
- Service Commissions Department  
Manual of Guidelines and Procedures for the Exercise of Delegated Powers
- Personnel Department -  
Shaping performance – A manual for Performance Management in the Public Service
- Ministry of Public Administration and Information –  
Training Policy for the Public Service of Trinidad and Tobago
- Training Policy Guidelines
- Circulars
- Circular Memoranda

314—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.

- A Guide to the Sport and Culture Fund

## **SECTION 9 STATEMENTS**

### Section 9 (1) (a)-(g) and (i)-(m)

- There are no statements to be published under these subsections 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.

- A review of White Hall prepared by the University of the West Indies, Institute of Business
- Organization Development and Management Division Report on the Restructuring of the Office of the Prime Minister



**PUBLIC STATEMENT OF  
PALO SECO AGRICULTURAL ENTERPRISES LIMITED  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF  
THE FREEDOM OF INFORMATION ACT, 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 ("FOIA"), Palo Seco Agricultural Enterprises Limited ("PSAEL") is required to publish the following statements which list the documents and information existing within PSAEL and are generally available to the public.

The Act gives members of the public:

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

### **SECTION 7 STATEMENTS**

#### **Section 7(1)(a)(i)**

#### **Function and Structure of PSAEL**

PSAEL was incorporated on October 10, 1956 as a limited liability company under the name of Palo Seco Estates Limited. On November 16, 1977 the company changed its name to Trinidad Tesoro Agricultural Company Limited and on January 08, 1986 to Palo Seco Agricultural Enterprises Limited. PSAEL is now a wholly owned Special Purpose State Enterprise reporting to Ministry of Local Government.

PSAEL has evolved from agriculture, dairy farming and milk processing to divestment/management of the land assets of TRINTOC, TRINTOPEC and PSAEL, property development and the provision of project management services to State Enterprises and the Government of Trinidad and Tobago.

The Mandate given to PSAEL by the Government is "the responsibility for the procurement of designs, construction, and management of projects in the southwest peninsula of Trinidad." Out of this mandate, the following mission and vision statement evolved:

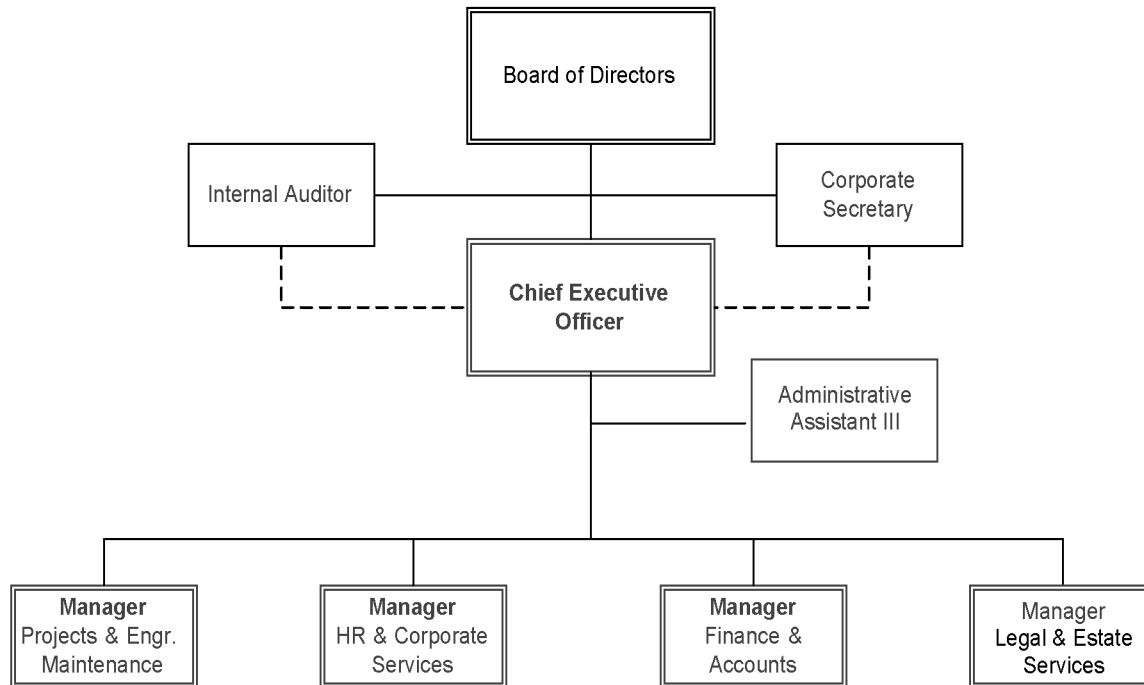
PSAEL's Mission ***"Transforming communities by providing quality service in the development and implementation of infrastructure and property management solutions."***

PSAEL's Vision ***"A profitable organization benchmarked for quality service and supported by competent and motivated employees."***

315—Continued

## Organizational Structure

The organizational structure of the Company is as follows:



The Board of Directors is the representative of the shareholder and controls the overall direction of the Company. Its members are:

Brian Besson - Chairman  
 Wayne T. Wood  
 Farad Khan  
 Clyde Callendar  
 William Daniel  
 Kevin Singh

The Leadership Team is responsible for the management of the Company. Its members are:

Chief Executive Officer  
 Manager - Projects and Estate Maintenance  
 Manager - Human Resource and Corporate Services  
 Manager – Finance and Accounts  
 Manager - Legal and Estates Services



315—Continued

### **Projects and Estate Maintenance**

The Projects and Estate Maintenance Department is responsible for the following functions:

- Maintenance
- Project Management
- Contract Execution

### **Human Resource and Corporate Services**

The Human Resource and Corporate Services Department is responsible for the following functions:

- Human Resources
- Corporate Communication/Public Relations
- Quality
- HSE

### **Finance and Accounts**

The Finance and Accounts Department is responsible for the following functions:

- Financial Accounting
- Materials & Logistics
- Tenders and Awards
- Contract Administration
- Information Technology

### **Legal and Estates Services**

The Legal and Estates Services Department is responsible for the following functions:

- Legal Services
- Corporate Secretariat
- Estates Management
- Records Management

### **Section 7(1)(a)(ii)**

#### **Categories of documents in the possession of PSAEL**

1. Files dealing with administrative support and general administration of the operations of PSAEL
2. Personnel files detailing inter alia staff movements, job evaluations, human resource and industrial relations issues
3. Files dealing with the accounting and financial management function of PSAEL.
4. Financial records and audit files
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Maps, charts, photographs, compact discs, diskettes, abstracts, tapes, catalogues
7. News releases and speeches originating from PSAEL
8. Policy and procedure documents
9. Internal and external correspondence files

315—Continued

10. Documents relating to strategic review of PSAEL
11. Legislation and legal instruments
12. Legal opinions and related matters
13. Files dealing with training (local and foreign) and technical co-operation
14. Minutes and agendas of meetings
15. Files dealing with circulars, memoranda, notices, bulletins etc.
16. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident
17. Environmental impact assessments
18. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings
19. Files dealing with official functions, conferences and events hosted and attended by PSAEL
20. Inventories
21. Complaint files
22. Registers, certificates, permits and licenses
23. Scientific and Technical files/Reports
24. Files dealing with projects initiated, conducted and/or facilitated by PSAEL
25. Files dealing with contractors associated with PSAEL
26. Files dealing with tenders issued by PSAEL
27. Files dealing with health, safety and environment issues

#### **Section 7(1)(a)(iii)**

##### **Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Palo Seco Agricultural Enterprises Limited  
31 Casurina Avenue  
Pointe-a-Pierre  
Telephone: 658-4147 or 658-3722 Ext 256

1. PSAEL's annual audited financial statements.
2. Booklets, leaflets, pamphlets and brochures highlighting various aspects of the Company's functions, organization, operations or services.

#### **Section 7(1)(a)(iv)**

##### **Literature available by subscription**

This section is not applicable to PSAEL at this time.

#### **Section 7(1)(a)(v)**

##### **Procedure to be followed when accessing a document from PSAEL**

PSAEL's policy is to answer all requests for information whether oral or written. However, in order to access your rights under the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The following procedure should be followed when making a request:

1. Obtain the FOIA Application Form (*Request for access to Official Documents*) from PSAEL or download a copy from the Government's FOIA website [www.foia.gov.tt](http://www.foia.gov.tt)

315—Continued

2. Requests must be addressed to the Designated Officer of the PSAEL named in section 7 (1) (a)(vi).
3. Pursuant to Section 13(2) of the FOIA, your request need not be specific but sufficient information is to be provided so that the document may be identified with reasonable effort.
4. There is a time limit of not later than thirty days after the day on which your request is made for PSAEL to take reasonable steps to enable you to be notified of the approval or refusal of your request (Section 15). If PSAEL fails to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limit, 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.
5. Upon any consultation between yourself and the Designated Officer time is suspended in the computation of the thirty-day period (Section 21{7}).
6. PSAEL will give you a notice in writing of its decision and the reasons for the decision taken (Section 23{1}).
7. You have the right to correct, by supplementing, amending or deleting, personal information in an official document if the information is inaccurate, incomplete, misleading or not relevant to the purpose for which the document is held by the Company (Section 36).
8. If your request for some or all of the information or for correction to personal information is denied and you are dissatisfied with the reasons, then you have the right to:
  - (a) Apply to the High Court for Judicial Review of the decision (Section 39). Please note however, that pursuant to Section 11 of the Judicial Review Act, No. 60 of 2000 an application for judicial review shall be made promptly and in any event within three months from the date of the decision; or
  - (b) Write to the Ombudsman within twenty-one days of receiving the decision of the Company (Section 38a).

### ***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 PSAEL or from another public authority, for example brochures and pamphlets etc.

### ***Responding to requests***

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, Chap. 69:01.

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 that we are not compelled to do the following:

315—Continued

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

### **Section 7(1)(a)(vi)**

#### **Officers in PSAEL who are responsible for:**

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

The Designated Officer is ***Ms Cheryl Fritz***

All communication should be addressed as follows:

Designated Officer - Freedom of Information  
Palo Seco Agricultural Enterprises Limited  
31 Casurina Avenue  
Pointe-a-Pierre

To contact the Unit, the public may either:

Phone	658-4147 or 658-3722 Ext. 256
Fax	658-2585

### **Section 7(1)(a)(vii)**

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

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

### **Section 7(1)(a)(viii)**

#### **Library/Reading Room Facilities**

Information can be accessed at PSAEL, 31 Casurina Avenue, Pointe-a-Pierre during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. Monday – Friday.

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

**Policy of PSAEL for provision of copies of documents:**

- Certain provision of documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited.

**SECTION 8 STATEMENTS**

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

**SECTION 9 STATEMENTS**

The public is asked to note that due to the volume of documents produced by the Company pertaining to this Section, an index has been prepared and is available for inspection upon request.

**Section 9(1)(a)**

**A report or a statement containing the advice or recommendations, of a body or entity established within PSAEL**

1. Departmental workshops, seminars and training sessions
2. Policies and Procedures with regard to
  - a. The issuing and evaluation of tenders and contracts
  - b. Personnel administrative matters
  - c. Information technology
  - d. Company property
  - e. Lease acquisition
  - f. Schedule of financial authorities
  - g. Governance issues
3. Accident/Incident Reports
4. Emergency Response Plan
5. Recommendations for the release of Company lands
6. Human resource and personnel issues reports
7. Information technology improvements and strategies
8. Health, safety, environment and other field visit reports
9. Relocation of tenants/squatters and proposed housing schemes reports
10. Tools, equipment and materials reports including reliability, inventory, dispatch, movement, repairs and servicing
11. Legal Opinions
12. Agreements and contracts
13. Statement of State owned trees cut and purchased
14. Statement of earnings
15. Safety inspections
16. Project emergency response plans.

315—Continued

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

**A report or a statement containing the advice or recommendations:**

- (i) of a body or entity established outside PSAEL by or under a written law**
- (ii) 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 PSAEL or to the responsible Minister of PSAEL**

1. Project implementation plans
2. Feasibility reports
3. Quality control reports
4. Safety and inspection reports
5. Information technology report

### **Section 9(1)(c)**

**A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of PSAEL:**

1. Accident/incident reports
2. Pre-budget preparation
3. Employee benefit plans
4. Financial instruments and arrangements
5. Work flow reports
6. Relocation of and compensation for existing occupants of identified land holdings.

### **Section 9(1)(d)**

**A report or a statement containing the advice or recommendations, of a committee established within PSAEL to submit a report, provide advice or make recommendations to the Minister with responsibility for PSAEL or to another officer of PSAEL who is not a member of the committee.**

1. Periodic financial data reports
2. Human resource matters
3. Requests for assistance from Government agencies
4. Manual and digital maps
5. Environmental and other field visit reports
6. Information technology reports
7. Compliance with performance monitoring requirements
8. Relocation of tenants/squatters and proposed housing schemes reports

### **Section 9(1)(e)**

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

1. Health, safety and environmental reports
2. Survey plans
3. Technical work programmes prior to execution of jobs
4. Emergency response plans
5. Environment, health and safety audit reports

315—Continued

**Section 9(1)(f)**

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

1. Legal Opinions
2. Health, safety and environment reports
3. Financial report

**Section 9(1)(g)**

**A report prepared within PSAEL 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.**

At this time we have no reports or statements containing advice or recommendations under this section.

**Section 9(1)(h)**

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

1. Departmental periodic highlights and performance indicators
2. Monthly summary of tenders and contracts awarded
3. Personal performance/assessment reports
4. Monthly Corporate Overview, annual report and other periodic financial data
5. Periodic personnel administration and human resources reports
6. Health, safety and environment periodic reports
7. Project status reports

**Section 9(1)(i)**

**A report containing:**

- (i) final plans or proposals for the re-organization of the functions of PSAEL;
- (ii) the establishment of a new policy, programme or project to be administered by PSAEL, or
- (iii) the alteration of an existing policy programme or project administered by PSAEL, whether or not the plans or proposals are subject to approval by an officer of PSAEL, another public authority, the Minister with responsibility for PSAEL or Cabinet.

1. Budgets
2. Business Plan
3. Strategic Plan
4. Organisation structures and functional charts
5. Human resource matters including job descriptions and evaluations and collective agreements

**Section 9(1)(j) - A statement prepared within PSAEL and containing policy directions for the drafting of legislation.**

At this time we have no statements containing advice or recommendations under this section.

**Section 9(1)(k) - A report of a test carried out within PSAEL on a product for the purpose of purchasing equipment.**

1. Information technology reports
2. Pasteurization plant

**Section 9(1)(l) - An environmental impact statement prepared within PSAEL.**

At this time we have no statements containing advice or recommendations under this section.

**Section 9(1)(m) - A valuation report prepared for PSAEL by a valuator, whether or not the valuator is an officer of PSAEL.**

1. Valuations for transfers of land
2. Valuation of Trintoc/Trintopoc/PSAEL land holdings
3. Valuation of land for leasing purposes

316

ALAN DICK & COMPANY (TRINIDAD AND  
TOBAGO) LIMITED

NOTICE OF FIRST MEETING OF CREDITORS

In the matter of

ALAN DICK & COMPANY (TRINIDAD AND TOBAGO)  
LIMITED—A 3608 (95)

NOTICE is given that a meeting of creditors of the above Company will be held at 11.00 a.m. on the 10th day of March, 2009 at Courtyard by Marriott, Invaders Bay, Audrey Jeffers Highway, Port-of-Spain, to consider the creditors' voluntary winding up of the Company.

*Agenda:*

1. To consider an ordinary resolution for winding up passed by the above-named Company on 10th March, 2009.
2. To consider a statement as to the affairs of the Company together with a list of creditors of the Company and the estimated amount of their claims.
3. To nominate a person to be liquidator for the purposes of winding up the affairs and distributing the assets of the Company.
4. To fix the remuneration of the proposed liquidator.

Proxies to be used at the meeting must be lodged with the company at its registered office at M. Hamel-Smith & Co., Eleven Albion, Corner Dere and Albion Streets, Port-of-Spain no later than 12.00 noon on 9th March, 2009.

A list of the names and addresses of the company's creditors will be available for inspection free of charge in the care of M. Hamel-Smith & Co., at Eleven Albion, Corner Dere and Albion Streets, Port-of-Spain on the two business days preceding the day on which the meeting of creditors is to be held.

Dated this 9th day of February, 2009.

By Order of the Board.

R. FISHER  
*Director*

NOTE: A creditor entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a member of the company.

317

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED POLICIES

SWORN declaration having been made that Policy Number U0005LA02 issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED on the life of CLINT THOMAS 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 will be issued.

SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED

56–58, Richmond Street  
Port-of-Spain.

318

SWORN declaration having been made that Policy Number D00115314 issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED on the life of MENA RAMSUBHAG 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 will be issued.

SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED

56–58, Richmond Street  
Port-of-Spain.

319

LOSS OF AMERICAN LIFE & 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:

<i>Name</i>	<i>Policy Number</i>
BAYETE WILLIAMS ... ..	3365292
BALDEO SOGRIM ... ..	3372544

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

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

320

LOSS OF SAGICOR LIFE INC. POLICY

KATHRYN DONALDSON-BAPTISTE having made sworn deposition that Policy Number 00096195 issued by SAGICOR LIFE INC. on the life of SAME has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

321

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 issue to MURIEL ITHA JACK a replacement Policy Number TD: 11685T declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.

322

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 STALLIN DAVID JOSEPH a replacement Policy Number GEM: 000002252 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.