



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 69

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APPOINTMENT TO ACT AS MINISTER OF PLANNING, HOUSING AND THE ENVIRONMENT

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. CONRAD ENILL, a Senator, to act in the Office of Senator Dr. the Honourable EMILY GAYNOR DICK-FORDE, Minister of Planning, Housing and the Environment, with effect from 25th May, 2009 and continuing during the absence from Trinidad and Tobago of the said Senator Dr. the Honourable Emily Gaynor Dick-Forde, in addition to the discharge of his normal duties.

22nd May, 2009.

H. HEMNATH
*Secretary to His Excellency
the Acting President*

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APPOINTMENT TO ACT AS MINISTER OF COMMUNITY DEVELOPMENT, CULTURE AND GENDER AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. JOSEPH ROSS, a Member of the House of Representatives, to act in the Office of the Honourable MARLENE MC DONALD, Minister of Community Development, Culture and Gender Affairs, with effect from 27th May, 2009 and continuing during the absence from Trinidad and Tobago of the said the Honourable Marlene Mc Donald, M.P., in addition to the discharge of his normal duties.

26th May, 2009.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mrs. HAZEL ANN MARIE MANNING, a Senator, to act in the Office of the Honourable PAULA GOPEE-SCOON, Minister of Foreign Affairs, with effect from 30th May, 2009 and continuing during the absence from Trinidad and Tobago of the said the Honourable Paula Gopee-Scoon, M.P., in addition to the discharge of her normal duties.

27th May, 2009.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Mr. FOSTER CUMMINGS, to be temporarily a Member of the Senate, with effect from 26th May, 2009 and continuing during the absence from Trinidad and Tobago of Senator LAUREL LEZAMA.

26th May, 2009.

H. HEMNATH
*Secretary to His Excellency
the President*

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**UPDATED PUBLIC STATEMENT OF THE REGULATED INDUSTRIES
COMMISSION 2007**

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the Regulated Industries Commission (the Commission) is required by law to publish the following statement, which list the documents that are available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the held by the Commission;
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 applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Regulated Industries Commission

Mission statement:

The Mission Statement of the Regulated Industries Commission is to:

- *Be a dynamic institution, responsible for promoting the sustainability of Service Providers of the Regulated Industries.*
- *Ensure that the Regulated Industries provide reliable and efficient services at fair and reasonable rates.*
- *Build a credible and transparent regulatory regime that responds adequately to stakeholders' concerns.*
- *Demonstrate fairness, equity and concern for the national welfare in the performance of its functions.*

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The RIC is a statutory body established by Act No. 26, of 1998 (the RIC Act) to regulate and monitor the operations of the service providers named in the RIC Act. The RIC replaced the Public Utilities Commission (PUC) whose jurisdiction was issued under the Public Utilities Commission Act Chap 34:01, which was repealed under the RIC Act. The service providers that presently fall under the purview of the RIC Act include:

- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Power Generation Company of Trinidad and Tobago (PowerGen)
- Trinity Power Limited (formerly InnCogen Limited).

The Commission consists of a Chairman, Deputy Chairman and at least three (3) other members. The total composition of the Commission shall not consist of less than five (5) or more than seven (7) members, appointed by the President for a maximum of five (5) years in each case. The RIC Act also provides for an Executive Director, who is presently contracted for two (2) years.

The RIC Act makes provision for the establishment of Consumer Services Committees, members of which are appointed by the Minister and will consist of a Chairman, a representative nominated by the Tobago House of Assembly and three (3) other members who will serve as consumer advocates. Such committees will advise the Commission on matters related to quality of service delivered and ensure that complaints procedures of service providers produce speedy resolutions for consumers. They may also be required to contribute to deliberations of the Commission where rates and licence conditions come under review.

The role of the Commission has been expanded under the RIC Act to include:

- Making Recommendations to the Minister on the awarding of licences.
- Monitoring and enforcing compliance with licence conditions and imposing penalties for non-compliance.
- Prescribing and monitoring standards of services.
- Establishing the principles on which tariffs will be based and conducting periodic reviews of rates.
- Conducting studies of efficiency and economy of operation and performance by service providers.
- Investigating consumer complaints and facilitating relief in respect of rates, billing and unsatisfactory service.
- Facilitating competition among service providers, where desirable.
- Collection of Licence fees.

The functions of the Commission are discharged with the assistance of the thirty (30) members of staff employed at the office of the Commission. Staff serves as a support arm of the Commission by functioning in furtherance to the mandate of the Commission. See organizational structure of the Commission.

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The office of the Commission is located on the 1st and 3rd Floors, Furness House, Corner of Wrightson Road and Independence Square, Port-of-Spain.

Effect of Functions on Members of the Public

Through the operations of the RIC, public interest is protected by the Commission ensuring:

- Maximum efficiency in the allocation and use of resources and that services are provided at the lowest cost
- Equal access by consumers to service, and the fair treatment of consumers and service providers who are similarly placed
- Non-discrimination in terms of pricing and quality of service, and
- Redress for customers in respect of rates, billings and unsatisfactory service.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Commission:

Operational Records

- The Regulated Industries Commission Act
- Reports
- Policies, decisions of the Commission includes Minutes/Agenda
- Establishment Records
- Personal files of employees of the Commission
- Customer Service Records
- Research Papers on various areas of the Service Providers
- Research papers generated by the service providers
- News releases, speeches originating in the Commission
- Legislation and Legal Instruments
- Books, Brochures, newspaper clippings
- Materials dealing with conferences and events hosted by the Commission.

Administration Records

- Strategic Plans
- Policies pertaining to the internal operations of the Commission
- Human Resource matters
- General office files required for internal administration
- Accounting files and reports.

Section 7 (1) (a) (iii)**Materials prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. to 12:00 noon and 2:00 p.m. and 3:30 p.m. on normal working days at:

Address: The Regulated Industries Commission
Furness House
Corner of Wrightson Road and Independence Square
Port-of-Spain.

Tel. No.: (868) 625 5384

Fax No.: 624-2027

e-mail: ricoffice@ric.org.tt

Website: www.ric.org.tt

The Regulated Industries Commission Act
Reports

Utility Standards

Social Action Plan: Initial Framework

Research Papers

Publications

Business/Economic Journals

Regulatory Journals/Magazines

T&TEC Rate Review documents

Regulated Industries Commission Final Determination (Rates and Miscellaneous Charges): Regulation of electricity Transmission and Distribution June 01, 2006 to May 31, 2011.

Video clippings of conferences and consultations.

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

The Commission does not possess any literature available by subscription.

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Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Commission

How to Request Information:

- *General Procedure*

Our policy is to answer all requests for information, both oral and written. However, in order to exercise 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. You must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Library at the Commission, for information that is not readily available to the public.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Alternate Officer of the Regulated Industries Commission. **(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 our Alternate Officer. **(See Section 7 (1) (a) (vi)).**

- *Requests not handled under the FOIA*

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

Responding to your Request

- *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 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.

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Please note we are not compelled to do the following:

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

Time Limits

- *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- *Time Allowed*

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

Section 7 (1) (a) (vi)

Officers in the Commission responsible for:

- **The initial receipt of and action upon notices under Section 10,**
- **Requests for access to documents under Section 13 and**
- **Applications for correction of personal information under Section 36 of the FOIA, are:**

The Designated Officer:

Ms. Nadia John

Job title: Legal/Corporate Secretary

Furness House

Cor. Wrightson Road and Independence Square

Port-of-Spain

Phone: 627-7820 ext 325

Fax: 624-2027

Email: john@ric.org.tt

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The Alternate Officer:

Ms. Denise Caesar

Job title: Communications Manager

Furness House

Cor. Wrightson Road and Independence Square

Port-of-Spain

Phone: 627-7820 ext 231

Fax: 624-2027

Email: caesard@ric.org.tt

Section 7 (1) (a) (vii)

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

None.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information in the public domain may be assessed in our Library/Information Centre or through our website at www.ric.org.tt.

The Library/Information Centre at the Commission is located Furness House, Corner of Wrightson Road and Independence Square, Port-of-Spain, and is open between the hours of 9:00 a.m. to 12:00 noon and 2:00 p.m. and 3:30 p.m. on normal working days.

No eating, smoking or drinking is allowed in the Library/Information Centre.

Policy of the Regulated Industries Commission for the provision of copies of documents which are readily available to the public

Members of the public may;

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Commission.

Section 8 Statements

Section 8 (1) (a) (i)

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

The following Legal Notices can be purchased at the Government Printery:

1. Legal Notice No. 83 of 2001 – The Regulated Industries Commission (Approval of Cess) Order 2001.
2. Legal Notice No. 42 of 2002 – The Regulated Industries Commission (Approval of Cess) Order 2002.
3. Legal Notice No. 104 of 2003 – The Regulated Industries Commission (Approval of Cess) Order 2003.
4. Legal Notice No. 133 of 2004 – The Regulated Industries Commission (Approval of Cess) Order 2004.
5. Legal Notice No. 64 of 2004 – The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.
6. Legal Notice No. 282 of 2005 – Notice of the Trinidad and Tobago Electricity Commission's request for a review of tariffs.
7. Legal Notice 50 of 2005- The Regulated Industries Commission (Approval of Cess) Order 2005.
8. Legal Notice No. 178 of 2006 – The Regulated Industries Commission (Approval of Cess) Order 2006

Section 8 (1) (a) (ii)

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

1. The Commission's Policy manual
2. FOIA responses
3. Complaints Responses

Section 8 (1) (b)

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. Legal Notice No. 64 of 2004 - Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.
2. Legal Notice No. 282 of 2005- Notice of the Trinidad and Tobago Electricity Commission's request for a review of tariffs

Section 9 Statements

Section 9 (1) (e)

A report prepared for the Commission by a scientific or technical expert, whether employed within the Commission or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Water Quality testing from outside agency/agencies
- International Call Centres
- 2003 Report on T&TEC's Rio Claro Substation
- 2003-2004 Report on Pollution of the Caroni River affecting the Caroni Arena Water Treatment Plant.

Section 9 (1) (f)

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

- 2003 Report on The Willingness To Pay for Changes in Water, Wastewater and Electricity Services in Trinidad and Tobago.
- Report of Rate of Return Review for TSTT 1999-2003.
- Information Technology Incidence Report 2005
- 2005 Draft Final Report - Analysis of Investments Plans and Advisory on Asset Valuation Methodology in respect of the Trinidad and Tobago Electricity Commission

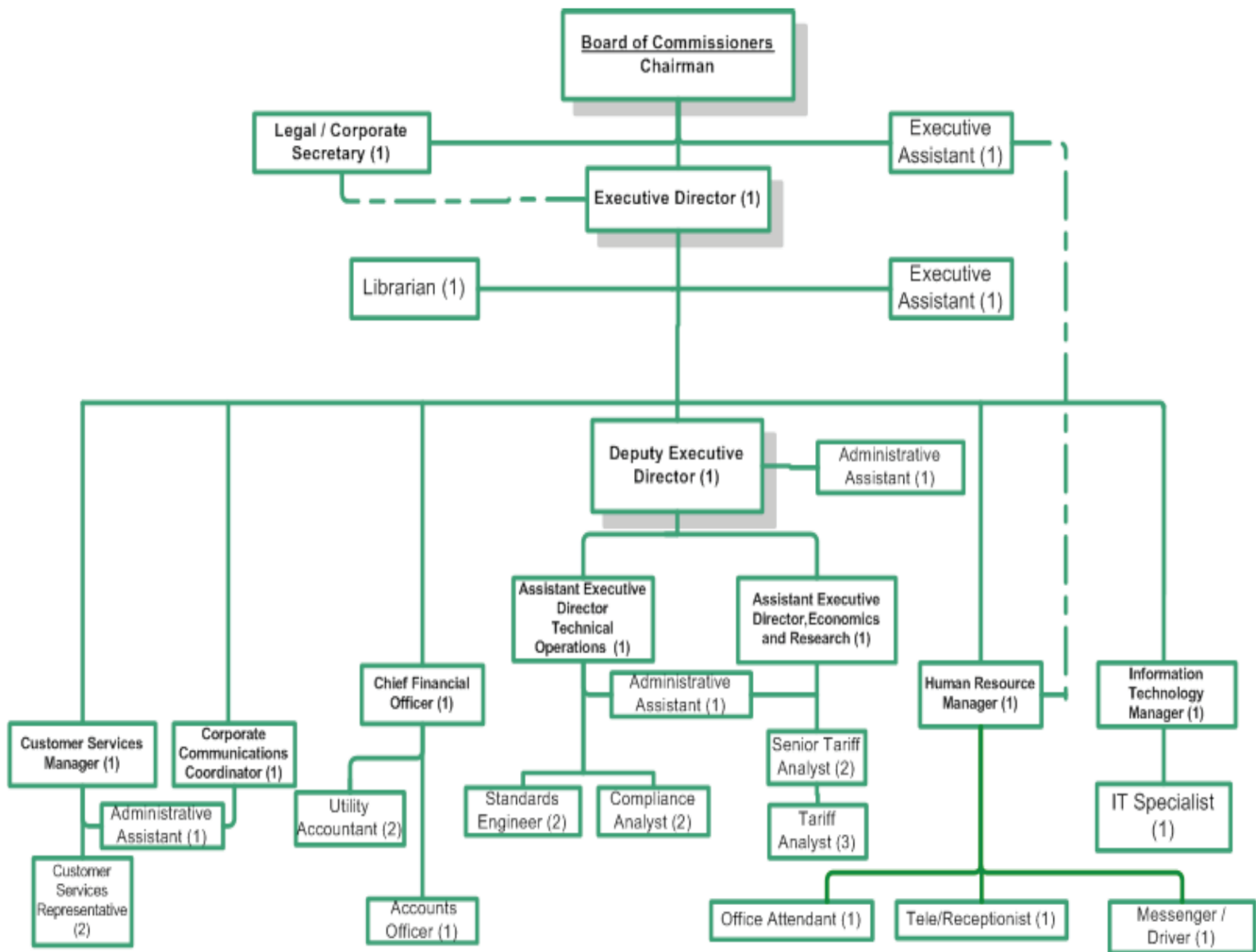
Section 9 (1) (h)

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

The following reports relate to the performance and efficiency of the RIC:

- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2000 June 01 to 2000 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2001 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2002 December 31.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended 2003 December 31. This report is dated August 20, 2005.

RIC's Organization Structure



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**Updated Public Statement****of****TRINIDAD AND TOBAGO ELECTRICITY COMMISSION 2009****In Compliance with sections 7, 8, and 9 of
The Freedom of Information Act, 1999**

Under the Freedom of Information Act 1999 (“the FOIA”), each public authority is required to publish and update certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Electricity Commission (T&TEC);
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)

T&TEC is a body corporate established by virtue of the Trinidad and Tobago Electricity Commission Act Chapter 54:70 as amended by the T&TEC Amendment Act No. 32 of 1994 (“the Act”). The Act vests T&TEC with the following powers to:

- a) manage and operate works acquired by the Commission pursuant to the Act;
- b) establish, manage and operate such works as the Commission may consider expedient to establish;
- c) promote and encourage the use of energy with a view to the economic development of Trinidad and Tobago;
- d) advise the Government on all matters relating to the generation, transmission, distribution and use of energy.

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Vision Statement:

“Leadership in Energy Delivery, Excellence in Customer Service...enhancing the quality of life for all”

Mission Statement:

“To provide a safe, reliable, high quality electricity supply, in an environmentally responsible manner, utilizing best practices, through empowered employees committed to excellence and customer satisfaction.”

Structure and Functions

Organisational Structure

A Board of Commissioners appointed by the Government of the Republic of Trinidad and Tobago and an Executive Management Team headed by the General Manager are responsible for the management of the Commission. The Commission is structured into six (6) functional Divisions – Administration, Engineering, Finance, Human Resources, Distribution and Transmission. An Assistant General Manager who reports directly to the General Manager heads each Division. Other Departments reporting directly to the General Manager are Corporate Secretariat (including Legal and Security), Audit, Corporate Support, and Corporate Communications.

The General Manager

The General Manager is responsible and accountable for managing all of T&TEC’s operations to ensure that customers are provided with a safe, reliable, high quality electricity supply in an environmentally responsible and cost-effective manner. He reports to members of the Commission appointed by the President of the Republic of Trinidad and Tobago.

Administration Division

The Administration Division co-ordinates and ensures the efficient administration of accounts and transactions relating to the provision of light and power and other services including the fostering of favourable customer relations. It also performs the information technology function and is the procurement centre for electricity components and other inputs. The Division consists of the Commercial, Metering, Information Systems and Supplies Departments.

Engineering Division

The Engineering Division is responsible for generation planning, generation interface, transmission and sub-transmission systems planning, system planning and control, communications systems, and system protection. This Division consists of the Communication and Networking, Protection and SCADA and System Planning and Control Departments.

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Finance Division

The Finance Division is responsible for financial planning and management (inclusive of accounting and reporting) of T&TEC's financial assets. This Division consists of Financial Planning, Financial Reporting, Risk and Insurance Administration, Pension Plan Administration, Payments, Revenue Accounting, Rates and Regulations and Financial Services.

Human Resources Division

The Human Resource Division is responsible for undertaking the human resource planning (manpower and retirement), recruitment and selection, training, evaluation, compensation and industrial relations functions. The Health, Safety and Environment Department reports to this Division.

Distribution Division

The Distribution Division is responsible for planning, designing and developing the distribution network at 12,000 Volts and below, operating and maintaining the electricity distribution systems and providing customer service. This Division comprises five (5) distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers.

Transmission Division

The Transmission Division is responsible for designing, developing, operating and maintaining the transmission and sub-transmission network comprising transmission lines and substations. The Transmission Division is also responsible for the National Streetlighting Programme. The Division consists of the following Departments – Transmission Development and Engineering Services, Transmission Operations and Maintenance, Technical Support and Training and the Streetlighting Implementation Unit.

SECTION 7(1) (a) (ii)

CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION OF T&TEC:

1. Strategic Plans;
2. Corporate Reports;
3. Management Policies and Procedures;
4. Load and Generation Forecasts;
5. Financial Reports and Statements;
6. Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices;
7. Personnel Files;
8. Customer Related Policies, Procedures, Reports and Files;
9. Procurement Related Policies, Procedures and Files;
10. Legal Contracts, Deeds and Leases;
11. Copies of Court Proceedings;
12. Legal Opinions;
13. Licenses/Permits;
14. Legislation;
15. Minutes/Agenda;
16. Tender Documents;
17. Internal and External Correspondence Files;
18. Periodicals; and
19. Memoranda of Agreement with Unions.

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SECTION 7(1) (a) (iii)**MATERIAL PREPARED FOR INSPECTION OR PUBLICATION BY THE PUBLIC:****Material For Inspection:**

1. Strategic Plan 1999 - 2001;
2. Strategic Plan 2001- 2003;
3. Strategic Plan 2004 - 2008
4. Audited Financial Statements –1999,2000, 2001;
5. Energy Sales and Peak Demand Forecast 2001, 2002, 2003, 2004, 2005 and 2006;
6. Energy Sales, Peak Demand and Generation Statistics 1989 –2003;
7. Code of Industrial Relations Practice;
8. Industrial Procedures – Commercial;
9. Training Policy;
10. Environmental Policy;
11. Employee Handbook;
12. Code of Ethics;
13. Consumer Tips;
14. Industrial Relations Procedural Instructions;
15. Safety Manual;
16. Safety Rules; and
17. Prequalified Contractors.

Material For Publication:

1. Wiring for Light and Power
2. T&TEC, RIC Standards and You
3. Towards a Better and Brighter Future – A Consumer Guide to T&TEC’s Application for a Review of Tariffs
4. Advice to Kite Flyers
5. Consumption Patterns of Appliances
6. Conserve Electricity
7. Holiday Safety
8. Prepare for Hurricanes Safely
9. Guidelines on Food Care
10. Learn About Electricity
11. What to do During Periods of Load Shedding
12. Electrical Safety Tips
13. T&TEC Motor Protection Guide
14. How to open a new Account
15. Welding sets can overload circuits at home and in your neighbourhood
16. T&TEC – The Nation’s Sole Transmission and Distribution Utility
17. Disaster Preparedness – Earthquakes
18. Disaster Preparedness – Lighting
19. Disaster Preparedness – Storms and Hurricanes
19. Watts Happening
20. Electricity in Trinidad and Tobago 1895 - 2006

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The public may inspect or obtain this material between the hours of **8:00 a.m. and 3:45 p.m. at T&TEC's Library and Reading Room** at:

**Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mt. Hope**

Members of the public can contact the Librarian at **663-2788 Extension 2550**.

All general information is also available on T&TEC's website: www.ttec.co.tt

SECTION 7(1) (a) (iv)

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

SECTION 7(1) (a) (v)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A PUBLIC DOCUMENT FROM T&TEC

How to Request Information:

- **General Procedure**

T&TEC's policy is to answer all requests, both oral and written. However, in order to exercise the rights under the FOIA, the applicant must make his/her request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at T&TEC's Library for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate their prompt handling requests should be addressed to the Designated Officer of T&TEC. (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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with T&TEC's Designated Officer. (See Section 7(1) (a) (vi)).

- **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 currently available in the public domain, either from T&TEC or from another public authority.

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- **Furnishing Documents**

An applicant is entitled to copies of information T&TEC has in its possession, custody or power. T&TEC will furnish only one copy of a document. If T&TEC cannot make a legible copy of a document to be released, T&TEC may not attempt to reconstruct it. Instead T&TEC will furnish the best copy possible.

Please note T&TEC is not compelled to do the following:

- a) Create new documents. For example, T&TEC is not required to write a new program so that a computer will print information in the format preferred by the applicant.
- b) Perform research for the public.

Time Limits

- **General**

- T&TEC will determine whether to grant a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.
- Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.
- The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

SECTION 7(1) (a) (vi)

Officers at T&TEC 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 to deal with the FOIA requests is:

Mr. Israiell Ali
Assistant to the General Manager
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope

Telephone: 663-2788, Extension 2160

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The Alternate Officer is:

Ms. Ravita Babwah
Legal Officer II
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope.

Telephone: 663-2788, Extension 2510

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 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 T&TEC's library or through T&TEC website at www.ttec.co.tt.

Members of the public may make general enquiries to T&TEC Librarian at 663 – 2788 **Extension 2550.**

T&TEC's Library/Reading Room is located on the third Floor of T&TEC 's Mt. Hope Offices, located at Stanley Pierre Ottley Building, 7 Uriah Butler Highway (North) Mt. Hope.

The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of **8:00 a.m.** and **3.45 p.m.**

SECTION 8 STATEMENTS

SECTION 8(1)

DOCUMENTS THAT ARE PROVIDED FOR THE USE OR GUIDANCE OF T&TEC:

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by T&TEC, not being particulars contained in another written law:

At this time, T&TEC has no such documents.

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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:

- Management General Instructions, including:
 - Procedure for recruitment, promotion, transfer and acting appointments
 - Disciplinary Procedure
 - Disconnection and Reconnection orders for non payment of account
 - Role of Safety Committees and safety department
 - Payments Procedure
 - Tendering and Purchasing Procedures
- Department Manuals, Policies and Procedures
- Strategic Plans
- Handbooks and Brochures

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:

At this time, T&TEC has no such documents.

SECTION 9 STATEMENTS

SECTION 9(1) (a)

A report, or a statement containing the advice or recommendations of a body or entity established within T&TEC:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (b)

A report, or a statement containing the advice or recommendations of a body or entity established outside of T&TEC 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 T&TEC or to the responsible Minister:

The Regulated Industries Commission (RIC) Determination No.1, 2006 entitled “Regulation of Electricity Transmission and Distribution June 01, 2006 to May 31, 2011 Final Determination (Rates and Miscellaneous Charges)”.

999—Continued

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 T&TEC:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (d)

A report, or a statement containing the advice or recommendations of a committee established within T&TEC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of T&TEC who is not a member of the committee:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (e)

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

At this time, T&TEC has no such reports.

SECTION 9(1) (f)

A report prepared for T&TEC by a consultant who was paid for preparing the report:

- Analysis of T&TEC's Main Alternative for the South Area Transmission System 2008 – by The Centre of Energy Studies, Engineering Institute, U.W.I. – December 2004;
- Report on Gap Analysis ISO9001: 2000 for T&TEC.

SECTION 9(1) (g)

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

At this time, T&TEC has no such reports.

999—Continued

SECTION 9(1) (h)

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

At this time, T&TEC has no such report.

SECTION 9(1) (i)

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

At this time, T&TEC has no such reports.

SECTION 9(1) (j)

A statement prepared by T&TEC containing policy directions for the drafting of legislation:

At this time, T&TEC has no such statements.

SECTION 9(1) (k)

A report of a test carried out within T&TEC on a product for the purpose of purchasing equipment:

At this time, T&TEC has no such reports.

SECTION 9(1) (l)

An environmental impact statement prepared within T&TEC:

At this time, T&TEC has no such statement.

SECTION 9(1) (m)

A valuation report prepared for T&TEC by a valuator, whether or not the valuator is an officer of T&TEC:

- Valuation Report on the Central Stores Warehouse

1000**TENDER FOR THE PROVISION OF SECURITY SERVICES AT THE MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION**

TENDERS are invited for the provision of Security Services at the Ministry of Science, Technology and Tertiary Education (STTE), located at the Corner of Agra and Patna Streets, St. James for a period of two (2) years.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-3565. Fax Number 625-1809.

Tenderers are required to pay a tender deposit of five hundred dollars (\$500.00) to the Director of Contracts and attach the original receipt to the tender. This deposit will be received by cash or certified cheque from Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m.

Any further technical information may be obtained from Ms. Shelly Jackson, Procurement Specialist, General Administration, Ministry of Science, Technology and Tertiary Education (STTE), Corner Agra and Patna Streets, St. James at Telephone Numbers 628-0707/8388, Ext. 295, Mobile 758-9253 or Fax Number 622-7640.

Prospective tenderers are advised to visit the site and acquaint themselves with conditions which may influence their tender.

Tenders must be accompanied by valid—

- (a) Income Tax and Value Added Tax Clearance Certificates dated not more than six (6) months prior to the closing date of tender;
- (b) National Insurance Compliance Certificate.

An original and five (5) copies on the approved Tender Form will be received up to 1.00 p.m. on Thursday 18th June, 2009. Sealed envelopes must be addressed to the Chairman, Central Tenders Board and clearly marked on the outside: "Tender for the provision of Security Services at the Ministry of Science, Technology and Tertiary Education" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and tenders should therefore be packaged accordingly.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting its tender.

Late tenders will not be considered in any circumstances.

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

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

I. RAMPERSAD
Chairman,
Central Tenders Board

25th May, 2009.

1001**TENDER FOR THE SUPPLY AND DELIVERY OF THIRTY-THREE PORTABLE PUMPS TO THE TRINIDAD AND TOBAGO FIRE SERVICE, MINISTRY OF NATIONAL SECURITY**

TENDERS are invited for the supply and delivery of thirty-three (33) Portable Pumps to the Trinidad and Tobago Fire Service, Ministry of National Security.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-3565, Fax Number 625-1809.

Any further technical information can be obtained during normal working hours from Mr. Michael Salandy, Brigade Engineer, Trinidad and Tobago Fire Service, Divisional Headquarters, Biljah Road, Chaguanas, Telephone Number 665-5719 or 665-5781. Mobile Number 714-5037.

Tenders must be accompanied by the following:

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

Sealed tenders in duplicate on the approved Tender Form will be received up to 1.00 p.m. on Thursday 18th June, 2009.

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and marked on the outside: "Tender for the Supply and Delivery of thirty-three (33) Portable Pumps to the Trinidad and Tobago Fire Service, Ministry of National Security" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenders will be opened publicly shortly thereafter. The tenderer or his representative may be present at the opening.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box is 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

1001—Continued

TENDER FOR THE SUPPLY AND DELIVERY OF THIRTY-THREE PORTABLE PUMPS TO THE TRINIDAD AND TOBAGO FIRE SERVICE, MINISTRY OF NATIONAL SECURITY—CONTINUED

Late tenders will not be considered in any circumstances.

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

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

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

I. RAMPERSAD
Chairman,
Central Tenders Board

27th May, 2009.

1002

TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE MOBILE ASPHALT PLANT FOR THE AGUA SANTA COMPOUND, WALLERFIELD, MINISTRY OF WORKS AND TRANSPORT

TENDERS are invited for the supply, delivery, installation and commissioning of one (1) Mobile Asphalt Plant for the Agua Santa Compound at Wallerfield, Ministry of Works and Transport.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further technical information can be obtained during normal working hours from Mr. Rabindranath Jogie, Director, Mechanical Services Division, Ministry of Works and Transport at Telephone Number 662-2321, E-mail: rjogie@mowt.gov.tt.

A pre-tender meeting is scheduled for Monday 15th June, 2009 at 10.00 a.m. at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. A site visit will follow to the Agua Santa Compound, Wallerfield.

Tenders must be accompanied by—

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

The original and five (5) copies of the tender must be placed in sealed envelopes and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Supply, Delivery, Installation and Commissioning of one (1) Mobile Asphalt Plant for the Agua Santa Compound at Wallerfield, Ministry of Works and Transport". Envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 2nd July, 2009.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm. and tenders should be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

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

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting its tender.

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

I. RAMPERSAD
Chairman,
Central Tenders Board

3rd June, 2009.

1003

EXTENSION OF CLOSING DATE FOR PROVISION OF CONSULTING SERVICES TO CONDUCT A DIAGNOSTIC EXERCISE FOR THE REVIEW OF THE CLASSIFICATION AND COMPENSATION SYSTEM IN THE CIVIL SERVICE, STATUTORY AUTHORITIES AND TOBAGO HOUSE OF ASSEMBLY FOR THE PERSONNEL DEPARTMENT

PROSPECTIVE consultants are advised that the closing date for receipt of proposals for the above-mentioned project has been extended from Thursday 4th June, 2009, to 1.00 p.m. on Thursday 18th June, 2009.

Consultants are reminded that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm.

Late proposals will not be considered in any circumstances.

I. RAMPERSAD
Chairman,
Central Tenders Board

25th May, 2009.

1004

NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

[Section 461(3) of the Companies Act, 1995]

NOTICE is hereby given that at the expiration of three months from the date of this notice IMBERT CONSTRUCTION SERVICES LIMITED—I 659 (c) will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Company will be dissolved.

Dated this 2nd day March, 2009 at the Registrar General's Office.

A. J. VALÉRE
Deputy Registrar of Companies

1005

NOTICE is hereby given that at the expiration of three months from the date of this notice TRINSOL LIMITED—T 5102 (95) will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Company will be dissolved.

Dated this 5th day March, 2009 at the Registrar General's Office.

A. J. VALÉRE
Deputy Registrar of Companies

1006

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

MARNI LIMITED—M 213 (C)

AIC ASSET MANAGEMENT LIMITED—A 3144 (95)

D.E.S.T LIMITED—D 1476 (95)

Dated this 6th day of March, 2009 at the Registrar General's Office.

A. J. VALÉRE
Deputy Registrar of Companies

1007

LOSS OF SAGICOR LIFE INC. POLICY

CANDACE JAHOR having made sworn deposition that Policy Number 05854859 and 06481187 issued by SAGICOR LIFE INC. on the life of RHEA JAHOR 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.

1008

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>
PARAMDAYE RAMDASS	3388291
FRANKLYN STEWART	3321196

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

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

1009

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

AARON RICHARD WALCOTT having made sworn declaration that Policy Number 315 339 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of AARON RICHARD WALCOTT 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.

1010LICENSING SESSION
(Liquor Licences Act, Chap. 84:10)

SANGRE GRANDE

NOTICE is hereby given that the Licensing Committee for the Licensing District of North-Eastern Counties (St. Andrews and St. David), Sangre Grande Area, has appointed WEDNESDAY THE 24TH DAY OF JUNE, 2009 at 9.00 o'clock in the forenoon at the Sangre Grande Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences in the above-mentioned District for the period 1st July, 2009 to 31st March, 2010, in pursuance of the above Act.

All applications for Certificates for New Licences must be submitted to the Secretary, Licensing Committee in writing in triplicate, on the prescribed form together with an application fee of forty dollars (\$40.00) and should be submitted no later than the 29th day of May, 2009.

All applicants are required to produce documentary evidence of their Board of Inland Revenue File Number.

Dated this 29th day of April, 2009 at the Sangre Grande Magistrate's Court.

D. PARIA
*Secretary, Licensing Committee,
North-Eastern Counties*