TRINIDAD AND TOBAGO GAZETTE
(EXTRAORDINARY)

VOL. 43 Port-of-Spain, Trinidad, Monday 29th March, 2004—Price $1.00 NO. 50

Government of the Republic of Trinidad and Tobago

Public Statement of The Ministry of Public Administration and Information

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, 1999 (FOIA) the Ministry of Public Administration and Information is required by law to publish the following statements which list the documents and information generally available to the public. The following information is published with the approval of the Minister of Public Administration and Information.

The Freedom of Information Act gives members of the public:

(1) A legal right for each person to access information held by the Ministry of Public Administration and Information.

(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 Statement

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration and Information

The mission of the Ministry of Public Administration and Information is to facilitate the development of the capacity of the Public Service to deliver quality goods and services in an effective, sustainable and equitable manner.

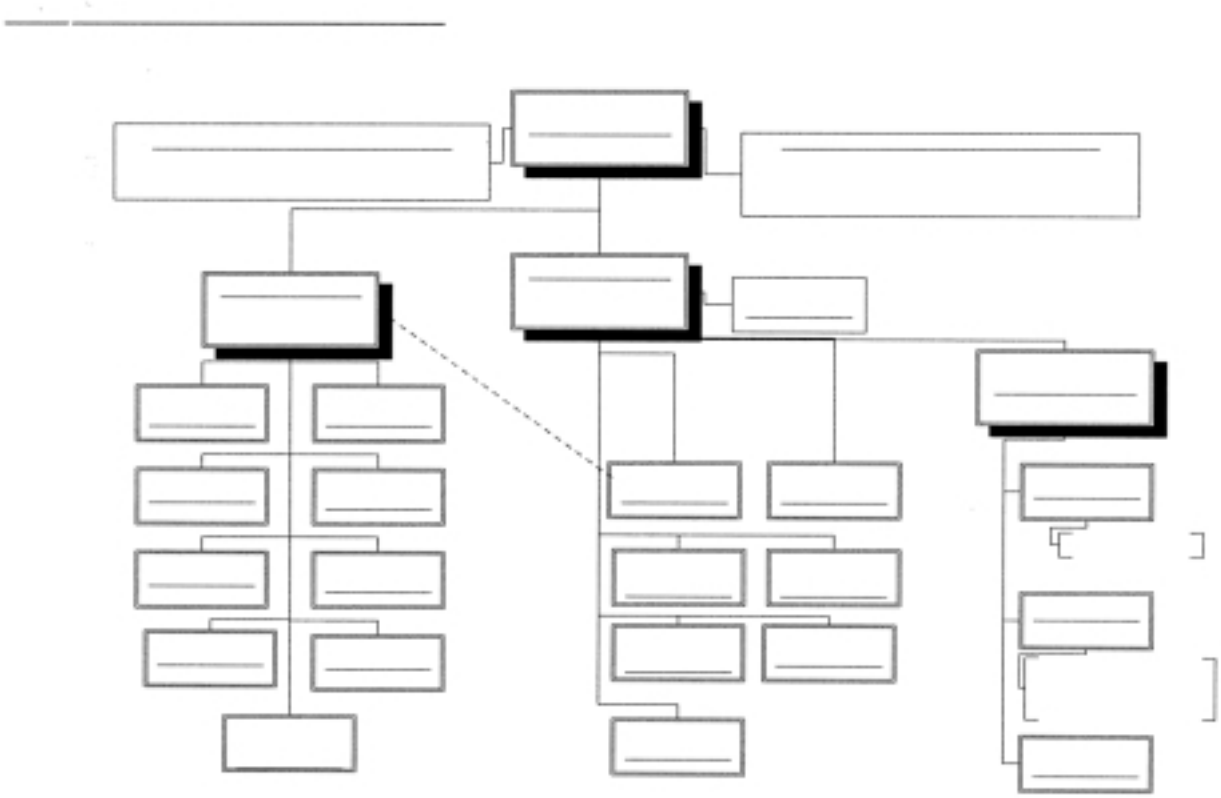
The Ministry is located at Levels 5-7, National Library Building, Corner Hart and Abercromby Streets, Port of Spain.

608—*Continued*

The Ministry of Public Administration and Information is comprised of the following Divisions, Units and Agencies:

- *Public Service Transformation Division* *
- *Corporate Services Division* *
- *Human Resources Management Division* *
- *Fast Forward Secretariat* *
- *Scholarships and Advanced Training Division* *
- *Strategic Services and Information Technology Division* *
- *Telecommunications Division* *
- *E-Government Unit* *
- *National E-Commerce Secretariat* *
- *Telecommunications Policy Unit* *
- *Legal Services Division* *
- *Public Service Academy* *
- *Property and Real Estate Services Division*
- *Public Management Consulting Division*
- *National Archives*
- *National Information Systems Centre*
- *Government Printery*
- *Government Information Services*

* For the purposes of this statement, these Divisions are grouped under the designation " Head Office".



608—*Continued*

Section 7 (1) (a) (ii)

Categories of Documents which are common to all Divisions in the Ministry of Public Administration and Information

1. Files dealing with administrative support and General administrative documents for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Ministry
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Cabinet Documents.
6. Policy and Procedure Documents.
7. Internal and External correspondence files.
8. Customer files.
9. Documents relating to strategic review of the Ministry
10. Legislation and Legal Instruments (available at the Government Printery)
11. Legal Opinions and related matters.
12. Minutes/Agenda of meetings.
13. Files dealing with Circulars, memoranda, notices, bulletins
14. Files dealing with official functions, conferences and events hosted and attended by the Public Authority.
15. Complaint/suggestion files

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Public Administration and Information.

How to Request Information:

- *General Procedure*

  Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form

608—*Continued*

(*Request for Access to Official Documents*) available in our ***Library and Reception/Lobby area***, for information that is not readily available to the public.

- *Addressing Requests*

  To facilitate prompt handling of your request, please address it to the Designated Officer of the respective Division of the Ministry of Public Administration and Information **(see Section 7 (1) (a) (vi))**. Please note that the following Divisions/Agencies have appointed their own designated officers:

  - National Archives (see below)
  - Government Printery (see below)
  - Public Management Consulting Division (see below)

- *Details in the Request.*

  You 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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

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

Responding to your Request

- *Retrieving Documents*

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

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

608—*Continued*

- *Furnishing Documents*

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

Please note we are not compelled to do the following:

(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..

- *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

608—*Continued*

HEAD OFFICE

The Divisions/Units which comprise the Ministry's Head Office are:

- Public Service Transformation Division
- Corporate Services Division
- Human Resources Management Division
- Fast Forward Secretariat
- Scholarships and Advanced Training Division
- Strategic Services and Information Technology Division
- Telecommunications Division
- E-Government Unit
- National E-Commerce Secretariat
- Telecommunications Policy Unit
- Legal Services Division
- Public Service Academy
- Property and Real Estate Services Division
- Public Management Consulting Division

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Head Office, Ministry of Public Administration and Information

1. Files dealing with administrative support and General administrative documents
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation
3. Files dealing with the accounting and financial management function of the Ministry
4. Financial Records (cheques, vouchers, receipts)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Policy and Procedure Documents.
7. Documents relating to strategic review of the Ministry
8. Files dealing with training – local and foreign and technical co-operation.
9. Minutes/Agenda of meetings.
10. Files dealing with Circulars, memoranda, notices, bulletins
11. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
12. See also "Categories of Documents which are common to all Divisions of the Ministry"

608—*Continued*

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of certain material listed in the " Catalogue/Index of Information available in the Ministry's Library" between the hours of ***8:30 a.m. to 4:15 p.m.*** on normal working days at:

Ministry of Public Administration and Information
Level 5
National Library Building
Cor. Abercromby and Hart Street
Port of Spain

Please contact the designated officer for further information.

Section 7 (1) (a) (iv)

Literature available by subscription

There is no literature available by subscription from the Head Office, Ministry of Public Administration and Information

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Head Office, Ministry of Public Administration and Information

(See General Policy for Accessing a Document from All Divisions of the Ministry, under ***GENERAL INFORMATION FOR ALL DIVISIONS***)

Section 7 (1) (a) (vi)

Officer in the Ministry 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. Gemma Marcus
Director, Corporate Services
Ministry of Public Administration and Information
Level 6
National Library Building
Cor. Abercromby and Hart Street
Port of Spain

Tel: 625-6724 ext 2131

608—*Continued*

Section 7 (1) (a)(vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed in our library. You may make general enquiries by calling the Designated Officer at 625-6724 ext 2131

The Library/Reading Room is located on Level 5 of the National Library Building and is open to the public from Monday to Fridays between the hours 9:00 a.m. to 4:00 p.m.

Section 8 Statements

Section 8 (1) (a) (1)

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

- Freedom of Information Act, 1999 as amended
- Judicial Review Act
- Laws of the Republic of Trinidad and Tobago
- Telecommunications Act
- Central Tenders Board Ordinance as amended

Section 9 Statements

Section 9 (1) (i)-(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.

- Strategic Intent of the Ministry of Public Administration and Information-2003

608—*Continued*

- Cabinet Minute 301 dated January 29th, 2004: Review of the Organizational Structure and Staffing of the Ministry of Public Administration and Information
- Socio-Economic Policy Research and Planning Division Report 2004

RESPONSIBILITIES OF THE DIVISIONS/UNITS IN THE MINISTRY OF PUBLIC ADMINISTRATION AND INFORMATION

▪ THE E-GOVERNMENT UNIT

Mission: To champion the cause of electronic governance as a way of effecting meaningful change in the provision of government services to all stakeholders and for the benefit of all citizens

▪ THE SCHOLARSHIPS AND ADVANCED TRAINING DIVISION

Mission: The Scholarships and Advanced Training Division has responsibility for the administration of scholarships and long-term technical assistance awards offered by/through the Government of Trinidad and Tobago.

The core functions of SATD are:

- Processing the offer of training awards to nationals
- Serving as the Secretariat of the Scholarship Selection Committee and the Scholarship Review Committee
- Implementing procedures to enable successful candidates to take up their awards
- Servicing awards, monitoring the progress of trainees and ensuring that they make themselves available to fulfill their contractual obligations
- Facilitating the placement of returned scholars
- Ensuring the recovery of monies spent on awards in the case of defaulting trainees

▪ THE STRATEGIC SERVICES AND INFORMATION TECHNOLOGY DIVISION (SS&ITD)

Mission: The Strategic Services and Information Technology Division is in the business of coordinating and providing operational support for internal Information and Communications Technology projects and systems and strategic planning activities in the Ministry of Public Administration and Information.

The SS&ITD is comprised of two (2) sections, the Information Technology Section and the Strategic Planning Section, as follows:

- The Information Technology Section is responsible for coordinating and supporting the development of all internal ICT projects and systems
- The Strategic Planning Section is responsible for interfacing with all Divisions and Strategic Planning Consultants and coordinating the development and implementation of key related information and decision support systems.

608—*Continued*

▪ THE TELECOMMUNICATIONS POLICY AND PLANNING UNIT

Mission: To provide managerial support for the purpose of policy development, implementation, review and evaluation, in respect of the mandate of the Telecommunications sector.

▪ NATIONAL INFORMATION SYSTEMS CENTRE

The mission of the National Information Systems Centre is to contribute to the development of a more efficient productive and effective Public Service by providing quality Information Technology (IT) consultancy services and training, and to establish policies and standards with respect to the use of IT processing techniques and equipment in the Public Service.

▪ THE GOVERNMENT INFORMATION SERVICE

The Government Information Service (GIS) is comprised of the following units:

- **Television/Film Unit**
  The Television/Film Unit's primary function is the production of television programmes that project the goals, objectives, policies and achievements of the government, its agencies and state enterprises. Its programming includes documentaries on national, social and cultural issues and sensitive public service issues such as health and crime prevention. It also packages presidential and ministerial addresses to the nation.

  A list of video material can be viewed at the Television Unit of the Information Division located at the corner of Agra & Patna Streets, St. James, Tel. No. 622-9922

  The Film Section evolved from the Information Office of the Central Office of Information in the British Government in the early 1950s. In 1956 it became the Film Unit and by 1962 it became known as the Government Film Unit of the office of the Prime Minister. This unit is responsible for capturing significant events on film.

The films produced by this unit are stored in negative form in the British Film Institute in London and special permission must be obtained from the Permanent Secretary responsible for Information Division for this material to be viewed.

- **Photographic Unit**
  The Photographic Unit provides photographic coverage and stores photographs , negatives and contact sheets of assignments of the President, Prime Minister, government Ministers, ministries and departments and agencies of government and non-governmental organizations.

  A list of the material in the possession of this unit is lodged at the offices of the Information Division, Corner Agra and Patna Streets, St. James, Tel: No. 622-9922.

- **The Radio Unit**

This unit informs the population on Government's activities, projects and policies by way of documentaries and features on national and international events and issues. This unit also provides

608—*Continued*

ministries and government departments with press conference facilities and public address systems upon request and facilitates public service announcements
A list of audio material at the Radio Unit may be accessed at the office on Cor. Agra & Patna Streets, St. James, Tel. No. 622-9922. .

- **Library and Research Units**

The Library is the repository for collected information and a source for reference material, serving the needs of the division, government agencies and members of the public. The Research arm of this unit is responsible for producing documents such as pamphlets, leaflets, brochures and booklets.

Material is available from the unit's offices, Information Division, 13-15 St Clair Avenue, St Clair. Telephone: 622-9323 or 622-1131.

- **Board of Film Censors**

The Board of Film Censors falls under the purview of the Information Division and is appointed by the Minister responsible for Information, for the purpose of censoring cinematograph films, trailers and posters. The Secretary, who is appointed by the Minister in consultation with the Chairman, is stationed at the Offices of the Information Division, Corner Agra & Patna Streets, St. James. Tel. No. 622-9922

The Board comprises fourteen (14) members, inclusive of the Chairman. Meetings are held bi-monthly, at which all policy matters pertaining to the rating of films are discussed.

The Board is governed by The Cinematograph Act Chapter 20:10, Section 13, which states that the duty of the censor or censors deputed by the Chairman of the Board is to examine every cinematograph film, trailer and film-poster submitted to the Board for approval, and report to the Chairman.

Cinema operators or exhibitors are mandated, in accordance with the Cinematograph Act Chapter 20:10 Section 20, to submit to the Board all films, trailers and posters for approval on form A in the Schedule- Regulations 32. On this sheet there is a column, in
which the censors enter their decision, together with any conditions imposed. The signature of a censor at the end of this sheet would certify every entry.

A certificate with the Board's decision, the date censored, the title of the film/trailer/poster, the length of the film/trailer and any conditions approved for exhibition is issued to the distributor when the film is rated. The Board insists that all conditions attached to the rating of a film or trailer must be advertised so that the public would be aware of what they would be viewing.

If the Distributor of a film is not satisfied with the rating in the first instance, he has the right to appeal to the full Board to have the film reviewed. If still aggrieved by a decision made by the Board, the Distributor has a right of appeal to the minister responsible for information.

Members of the public are at liberty to communicate with the Board via the Secretary to discuss any matter pertaining to the rating of films. Persons making enquiries should expect a response within twenty-four (24) hours of making a request.

Members of the Board also monitor Cinemas to ensure conditions attached to films and trailers exhibited are strictly adhered to. If conditions outlined by the board are not adhered to, the Certificate of Approval would be recalled. This means that the film or trailer is pulled from the Cinemas.

608—*Continued*

- **THE LEGAL SERVICES DIVISION**

Mission: The Legal Services Division was created in July 2003 to render legal advice to the Ministry of Public Administration and Information. The Division performs general legal work within the scope of the Ministry and on behalf of Departments, Divisions and other agencies which fall under the umbrella of the parent Ministry.

- **THE NATIONAL E-COMMERCE SECRETARIAT**

Information about the National E-commerce Secretariat may be accessed through the website www.ecommerce.gov.tt

The public may obtain copies of the following material by contacting the Director and/or E-Commerce Business Specialist at Level 5, National Library Building, Corner Hart and Abercromby Streets, Port of Spain.

Tel: 623-2317/623-8636

E-mail: info@ecommerce.gov.tt

- E-commerce essay competition video 2002 & 2003
- E-commerce essay competition launch 2002 & 2003
- E-commerce survey (household) 2003
- E-commerce survey (business) 2001 & 2003

GOVERNMENT PRINTERY

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Public Authority

Mission Statement:

The mission of the Government Printery is to facilitate efficient and effective communication and information systems by providing reliable printing, binding and related services for the Government and the public.

608—*Continued*

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Government Printery

1. Files dealing with administrative support and General administrative documents for the operations of the Government Printery
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation
3. Files dealing with the accounting and financial management function of the Public Authority.
4. Financial Records (cheques, vouchers, receipts)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Policy and Procedure Documents.
7. Documents relating to strategic review of the Government Printery and Training Plans.
8. Legislation and Legal Instruments.
9. Files dealing with training – local and foreign and technical co-operation.
10. Minutes/Agenda of meetings.
11. Files dealing with Circulars, memoranda, notices, bulletins
12. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
13. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
14. Registers/Licenses

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 am to 4:00 pm on*** normal working days at:

The Government Printery

2-4, Victoria Avenue

Port of Spain

Tel: 625-4139

Fax: 625-5973

Email: govprintery@tstt.net.tt

- Bills/Acts of Parliament
- Legal Notices
- Trinidad and Tobago Gazette

608—*Continued*

Section 7 (1) (a) (vi)

Officers in the Government Printery 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:

Mr. Ian Gibson
Assistant Government Printer
Tel: 625-3834
Email: govprintery@tstt.net.tt

The Alternate Officer is:

Ms. Pearl Joseph
Administrative Officer 11
Tel: 625-3974

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at the Government Printer's office located at 2-4, Victoria Avenue, Port of Spain, between the hours of 8:30 a.m to 3 p.m.

Policy of the Public Authority for provision of copies of documents that are readily available to the public

Examples:

- Charge for Photocopies is $0.20 cents per page however if you provide your own paper no fee (*optional*) will be charged.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available in the Library.

Section 8 Statements

Section 8 (1) (a) (1)

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

- Gazette material

608—*Continued*

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.

- Strategic Plans

Section 9 Statements

This section is not applicable to the Government Printery

PUBLIC SERVICE ACADEMY

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Public Authority

Mission Statement:

The mission of the Public Service Academy is to maximize the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with strategic partners.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Public Service Academy

1. Files dealing with administrative support and General administrative documents for the operations of the Academy
2. Files dealing with matters relating to the procurement of supplies, services and equipment.
3. News releases, speeches
4. Periodicals and publications
5. Policy and Procedure Documents.
6. Documents relating to strategic review of the Academy
7. Files dealing with training – local and foreign and technical co-operation.
8. Files dealing with Circulars, memoranda, notices, bulletins

608—*Continued*

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 ***9:00 am to 4:00 pm on*** normal working days at:

The Public Service Academy

Level 5, National Library Building

Corner Hart and Abercromby Streets

Port of Spain

Tel: 623-8578 ext 2037

Fax: 623-8636

Email: psic@trinidad.net

- Videotapes
- Report on Training Programmes
- Guidelines on Training Plan Preparation

Section 7 (1) (a) (vi)

Officer 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 for the Academy is:

Ms. Gemma Marcus
Director, Corporate Services
Ministry of Public Administration and Information
Level 6
National Library Building
Cor. Abercromby and Hart Street
Port of Spain

Tel: 625-6724 ext 2131

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at the Public Service Academy library located at Level 5, National Library Building, Corner Hart and Abercromby Streets, Port of Spain. The library is open to the public from Mondays to Fridays between the hours of 8:30 am to 4:00 pm. No smoking, eating or drinking is allowed in the library.

608—*Continued*

Section 8 Statements

Section 8 (1) (a) (1)

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

- ❑ Gazette material
- ❑ Regulations
- ❑ Guidelines

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.

- ❑ Policies and procedures documents
- ❑ Handbooks/manuals

Section 9 Statements

This section is not applicable to the Public Service Academy.

PUBLIC SERVICE TRANSFORMATION DIVISION

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Public Service Transformation Division (PSTD)

Mission Statement:

The Public Service Transformation Division is in the business of guiding and providing operational support for and the monitoring and evaluating of all transformation initiatives of the public service of Trinidad and Tobago.

The PSTD was established by Cabinet Minute No. 1957 dated September 12, 2002. It is headed by a Director and has fifteen (15) members.

The PSTD is comprised of four (4) units. The units are as follows:

608—*Continued*

- The Human Resource Management Unit, which is responsible for ensuring that policies and procedures are followed which will result in a highly trained, empowered, motivated and flexible workforce capable of delivering quality service products.
- The Public Management Systems Unit is responsible for ensuring fast delivery and quality service to recipients of public goods.
- The Value for Money Unit is responsible for creating a value for money culture in the public service. This will be done at two levels i.e. at central agency levels in terms of financial management and procurement reforms and at the individual level.
- The Change Management Coordinator is responsible for development, implementation and enforcement of change management processes. He/she examines, evaluates, develops and implements policies, procedures and methods used to optimize and standardize and provide quality in areas of change management.

PSTD also carries out the functions of the former *Freedom of Information Unit*, which are as follows:

1. **Support to Public Authorities**
   Provision of assistance to public authorities in understanding and putting in place arrangements for their compliance with the FOIA through the provision of advice on compliance with the Act, training seminars and sensitization sessions.
2. **Public Awareness**
   Educating members of the public about their rights and responsibilities under the FOIA.
3. **Monitoring and Reporting**
   This involves the collation of material provided by individual public authorities on the operation of the FOIA. This information is included in the annual report that must be laid before Parliament.

A list of designated officers (as defined in Section 4 of the Act) of public authorities is maintained at PSTD.

The Division assists with queries pertaining to the following:

- Interpretation and application of the Freedom of Information Act, 1999 (FOIA)
- Contact information for designated officers/public authorities under the FOIA
- Operation of the FOIA
- Procedure for making a request for access to official documents under the FOIA

To obtain information about the FOIA, members of the public can contact Mrs. Paula Edwards, Senior Policy Analyst, from Monday to Friday, 8:00 a.m. to 4:00 p.m. at:

608—*Continued*

Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 623-7197 (FOI Help Line)
625-8578 ext 2230
Fax: 623-6027
E-mail: info@foia.gov.tt
Website: www.foia.gov.tt

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

PSTD work will impact on the Public Service and on the country as a whole through consultation as its main objective are:

- To provide sustainable client-centric systems, processes and procedures
- To create systems, processes and procedures that facilitate effectiveness, efficiency and relevance in the delivery of sustainable and adaptable services
- To facilitate transparency, openness and accountability

The public will have an opportunity to be involved in the formulation of these objectives by stating in writing their complaints/concerns.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the PSTD

1. Files dealing with administrative support and General administrative documents for the operations of the PSTD
2. Files dealing with the accounting and financial management function of the PSTD
3. Cabinet Documents
4. News releases, newsletters, speeches originating from PSTD
5. Policy and Procedure Documents.
6. Documents relating to strategic review of the PSTD
7. Internal and external correspondence
8. Files dealing with training – local and foreign
9. Minutes/Agenda of meetings.
10. Files dealing with Circulars, memoranda, notices, bulletins
11. Newspaper clippings
12. Files dealing with official functions, conferences, and events hosted and attended by PSTD
13. Periodicals and publications

608—*Continued*

14. Administrative files relating to the former FOI Unit
15. FOI posters
16. FOI 1999 *Request for Access to Official Documents* forms

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 am to 4:00 pm on*** normal working days at:

Level 7, National Library Building

Corner Hart and Abercromby Streets, Port of Spain

Tel: 623-7197 (FOI Help Line)

625-8578 ext 2230

Fax: 623-6027

E-mail: info@foia.gov.tt

Website: www.foia.gov.tt

- Publications prepared by the Communications Committee
- Opinion Leaders News
- The Freedom of Information Act, 1999
- The Freedom Information(Amendment) Act, 2000
- The Freedom of Information(Amendment) Act, 2003
- Legal Notices Nos. 7 and 21 of 2003
- Judicial Review Act, 2000
- The Freedom of Information Act pamphlet
- Information Sheets on the Freedom of Information Act
- Request for Access to Official Documents Forms
- Directory of Designated Officers in Public Authorities
- Copies of Published Section 7, 8 and 9 statements of Public Authorities

The public may obtain copies of the following material:

- FOIA, 1999 *Request for Access to Official Documents* Forms
- The Freedom of Information Act pamphlet
- Information Sheets on the Freedom of Information Act

Section 7 (1) (a) (vi)

Officers in PSTD 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**

608—*Continued*

The Designated Officer for PSTD is:

Ms. Gemma Marcus
Director, Corporate Services
Ministry of Public Administration and Information
Level 6
National Library Building
Cor. Abercromby and Hart Street
Port of Spain

Tel: 625-6724 ext 2131

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at Level 7 of the National Library Building, Ministry of Public Administration and Information.

Section 8 Statements

Section 8 (1) (a) (1)

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

- Freedom of Information Act, 1999 as amended by Act No. 92 of 2000 and Act No. 14 of 2003
- Gazettes Nos. 21 and 59 of 2003
- Legal Notices Nos 7 and 21 of 2003
- FOIA Pamphlet
- FOI Fact Sheets
- Judicial Review Act,

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.

- Freedom of Information Unit Electronic Manual, Freedom of Information Act 1999: A Guide to Implementation and Practical Application published in January 2002.

608—*Continued*

Section 8 (1) (b)

In enforcing written laws and 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.

- Freedom of Information Unit Electronic Manual, Freedom of Information Act 1999: A Guide to Implementation and Practical Application published in January 2002.

Section 9 Statements

Section 9 (1) (a)-(d)

At this time, no documents that fall within the meaning of this section of the Act are lodged at the PSTD.

Section 9 (1) (e)

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

- Market and Opinion Research International- Opinion Leaders' Panel 2002- Baseline Report
- Market and Opinion Research International- Opinion Leaders' Panel 2003 Wave 11 Report June-July 2003

Section 9 (1) (g) - (m)

At this time, no documents that fall within the meaning of this section of the Act are lodged at the PSTD

FASTFORWARD SECRETARIAT

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the FastForward Secretariat

Mission Statement:

To effectively implement FastForward, the National Information Communications Technology Plan

608—*Continued*

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the FastForward Secretariat

1. Files dealing with administrative support and General administrative documents for the operations of the Secretariat
2. Files dealing with the accounting and financial management function of the Secretariat
3. News releases, newsletters, speeches
4. Policy and Procedure Documents.
5. Documents relating to strategic review
6. Internal and external correspondence
7. Reports
8. Files dealing with training – local and foreign
9. Minutes/Agenda of meetings.
10. Files dealing with Circulars, memoranda, notices, bulletins
11. Books, pamphlets, brochures, posters
12. Files dealing with official functions, conferences and events hosted and attended by the Secretariat

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 ***9:00 am to 3:00 pm on*** normal working days at:

Level 5, National Library Building

Corner Hart and Abercromby Streets, Port of Spain

Tel: 800-NICT

Fax: 623-8636

E-mail: mpai@tstt.net.tt

Website: www.fastforward.tt

608—*Continued*

Reports and memoranda on technical assessment and analysis of large ICT projects in the public service, including Ihris, communications backbone, payroll projects.

Section 9 (1) (f)

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

Readiness assessment of Trinidad and Tobago
Benchmarking Report on Trinidad and Tobago

PUBLIC MANAGEMENT CONSULTING DIVISION

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Public Management Consulting Division (PMCD)

The mission of the Public Management Consulting Division is to enhance the Public Service contribution to National Development by providing quality management consulting services
The Public Management Consulting Division is located at 20, Abercromby Street, Port of Spain.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Public Management Consulting Division

1. Files dealing with administrative support and General administrative documents
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation
3. Files dealing with the accounting and financial management functions
4. Financial Records (cheques, vouchers, receipts)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents
7. News releases, speeches
8. Correspondence files
9. Policy and Procedure Documents.
10. Documents relating to strategic review of PMCD.
11. Legislation and Legal Instruments.
12. Files dealing with training – local and foreign and technical co-operation.
13. Minutes/Agenda of meetings.
14. Files dealing with Circulars, memoranda, notices, bulletins

608—*Continued*

15. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
16. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
17. Registers/Licenses
18. Inventories
19. Periodicals and publications

Section 7 (1) (a) (vi)

Officers in PMCD 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:

Administrative Officer 11
Mrs Lynette Charles
20, Abercromby Street, POS

Tel: 624-9973/6
Fax: 625-3154

E-mail: ipdiv@tstt.net.tt

The Alternate Officer is:

Administrative Officer 11
Mrs. Marva Ashby-Williams
20, Abercromby Street, POS

Tel: 624-9973/6
Fax: 625-3154

E-mail: ipdiv@tstt.net.tt

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at Level 2 of PMCD's office located at 20 Abercromby Street, Port of Spain, between the hours of 8:30 a.m to 4:15 p.m.

608—*Continued*

Section 8 Statements

Section 8 (1) (a) (ii)

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

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

Section 9 Statements

This section is not applicable to PMCD

PROPERTY AND REAL ESTATE SERVICES DIVISION

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Property and Real Estate Services Division (P&RESD)

Mission Statement:

The mission of the Property and Real Estate Services Division is to provide clients with safe, suitable and adequate work environment which would substantially facilitate individual and organization performance and image and to manage Government's Real Estate portfolio in a highly efficient and cost-effective manner.

Role of the P&RESD

The P&RESD is responsible for ensuring that the stock of Government properties utilized for its operations is developed and maintained in a manner which ensures maximum utilization and economic returns from these assets. The second main area of focus is the provision of appropriately designed and configured workplaces and facilities that are consistent with the needs of a contemporary organization.

From a real estate perspective, the Division has a vital role in assuring the availability of accommodation at acceptable standards in support of Public Service values and initiatives.

608—*Continued*

Functions of the P&RESD

The Division provides policy advice and monitoring services to the State in the area of real estate and property management, specifically:

1. Rationalization of office space in Government-owned buildings
2. Allocation and sale of Government quarters (private residences)
3. Rental of office accommodation and private residences
4. Property Acquisition and lease of State lands under the jurisdiction of the Division
5. Rental of Government buildings to Non-Governmental Organizations and other private organizations
6. Management of the State's Property Management Information Systems
7. Maintenance, security and safety of certain Government-owned and leased buildings
8. Administration of the Division

The Division comprises the following Units:

- Real Estate and Facilities Management
- Office Accommodation
- Property Acquisition
- Administration

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the P&RESD

1. Internal and External Reports
2. Consultants Reports
3. Advice/Opinions
4. Files dealing with office management
5. Files dealing with human resource matters
6. Circulars
7. Legislation

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

All documents are available for viewing at the Reading Room of the Ministry of Public Administration and Information at the National Library Building, Corner Hart and Abercromby Streets, Port of Spain.

Members of the public who require copies must pay $5.00 per sheet.

608—*Continued*

NATIONAL ARCHIVES

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the National Archives

Mission Statement:

The National Archives acquires and preserves the documentary heritage of the nation (on all formats) and makes it accessible to the public through reference and research services.

Functions of the National Archives

The National Archives comprises the Repository and Record Centre.

The National Archives Repository is located at 105, St. Vincent Street, Port of Spain and the Record Centre, Chaguaramas. The Repository keeps all records of archival value to the nation and makes them accessible through the Search Room. The Record Centre keeps semi-active records of Government Ministries/Departments/Agencies

The National Archives holdings consist of thousands of documents, mainly official records dating from the 18th century to present. While the Records are mainly available on paper, some are accessible on microfilm.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the National Archives

1. Gazette
2. Ordinances and laws of Trinidad and Tobago
3. Census Reports
4. Newspaper Collection (19th and 20th century)
5. Council papers
6. Blue Books
7. Hansard Reports
8. Immigration Records
9. Assessment Rolls
10. Records of Colonial Administration
11. Government Press Releases
12. Journals
13. Rare book collection
14. Reference Collection
15. Maps
16. Photographs

608—*Continued*

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the National Archives

How to Request Information:

The Repository

At the Repository, documents may be accessed through our Search Room. Researchers may consult documents at the Search Room during the following hours:

Monday-Thursday 8:15 a.m. – 4:00 p.m.
Friday 8:15 a.m. – 3:45 p.m.

All researchers must fill out a Research Application form and provide sufficient information for officers to identify and retrieve the relevant document.

The Record Centre, Chaguaramas

To access documents stored at the Centre, personnel at Government Ministries/agencies must send a written request to the Government Archivist, giving all relevant information to enable retrieval of the document.

Responding to your Request

- *Retrieving Documents*

  It should be noted that some documents may not be available to individuals due to the following reasons:
  - Further use would be detrimental to the preservation of the document
  - The document is undergoing repair or restoration in the Conservation Unit
  - The document is stored at the Record Centre and can only be accessed by the creating agency or public authority

Section 7 (1) (a) (vi)

Officer in the National Archives 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:

Mrs. Helena Leonce
Government Archivist (Ag.)
National Archives
105 St. Vincent Street
Port of Spain

609

TENDERS FOR THE CONSULTANCY SERVICES FOR DESIGN AND SUPERVISION OF INFRASTRUCTURE FACILITIES FOR FOUR HOUSING DEVELOPMENT SITES OF THE SUGAR INDUSTRY LABOUR WELFARE COMMITTEE

PROPOSALS are invited for consultancy services for the Design and Supervision of Infrastructure Facilities for four (4) Housing Developments packaged in two (2) groups as follows:

PACKAGE I: GOLCONDA, SAN FERNANDO
TAROUBA, SAN FERNANDO

PACKAGE II: CEDAR HILL, PRINCES TOWN
PLUCK ROAD, LA FORTUNE

Any consulting firm may submit proposals for both packages but will be only eligible for the award of one (1) package.

Proposals must be submitted for each package separately.

Tender documents are available during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Further information may be obtained from Mr. Carlton Mustapha, Executive Officer, Sugar Industry Labour Welfare Committee (SILWC), Corner Dove and Baliser Avenue, Pt. Lisas Housing Development, Couva. Telephone Numbers: 636-2771/2; 679-7264.

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

Consultants are required to visit the sites and acquaint themselves with site conditions, which may influence or affect their tender.

Consultants must submit one (1) original and six (6) copies each of the technical and fee proposals in separately sealed envelopes addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, not later than 1.00 p.m. on Thursday 8th April, 2004. Envelopes must be clearly marked on the outside:

Package I:—Consultancy Services for Design and Supervision of Infrastructure Facilities at SILWC's Housing Development Sites at Golconda, San Fernando and Tarouba, San Fernando

Envelope A—Technical Proposals and

Envelope B—Fee Proposal or

Package II:—Consultancy Services for Design and Supervision of Infrastructure Facilities at SILWC's Housing Development Sites at Cedar Hill, Princes Town and Pluck Road, La Fortune

Envelope A—Technical Proposals and

Envelope B—Fee Proposal

and deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Technical proposals will be publicly opened shortly thereafter. The consultant or his representatives may attend the opening.

The Central Tenders Board reserves the right to void these procedures and the consultant will not be entitled to compensation in such an event.

The Board does not bind itself to accept any proposal.

Late proposals will not be accepted.

3rd March, 2004.

M. MARCANO
Chairman,
Central Tenders Board

610

TENDERS FOR THE SUPPLY AND DELIVERY OF MECHANICAL EQUIPMENT TO THE CENTENO RESEARCH STATION AND THE SUGAR FEEDS CENTRE, MINISTRY OF AGRICULTURE, LANDS AND MARINE RESOURCES

TENDERS are invited for the supply and delivery of Mechanical Equipment to the Ministry of Agriculture, Land and Marine Resources as follows:

(i) Centeno Research Station — One (1) Agricultural Rotavator

(ii) Sugar Feeds Center — One (1) Wheel Digger Loader

Tender documents may be collected during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Further information can be obtained from Mrs. Sheila Pargass, Administrative Officer II, Finance and Accounts Division, Ministry of Agriculture, Lands and Marine Resources—Telephone Numbers: 622-1221–5 Ext. 2070.

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

Tenders in triplicate, should be placed in sealed envelopes clearly marked on the outside: "Tender for the Supply and Delivery of Mechanical Equipment to Centeno Research Station and the Sugar Feeds Center, Ministry of Agriculture, Land and Marine Resources".

The envelopes must be addressed to the Chairman, Central Tenders Board, and deposited in the Brown Tenders Box located in the lobby of the Board's Office at the above address not later than 1.00 p.m. on Thursday, 1st April, 2004.

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

Late tenders will not be accepted under any circumstances.

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

M. MARCANO
Chairman,
Central Tenders Board

8th March, 2004.

611

TENDERS FOR THE SUPPLY AND DELIVERY OF VEHICLES TO THE DEPARTMENT OF NATURAL RESOURCES AND THE ENVIRONMENT, DIVISION OF AGRICULTURE, MARINE AFFAIRS AND THE ENVIRONMENT, TOBAGO HOUSE OF ASSEMBLY

TENDERS are invited for the supply and delivery of the undermentioned vehicles to the Department of Natural Resources and the Environment, Division of Agriculture, Marine Affairs and the Environment, Tobago House of Assembly.

Item	*Quantity and Description of Vehicle*
(i)	One (1) 4 x 4 Double Cab Pick-up
(ii)	One (1) Double Cab Utility Vehicle with a Hydraulic Aerial Device

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further information may be obtained from Mr. Raye Sandy, Director, Department of Natural Resources and the Environment at Telephone Numbers: 660-7636 or 639-2273.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates and National Insurance Compliance Certificate.

Separate contracts may be awarded for the items.

Tenders in triplicate must be enclosed in sealed envelopes clearly marked on the outside: "Tender for the Supply and Delivery of vehicles to the Department of Natural Resources and the Environment, Division of Agriculture, Marine Affairs and the Environment, Tobago House of Assembly", and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain. The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. on Thursday, 22nd April, 2004.

Tenders will be opened publicly 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.

J. JONES
Deputy Chairman,
Central Tenders Board

18th March, 2004.

PRINTED BY THE GOVERNMENT PRINTER, PORT-OF-SPAIN, REPUBLIC OF TRINIDAD AND TOBAGO—2004