



TRINIDAD AND TOBAGO GAZETTE

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

- Telecommunications (Access to Facilities) Regulations, 2006—(Legal Notice No. 96 of 2006).
Telecommunications (Interconnection) Regulations, 2006—(Legal Notice No. 97 of 2006).

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GRANT OF CERTIFICATES OF REGISTRATION (*Citizenship of the Republic of Trinidad and Tobago Act, 1976*)

<i>Number</i>	<i>Name</i>	<i>Date</i>
11470 ...	GILLIAN HAZLELAND DOROTHY QUACOO ...	12th April, 2006—(NS: 19/2/1 S. 141119)
11475 ...	GLORIA CYNTHIA BOXILL ...	12th April, 2006—(NS: 19/2/1 S. 113113)
11479 ...	JOAN C. TROTMAN-BOBB SEMPLE ...	12th April, 2006—(NS: 19/2/1 S. 14131)

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

<i>Number</i>	<i>Name</i>	<i>Date</i>
11547 ...	BARBARA PATRICIA HAZEL PHILLIP ...	12th April, 2006—(NS: 19/2/1 S. 14108)

V. BELGRAVE
Permanent Secretary,
Ministry of National Security

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GRANT OF CERTIFICATE OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 68 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to **LOTTIE ANGELA SIMPSON-GRANT**.

12th April, 2006—Ref. (NS: 19/10/2 S. 64).

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

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**PUBLIC STATEMENT OF THE EDUCATION FACILITIES COMPANY LIMITED****MADE IN COMPLIANCE WITH SECTIONS 7, 8 and 9 of the FREEDOM OF INFORMATION ACT 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the EDUCATION FACILITIES COMPANY LIMITED is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

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

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SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE EDUCATION FACILITIES COMPANY LIMITED.

Mission Statement:

The mission of the Education Facilities Company Limited is to exceed expectations in the design, construction and delivery of state of the art building facilities.

Vision Statement:

The vision of the Education Facilities Company Limited is to be the company of choice by developing an outstanding reputation as a project manager for responsiveness to client needs; achieving completion schedules within stringent budgetary constraints; utilizing best practices and providing quality service of the highest standard.

Particulars of Incorporation:

The Education Facilities Company Limited is a State Enterprise which was incorporated on the 24th day of March 2005 in accordance with the provisions of the Companies Act Chapter 81:01 of the Revised Laws of Trinidad and Tobago.

Location:

The registered office of the Education Facilities Company Limited is situated at Nos.61-63 Edward Street, Port of Spain.

Structure:

The Education Facilities Company Limited is managed by a Board of Directors and a Chief Executive Officer. The current organizational structure of the Education Facilities Company Limited divides the company into the following six (6) responsibility centres:

- CORPORATE AND LEGAL SERVICES
- ADMINISTRATION
- PROJECT MANAGEMENT
- FINANCE AND ACCOUNTING
- HUMAN RESOURCES
- CORPORATE COMMUNICATIONS

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Functions and Impact:

The functions of the Education Facilities Company Limited are as follows:

- The provision of project management services
- The engagement or securing of contractors
- The supervision of project execution and completion
- The certification of expenditure

The work of the Education Facilities Company Limited impacts directly upon the national physical educational environment and the enhancement thereof. The programmes implemented by the Education Facilities Company Limited will stimulate the construction industry, assist the national economy and improve local labour markets.

SECTION 7 (1) (a) (ii)

Categories of documents maintained and in the possession of the Education Facilities Company Limited.

1. Files dealing with administrative support and general administrative documents for the operations of the Education Facilities Company Limited.
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 Education Facilities Company Limited.
4. Financial Records (budgets, financial reporting, capital investments, cheques, vouchers, invoices, receipts, journals, salary records, financial statements)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Catalogues.
8. News Releases.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Customer files.
12. Documents relating to strategic review of the Education Facilities Company Limited, Information Technology Strategy and Training Plans.
13. Legislation and Legal Instruments.
14. Legal records and related matters.
15. Files dealing with training – local and foreign and technical co-operation.
16. Minutes of Meetings and Agenda for Meetings.
17. Files for circulars, memoranda, notices, bulletins.

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18. Periodic Reports.
19. Files for Environmental Impact Assessments.
20. Briefing Papers.
21. Files for periodicals, publications, brochures, clippings, functions and events etc.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

This section is not applicable at this time.

Section 7 (1) (a) (iv)

Literature available by subscription

The Education Facilities Company Limited does not at present publish any documents available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Education Facilities Company Limited

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 (Request for Access to Official Documents) which is available in any Public Authority in order to access information that is not readily available in the public domain.

Addressing Requests

To facilitate the prompt handling of your request, please address it to the Designated Officer of the Education Facilities Company Limited (see Section 7 (1) (a) (vi) for further details).

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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 an applicant is unsure as to how to write a request or what details to include, the Applicant may communicate with the Designated Officer of the Education Facilities Company Limited.

Requests not handled under the FOIA

A request **made under the FOIA** will not be processed to the extent that it asks for information which is readily available in the public domain, either from the Education Facilities Company Limited or from any other public authority, for example brochures, pamphlets, reports etc.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of a request for access to documents. In the event that this time limit is not adhered to, the FOIA grants the Applicant the right to proceed as though the request of the applicant has been denied.

The Education Facilities Company Limited will make all diligent efforts to comply with the time limit.

Should it appear that processing of a request may take longer than the statutory limit, the Education Facilities Company Limited will acknowledge the request and advise the Applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the Applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

Time Allowed

The Education Facilities Company Limited will determine whether to grant the request for access to information **as soon as practicable but no later than thirty (30) days** as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the Applicant will be permitted to inspect the documents or be provided with copies if the Applicant so requests in writing.

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Responding to your Request

Retrieving Documents

The Education Facilities Company Limited 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 centre, will be retrieved in order to process your request.

Furnishing Documents

Subject to certain exceptions, as provided in the FOIA, an Applicant is entitled to copies of information in the possession, custody or power of the Education Facilities Company Limited.

The Education Facilities is required to furnish only one (1) copy of a document.

In the event that the Education Facilities Company Limited is unable to make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, the Education Facilities Company Limited will furnish the best copy possible and note its quality in our response.

It is to be noted that the Education Facilities Company Limited is **not compelled** to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format the Applicant prefers.
- Perform research for Applicants.

Section 7 (1) (a) (vi)

Officers in the Education Facilities Company Limited responsible for:

- (1) The initial receipt of and action upon notices under section 10.**
- (2) Requests for access to documents under section 13.**
- (3) Applications for correction of personal information.**

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The Designated Officer is:

Ms. Verity Bynoe,
Corporate Secretary,
Education Facilities Company Limited,
61-63 Edward Street,
Port of Spain.

Telephone No: 623-6382 ex.249

Fax No: 624-6665

E-mail: vbynoe@edfacilities.co.tt

The Alternate Officer is:

Ms. Karen Smart,
Corporate Communications Manager,
Education Facilities Company Limited,
61-63 Edward Street,
Port of Spain.

Telephone No: 623-6382 ex.241

Fax No: 624-6665

E-mail: ksmart@edfacilities.co.tt

Section 7 (1) (a) (vii)

Advisory boards, Councils, Committees, and other bodies (where meetings are open to the public)

The Tenders Committee may at times hold public meetings. The meetings are advertised accordingly.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:

Information in the public domain can be assessed at our offices at 61-63 Edward Street, Port of Spain. General inquiries may be directed to the Receptionist.

The Office is open to the public from Mondays to Fridays between the hours of 8.00 a.m. and 4.00 p.m. and may be used to make FOIA requests or to inspect printed material.

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Policy of the Education Facilities Company Limited for the provision of copies of documents that are readily available to the public

The provision of some documents may be subject to a charge to cover administrative costs.

Access to documents available to the public is by appointment only. Persons seeking access are required to liaise with the Designated Officer or the Alternate Officer to schedule an appointment (see section 7 (1) (a) (vi)).

No smoking, eating or drinking is permitted in the offices of the Education Facilities Company Limited.

Section 8 Statements

Section 8 (1) (a) (i)

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

- Bye-Laws and Code of Best Practice of the Education Facilities Company Limited
- Companies Act Chapter 81:01
- State Enterprises Performance Monitoring Manual
- Integrity in Public Life Act 2000

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

- Education Facilities Company Limited Rules and Procedures for the Invitation and Consideration of Tenders; And For the Award of Contracts for the Supply of Goods and Services And the Execution of Works

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Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected 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 no such documents under this provision are held by the Education Facilities Company Limited.

Section 9 Statements

Section 9 (1) (a)

A report, or a state ment containing the advice or recommendations, of a body or entity established within the public authority.

At this time we have no reports or Statements containing advice or recommendations prepared by a body or entity established within our public authority.

Section 9 (1) (b)

A report, or a state ment containing the advice or recommendations of a body or entity established outside the public Authority by or under a written law or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

At this time we have no such report or statement.

Section 9 (1) (c)

A report, or state ment containing the advice or recommendations, of an inter-departmental committee whose membership includes an officer of the public authority.

At this time we have no such report or statement.

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Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

At this time we have no such report or statement.

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.

At this time we have no such report.

Section 9 (1) (f)

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

At this time we have no such report.

Section 9 (1) (g)

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

At this time we have no such report.

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.

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At this time we have no such report.

Section 9 (1) (f)

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

At this time we have no such report.

Section 9 (1) (j)

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

At this time we have no such statement.

Section 9 (1) (k)

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

At this time we have no such report.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time we have no such statement.

Section 9 (1) (m)

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

At this time we have no such report.