



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 46

Port-of-Spain, Trinidad, Friday 27th July, 2007—Price \$1.00

No. 126

1394

APPOINTMENT OF A PRIVATE WAREHOUSE

(Customs Act, Chap. 78:01)

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the provisions of the Customs Act, Chap. 78:01, I, Fitzroy A. John, Comptroller of Customs and Excise, acting under the provisions of section 263(2) of the said Act, do hereby appoint the place specified in the Schedule hereto to be a Private Warehouse for the storage, pending entry for home consumption or export, of the following goods, as shall be warehoused by or in the private warehouse of Messrs. Econo Freight Agencies, situated at Lot No. 2, Sathoo Trace, El Socorro, San Juan at the northern end of Econo Freight Agencies Warehouse and Administrative Complex, viz caustic soda, cotton fabric, fluorescence fixtures, flavouring extract and electric cable and such other goods as I may subsequently approve.

SCHEDULE

An enclosed area measuring on the north and south 12.10 metres each, on the east and west 6.7 metres each, comprising a total of 81.07 square metres.

The north, south, east and west walls are constructed of concrete bricks covered with metal steel sheeting. There is an asbestos ceiling. The floor is of concrete and the roof of steel beams covered with steel sheetings.

The building is bounded on the east by Miguel Moses, on the west by property occupied by West Indian Traders and the north by Sathoo Trace and on the south by Sunset Drive.

18th July, 2007.

F. A. JOHN
Comptroller of Customs and Excise

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SUPREME COURT OF TRINIDAD AND TOBAGO

PRACTICE DIRECTION

WITNESS STATEMENTS IN MATTERS UNDER THE RULES OF THE SUPREME COURT 1975

[Issued under the Rules of the Supreme Court 1975 Order 1 rule 10 (1) and (2)]

WITH a view to avoiding any doubt as to the form and use of witness statements in proceedings under the Rules of the Supreme Court 1975, the Honourable the Acting Chief Justice, after consultation with Judges of the High Court, issues the following directions:

1. This Practice Direction is supplementary to and is to be read together with the "Practice Direction—Trial of Civil Matters" dated August 30, 2005 ("Principal Practice Direction").
2. Where a Judge presiding in matters governed by the Rules of the Supreme Court 1975 ("RSC 1975") orders witness statements to be filed or served pursuant to the case management powers under Parts 26, 27 or 39 of the Civil Proceedings Rules 1998 ("CPR 1998") given to him by the Principal Practice Direction the witness statements so ordered shall comply with and their use shall be governed by the CPR 1998 Part 29 rules 4 to 5 and 7 to 14 (inclusive). Part 29 rule 6 which provides for witness summaries shall not be applicable.
3. Any application to the court (for example, to extend time) in relation to the filing or service of a witness statement as ordered by a Judge in circumstances mentioned in (1) above, shall be made in accordance with the RSC 1975 and not under the CPR 1998.

Dated the 18th day of July, 2007.

R. HAMEL-SMITH
Acting Chief Justice

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PUBLIC AUCTION #101
PORT AUTHORITY OF TRINIDAD AND TOBAGO
PORT OF SPAIN

AUCTION SALE OF UNCLEARED FOREIGN USED VEHICLES AND
GENERAL CARGO:

The Port Authority of Trinidad and Tobago wishes to advise that under Section (3) of Act 1978 Chapter 51:05 Re: Disposal of Uncleared Goods Act, Mr. Edward Soon, Auctioneer, has been instructed to sell by Public Auction Uncleared Foreign Used Vehicles and General Cargo stored at Spectrum Yard and Shed #9 and #10 Yards respectively.

DATE OF SALE: 2007 August 14 – TIME: 8.00 A.M.

CONDITIONS OF SALE:

- (1) Thirty-one vehicles conform to the Ministry of Trade and Industry guidelines. Approval is granted for the sale of these vehicles to be registered for the roads of Trinidad and Tobago.
- (2) Five vehicles will be sold on condition that these vehicles are to be scrapped for spare parts only and will not be registered for the roads of Trinidad and Tobago, due to the year of manufacture.
- (3) One Boat on cradle will require a licence with special approval by the Ministry of National Security.
- (4) **All Vehicular Lots** will require a licence from the Ministry of Trade and Industry (Licensing Unit – TTMA Building, Barataria) for removal.
- (5) All lots will be sold subject to an upset price which will be announced on the day of the sale.
- (6) All lots will be sold on an “**as is**” “**where is**” basis.
- (7) Notwithstanding, any law to the contrary, a person who purchases vehicle/s or general cargo at this Auction, shall be entitled to take delivery upon payment of:
 - (a) The purchase price payable to the Port Authority.
 - (b) Customs Duty equivalent to thirty (30%) percent of the sale price shall be payable to the Customs & Excise Division.
 - (c) Any taxes or duties chargeable under any law other than duty imposed under the Customs Act calculated by reference to the purchase price.

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- (8) Payment must be made to the Port Authority on the fall of the hammer either by cash or certified cheque. Debit/Credit cards will be accepted.
- (9) Persons failing to comply with condition (8) above will be debarred from further participating in the Auction Sales held by the Port Authority.
- (10) All auctioned cargo must be removed from the Authority's Compound by the respective buyer/s within seven (7) working days subsequent to the Auction Sale, failing which store rent will be calculated, in accordance with the Port Authority's Tariff.
- (11) Items sold, but not claimed and removed by the respective buyers as per (7) above, shall be resubmitted for sale by the Authority at the next Auction Sale.
- (12) Interested persons shall be allowed to view the cargo listed above on the 2007 July 13, between the hours 8.00 a.m. and 11.00 a.m. and 12.00 noon to 3.00 p.m. after having made appropriate arrangement with the Administrative Assistant, Mr. Michael Elcock who can be contacted at 625 - 2644 or 623-2901 - 5 Ext. 168.

**MANAGER, PORT OPERATIONS
PORT OF PORT OF SPAIN**

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PORT OF PORT-OF-SPAIN
VEHICLES STORED IN EXCESS OF SIX MONTHS
AS AT 03/07/07

Lot No:	Vessel	Arrival	Year of Mfg.	Chassis No:	Colour/Make of Vehicle
1	Bravery Ace	10.10.06	2002	VFY11-220767	White Nissan Ad Van
2	Dorado Leader	16.12.06	2003	VW11-523651	Silver Mitsubishi Lancer
3	CFS Pampero	01.09.06	2004	JNICFAN16Z0083067	Brown Nissan Almera
4	Annalisa	28.12.06	2002	KMHCH41GR2U268794	Silver Mitsubishi Lancer
5	Marfret Normandie	16.12.06	2002	JMYSTCS2A2U000474	Silver Mitsubishi Lancer
6	Commodore	26.12.06	2002	FG10-103882	Brown Nissan Sylphy Bluebird
7	Sea Runner	14.10.06	2003	FB15-806405	White Nissan Sunny
8	Sea Runner	14.10.06	2003	FB15-806359	White Nissan Sunny
9	Meridian Ace	03.01.06	2001	CU2W-0006304	Mitsubishi Airtrek
10	Commodore	26.12.06	2002	AE109-0027485	White Toyota Corolla
11	Sea Runner	26.12.06	2002	WFY11-288216	Blue Nissan Wingroad
12	Sea Runner	14.10.06	2003	WFY11-385990	Silver Nissan Wingword
13	CFS Pafilia	17.12.06	2003	JNICAAN16z0056550	Brown Nissan Ex Salon
14	Dorado Leader	16.12.06	2002	NZE121-0138675	White Toyota Fielder
15	CFS Pampero	01.09.06	2001	JNICFAN16Z0052643	Gold Nissan Sunny Ex Salon
16	N/A	N/A	1993	1FMDA31X6PZB50868	Blue Ford Aerostar Van (LHD)
17	Zim Caribe	16.07.05	1991	JT2SW21N5M0009921	Red Toyota MRZ
18	Sea Runner	14.10.06	2003	FB15-806314	White Nissan Sunny
19	Sea Runner	14.10.06	2002	FB15-805690	White Nissan Sunny
20	Sea Runner	24.01.06	2003	T30-008200	Grey Nissan X-Trail
21	Sea Runner	15.09.06	2002	WFY11-271129	Silver Nissan Wingroad
22	Commodore	26.12.06	2002	FG10-107663	Gold Nissan Bluebird
23	Sea Runner	14.10.06	2002	WFY11-288908	Silver Nissan Wingroad
24	Sea Runner	14.10.06	2002	FG10-107478	Brown Nissan Bluebird Sylphy
25	Sea Runner	14.10.06	2003	FB15-807476	White Nissan Sunny
26	Sea Runner	14.10.06	2002	FG10-108180	Silver Grey Nissan Bluebird
27	Morning Melody	16.12.06	2004	NZE121-0160947	Black Toyota Fielder
28	CFS Pamplona	9.12.06	2002	RM12040534	Black Nissan Prairie
29	Rio Rappel	13.12.06	2002	ZCA 260037560	Silver Toyota RAV 4
30	CGM St Laurent	06.12.06	2002	JMYLRUCU2W3U000213	Black Mitsubishi Airtrek
34	MMM Colorado	13.12.06	2001	FB15-310286	White Nissan Sunny
53	Nil	Nil	Nil	FL 9882KB	Yamaha Boat with crable
54	Nil	Nil	1996	VF622ACAOA0000357	HIAB Truck with Land Rover Shell
55	Nil	Nil			ERF/ECS 11.38 MT Tractor Truck
56	Nil	Nil	1998	VF622ACAOA0008098	Renault HIAB Truck/22ACA2
57	Nil	Nil	1997	VF622ACAOA0003084	Renault HIAB Truck - 22ACA2
60	Jin Sei Maru	16.09.05	1994	CK620-BNT10715	Nissan Diesel Truck
67	Nil	Nil	2000	SE# HO9400000044	ERF/ECS 11.38 MT Tractor Truck

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PORT OF PORT OF SPAIN
CARGO STORED IN EXCESS OF SIX MONTHS
AS AT 03/07/07

MISCELLANEOUS OUTDOOR CARGO			
Lot No:	Quantity	Description	Marks
35	1 Bdl.	Round Pipes	No Marks
36	2 Steel	Gried	No Marks
37	1 Bdl.	Round Plastic Poles	No Marks
38	1 Bdl.	Rubber hose CH/POSD03291	Ready Mix W.I.
39	1 Bdl.	Steel Scaffolding Rods	No Marks
40	2 Pcs.	Solid Round Steel	No Marks
41	1 Plt.	Truck Parts	KM1428
42	1 Bdl.	Steel Pipes	No Marks
43	1 Bdl.	Steel Shelving	No Marks
44	1 Bdl.	Slotted Steel	No Marks
45	1 Bdl.	Chassis	No Marks
46	1 Bdl.	Angle Iron	No Marks
47	2 Pcs.	Large Drill Bits/775068838	No Marks
48	1 Pc	Aluminum Shelf	No Marks
49	1 Pcs	Truck Tray	No Marks
50	1 Case	General Cargo	T&T Methanol
51	1 Box	Pressure Guage	No Marks
52	1 Boat	Full Cyclinder Nitrous Oxide	No Marks
59	3 Pcs.	Engines	No Marks
60	2 Barrels	Chemicals	No Marks
61	3 Barrel	Chemicals	No Marks
62	1 Bundle	Metal Strips	No Marks
63	2 Cases	Fibre Glass Armored for (Veh)	Securicor Services Ltd.
SCRAPPED EMPTY CONTAINERS			
64	20' contr.	IATU 2012573	
65	20' contr.	CLHU 2514799	
68	40' contr.	CTRU 406327 7	
69	40' contr.	NO MARKS	
70	10' contr.	NO MARKS	
71	10' contr.	NO MARKS	
FULL CONTAINER EXAMINED BY CUSTOMS			
66	40' contr.	CLHU 848518 9 s.t.c. Misc. misc spare/body parts	No marks
58	40' Flat-bed	SCZU-483806-1s.t.c. Lumber	No marks



THE GOVERNMENT OF THE REPUBLIC OF
TRINIDAD AND TOBAGO

Updated Public Statement of the Ministry of Science, Technology and Tertiary Education In Compliance With Section 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1)(b), 8(2)(b) and 9 (2)(b) of the Freedom of Information Act (FOIA) the Ministry of Science, Technology and Tertiary Education 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 Ministry.
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 an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Ministry of Science, Technology and Tertiary Education with the approval of the Minister of Science, Technology and Tertiary Education

SECTION 7 STATEMENTS

Section 7 (i) (a) (i)

(1) ROLE AND STRUCTURE OF THE MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION (MSTTE)

The Vision of the Ministry of Science, Technology and Tertiary Education is to enhance the quality of life for all citizens through scientific and technological advancement and increased access to quality tertiary education.

Our role is to sustain the development of the national human resources through tertiary education and training in the areas of academic, technical and vocational training, scientific research and discovery.

Operational Divisions, Special Units and Agencies

The Ministry is comprised of the following divisions, special units and agencies:

Divisions

- Research, Planning and Technical Services
- Human Resources
- Higher Education Services
- Corporate Services
- Funding and Grants Administration
- Technical and Vocational Education and Training

Special Units

- Accounts
- Internal Audit
- Distance Learning
- Life Skills
- Legal

Agencies

The following agencies fall under the purview of the Ministry. Requests for information from these entities are to be made directly to the assigned Designated Officers.

- College of Science, Technology and Applied Arts (COSTAATT)
- National Energy Skills Centre (NESC)
- National Training Agency (NTA)
- University of the West Indies (UWI)
- Youth Training and Employment Partnership Programme (YTEPP)
- Metal Industries Company Limited (MIC)
- The University of Trinidad and Tobago (UTT)
- Trinidad and Tobago Hospitality and Tourism Institute (THTTI)
- Accreditation Council of Trinidad and Tobago (ACTT)
- Institute of Marine Affairs (IMA)
- Caribbean Industrial Research Institute (CARIRI)

Operational Divisions of the Ministry

THE RESEARCH, PLANNING AND TECHNICAL SERVICES DIVISION

The Research, Planning and Technical Services Division is responsible for formulating policies and implementing the Ministry's strategic objectives through the effective co-ordination of the strategies, plans and projects of the various divisions, institutions and agencies under the Ministry's purview.

The core functions of this Division include:

- Formulating and implementing policies related to the Ministry's mandate
- Developing and implementing programmes and projects
- Monitoring and evaluation of programmes
- Monitoring, coordinating and managing the implementation of the Public Sector Investment Programme (PSIP)
- Preparing the Ministry's Medium Term Policy Framework
- Assisting institutions/agencies in the effective implementation of programmes and projects
- Overseeing the coordination and implementation of the Funding and Grants Administration Unit, Retraining Programme, Multi-sector Skills Training (MuST) Programme and the On-the -Job Training (OJT) Programme
- Upgrading and maintaining of facilities which fall under the supervision of the Ministry.

THE HUMAN RESOURCES DIVISION

The Human Resources Division functions as a strategic partner in the formulation of the Ministry's strategies as well as in the implementation of those strategies through human resource activities such as recruiting, selecting, training and rewarding personnel. The Human Resources Division also plays a role in environmental scanning and participates in the strategy formulation process.

As such the core functions can be summarized as follows:

- **Strategic alignment:**
Set the mission, goals and organizational objectives for the office in the Strategic Plan, Annual Performance Plan and budget and incorporates human capital as a part of these plans
- **Organizational Alignment and Workforce Planning:**
Design and implement an effective organizational structure and workforce to carry out our mission. Matches unit performance to organization goals and motivate and reward staff for high performance
- **Leadership and Knowledge Management:**
Ensure an integrated, strategic training and development program that builds needed leadership competencies

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- **Skills and Competencies identification/Recruitment and Retention:**
Recruit, hire, develop, and retain employees with the necessary skills for the achievement of the mission
- **Results-Oriented Performance culture:**
Develop a performance management system that distinguishes between high and low performers.

THE HIGHER EDUCATION SERVICES DIVISION

The Higher Education Services Division is responsible for ensuring that a relevant, coherent and modernised tertiary education system is established.

The functions of the division include:

- Informed policy development, planning and development via the creation of a tertiary sector research agenda and the conduct of empirical studies
- Formulation of a national policy for the tertiary education sector.
- Development of a plan for propelling the tertiary education sector forward
- Creation of development programmes and implementation of projects that stimulate improvement in the tertiary education sector
- Management of information concerning the tertiary education sector
- Registration of public and private tertiary level institutions
- Management of policy, liaison and relationships with other countries and international bodies.

THE CORPORATE SERVICES DIVISION

The Corporate Services Division is responsible for the management of information technology network, registry and records management systems, corporate communications, procurement and inventory control, maintenance of office equipment, security operations, and general support services.

Within this division, there are currently four (4) units

- General Administration Unit

The General Administration Unit provides the following services:

- i. Procurement. This function involves the acquisition and control of goods and services for the day to day operations of the Ministry.
- ii. Ancillary and Support Services attends to the general Ministry upkeep, security matters, vehicle and driver detail, messenger services, telephone service including operators, cleaning services and the maintenance of Ministry equipment.
- iii. Stores Operations manages the receipt, issuing and storage of stock items.
- iv. The Registry and Records section is responsible for the receipt and distribution of official correspondence for the Ministry and also control of official records and information classification.

- Communications Unit

This Unit is responsible for public relations with members of the general public, media, and other Ministries. The responsibility of this unit includes communicating Ministry bulletins, events, and the various Programmes offered by the Ministry.

- Facilities Unit

The Unit ensures the functional integrity of Ministry buildings and equipment, effecting the necessary upgrades and maintenance.

- Information Technology Unit

The responsibility of this unit is to provide administrative and technical support for the Ministry's electronic information systems.

THE FUNDING AND GRANTS ADMINISTRATION DIVISION

The Funding and Grants Administration Division (FGAD) is responsible for all financial support mechanisms for tertiary education. The FGAD currently administers the Government Assistance for Tuition Expenses (GATE) Programme and the Higher Education Loan Programme (HELP).

The GATE programme is applicable for all citizens of Trinidad and Tobago who have been accepted to pursue courses of study at all the Public Tertiary Level Institutions and recognized Private Tertiary Level Institutions, which are in receipt of a Certificate of Approval of Provisional Registration Status (APRS) from the Ministry of Science, Technology and Tertiary Education.

The objectives of the GATE programme are as follows:

- To make tertiary education affordable to all so that no citizen of Trinidad and Tobago will be denied tertiary education because of his/her inability to pay
- To widen access to tertiary education that will support economic development and promote social equity
- To build and strengthen a national quality tertiary education sector through both public and private tertiary institutions.

The Higher Education Loan Programme (HELP) is a funding mechanism, which will provide financial assistance to students, in addition to that being provided by the GATE grant. HELP will be disbursed for recognized programmes of study that lead to the award of tertiary level qualifications.

The objectives of the HELP are as follows:

- To provide financial assistance to citizens of Trinidad and Tobago pursuing tertiary education, thereby expanding equitable access to tertiary education
- To provide a low interest loan facility, approved and disbursed effectively within a reasonable time frame to students in need
- To assist with increasing the national participatory rate in tertiary education to 60% by 2015
- To develop a well educated, qualified cadre of citizens within identified areas of national development and in line with the goals and objectives of Vision 2020

THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING DIVISION

The Technical and Vocational Education and Training (TVET) Division is responsible for planning, organising and co-ordinating TVET programmes at the post-secondary and tertiary levels in collaboration with the relevant agencies and providers in keeping with government's social and economic policy framework.

The functions of TVET include:

- Assists in the formulation, monitoring and evaluation of TVET policies and programmes
- Formulates technical proposals and advice on TVET matters
- Liaises with regional and international agencies on TVET matters

Special Units of the Ministry

THE ACCOUNTS UNIT

The Accounts Unit is involved in all the accounting functions related to the Ministry. This involves the acquisition of funding from the Ministry of Finance and meeting all the expenses incurred by the Ministry. The accounts are reconciled with the Treasury Division and the Appropriation Accounts of the moneys expended are submitted to the Auditor General on an annual basis.

THE INTERNAL AUDIT UNIT

Internal Audit assists management in the effective discharge of its responsibilities by furnishing objective analysis, recommendations and suggestions, pertinent comments and opinions on the organisational activities.

THE DISTANCE LEARNING SECRETARIAT

The Distance Learning Secretariat is responsible for ensuring the development and implementation of strategies related to distance learning in Trinidad and Tobago, namely:

- Developing standards for open, flexible, Distributed Distance learning among all Tertiary Level Institutions and other learning providers in the country
- Promoting awareness of new and emerging knowledge and learning technologies among stakeholders and the public
- Advising government and international agencies on issues related to

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- new and emerging knowledge and learning technologies
- Assisting in building and strengthening learning providers to broaden and increase access to learning through technological mediation
- Promoting human resource development as well as the professional development of educators in distance learning
- Building relationships and developing linkages through collaboration with local, regional and international professional bodies, agencies and institutions involved in distance learning.

THE LIFE SKILLS UNIT

The Life Skills Unit delivers standardised, quality Life Skills Education and training to participants enrolled in the Social Sector Investment Programmes in the Ministry.

The duties and responsibilities of the Life Skills Unit include:

- Advising on policies, procedures and programmes for life skills development relating to Technical and Vocational Education and Training
- Facilitating, planning, improving and developing life skills programmes in tertiary level institutions and agencies attached to the Ministry
- Developing Life Skills programmes including the assessment of instructional materials to ensure quality control and assurance
- Liaising with relevant training providers for the initiation, development and implementation of Life Skills programmes.

THE LEGAL UNIT

The Legal Unit advises the Ministry on general legal problems and performs general legal work within the scope of the Ministry. The field will cover, for example, leases, consultancy contracts, employment contracts, memorandums of agreement and other agreements, and ensuring contractual and statutory compliance.

Programmes Offered by the Ministry**THE RETRAINING PROGRAMME**

The Retraining Programme targets retrenched or displaced workers between the ages of 30 to 45 years. Participants in the programme are trained to acquire new skills that would render them employable or self-employable. The programme is executed from various training centres in rural and urban communities throughout Trinidad and Tobago.

The Retraining Programme has the following objectives:

- To provide eligible individuals with skills training opportunities that would offer them access to viable employment and self-employment
- To encourage trainees to adopt specific strategies and the right attitude in order to acquire and maintain successful employment and self-employment opportunities
- To facilitate improved self-respect, self-esteem and confidence among trainees
- To build a cadre of trained and efficient workers.

The Retraining Programme also includes the Rehabilitating Inmates through Training and Retraining Programme. The programme is geared towards providing training to the incarcerated with the intent of reducing re-offending and recidivism, thereby contributing to the national effort at crime reduction. It is a specialized craft training programme that seeks to equip inmates with certified occupational skills for earning a legitimate living through meaningful employment and self-employment.

THE ON THE JOB TRAINING (OJT) PROGRAMME

The On-the-Job Training (OJT) Programme is designed to provide young persons with the opportunity to acquire work experience in order to develop the necessary skills and attitude for their entry or re-entry into the world of work.

The programme objectives are:

- To provide nationals of Trinidad and Tobago aged 16 to 35 with job skills and work based training opportunities that would offer them a foothold in the employment market
- To match the academic and vocational skills of prospective trainees

with labour market needs

- To assist individuals in developing the professional and interpersonal skills necessary for the workplace
- To encourage individuals to adapt specific strategies and positive work attitudes in order to enhance their chances of successfully sustaining employment and self-employment opportunities.

THE MULTI-SECTOR SKILLS TRAINING (MuST) PROGRAMME

The Multi-sector Skills Training Programme is a specialized craft-training programme that seeks to develop a cadre of competent workers within priority sectors of the national economy. Trainees will have the opportunity to gain actual on-site training, enabling them to become competent in an occupational area as well as develop other life skills that will benefit both their personal and professional development.

The key objectives of the programme are:

- To build a skills bank of qualified trainees thereby providing contractors and employers access to a pool of skilled employees
- To provide trainees with certification - the Trinidad and Tobago National Vocational Qualification (TTNVQ)
- To provide opportunities for entrepreneurial activities
- To facilitate movement of skilled labour across the Caribbean through the CARICOM Single Market & Economy (CSME).

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Ministry**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry;
- Personnel Files/ Confidential Personnel Files (CPF);
- Training Policy/ Training Plan;
- Performance Management Appraisal Reports;
- Employee Manual;
- Total Quality Management Process Manual;
- Analysis of Communications in the Ministry;
- Health and Safety Manual (Draft);
- HR Desk Manuals;
- Financial records (cheques, vouchers, receipts, journals, etc...)
- Cabinet Documents;
- News releases, speeches originating in the Ministry;
- Policy and Procedure documents;
- Internal and External correspondence files;
- Legislation and Legal Instrument;
- Files dealing with matters related to tertiary education;
- Files relating to distance learning initiatives;
- Minutes/Agenda of meetings;
- Files dealing with circulars, memoranda, notices, bulletins etc;
- Reports, Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation;
- Briefing papers;
- Files dealing with official functions, conferences and events hosted and attended by the Ministry;
- Inventories;
- Files dealing with complaints;
- Files dealing with training local and foreign;
- Files dealing with the procurement of services equipment and supplies;
- Documents relating to strategic review of Ministry, Information Technology Strategy, Training Plans;
- Documents relating to Distance Learning Programmes;
- Documents dealing with Development Programme Estimates of Expenditure.

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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 am and 4 pm on normal working days at:

Ministry of Science, Technology & Tertiary Education
 Corner Agra and Patna Streets,
 St James

Telephone Number: 622-9922

Fax Number: 628-4982

Website: www.stte.gov.tt

E-mail address: stte@stte.gov.tt

Materials will include brochures for:

- The On-the-Job Training (OJT) Programme
- The Government Assistance for Tuition Expenses (GATE) Programme
- The Higher Education Loan Programme (HELP)
- The Multi-sector Skills Training (MuST) Programme
- The Retraining Programme.

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

Not applicable at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a Document from the Ministry of Science, Technology and Tertiary Education**

How to request information:

- **General Procedure**
 Our policy is to answer all requests, both oral and written. To access a copy of a document that is not readily available to the public, the applicant must **make a request in writing** by completing the appropriate form (Request for Access to Official Documents) available from our Designated Officer (see Section 7 (vi)).
- **Addressing Requests**
 To facilitate prompt handling of your request, please address it to the Designated Officer, Ministry of Science, Technology and Tertiary Education (see Section 7 (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 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 Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your request:

- **Retrieving Documents**
 The Ministry of Science, Technology and Tertiary Education 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.

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) Conduct research.

Time limits• **General**

The FOIA sets a time limit of thirty (30) calendar days, from the date the request was received, 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

The Ministry of Science, Technology and Tertiary Education will determine whether to grant the applicant's request for access to information **as soon as practicable but no later than thirty (30) calendar days** from the date the request as received 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 and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the Ministry of Science, Technology and Tertiary Education are responsible for initial receipt of and action upon notices under Section 10, and requests for access to documents under Section 13 and Applications Under on 36 of the Freedom of Information Act.

The Designated Officer for the Ministry of Science, Technology and Tertiary Education is **Mrs. Shayphan Smith**, (Planning Officer II), located on the First Floor, Ministry of Science, Technology and Tertiary Education, Corner Patna and Agra Streets, St. James. Telephone No: **622-9922 Ext. 152**. The alternate is **Mrs. Joan Gibbs-Joseph** (Research Officer I) Telephone No. **622-9922 Ext. 143**.

Section 7 (1) (a) (vii)**Committees/Boards/Meetings that are open to the Public**

Open Tenders

Section 7 (1) (a) (viii)**Reading Room Facilities**

Information in the public domain can be accessed by a request to the Designated Officer in the Ministry and the necessary accommodation will be made.

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

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

- Copies of legislation, laws, regulations;
- Financial regulations and instructions;
- Freedom of Information Act No 26 of 1999;
- Some copies of the Trinidad and Tobago Gazette.

These documents are also available for purchase from the Sales Office, Government Printery.

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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.

- Medium Term Planning Framework;
- Public Sector Investment Programme;
- Estimates of Expenditure, recurrent and development programme;
- Procurement Policies and guidelines.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

Not applicable at this time.

SECTION 9 STATEMENTS**Section 9 (1) (a)**

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

Not applicable at this time.

Section 9 (1) (b)

A report or statement 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.

Not applicable at this time.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations or an inter-departmental Committee whose membership includes an officer of the public authority

Not applicable at this time.

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.

Not applicable at this time.

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.

Not applicable at this time.

Section 9 (1) (f)

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

A report on Institutional Strengthening of the Ministry Science Technology and Tertiary Education dated September 6, 2006 prepared by PricewaterhouseCoopers.

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.

Not applicable at this time.

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.

Not applicable at this time.

Section 9 (1) (f)

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

A report on Institutional Strengthening of the Ministry Science Technology and Tertiary Education dated September 6, 2006 prepared by PricewaterhouseCoopers.

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.

Not applicable 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.

Not applicable at this time.

Section 9 (1) (i)

A report containing final plans or proposals for the reorganization of the functions or 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.

Not applicable at this time.

Section 9 (1) (j)

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

Not applicable at this time.

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Section 9 (1) (k)

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

Not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

Not applicable at this time.

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.

Not applicable at this time.

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TENDER FOR THE SUPPLY AND DELIVERY OF VEHICLES/EQUIPMENT TO THE TRINIDAD AND TOBAGO
FIRE SERVICE, MINISTRY OF NATIONAL SECURITY

TENDERS are invited for the supply and delivery of the undermentioned Vehicles/Equipment to the Trinidad and Tobago Fire Service, Ministry of National Security—

Item I—One (1) Water Tender

Item II—One (1) Water Tanker

Item III—One (1) Emergency Tender

Item IV—One (1) Chemical/Industrial Tender

Item V—Two (2) Hazardous Material Vehicles

Item VI—One (1) Aerial Ladder Platform 30–32 m Height

Item VII—One (1) Hose Laying Tender

Item VIII—Two (2) Industrial Ambulances

Item IX—One (1) Double Cab Pick-up

Tenderers are required to quote separately for each item, as separate contracts may be awarded for each item or a combination of items.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further technical information may be obtained from Mr. Michael Salandy, Brigade Engineer, Trinidad and Tobago Fire Service, Divisional Headquarters, Chaguanas at Telephone Numbers: 665-5719/5781.

Tenders must be accompanied by the following:

- (1) 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;
- (2) Compliance Certificate 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 9th August, 2007. Envelopes must be addressed to the Chairman, Central Tenders Board and marked on the outside: "Tender for the supply and delivery of Vehicles/Equipment 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 shortly thereafter. The tenderer or his representative may be present at the opening.

Tenderers should note that the dimension of the slot in the Tenders Box is 37.5 cm. x 5.5 cm. Tenders should therefore be packaged accordingly.

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 can visit the following website address: <http://www.finance.gov.tt/tenders> for all published Tender Notices.

10th July, 2007.

J. JONES
Chairman,
Central Tenders Board