



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 163

1785

## APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. DANNY MONTANO, a Senator, to act in the Office of Senator the Honourable ARNOLD PIGGOTT, Minister of Foreign Affairs, with effect from 18th September, 2007 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Arnold Piggott, in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

18th September, 2007.

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## APPOINTMENT TO ACT AS MINISTER OF SPORT AND YOUTH AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. HOWARD CHIN LEE, a Senator, to act in the Office of the Honourable ROGER BOYNES, Minister of Sport and Youth Affairs, with effect from 20th September, 2007 and continuing during the absence from Trinidad and Tobago of the said the Honourable Roger Boynes, M.P., in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

18th September, 2007.

1787

## APPOINTMENT OF PRIVATE WAREHOUSES

*(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. Stechers Limited, Crown Point International Airport, Crown Point, Tobago, viz., Perfumery and Cosmetics, Chocolates, Cigars, Jewellery, Watches, Leather Goods, Gift Items, Spirits and Wines and such other goods as I may subsequently approve.

### SCHEDULE

An enclosed area in the Transit Departure Lounge, measuring 3.7 metres on the north, 2.9 metres on the south, 4.4 metres on the east, 4.4 metres on the west and 0.80 metres on the south-west comprising a total surface area of 13.88 square metres situated on the First Floor of the Crown Point International Airport.

The perimeter walls and floor are constructed of concrete with a galvanized iron roof.

The area is bounded on the north by a paved road, on the south by the Departure Lounge, on the west by Karrie's Craft Shop and on the east by Lagniappe Shop.

B. CHARLES  
*for Comptroller of Customs and Excise*

18th September, 2007.

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APPOINTMENT OF PRIVATE WAREHOUSES—CONTINUED  
(*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. Stechers Limited—trading as Stechers Duty Free In Bond Shop, Ground Floor, Piarco International Airport, viz., Perfumery, Cosmetics, Clocks, Jewellery, Crystal Ware, Silver Ware, Souvenirs, Cigars, Cigarettes, Tobacco, Wines, Spirits, Small Electronic Items and Binoculars, and such other goods as I may subsequently approve.

## SCHEDULE

An enclosed area situated on the Ground Floor of the western side of the Piarco International Terminal, measuring 14.0716 metres x 13.665 metres and comprising a total surface area of 192.29 square metres.

The perimeter walls are constructed of concrete with a suspended gypsum ceiling and access is gained by two (2) aluminium folding gates on the eastern side.

The area is bounded by the transit corridor and by Dufry Duty Free Shop, on the west by an exit stairwell and the Ramp, on the north by the emergency exit corridor and Ryner's Music Shop and on the south by Caribbean Airlines Duty Free Shop.

B. CHARLES  
*for Comptroller of Customs and Excise*

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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. Stechers Limited—trading as Stechers Duty Free In Bond Shop, Ground Floor, Piarco International Airport, viz., Cigars, Cigarettes, Tobacco, Smoking Accessories, Wines and Spirits, and such other goods as I may subsequently approve.

## SCHEDULE

An enclosed area in the Transit Departure Lounge, measuring 3 metres x 5 metres, comprising a total surface area of 15 square metres situated on the First Floor of the Piarco International Airport. This area is known as Stechers Tobacco and Liquor In Bond Shop.

The perimeter walls are constructed of gypsum boards with gypsum and wood ceiling and access is gained by a wood and glass doors on the southern side.

The area is bounded on the east by the Piarco Airport Florist Souvenir Shop, on the west by Island Souvenir Shop, on the north by V. P. Flyer's Club and on the south by the transit corridor.

F. A. JOHN  
*Comptroller of Customs and Excise*

1781

## DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEES

*Re-Death of*

SANJEEV RAMPERSAD, late of Light Pole No. 6, Mission Road, Maraj Road, San Juan  
a workman lately employed with the Port Authority of Trinidad and Tobago.

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, persons claiming to be the dependants of the said Sanjeev Rampersad are hereby required to appear before the Commissioner on FRIDAY THE 21ST DAY OF SEPTEMBER, 2007, at 9.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 21st day of September, 2007.

Dated this 23rd day of July, 2007.

M. ROBERTSON  
*Acting Deputy Registrar,  
Supreme Court of Judicature*

(3 ins.)

1782

## DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEES—CONTINUED

*Re-Death of*

GRABIER GARCIA, late of Light Pole No. 13, Mon Plasir Road, Cunupia  
a workman lately employed with Heller Security Services (1996) Limited.

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, persons claiming to be the dependants of the said Grabier Garcia are hereby required to appear before the Commissioner on WEDNESDAY THE 10TH DAY OF OCTOBER, 2007, at 10.00 o'clock in the forenoon at the Court House, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 10th day of October, 2007.

Dated this 10th day of July, 2007.

(3 ins.)

M. ROBERTSON  
*Acting Deputy Registrar,  
Supreme Court of Judicature*

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1783

*Re-Death of*

MAHASE RAMROOP, late of No. 23, Ramanan Street, Garth Road, Princes Town  
a workman lately employed with SDV West Indies Ltd.

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, persons claiming to be the dependants of the said Mahase Ramroop are hereby required to appear before the Commissioner on WEDNESDAY THE 26TH DAY OF SEPTEMBER, 2007, at 9.00 o'clock in the forenoon at the Court House, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 26th day of September, 2007.

Dated this 23rd day of July, 2007.

(3 ins.)

M. ROBERTSON  
*Acting Deputy Registrar,  
Supreme Court of Judicature*

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*Re-Death of*

CLAYMAN BROWN, late of 10, Ramirer Street, Morvant  
a workman lately employed with National Maintenance Training and Security

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, persons claiming to be the dependants of the said Clayman Brown are hereby required to appear before the Commissioner on WEDNESDAY THE 26TH DAY OF SEPTEMBER, 2007, at 10.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 26th day of September, 2007.

Dated this 15th day of August, 2007.

(3 ins.)

M. ROBERTSON  
*Acting Deputy Registrar,  
Supreme Court of Judicature*

**Government of the Republic of Trinidad and Tobago  
Updated Public Statement of the Ministry of Legal Affairs  
In compliance with Sections 7,8 and 9 of  
The Freedom of Information Act 1999 (FOIA)**

**GENERAL INFORMATION FOR ALL DIVISIONS IN THE  
MINISTRY OF LEGAL AFFAIRS**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Ministry of Legal Affairs 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 of Legal Affairs.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**Section 7 Statements**

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

**Function and Structure of the Ministry of Legal Affairs**

**Mission Statement**

*"Our mission is to serve our publics by achieving excellence in the protection of civil and property rights, the administration of legal services and the provision of consumer law related and regulatory services."*

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## **FUNCTION:**

The Ministry of Legal Affairs is a people-oriented, customer-focused Ministry engaged in unique service delivery that affects the lives of every citizen of Trinidad and Tobago.

The principal responsibilities of the Ministry of Legal Affairs are:-

- (i) registration of births, deaths and marriages and the issue of these certificates
- (ii) registration of companies and land title documents and the issue of certified copies of these documents
- (iii) grant of Intellectual Property Rights, administration of all laws relating to Intellectual Property and educating the public about Intellectual Property;
- (iv) examination of patents, utility certificates, trademarks, industrial designs, geographical indicators, layout designs (topographies) of integrated circuits and new plant varieties
- (v) consumer empowerment and the safeguarding of consumers' rights;
- (vi) preparation of technically sound draft legislation based on Government policies and preparing, publishing and maintaining revised editions of the Laws of Trinidad and Tobago;
- (vii) hearing and determination of applications for review of rent from landlords or tenants in respect of tenancies of dwelling houses falling under the Rent Restriction Act\*
- (viii) provision of legal aid and advice to persons of moderate or small means
- (ix) testing and certifying of measuring scales.

## **ORGANIZATIONAL STRUCTURE AND STAFFING**

The Ministry of Legal Affairs is divided into the following Divisions/Sections/Units/Statutory Bodies.

Registrar General's Department (including the Civil, Land and Companies Registries)  
Intellectual Property Office  
Consumer Affairs Division

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\*Re-enactment of the Rent Restriction Act is required

1790—Continued

Human Resource Management Unit  
IT Unit  
Corporate Communications  
Legal Unit  
General Administration  
Rent Assessment Board  
Law Revision Commission  
Legal Aid and Advisory Authority

### **Registrar General's Department**

The Registrar General's Department receives information relative to companies and businesses operating in Trinidad and Tobago, births, deaths and marriages occurring in Trinidad and Tobago and land transactions such as sales and mortgages and charges against personal property and judgments and actions pending. The Department makes such information available upon request and entitlement, and upon payment of the prescribed fees, issues certified copies of documents. The Registrar General's Department is located at 72-74 South Quay, Port of Spain with sub offices at:

#9 Leotaud Street, San Fernando  
#32 Pro Queen Street, Arima  
Jerningham Avenue, Scarborough, Tobago

### **Intellectual Property Office**

The Intellectual Property Office is a division of the Ministry of Legal Affairs. The Intellectual Property Office was established on December 1, 1997 by the Patents Act, 1996. Under an interim staff structure, it comprises a staff of 45 and is headed by the Controller. The Intellectual Property Office has responsibility to:

- Grant Intellectual Property Rights
- Determine Opposition Hearings
- Make Intellectual Property information available to the public
- Receive international applications under the Patent Cooperation Treaty
- Provide advice to the Government on Intellectual Property matters
- Create and maintain public awareness
- Promote inventiveness among citizens
- Make Patent Technical Information available
- Participate in the general development of International Intellectual Property and Intellectual Property Law in particular.

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The rights granted are private rights used by individuals, entrepreneurs and corporations to support their strategic research, commercialization and marketing objectives.

The Office is located on the Third Floor, Registration House, 72-74 South Quay, Port of Spain.

### **Consumer Affairs Division**

The role of the Consumer Affairs Division is that of an empowering organization charged with the social responsibility of guarding consumers' rights through educational outreach, consumer guidance and the application of consumer laws. The CAD also monitors compliance with the Consumer Protection and Safety Act No. 30 of 1985 as amended by Act No. 22 of 1998 and the Trade Descriptions Act No. 7 of 1984 as well as a number of other pieces of consumer protection and business regulation statutes. The office is located at Agostini Building, 3 Duncan Street, Port of Spain. CAD sub-offices are located at:

- Couva Complaints Desk c/o Ministry of Social Development Campden Road, Couva
- Rio Claro Complaints Desk, c/o Prices, Weights and Measures, School Street, Rio Claro
- San Fernando Complaints Desk, #3 Leotaud Street, San Fernando

### **Weights and Measures**

The Weights and Measures Unit is responsible for checking the accuracy and justness of all weighing and measuring instruments used by vendors to conduct their trade.

The Head Office of the Weights and Measures Division is located at Agostini Building, 3 Duncan Street, Port of Spain, with stamping stations at:

Central Market, Beetham Highway Port of Spain  
Gomez Street, Sangre Grande  
Railway Road, Couva  
Railway Road, Princes Town  
146-148 Coffee Street, San Fernando  
Siparia Market, Siparia  
Cap-de-Ville Market, Point Fortin  
School Street, Rio Claro

**Human Resource Management Unit.**

The Human Resource Management Unit of the Ministry of Legal Affairs is charged with the responsibility to carry out those functions, which have been devolved to the Permanent Secretary by the Chief Personnel Officer and delegated by the Public Service Commission.

The responsibilities are Human Resource Planning, Institutional Strengthening through training and development, Performance Management and Employee Relations.

The focus of the Human Resource Unit is therefore to assure that the requisite strategic and operational functions are undertaken in order to ensure the desired staffing levels and skills mix are achieved, performance is managed and optimized and staff welfare is enhanced.

The Unit is located at the Mode Alive Building, 34 Frederick Street, Port of Spain.

**IT Unit**

This Unit provides the Ministry with the IT services required to fulfill the objective of providing quality customer service to all its clients.

The Unit is located at Registration House, 72-74 South Quay, Port of Spain.

**Corporate Communications Unit**

The Corporate Communications Unit is charged with planning and coordinating proactive information services programs for the Ministry of Legal Affairs. This includes the creation, implementation and management of communications programs crafted to effectively describe and promote the Ministry and its various divisions.

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The Corporate Communications Unit spearheads the development and implementation of appropriate plans and strategies designed to communicate information to relevant stakeholders. The Corporate Communications Unit is responsible for the development and implementation of the communications strategy for the Ministry and its seven constituent Divisions via: -

- Strategic Communications Planning
- Marketing Initiatives
- Stakeholder Relationship Management
- Internal Communications
- Image and Reputation Management
- Events Planning and Management
- Media Relations

The Corporate Communications Unit develops and maintains professional contacts and affiliations with the media, and related resources to complete projects that will effectively facilitate and promote the dissemination of information about the Ministry and its initiatives, while strengthening relationships with stakeholders.

The Unit is based at the Agostini Building, 3 Duncan Street, Port of Spain.

### **Legal Unit**

The Legal Unit provides legal advice to the Honourable Minister, the Permanent Secretary, the Deputy Permanent Secretary on all Units of the Ministry. The Unit has responsibility for the Ministry's legislative reform programme and the drafting of contracts for the supply of goods and services.

The Unit is based at Agostini Building 3, Duncan Street, Port of Spain.

### **General Administration**

This Unit provides the administrative infrastructure to facilitate the various Departments of the Ministry of Legal Affairs to accomplish their goals efficiently and effectively.

This Unit is based at Registration House, Fourth Floor, 72-74 South Quay while the Accounting Section of the Unit is located at the Mode Alive Building 34, Frederick Street, Port of Spain. The Audit Section is also located at the Mode Alive Building.

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### **Rent Assessment Boards**

The Rent Assessment Boards were appointed to hear and determine applications whether by landlords or tenants for a review of rent in respect of tenancies of dwelling houses coming under the Rent Restriction (Dwelling Houses) Act, 1981 as amended by the Rent Restriction (Restriction and Validation) Act, 1991 or in respect of land coming under the Land Tenants (Security of Tenure) Act, 1981 as amended by the Land Tenants (Security of Tenure)(Amendment) Act 1983.

The offices are located at:

#11 Independence Avenue, San Fernando,  
110 Henry Street, Port of Spain  
32 E Pro-Queen Street, Arima, and  
Scarborough Magistrates Court, Bacolet Street, San Fernando

### **Law Revision Commission**

The principal function of the Commission is to prepare, publish and maintain a revised edition of the written laws of Trinidad and Tobago in accordance with provisions of the Law Revision Act Chapter 3:03.

The Commission is located at Park Plaza, St. Vincent Street, Port of Spain

### **Legal Aid and Advisory Authority**

The Legal Aid and Advisory Authority established by the Legal Aid and Advice Act of 1976, makes legal aid and advice readily available to persons of small or moderate means. These services are provided by legal officers attached to the Authority and Attorneys-at-Law in private practice who have applied to be included on the panels of Attorneys maintained by the Authority.

The main office is located at Corner Edward and Oxford Streets, Port of Spain, with sub-offices at:

102-104 Coffee Street, Howard Lane, San Fernando  
Corner Savi Street and Boodooville Circular Road, Sangre Grande  
Pro Queen Street (Upstairs Willies Ice Cream) Arima  
Family Services Centre, Camden Road, Couva

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Debe/Penal Regional Corporation, Dookie Street, Penal  
Siparia Regional Corporation, High Street, Siparia  
Chaguanas Borough Corporation, 24 Ramsaran St. Chaguanas

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

Categories of Documents in the possession of the Ministry which are common to all Divisions of the Ministry of Legal Affairs.

1. General administration files and documents dealing with the operations of the Ministry.
2. Personnel files which detail staff appointments, job applications, job specifications, promotions, transfers, resignation, retirements, deaths etc.
3. Files dealing with the accounting and financial management function of the Ministry
4. Financial records
5. Cabinet documents
6. News releases or speeches originating in the Ministry of Legal Affairs
7. Policy and Procedure documents
8. Customer files
9. Training Plans
10. Legislation and Legal instruments
11. Legal opinions
12. Minutes of Meetings
13. Files dealing with memoranda, circulars, bulletins and similar documents
14. Reports
15. Complaints files
16. Periodicals and Publications

### **Registrar General's Department**

- Registers of Births, Deaths and Marriages and Muslim Divorces
- Registers of Deeds, Polls, Bills of Sale, Lis Pendens, Judgements, Wills, Charges, Real Property Ordinance, Vesting Orders and Court Orders.
- Registers of business names, newspapers and incorporation of Companies.

### **Intellectual Property Office**

- CD-ROMS and DVD-ROMS of patent documents (US Patent and Trademarks Office, Japanese Patent Corporation Treaty, French BREF) and new plant varieties.
- Draft and certified copies of granted industrial property applications (patents, utility certificates, trademarks, industrial designs, geographical indications, layout designs (topographies) or integrated circuits, new plant varieties) access to registers of granted applications upon payment of prescribed fees (ungranted applications are not open to public scrutiny). Copies of certificates can only be provided to rightsholders or their agents upon payment of prescribed fees.
- Bibliographic information on all industrial property applications.
- Industrial property statistics, annual technical reports, annual reports etc.

### **Law Revision Commission**

- Revised Edition of the Laws of Trinidad and Tobago.

### **Legal Aid and Advisory Authority**

- Documents filed by the Authority in the various Registries of the Judicial System
- Panel of Attorneys-at-Law registered with the Authority/Approval/Declined/Deferred list of applications before the Board of the Authority

### **Rent Assessment Boards**

Certified copies of the entries in the appropriate Registers kept by the boards may be obtained on payment of the requisite fee.

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

Material Prepared for Publication or Inspection:

- Registers of granted industrial property applications are open for inspection from 10.00 a.m. to 4.00 p.m. Monday to Friday except Public Holidays
- CD-ROMS, DVD-ROMs and other documents within the Technical Library of the IPO are open to the public by appointment (an information officer is needed to guide users).

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- Draft and certified copies of granted industrial property applications may be obtained upon submission of a letter of request to the Controller and payment of the prescribed fees.
- Copies of CD-ROMs of public education materials and seminars, where recorded.
- Copies of brochures and leaflets of public education and procedural issues.

Documents for public inspection can be viewed at the following offices:

**Registrar General's Department**

72–74 South Quay

Telephone No. 623-7163

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Intellectual Property Office**

72-74 South Quay

Level 3

Telephone 623-7163

between the hours of 10.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Consumer Affairs Division**

No. 3Duncan Street

Port of Spain

Telephone No. 623-7741

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Rent Assessment Board**

110 Henry Street

Port of Spain

Telephone No. 625-2670

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Rent Assessment Board**

#32 Pro Queen Street

Arima

Telephone 667-1700

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

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**Rent Assessment Board**

11 Independence Avenue

San Fernando

Telephone No. 657-2005

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Rent Assessment Board**

Scarborough Magistrate Court

Scarborough

Tobago

Telephone No. 639-5370

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Law Revision Commission**

Park Plaza

St. Vincent Street

Port of Spain

Telephone No. 625-9860

between the hours of 8.00 a.m. to 4.00 p.m. Monday to Friday except public holidays.

**Legal Aid and Advisory Authority**

Corner Oxford Street and Edward Street

Port of Spain

Telephone No. 625-0454

between the hours of 8.00 a.m. to 12.00 noon Monday to Friday except public holidays.

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

Literature Available by Subscription.

Not applicable.

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

General Policy for Accessing a Document from all Divisions of the Ministry of Legal Affairs

How to request Information:

**General Procedure**

The Ministry's 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 has been refused), you must make your request in writing. The applicant must therefore, complete the appropriate form (request for Access to Official Documents) available in any Public Authority in order to access information that is not readily available in the public domain.

**Addressing Requests:**

See Section 7(1)(a)(vii)

It will help the Ministry to answer your question sooner if you address it to the Designated Officer or Alternate of the respective Division of the Ministry of Legal Affairs.

See Section 7(1)(a)(vi) for a list of designated officers.

**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 the Ministry's Designated Officer.

**Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from this Ministry or another public authority, for example, brochures and pamphlets etc.

## **Responding to your Request**

The Ministry of Legal Affairs is required to furnish copies of documents only when they are in its possession or those it can retrieve from storage. If the Ministry has stored the information you want in the National Archives or another storage center, it will try to retrieve it where possible, in order to process your request.

### **Furnishing Documents:**

- (i) The Ministry is required to furnish copies of information in its possession, custody or power. It is not compelled to create new documents. For example, it is not required to write a new programme so that a computer will print information in the format you prefer.
- (ii) The Ministry is not required to perform research for you
- (iii) The Ministry is required to furnish only one copy of a document
- (iv) If the Ministry cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, it will furnish the best copy possible and note its quality in its reply.

### **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 it fails to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. The Ministry will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, the request will be acknowledged and the Ministry will advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

### **Time Allowed:**

The Ministry will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days from the date the request was received 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 or be provided with copies, if you so request.

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

Officers in the Ministry of Legal Affairs responsible for:

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

**The Designated Officer of the Ministry of Legal Affairs is**

Mr. Kenneth Sealy  
Administrative Officer V  
Fourth Floor  
Registration House  
72-74 South Quay  
Port of Spain  
Telephone No. 623-1235  
Fax 625-9803

**The Alternate Officer is**

Ms. Allison Hughes  
Administrative Officer IV  
Registrar General's Department  
Registration House  
72-74 South Quay  
Port of Spain  
Telephone No. 623-7163  
Fax 623-6559

**The Designated Officer for the Legal Aid and Advisory Authority is**

Mr. Richard Ragoobarsingh  
Legal Officer,  
Legal Aid and Advisory Authority  
Corner Edward & Oxford Streets  
Port of Spain  
Telephone No. 625-0454

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### **The Alternate Officer is**

Ms. Nancy Arneaud  
Secretary, Legal Aid and Advisory Authority  
Corner Edward & Oxford Streets  
Port of Spain  
Telephone No. 625-0454

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

Advisory Boards, Councils, Committees and other bodies (Meetings/Minutes are open to the Public)

Not applicable at this time.

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

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

Information in the Public domain can be accessed by a request to the relevant Designated Officer and the necessary accommodation will be made available  
Information in the Public domain can also be accessed through our website [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt).

### **Section Statements**

#### **Section 8(1)(a)(i)**

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

- Legal Aid and Advice Act Chapter 7:07
- The Rent Restriction Act Chapter 59:50
- The Land Tenants (Security of Tenure) Act, 1981 (Act No. 11 of 1981) as amended by the Land Tenants (Security of Tenure)(Amendment) Act, 1983 (Act No.1 5 of 1983
- The Rent Restriction (Re-enactment and Validation) Act, 1991 (Act No. 36 of 1991)
- The Rent Restriction (Dwelling Houses) Act, 1981 (Act No. 45 of 1981)
- Civil Service Act and Regulations Ch 23:01
- Financial Regulations 1965

1790—Continued

- Public Service Commission Regulations 1966 and Amendments
- Central Tenders Board Ordinance No. 22 of 1961 and Amendments
- Freedom of Information Act No. 26 of 1999 as amended by Act No. 92 of 2000
- Consumer Protection and Safety Act No. 30 of 1985 as amended by Act No. 22 of 1998
- Trade Description Act 1984 and amendments
- The Adverse Trade Practices Order, 2000
- Sale of Goods Act No. 37 of 1895 as amended by Act No. 11 of 1983 and Act No. 28 of 1985
- Hire Purchase Act No. 17 of 1957
- Unfair Contract Terms Act No. 28 of 1985
- Misrepresentation Act No. 12 of 1983

### **Section 8(1)(a)(ii)**

Not applicable

### **Section 8(1)(b)**

Not applicable

### **Section 9 Statements**

**Sections 9(1)(a) to (f) and 9(1)(h) to (m)** are not applicable.

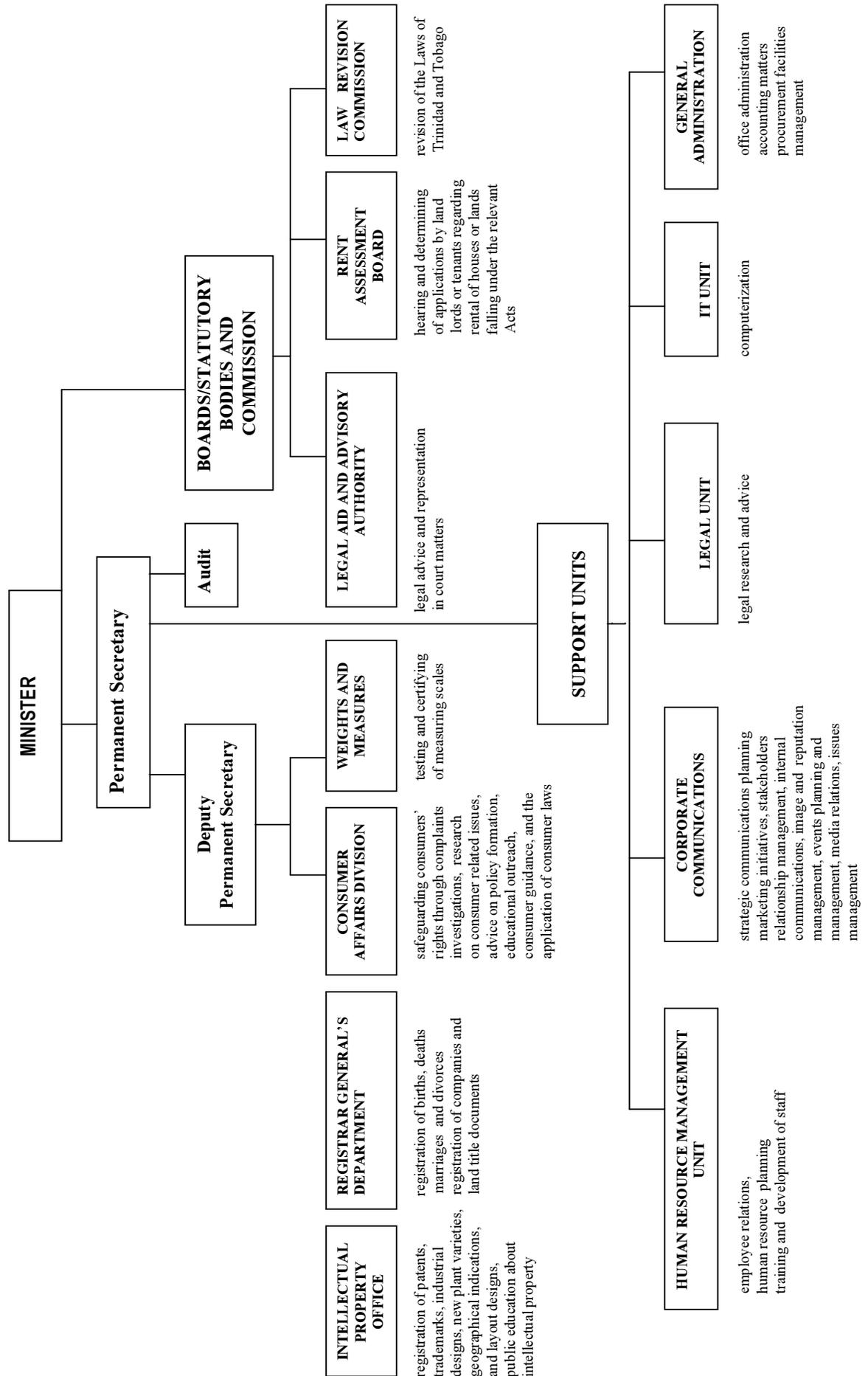
### **Section 9(1)(g)**

- National Consumer Policy
- Policy with respect to Testing and Rating of Consumer Appliances
- Green Paper: Consumer Protection in the Information Age
- Report on Public consultation on Green Paper: Consumer Protection in the Information Age
- Memorandum of Understanding between the Ministry of Legal Affairs and the Tobago House of Assembly

**Ministry of Legal Affairs**

**August 8, 2007**

**ORGANISATIONAL CHART  
MINISTRY OF LEGAL AFFAIRS**



FREEDOM OF INFORMATION ACT (FOIA) 1999  
**PUBLIC STATEMENT OF THE NURSING COUNCIL OF  
 TRINIDAD AND TOBAGO (NCTT)**  
 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM  
 OF INFORMATION ACT, No. 26 of 1999

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Under the Freedom of Information Act, No. 26 of 1999 each Public Authority is required to publish an annual Statement of Affairs. This Statement describes the structure and functions of the Nursing Council of Trinidad and Tobago (herein after called the Council) and lists categories of documents held by the Council which are available for public scrutiny. The Act gives the public a general right of access (with exemptions) to official documents held by the Council.

#### Section 7 – STATEMENTS

**(i) Statement on the organization and functions of the Council.**

The Nursing Council of Trinidad and Tobago (NCTT), is located at 25/26 Victoria Square West, Port of Spain. It is the Regulatory Body incorporated by an Act of Parliament for the regulation of the nursing and midwifery professions and the protection of the public.

The Nursing Council of Trinidad and Tobago (NCTT) was established in June 1950 by the Nurses and Midwives Registration Ordinance (since repealed) and continued under the Nurses and Midwives Registration Act No. 33 of 1960 now Chapter 29:53 This Act provides for the “Registration of Nurses, Midwives and Nursing Assistants, and for other matters connected therewith.”

#### **The Mission of the Council**

The Mission of the Council is to safeguard the public interest by regulating the professions of Nursing and Midwifery through its legal obligations for registration, enrolment and disciplining of nursing personnel practising locally and abroad; establishing and monitoring standards of nursing and midwifery education; and maintaining the integrity of the professions.

#### **The Vision**

*To strengthen our position as a performance-driven, customer-centric organization which is sensitive to the needs of our stakeholders, ensures professional standards and promotes best practices and excellence in nursing within the context of environmental dynamics and change.*

#### **Composition of the Council**

The Council is comprised of *twenty-two* persons.

The Chief Medical Officer and the Chief Nursing Officer - ex-officio members  
*Five* persons appointed by the Minister of Health who have special interest and experience in matters pertaining to nursing

*Two* persons appointed by the Medical Board

*Eleven* persons of whom no more than two shall be medical practitioners, elected by persons who are registered as nurses under the Act at the date of the election

*One* person elected from among their own number by the persons who are registered as midwives under the Act at the date of the election; and

*One* person elected from among their own number by the persons who are registered as mental nurses under the Act at the date of the election.

Members, other than the ex-officio members, hold office for three years but are eligible for re-election or re-appointment.

1791—Continued

The Ordinary Meeting of the Council is held once per month

### **Executive Members**

The President, Vice-President and the Treasurer are elected officers who form part of the Executive.

### **Functions of the Council**

The Council assists and advises the Minister of Health on matters pertaining to nursing care for the sick and midwifery services in Trinidad and Tobago, and in particular on the establishment of a recruitment and training programme for the provision and maintenance of the care and of the services.

The core functions of the Council are conducted by Committees namely: Finance and Administration ; Education ; Registration and Midwifery Committees. The Disciplinary Committee is an ad hoc committee which is convened in response to complaints brought against nurses, midwives and nursing assistants. A Specialty Committee examines specialty areas in nursing for which accreditation is considered.

- Standards: The Council sets standards for nursing and midwifery education and nursing practice. It also sets the codes of conduct for nursing and midwifery.
- Education: Conducts examinations at all levels of training in General and Mental Nursing  
Reviews transcripts of applicants seeking registration  
Interviews applicants (whose first language is not English) seeking registration in Trinidad and Tobago  
Approves nursing curricula and sets syllabi for nursing, midwifery and the training of nursing assistants  
Attends to matters pertaining to nursing students in accordance with the Nurses and Midwives Registration Act.
- Midwifery: Conducts examinations in Midwifery  
Reviews transcripts of applicants for the practice of midwifery  
Revises midwifery curricula  
Attends to matters related to pupil midwives in accordance with the Nurses and Midwives Registration Act
- Registration: Registers General Nurses, Mental Nurses and Midwives and enrolls Nursing Assistants
- Discipline: Investigates allegations of misconduct and unfitness to practice  
Takes disciplinary action where there is evidence in support of the allegation.  
Cancels or suspends the registration of the nurse, midwife or nursing assistant as deemed fit  
Reinstates a nurse, midwife or nursing assistant where applicable
- Accreditation: Inspects and Approves/Accredits places of training and affiliate places of training for student nurses and nursing assistants.
- Advocacy: Advocates for patients and the public in matters relating to health care.

### **Effects of the functions on the Public**

- *The composition of the membership on the Council* is representative of persons or bodies with special interest and experience reflective of the varying publics. These persons are part of the decision-making process
- *Functions such as the formulation of Nursing Standards, Codes of Conduct and Certification of Practitioners* direct the level and quality of care that ought to be provided to the public at institutions, both public and private.
- *Accreditation of institutions* to be designated as approved and/or affiliate places of training for student nurses and/or nursing assistants ensures the suitability and adequacy of the facilities to provide nursing care at the required standard and assures quality and the safety of the patient/clients.
- *The advisory and advocacy roles* impact directly on the response by the Council to the needs/demands of patients.

1791—Continued

**(ii) Statement on categories of documents held by the Council**

- Nurses and Midwives Registration Act: Chapter 29:53
- Medical Board Act: Chapter 29: 50
- Freedom of Information Act, 26 of 1999
- Industrial Relations Act Chapter 88:01
- Value Added Tax Act (Finance Act 37 of 1989)
- Pharmacy Board Act: Chapter 29: 52
- Registers of General Nurses, Mental and Midwives
- Roll of Nursing Assistants
- Annual Reports
- Minutes of Meetings of the Council
- Documents related to Personnel Matters
- Personnel Policy Manual
- Files related to Correspondence, Circulars, Memos and Notices, Periodicals, Journals and Newsletters of local and international agencies that are health related
- International Council of Nurses policy statements
- Nursing and Midwifery Council (formerly UKCC) policy statements/guidelines
- Forms and other general administrative documents
- Nursing Competencies (CARICOM)

**(iii) Statement of materials prepared by the Council for inspection under Part 11 of the FOIA.**

- Code of Conduct for Nurses
- Scope of Professional Practice for Nurses
- Regulations and Guidelines governing the Practice of Nursing
- Brochures re the history, structure and function of the Council
- Register of Nurses
- Roll of Nursing Assistants

The public can inspect these documents at

**The Nursing Council of Trinidad and Tobago  
Dolly-Hargreaves House  
25/26 Victoria Square West  
Port-of-Spain**

**(iv) Statement listing literature available by prescription.**

N/A

**(v) Statement of procedure to be followed in requesting access to documents and responding to requests.**

Our policy is to answer all written requests for information.

To access a copy of a document from the Council that is not in the public domain, the applicant must make the request on the prescribed form (Request for Access to official documents) available at the office.

The request should provide enough information to enable the officer who is designated to deal with the request to identify and locate the records the client wished to acquire. If insufficient information is provided, the Council will seek clarification from the applicant.

Should the applicant be uncertain as to the details to be included, the designated officer will assist with details which must be included.

The client will be notified in writing as to the status of the request as soon as possible within thirty days.

Initially, the document will be made available for viewing.

Should a copy of the document be required by the client, the Council is required to furnish only one copy of a document in its possession, custody or power, free of charge. If the copy of the document is not legible, Council will not attempt to reconstruct it but furnish the best possible copy and note its quality in our reply.

1791—Continued

The document can then be collected from the Council at the given address within seven days upon receipt of payment. Council will try diligently to comply with the time limits. If it appears however, that processing your request may take longer than the statutory limit, Council will acknowledge the request and advise the applicant accordingly of the status.

(vi) **Statement specifying officers responsible for the process of request to access documents.**

The Designated Officer for the Council is  
Mrs. G. Marina Corbin-Thomas (Secretary of the Council),  
The Nursing Council of Trinidad and Tobago,  
Dolly-Hargreaves House,  
25/26 Victoria Square West. Port-of-Spain.  
Tel: 625 1272; Fax: 627 8730; e.mail: [secretary@nursingcounciltt.org](mailto:secretary@nursingcounciltt.org) or  
[33of1960@tstt.net.tt](mailto:33of1960@tstt.net.tt)

The Alternate Officer is:  
Mrs. Marva O'Brien  
Address: As above.

In respect of specific documents that require approval by the Council, the Decision Maker is Ms. Jean Kirton, President, at the same address.

(vii) **Statement of Boards, Council and Bodies constituted by two or more persons.**

Council does not have other Bodies that function within the meaning of this section of the FOIA.

(viii) **Statement of the Council's Standard Information Centre.**

The Reading Room may be accessed by appointment only. An applicant must liaise with the designated officer to schedule an appointment.

### Section 8: STATEMENTS

All Documents containing written laws provided by the Council may be inspected at the Council. Purchase of documents are made at the Government Printery and not at the Council.

### Section 9: STATEMENTS

At this time there are no such documents.

Prepared by the Nursing Council of Trinidad and Tobago

September 17, 2007