



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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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—*

Civil Aviation [(No. 2) Operations] (Amendment) Regulations, 2008—(Legal Notice No. 34 of 2009).

Civil Aviation [(No. 3) Air Operator Certification and Administration] (Amendment) Regulations, 2008—(Legal Notice No. 35 of 2009).

Civil Aviation [(No. 7) Instrument and Equipment] (Amendment) Regulations, 2008—(Legal Notice No. 36 of 2009).

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## MARRIAGE OFFICER'S LICENCE GRANTED

LICENCE dated 27th January, 2009 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

27th January, 2009.

P. TAYLOR  
*Minister of Legal Affairs*

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Roman Catholic Church	... Rodney Joseph Olive	... Upper Sixth Avenue Barataria	St. Theresa Roman Catholic Church Church Upper Sixth Avenue Barataria

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## DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

### *Re-Death of*

KENRICK JOHN, late of Corner Trotman Street and Eastern Main Road, Laventille  
a workman lately employed with Coosal's Construction Co. 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 Kenrick John are hereby required to appear before the Commissioner on THURSDAY THE 19TH DAY OF FEBRUARY, 2009, at 9.30 a.m. 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 19th day of February, 2009.

Dated this 9th day of January, 2009.

(3 ins.)

J. RODRIGUEZ  
*Assistant Registrar,  
Supreme Court of Judicature*



## **THE 2008 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO FILM COMPANY LIMITED**

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

#### **INTRODUCTION**

In accordance with Section 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, the Trinidad and Tobago Film Company Limited is required by law to publish the following statements which list the documents and information generally available to the public. The following information is published with the approval of the Minister of Trade and Industry.

The Act gives the members of the Public:

- (1) A legal right for each person to access information held by the Trinidad and Tobago Film Company;
- (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) – Functions and Structure of TTFC**

The Trinidad and Tobago Film Company Limited is a national agency incorporated on May 4<sup>th</sup> 2005 under the Companies Act 1995. The company is under the supervision of the Minister of Trade and Industry. It comprises a staff of twelve (12) persons and is located at Suite 015, Bretton Hall, 16 Victoria Avenue, Port of Spain.

##### **Mission Statement**

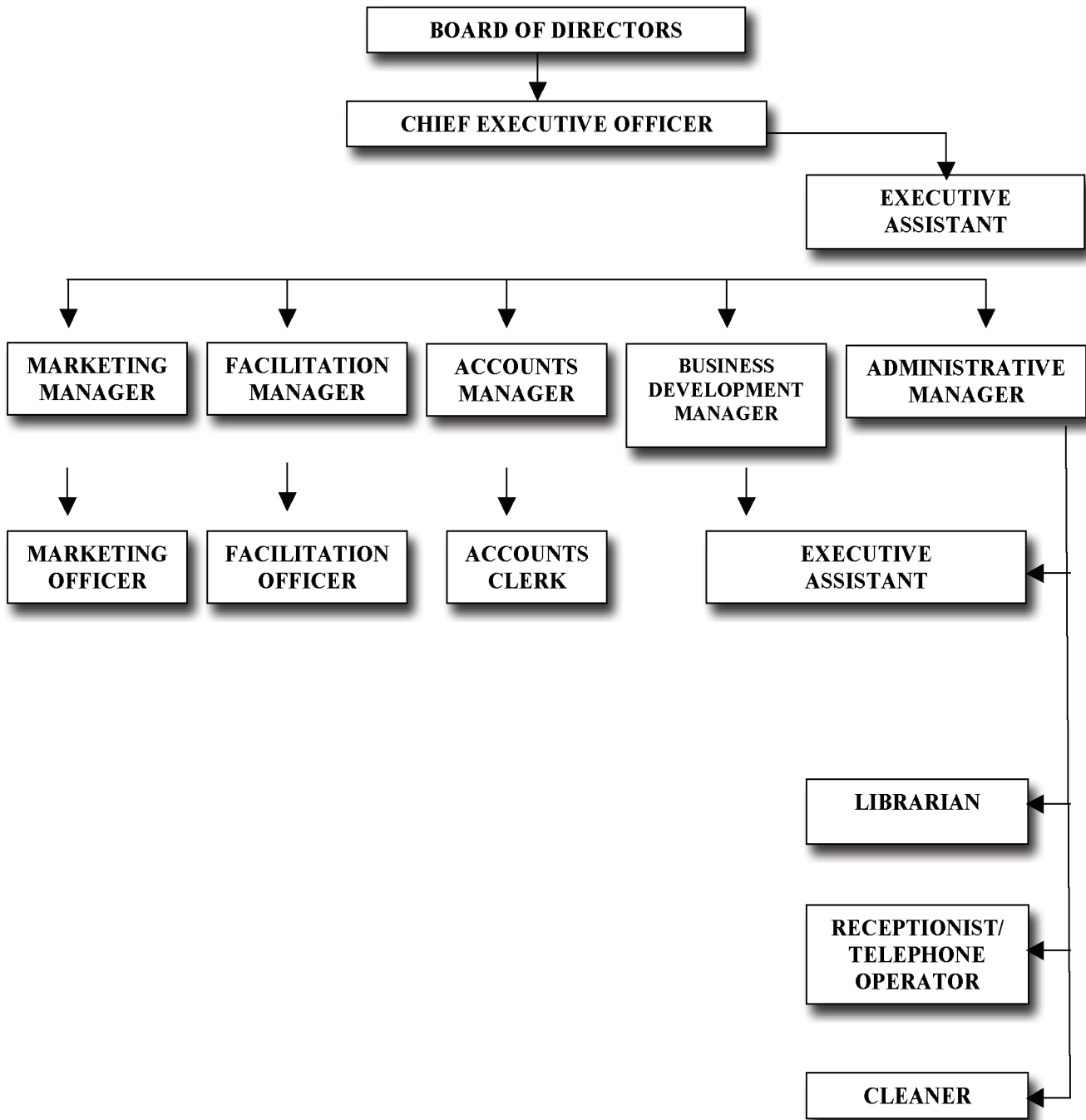
To establish Trinidad and Tobago as the premier Caribbean film location and production centre within the international film and television marketplace.

##### **Objectives of the TTFC**

The objectives of the TTFC are to stimulate employment and investment in Trinidad and Tobago by:

- Contributing to the continued expansion of a business environment in T & T that is advantageous to the growth of the film and television industry and to the growth of new employment, investment and production opportunities;
- Facilitating and supporting innovation, invention and excellence in the film and television industry by stimulating creative production, format innovation and new models of collaboration among sectors of the cultural media industry;
- Fostering and facilitating co-operation among entities within the film and television industry and between the public and private sectors to stimulate synergies in product development and the creation of products with original local content;
- Assisting in the promotion and marketing of Trinidad and Tobago film industry as a world-class leader;
- Administering local tax credit programs and such other programs and initiatives as may be required by legislation or by a Minister of the Government; and
- Acting as a catalyst for information, research and technological development in the cultural media industry nationally and internationally.

**TRINIDAD AND TOBAGO FILM COMPANY LIMITED**  
**ORGANIZATIONAL STRUCTURE**



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## SECTION 7 STATEMENTS

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

Categories of Documents in the possession of the Trinidad and Tobago Film Company Limited:

1. Files dealing with administrative support and general administrative documents for the operations of the Trinidad and Tobago Limited.
2. Personnel files which detail staff appointments.
3. Files dealing with the accounting and financial management function of the Trinidad and Tobago Film Company Limited.
4. Financial records (cheques, vouchers, receipts etc).
5. Cabinet documents
6. Policy and procedure documents.
7. Files dealing with matters relating to the procurements of supplies, services and equipment.
8. Customer files.
9. Minutes of meetings.
10. Books, booklets, leaflets, brochures, posters, newspaper clippings.
11. Periodicals and publications.

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

Material prepared for publication or inspection.

The public may inspect and/or obtain copies of certain material between the hours of 8.00AM to 4.30PM on normal working days at:

Suite 015, Bretton Hall  
16 Victoria Avenue,  
Port of Spain  
Tel: 625-FILM (3456)  
Fax: 624-2683

The materials available are:

- Brochures
- The Freedom of Information Act, 1999

### Section 7 (1) (a) (iv)

Literature available by subscription

There is no literature available by subscription from the Trinidad and Tobago Film Company Limited.

### Section 7 (1) (a) (v)

Procedure for accessing official document under FOIA.

## How to Request Information

### • General Procedure

TTFC's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at TTFC's office, for information that is not readily available to the public.

### • Addressing Requests

To facilitate their prompt handling requests should be addressed to the Designated Officer of TTFC.

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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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with TTFC'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 TTFC or another public authority.

- **Furnishing Documents**

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

Please note TTFC is not compelled to do the following:

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

### **Time Limits**

#### **General**

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

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

Officers at TTFC responsible for:

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

### **The Designated Officer for the Company is:**

Ms. Carla Foderingham  
Chief Executive Officer  
Trinidad and Tobago Film Company Limited  
Suite 015, Bretton Hall,  
16 Victoria Avenue, Port of Spain  
Tel: 625-3456 ext 32

### **The Alternate Officer is:**

Ms. Denise Geyette  
Facilitation Manager  
Trinidad and Tobago Film Company Limited  
Suite 015, Bretton Hall,  
16 Victoria Avenue, Port of Spain  
Tel: 625-3456 ext 26

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

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

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

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

Library/Reading Room Facilities

Information in the public domain can be accessed at TTFC's library room or through TTFC's website at [www.trinidadandtobagofilm.com](http://www.trinidadandtobagofilm.com).

- Members of the public may make general enquiries to the Designated Officer or the Alternate at 625-3456.
- TTFC's Library Room is located on the ground floor at TTFC's Office, Suite 015, Bretton Hall, 16 Victoria Avenue, Port of Spain.
- The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of 8.00AM to 4.30PM.

**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:

- At this time, TTFC has no such documents.

**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, practices or precedents:

- Policies and procedures documents
- Strategic Plan

**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:

- At this time, TTFC has no such documents.

**SECTION 9 STATEMENTS**

**Section 9 (1) (a)**

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

- At this time, TTFC has no such reports or statements

**Section 9 (1) (b)**

A report, or a statement containing the advice or recommendations of body or entity established outside TTFC 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 TTFC or to the responsible Minister.

- At this time, TTFC has no such reports or statements.

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**Section 9 (1) (c)**

A report, or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of TTFC.

- At this time, TTFC has no such reports or statements.

**Section 9 (1) (d)**

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

- At this time, TTFC has no such reports or statements.

**Section 9 (1) (e)**

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

- At this time, TTFC has no such reports.

**Section 9 (1) (f)**

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

- At this time, TTFC has no such reports.

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

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

- At this time, TTFC has no such reports.

**Section 9 (1) (h)**

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

- At this time, TTFC has no such report.

**Section 9 (1) (i)**

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

- At this time, TTFC has no such reports.

**Section 9 (1) (j)**

A statement prepared by TTFC containing policy directions for the drafting of legislation.

- At this time, TTFC has no such statements.

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**Section 9 (1) (k)**

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

- At this time, TTFC has no such reports.

**Section 9 (1) (l)**

An environmental impact statement prepared within TTFC

- At this time, TTFC has no such statement.

**Section 9 (1) (m)**

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

- At this time, we have no such reports.

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REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union:

THE BANKING INSURANCE AND GENERAL WORKERS'  
UNION  
58, EIGHTH STREET  
BARATARIA

Name and Address of Employer:

MUSLIM CREDIT UNION CO-OPERATIVE SOCIETY LIMITED  
59, SILVER MILL, EASTERN MAIN ROAD  
SAN JUAN

TAKE NOTICE that on the 19th January, 2009, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit comprising “the monthly rated employees” of Muslim Credit Union Co-operative Society Limited.

Dated this 20th day of January, 2009.

C. BUFFONG  
*Acting Secretary, Registration Recognition  
and Certification Board*