



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 71

1049

## APPOINTMENT TO ACT AS ATTORNEY GENERAL

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. PETER TAYLOR, a Member of the House of Representatives, to act in the Office of Senator the Honourable JOHN JEREMIE, Attorney General, with effect from the afternoon of 10th June, 2009 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable John Jeremie, in addition to the discharge of his normal duties and those of the Minister of Agriculture, Land and Marine Resources.

H. HEMNATH  
*Secretary to His Excellency  
the President*

10th June, 2009.

1050

## APPOINTMENT TO ACT AS MINISTER OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION

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 MRS. HAZEL ANNMARIE MANNING, a Senator, to act in the Office of the Honourable CHRISTINE KANGALOO, Minister of Science, Technology and Tertiary Education, with effect from 13th June, 2009 and continuing during the absence from Trinidad and Tobago of the said the Honourable Christine Kangaloo, M.P., in addition to the discharge of her normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

10th June, 2009

1051

## APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

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 DR. LENNY KRISHENDATH SAITH, a Senator, to act in the Office of Senator the Honourable MARIANO BROWNE, Minister of Trade and Industry, with effect from 13th June, 2009 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Mariano Browne, in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

10th June, 2009.

1052

## APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed MR. FOSTER CUMMINGS, to be temporarily a Member of the Senate, with effect from 9th June, 2009 and continuing during the absence from Trinidad and Tobago of Senator ARNOLD PIGGOTT.

H. HEMNATH  
*Secretary to His Excellency  
the President*

8th June, 2009.

1053

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

<i>Number</i>	<i>Name</i>	<i>Date</i>
12538 ...	DEEN FAROUK ... ..	9th April, 2009—(NS: 19/2/1 S. 15168)
12578 ...	DAVID DANIEL MC CALMAN ... ..	9th April, 2009—(NS: 19/2/1 S. 15138)
12581 ...	JEAN FORBES ... ..	9th April, 2009—(NS: 19/2/1 S. 15188)
12582 ...	NOLENE PATRICIA POWLEY ... ..	9th April, 2009—(NS: 19/2/1 S. 15245)
12583 ...	MAYLEEN VASHTI ALLICOCK-BRISTOL ... ..	9th April, 2009—(NS: 19/2/1 S. 15055)
12585 ...	EILEEN MARY ELIZABETH COGDELL ... ..	9th April, 2009—(NS: 19/2/1 S. 15109)
12586 ...	DAVID GERRARD COGDELL ... ..	9th April, 2009—(NS: 19/2/1 S. 15110)
12587 ...	SETA RAMPERSAUD-ALI ... ..	9th April, 2009—(NS: 19/2/1 S. 15049)
12591 ...	RAFEENA HASSAN-FRASER ... ..	9th April, 2009—(NS: 19/2/1 S. 15236)

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

1054

GRANT OF CERTIFICATES OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 92 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to KWAKU RICHARD BOATENG.

9th April, 2009—Ref.: (NS: 19/14/2 S. 110).

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

1055

CERTIFICATE OF CITIZENSHIP No. 135 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to GLADSTONE LUTHER LEWIS.

9th April, 2009—Ref.: (NS: 19/10/2 S. 162).

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

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RENUNCIATIONS OF TRINIDAD AND TOBAGO CITIZENSHIP

EDWARD LEONARD HUGGINS who was born in Trinidad and Tobago on 9th January, 1969 has renounced his Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

3rd April, 2009—Ref.: (NS: 19/4/1 Vol. XX).

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

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DENNYSE MECHIEL YEARWOOD who was born in Trinidad and Tobago on 12th June, 1966 has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

3rd April, 2009—Ref.: (NS: 19/4/1 Vol. XX).

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

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**UPDATED PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES 2009**

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

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Public Utilities is required to publish a statement setting out certain information for the benefit of the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
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 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**

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

#### **Function and structure of the Ministry of Public Utilities**

##### **Mission statement**

The mission of the Ministry of Public Utilities is to facilitate the delivery of affordable and quality public utilities through a committed, resourceful team of professionals in close collaboration with all partners.

The Ministry of Public Utilities has a staff of 93 persons and is headed by the Minister of Public Utilities, who has responsibility for policy matters as well as the general direction and oversight of the Ministry. The Permanent Secretary is the financial and administrative Head of the Ministry. The Ministry of Public Utilities has 12 responsibility centres, 10 of which are internal to the Ministry, and two (2) are external to the Ministry.

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### **Responsibility Centres internal to the Ministry:**

i. Human Resource Services Division

The functions which are carried out under this Division are human resource management, administrative support services and finance and accounts.

ii. Economic Research, Policy and Planning Division

This Division is responsible for research and development, policy analysis, technical advisory, integrated planning and sectoral restructuring. This Division conducts its work through four (4) Units, namely;

- The Research Unit
- The Water Sector Management Unit
- The Communications Sector Management Unit, and
- The Electrification Sector Management Unit.

iii. Legal Services Division

The functions of this Unit include providing legal advice to the Ministry, liaising with other legal counsels in the public and private sector with respect to the Ministry's legal business, advancing the Ministry's legislative agenda and providing instructions to the Chief State Solicitor and the Solicitor General on Court matters pertaining to the Ministry.

iv. National Social Development Programme (NSDP) Secretariat

This Secretariat manages the National Social Development Programme which is a Government-funded social programme designed to facilitate the delivery of water, street lights and electricity services to deprived and under-developed communities in the country.

v. Sectoral Programmes and Projects Unit (SPPU)

This Unit is responsible for strategic programme and project development and management (including capital projects), sectoral project monitoring, risk management, and project reporting.

vi. Customer Service Unit

This Unit is responsible for ensuring that there is greater efficiency in the Ministry's service delivery system.

vii. Information System/Information Technology Unit

This Unit is responsible for managing the Information Systems and Information Technology portfolios of the Ministry, as well as providing the necessary IT support as required.



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viii. Communications Unit

This Unit has responsibility for developing and implementing the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

ix. Monitoring and Evaluating Unit

This Unit is responsible for the design and implementation of monitoring and evaluation systems for the Ministry, consistent with Government's Vision 2020 agenda and approved policies.

x. Internal Audit

This Department is responsible for ensuring that the system of accounting as prescribed by the Ministry of Finance is established, implemented and maintained in the Ministry. The Department also has to ensure that that all financial records of the Ministry are complete and accurate, and the assets of the Ministry are safeguarded and can be properly accounted for.

**Responsibility Centres external to the Ministry:**

i. Meteorological Services Division

This Division is responsible for providing information on current weather events; issuing weather forecasts, bulletins and warnings; and providing and storing climate data. Information is provided to the general public, the media, the aviation industry, insurance companies, building contractors and local, regional and international agencies.

ii. Electrical Inspectorate Division

This Division has responsibility for the following areas:

- Inspection and certification of all wiring and electrical installations to ensure that they are safe to the consumer
- Licensing of electricians
- Licensing of Cinema Operators (Projectionists)
- Fire and accident investigations with the intent of determining whether a fire was due to an electrical fault.

**Effect of Functions on Members of the Public**

All the services provided by the Ministry of Public Utilities, namely, water, electricity, wastewater, solid waste, postal and telecommunications, positively impact the lives of all persons in the country as well as all sectors of the economy, since these services contribute to the basic infrastructure upon which all human and economic development is based, measured and sustained. At present, Trinidad and Tobago is on a growth path towards developed country status by the year 2020, and developments in the utility services are pivotal to attaining this Vision.

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

#### **Categories of Documents in the Possession of the Ministry of Public Utilities:**

##### Files:

Administrative, human resource management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet, boards, committees, meetings, technical assistance, local/regional/international organizations, and utilities.

##### Financial Records:

Financial and accounting statements and operational documents.

##### Documents:

Copies of legislation, laws, legal notices, Bills, regulations, orders, Gazettes, reports from Government agencies.

##### Digital media

Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

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

#### **Material prepared for publication or inspection**

This section is not applicable.

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

#### **Literature available by subscription**

This section is not applicable.

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

#### **Procedure to be followed when accessing a document from the Ministry of Public Utilities**

##### **How to Request Information:**

##### General Procedure

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. You must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Ministry's Library and the Business Services Unit, for information that is not readily available to the public.

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### Addressing Requests:

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry (see **Section 7 (1) (a) (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, e.g. brochures, pamphlets, reports etc.

## **Responding to your Request**

### Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or other storage centre will be retrieved in order to process your request.

### Furnishing Documents

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

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

## **Time Limits**

### General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

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### Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

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

#### **Officers in the Ministry of Public Utilities responsible for:**

- The initial receipt of and action upon notices under Section 10,
- Requests for access to documents under Section 13 and
- Applications for correction of personal information under Section 36 of the FOIA, are:

#### **The Designated Officer:**

Mrs. Sarah Briggs  
Manager Business Services Unit  
Sacred Heart Building  
16-18 Sackville Street  
Port-of-Spain  
Phone: 627-5915  
Fax: 625-7003  
Email: [sbriggs@mpu.gov.tt](mailto:sbriggs@mpu.gov.tt)

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

Ms. Cheryl Ann George  
Legal Officer  
Sacred Heart Building  
16-18 Sackville Street  
Port-of-Spain  
Phone: 627-5915  
Fax: 625-7003  
Email: [cgeorge@mpu.gov.tt](mailto:cgeorge@mpu.gov.tt)

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

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

Nil

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

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

The Reading Room in the Ministry is located on Fifth Floor, Sacred Heart Building, 16-18 Sackville Street, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

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**Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public**

Members of the public may;

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Ministry of Public Utilities.

**Section 8 Statements**

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The following documents are used to guide officers of the Ministry of Public Utilities and they are available to members of the public for perusal. Some of these documents can be purchased from the Government Printery, and others can be access on-line via [www.ttparliament.org.tt](http://www.ttparliament.org.tt) or [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt)

- Copies of legislation, laws, regulations and orders
- Copies of Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Reports of Government Agencies
- Public Sector Investment Programme
- Policies of agencies within the purview of the Ministry
- Estimates of Expenditure, Recurrent and Development Programme
- Procurement Policies and guidelines
- Financial Regulations and Instructions

**Section 9 Statements**

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**Section 9****Reports which are available in the Ministry of Public Utilities**

Reports are available at the Ministry's Library located on the Fifth Floor, Sacred Heart Building, 16-18 Sackville Street, Port of Spain.

## THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA) 1999

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### Updated Public Statement of The Trinidad and Tobago Solid Waste Management Company Limited 2008

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is required by law to publish the following statements, which list the documents and information available for public scrutiny.

The Act gives members of the public:

- 1) A legal right for each person to access certain information held by the Company;
- 2) A legal right for each person to access certain information relating to him/herself amended where it is incomplete, 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 Company*

##### **Vision Statement**

To be the premier environmental services company in the Caribbean Region.

##### **Mission Statement**

Provision of quality waste management and environmental services that will ensure the protection and enhancement of the environment.

##### **Core Values**

*Accountability:* We take ownership and hold each other accountable for doing what we say we will do.

*Empowerment:* We take responsibility for delivering superior results by providing the required support systems.

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<i>Integrity:</i>	We value “walking the talk” by adhering to high ethical principles and professional standards. Integrity is paramount in every Company action. We do what’s right.
<i>Objectivity:</i>	We make our decisions considering the broadest view of all stakeholders, seeking at all times for synergistic results.
<i>Unity</i>	We are a family and personify team spirit. Our sense of family fuels business success.

The Company is a fully owned State Enterprise that was established on 12<sup>th</sup> November 1980 and continued under Section 343 of the Companies Act 1995. The objects for which the Company is established include, inter alia:

- To manage, control, collect, treat and dispose of all wastes either alone or jointly with other companies, statutory authorities, or persons in Trinidad and Tobago.
- To establish and operate:
  - disposal sites in accordance with proper sanitary landfill procedures;
  - a central hazardous waste disposal facility;
  - transfer stations where appropriate based on sound economic considerations.
- To promote, establish and operate resource recovery systems for retrieval of valuable secondary materials wherever technically and economically feasible and in accordance with good public health and sanitation practices.
- To educate the public on the hazards of poor sanitation and on their role in maintaining a clean and healthy environment.
- To maintain close liaison with community groups and other public and private agencies in planning and undertaking country-wide and region-wide cleanup campaigns and to encourage public participation.

## ***Responsibilities of the Departments in the Company***

### **Office of the Executive Chairman**

This Office oversees the implementation of the policies and priorities of the Board and work programmes of the Company, co-ordinates with other governmental entities and regional and international organizations and ensures the achievement of the Company’s strategic goals and objectives. This Office has three (3) Departments:

- a. Environmental Research
- b. Legal/Corporate Secretary
- c. Audit

***Environmental Research Department*** - This Department is responsible for researching, developing reports and identifying new technologies, systems, methods and practices in environmental waste management relevant to the future plans of the Company and country.

***Legal/Corporate Secretary Department*** - This Department is responsible for reviewing agreements or proposed agreements for conformity to Company rules and regulations, and advises the Company concerning legal rights, obligations and privileges.



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***Audit Department*** - The responsibilities of the Department are to implement the necessary risk management systems and internal controls, with the associated reporting framework, and to manage the risks.

### **Corporate Services Group**

The following Departments fall under the supervision of the Corporate Services Group:

1. Human Resources
2. Corporate Communications
3. Information Systems
4. Quality Environment, Health and Safety
5. General Administration: Security, Property, Risk

***Human Resources Department*** - This Department provides strategic human resource and operational support to management, in addition to personnel administrative functions, recruitment, training, industrial relations services, maintaining discipline and good employee relations.

***Corporate Communications Department*** - This Department develops and implements national programmes of environmental public education in collaboration with other stakeholders to improve the Company's corporate image and to educate the public on their role and responsibility in the protection and enhancement of the environment.

***Information Systems Department*** - This Department develops and utilises information management and technology capability in the Company's decision-making process to increase efficiency and reduce costs.

***Quality, Environment, Health and Safety Department*** - This Department is responsible for the development and implementation of an Environmental Health and Safety Management Manual and a Quality Management System.

***General Administration*** - The responsibilities of this Department are to provide administrative support services to the Company in the functional areas of Security, Risk Insurance, Property Maintenance and Office Equipment and Supplies.

### **Environmental Projects Group**

The responsibilities of this Group are to provide consultancy services to both internal and external customers and to undertake feasibility studies and make recommendations for new environmental and related projects and programmes for the Company's consideration.

### **Operations Group**

The responsibilities of the group are to mobilise the required equipment and personnel resources in order to satisfy the contractual responsibilities of its clients. The Department uses the necessary systems and infrastructure to develop and implement effective and efficient servicing of all customers' waste management and environmental needs.

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Four (4) Departments fall under this Group:-

1. Engineering and Maintenance Department
2. Collections and Disposals Department
3. Landfill Operations Department
4. Tobago Operations

***Engineering and Maintenance Department*** - The responsibilities of the Engineering and Maintenance Department are to manage the preventative maintenance programme of the unit, to reduce downtime of all equipment and machinery, and to optimize vehicle and equipment performance.

***Collections and Disposals Department*** - The Collections and Disposal Department is responsible for the delivery of the Company's general waste management services to its customer base in an effective and timely manner.

***Landfill Operations Department*** - The responsibilities of the Landfills Department are the management and implementation of the landfill management operational plan, to provide oversight for landfill equipment operators and contractors, to assure compliance with landfill operation procedures, and to operate centralized special and hazardous waste facilities.

***Tobago Operations*** - The responsibilities of this Department are to deliver quality services to the residents of Tobago, to strengthen SWMCOL's relationship with Tobago government agencies, to maintain the existing markets and expand the service lines, and to develop Environmental Consultancy Services in Tobago.

### **Finance Group**

This Group's responsibilities are to maintain an acceptable return on equity, to increase the Company's asset base, to develop revised financial policies and procedures, to effect proper financial management systems to facilitate decision-making, to develop and implement a Financial Information System (FIS), and to strengthen the existing Accounting Policies and Procedures.

### **Marketing Group**

The Marketing Group's objectives are to manage marketing costs within budgeted allocations, to develop a Solid Waste Master Plan for Tobago, to optimize service lines, to increase market share, and to increase capacity for recovery and recycling via optimization of collections.

### **Community-Based Environmental Protection and Enhancement Programme (CEPEP)**

The administrative arm of this Programme falls under the responsibility of the Company. The objectives of CEPEP are to empower communities to improve the condition of their local environment, to provide a business incubator model to facilitate the development of entrepreneurial skills among new start-up small companies, to expand employment opportunities for the benefit of semi-skilled and unskilled individuals within their communities, and to create opportunities for the development of small businesses.

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### **Community Environment Improvement Initiative (CEII)**

The administrative arm of this Initiative falls under the responsibility of the Company. The objectives of the CEII are to educate the national community on the need to conserve the environment and to foster the right attitudes and behaviour patterns towards the environment among the nation's citizens.

#### ***Effect of Functions on Members of the Public***

The carrying out of the Company's various functions will impact on the public in the delivery and quality of the waste management services that the public receives. Waste management is one of the most serious problems that countries face, particularly Small Island Developing States such as Trinidad and Tobago. The Company will play a key role in the preservation and enhancement of the country's environment on a sustainable basis. The Company will also assist the government in all its endeavours to achieve the objective of environmental sustainability and the exploration of new business opportunities that may arise.

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

#### ***Categories of Documents maintained in the possession of the Company***

- 1) Files containing documents pertaining to the administrative support and general administration of the operations of the Company.
- 2) Internal and external correspondence files.
- 3) Incorporation documents.
- 4) Minutes of meetings of the Company's Board of Directors and its various Board Sub-Committees.
- 5) Personnel files.
- 6) Technical and operational documents.
- 7) Files detailing the accounting functions by which the Company operates.
- 8) Financial records (cheques, vouchers, receipts, pay records, etc.).
- 9) Audit reports.
- 10) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 11) Files dealing with official functions, conferences and events hosted and attended by the Company.
- 12) Policy and Procedure Documents.
- 13) News releases, speeches originating in the Company.
- 14) Files dealing with projects initiated, conducted or facilitated by the Company.
- 15) Files dealing with contractors associated with the Company.
- 16) Files dealing with tenders issued by the Company.
- 17) Contract files inclusive of Collective Agreement.
- 18) Maps, charts, compact discs, diskettes, tapes, photographs, abstracts and catalogues.
- 19) Legislation of Trinidad and Tobago.
- 20) Files dealing with training - local, foreign and technical cooperation.
- 21) Departmental reports - annual and monthly.

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- 22) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins.
- 23) Periodicals and publications.
- 24) Customer files.

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

#### ***Material prepared for Publication or Inspection***

Certain documents held by the Company are available at its Information Centre. The Information Centre allows the public to research topics related to environmental management and to the Company. Such research can be facilitated through access to written publications and copies of documents can be provided.

For general information the public may contact or write to:

The Information Officer,  
The Trinidad and Tobago Solid Waste Management Company Limited,  
34 Independence Square,  
Port of Spain.

*Telephone:* 625-6678/80, Ext. 254

*Fax:* 623-6534

*Email:* [info@swmcol.co.tt](mailto:info@swmcol.co.tt)

*Website:* [www.swmcol.co.tt](http://www.swmcol.co.tt)

Opening Hours of the Information Centre are 8:00 am to 12.00 noon and 1.00 p.m. to 4:00 p.m., Mondays to Fridays.

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

#### ***Literature available by Subscription***

Not applicable

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

#### ***Procedures to be Followed when Accessing a Document from the Company***

#### **How to Request Information**

- **General Procedure**

Our policy is to answer all requests, both verbal and written. However, in order to exercise your rights under the FOIA (for example, the right to challenge a decision if your request for

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information is refused), you must make your request in writing. The applicant must therefore complete the appropriate Form (Request for Access to Official Documents) available at our Head Office - Information Centre, for information that is not readily available in the public domain.

- *Addressing Requests*

To facilitate prompt handling, please address your request to the Designated Officer of the Company. (See Section 7 (1) (a) (vi)).

- *Details in the Request*

Applicants should provide sufficient information 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. (See Section 7 (1) (a) (vi)).

### **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 readily available in the public domain, either from this Company or from another public authority, for example brochures, pamphlets, etc.

### **Responding to your Request**

- *Retrieving Documents*

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

- *Furnishing Documents*

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one (1) 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 quote its quality in our reply.

Please note we are not compelled to do the following:

- i. Create new documents
- ii. Perform research for you

### **Time Limits**

- *General*

The FOIA sets a time limit of thirty (30) calendar days for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to

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proceed as if your request has been denied. We will try diligently to comply with the time limits, but 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 your request may have been mis-addressed, mis-directed or mis-routed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

- *Time Allowed*

We will determine whether to grant your request for access to information as soon as is practicable but no later than thirty (30) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the document and to be provided with copies, if you so request.

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

*Officer(s) in the Company responsible for:*

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

The Designated Officer for the Company is:-

Mr. Kwesi Atiba,  
Executive Manager Corporate Services,  
The Trinidad and Tobago Solid Waste Management Company Limited,  
34 Independence Square,  
Port of Spain.

*Telephone:* 625-6678, Ext. 230  
*Fax:* 627- 9256  
*E-mail:* [katiba@swmcol.co.tt](mailto:katiba@swmcol.co.tt)

The Alternate to the Designated Officer is:-

Ms. Shari Jurawan,  
Information Officer,  
The Trinidad and Tobago Solid Waste Management Company Limited,  
34 Independence Square,  
Port of Spain.

*Telephone:* 625-6678/80, Ext. 254  
*E-mail:* [info@swmcol.co.tt](mailto:info@swmcol.co.tt)

List of Documents provided by the Company for use by its Officers:

- FOIA Handbook
- Handbook for Designated Officers

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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 present there are no bodies in the Company that fall within the meaning of this Section of the FOIA.

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

*Library/Reading Room Facilities*

Certain documents held by the Company are available at our Information Centre. The Information Centre is located on the Fourth (4<sup>th</sup>) Floor, 34 Independence Square North, Port of Spain. The hours of operation are 8:00 a.m. to 12.00 noon and 1.00 p.m. to 4:00 pm, Mondays to Fridays.

No smoking, eating or drinking is allowed in the Information Centre.

### **Policy of the Company for Provision of Copies of Documents:**

Members of the public may;

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Company.

## **SECTION 8 STATEMENTS**

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

There are no applicable statements to be published under this section at this time.

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

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

- Policies and Procedure Documents
- Handbooks, Manuals
- Board and Board Committee Minutes



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## **SECTION 9 STATEMENTS**

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

At this time, the Company has no reports or statements containing advice or recommendations under this Section.

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

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

1. Audit Reports
2. Departmental Monthly Reports
3. Annual Reports
4. Financial Reports

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

*A report containing:*

- i. Final plans or proposals for the re-organisation of the functions of the Company*
- ii. The establishment of a new policy, programme or project to be administered by the Company, or*
- iii. The alteration of an existing policy programme or project administered by the Company, whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister for the Company or Cabinet.*

- 1) Budgets
- 2) Board Minutes
- 3) Special Project Reports
- 4) Strategic Plan
- 5) Organisation structure and functional charts

### **Section 9 (1) (j) to (1) (l)**

At this time, the Company has no reports or applicable statements under this Section.

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

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

1. Evaluation Report on the Company's Head Office Building at 34 Independence Square, Port of Spain.

**1060**

NOTICE OF INTENDED REMOVAL OF DEFUNCT  
COMPANIES FROM REGISTER

*[Section 461(3) of the Companies Act, 1995]*

NOTICE is hereby given that at the expiration of three months from the date of this notice JTEEL SOURCING LTD—J 1842 (95) will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Company will be dissolved.

Dated this 5th day March, 2009, at the Registrar General's Office.

A. J. VALÉRE  
*Deputy Registrar of Companies*

**1061**

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

*Name of Companies*

RAPSEY PLACE LIMITED—R 2333 (95)

19E WOODBROOK PLACE LIMITED—N 1414 (95)

Dated this 11th day of March, 2009 at the Registrar General's Office.

A. J. VALÉRE  
*Deputy Registrar of Companies*

**1062**

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED POLICIES

SWORN declaration having been made that Policy Number U00103607 issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED on the life of DUANE S. GRIFFITH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy will be issued.

SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED

56–58, Richmond Street  
Port-of-Spain.

**1063**

SWORN declaration having been made that Policy Number U0000SS01 issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED on the life of SUNIL MAHARAJ has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy will be issued.

SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED

56–58, Richmond Street  
Port-of-Spain.

**1064**

LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE  
POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to DIANNE INGRID DERRICK a replacement Policy Number GEM: 000010710 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED  
49, Dundonald Street  
Port-of-Spain.

**1065**

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to SKEATER FREDERICK a replacement Policy Number GEM: 000028312 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED  
49, Dundonald Street  
Port-of-Spain.

**1066**

TRANSFER OF LICENCES  
*(Liquor Licences Act, Chap. 84:10)*

ST. GEORGE EAST

NOTICE is hereby given that notification in writing has this 10th day of June 2009, been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George East, Tunapuna Area, by Akash Seeram Proprietor, of 20, Rapsey Street, Curepe, that it is his intention to apply to the Licensing Committee at the Tunapuna Magistrate's First Court on WEDNESDAY THE 1ST DAY OF JULY 2009 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Bachan Seeram, in respect of premises situate at 20, Rapsey Street, Curepe.

Dated this 10th day of June, 2009 at the Tunapuna Magistrate's Court.

S. MAHADEO  
*Secretary, Licensing Committee,  
Tunapuna*

**1067**

TOBAGO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of Tobago, by Keith Parris of No. 16 Bobb Manswell Street, Carnbee, Tobago that it is his intention to apply to the Licensing Committee at the Scarborough Magistrates' Court on THURSDAY THE 2ND DAY OF JULY, 2009, at 9.00 o'clock in the forenoon, for a transfer to him of the Licence to carry on the business of a Special Restaurant now held by Karen Parris Francois for premises situate at Buccoo Point, Tobago, in the said District.

Dated this 2nd day of June, 2009 at the Scarborough Magistrates' Court.

E. WILLIAMS  
*Secretary, Licensing Committee,  
Tobago*