



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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1242

### APPOINTMENT TO ACT AS MINISTER OF INFORMATION

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 Ms. CHRISTINE KANGALOO, a Member of the House of Representatives, to act in the Office of the Honourable NEIL PARSANLAL, Minister of Information, with effect from 18th July, 2009 and continuing during the absence from Trinidad and Tobago of the said the Honourable Neil Parsanlal, M.P., in addition to the discharge of her normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

15th July, 2009.

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1243

### 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 16th July, 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*

15th July, 2009.

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1244

### APPOINTMENT TO ACT TEMPORARILY AS MEMBERS 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 14th July, 2009 and continuing during the absence from Trinidad and Tobago of Senator ARNOLD PIGGOTT.

H. HEMNATH  
*Secretary to His Excellency  
the President*

10th July, 2009.

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1245

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40(2)(c) and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President has appointed PROFESSOR DAVID PICOU, to be temporarily a Member of the Senate, with effect from 14th July, 2009 and continuing during the absence from Trinidad and Tobago of Senator MICHAEL ANNISSETTE.

H. HEMNATH  
*Secretary to His Excellency  
the President*

14th July, 2009.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF

**THE TRINIDAD AND TOBAGO DEFENCE FORCE (UPDATE)**

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 Defence Force is required by law to publish the following statement that lists 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 official documents held by the Trinidad and Tobago Defence Force;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (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 Trinidad and Tobago Defence Force**

**Mission Statement**

**To defend the sovereign good of the Republic of Trinidad and Tobago, contribute to the development of the national community and support the State in the fulfillment of its national and international objectives.**



## **Roles and functions of the Trinidad and Tobago Defence Force:**

- To defend the sovereign good of the Republic of Trinidad and Tobago
- To co-operate with and assist the civil power in maintaining law and order
- To assist the civil authorities in times of crisis and disaster
- To perform ceremonial functions on behalf of the State
- To provide Search and Rescue services in keeping with national requirements under international agreements
- To assist in the prevention of trafficking of narcotics and other illegal goods
- To safeguard and preserve the living and non-living resources in the waters under national jurisdiction
- To monitor the safety of shipping in national waters
- To assist in the development of the national community

## **Organizational Structure**

### **CHAIN OF COMMAND**

**HIS EXCELLENCY THE PRESIDENT  
COMMANDER IN CHIEF**

**DEFENCE COUNCIL**

**HON. MINISTER OF NATIONAL SECURITY**

**CHIEF OF DEFENCE STAFF**

**COMMANDING OFFICER  
TRINIDAD & TOBAGO  
REGIMENT**

**COMMANDING OFFICER  
TRINIDAD & TOBAGO  
COAST GUARD**

**COMMANDING OFFICER  
TRINIDAD & TOBAGO  
AIR GUARD**

**COMMANDING OFFICER  
TRINIDAD & TOBAGO  
DEFENCE FORCE RESERVES**

## **Effect of functions on Members of the public**

One of our fundamental duties is to contribute to community and national development, while continually molding exemplary individuals, building a superior military organization that represents excellence, diversity and versatility.

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

#### **Categories of Documents in the possession Trinidad and Tobago Defence Force**

##### Administrative Matters

- Files dealing with administrative support and General Administrative documents for the operation of the Defence Force.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignation, deaths, retirements, vacation, etc.
- Customer files.
- Policy and procurement documents
- Documents relating to Strategic Review of the Defence Force, Information Technology Strategy and Training Plans.
- Files dealing with training – local and foreign and technical co-Operations.

##### Financial Matters

- Files dealing with the accounting, financial records (cheques, vouchers, receipts journal etc) and financial management functions of the Defence Force.

##### Correspondence

- Internal and External correspondence files.

##### Maps/ Charts/Photographs/ Compact discs/ Diskettes

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**Section 7 (1) (a) (iii)****Material Prepared for Publication or Inspection:**

1. Statistical, Annual/Monthly/Quarterly, Audit Consultants/Technical.
2. Minutes/Agenda of meetings.
3. Circulars, Memoranda, Notices, Bulletins, etc.
4. Maps/ Charts/ Photographs/ Compact Discs/ Diskettes.
5. News Releases, speeches originating in the Defence Force.

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. and 3:00 p.m. on normal working days at:

Location: Defence Force Headquarters, Airways Road, Chaguaramas  
Telephone: 635-4554, 634-4532, 634-3347 and 634-1724  
Fax number: 634-1574  
E-mail Address: [ttdfpro@yahoo.com](mailto:ttdfpro@yahoo.com)

**Section 7 (1) (a) (iv)****Literature Available by Subscription**

Not applicable.

**Section 7(1) (a) (v)****Procedure to be followed when accessing a Document from the Public Authority:****How to Request Information***General*

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore complete the appropriate form.

### *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Trinidad and Tobago Defence Force (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 person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Forensic Science Centre;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

### **Responding to your Request**

#### *Retrieving Documents*

The Trinidad and Tobago Defence Force 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 center, 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 certain time limits 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 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 requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

#### *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 or be provided with copies, if you so request.

#### *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven working days of payment of the relevant fees. If we fail to provide the information within the seven working days period you are entitled to a refund of the fees paid in addition to access to the documents requested.

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

**The Designated Officer in the Trinidad and Tobago Defence Force is responsible for:**

- (1) The initial receipt of and action upon notices under Section 10
- (2) The initial receipt of and action upon requests for access to documents under section 13 and
- (3) The initial receipt of and action upon applications for corrections of personal information under Section 36 of the FOIA.

**The Designated Officer is:**

Job Title: Legal Officer,  
Trinidad and Tobago Defence Force

Name: Major Sheldon Ramanan

Address: Defence Force Headquarters  
Airways Road  
Chaguaramas

Tel/Fax: 634-4554

**The Alternate Officer is:**

Job Title: Civil Military Affairs Officer

Name: Captain Al Alexander

Address: Defence Force Headquarters  
Airways Road  
Chaguaramas

Tel/Fax: 634-4554

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**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and other Bodies**

Not applicable

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

Documents available to members of the public under the provisions of the Freedom of Information Act can be viewed in our library or through our website at [www.ttdf.mil.tt](http://www.ttdf.mil.tt). You may make general enquiries to our Librarian/Clerk at Telephone number 634-4554.

The Library/Reading Room is located at Defence Force Headquarters, Airways Road, Chaguaramas.

The Library/Reading Room is open to the public for this purpose on Mondays and Wednesdays between the hours 1200 to 3.00 pm.

Policy of the Defence Force for the provision of copies of documents held in the library.

- Charge for Photocopies is 50 cents per page. However, if you provide your own paper no fee will be charged.
- Provision of certain documents may be subject to a small charge to cover administrative cost. An index of the prices is available in the Library.
- No smoking, eating or drinking is allowed in the Library/Reading Room

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

**Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Defence Force, not being particulars contained in another written law.**

Not Applicable

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

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Defence Force, or similar documents containing rules, guidelines, practices or precedents.**

Not Applicable



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

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

Not Applicable

### **Section 9 Statements**

**List documents created since 20<sup>th</sup> February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.**

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

**A report or a statement containing the advice or recommendations, of a body or entity established within the Trinidad and Tobago Defence Force.**

Not Applicable

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

**A report or a statement containing the advice or recommendations, \*(1) of a body or entity established outside the public Trinidad and Tobago Defence Force by or under written law, \* (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public**

Not applicable

#### **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 the Trinidad and Tobago Defence Force.**

Not applicable

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

**A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Defence Force to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Defence Force who is not a member of the committee.**

Not applicable

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

**A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Defence Force by a scientific or technical expert, whether within the Trinidad and Tobago Defence Force or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

Not applicable

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

**A report prepared for the Trinidad and Tobago Defence Force by a consultant who was paid for preparing the report.**

Not applicable

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

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

Not applicable

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

**A report on the performance or efficiency of the Trinidad and Tobago Defence Force, or an office, or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Defence Force.**

Not applicable

1246—Continued

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

**A report containing \*(1) final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Defence Force, \*(2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Defence Force or\*(3) the alteration of an existing policy programme or project administered by Trinidad and Tobago Defence force, whether or not the plans or proposals are subject to approval by an officer of the division, another public authority, the responsible Minister or Cabinet.**

Not applicable

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

**A statement prepared within the Trinidad and Tobago Defence Force containing policy directions for the drafting of legislation.**

Not applicable

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

**A report of a test carried out within the Trinidad and Tobago Defence Force on a product for the purpose of purchasing equipment.**

Not applicable

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

**An environmental impact statement prepared within the Trinidad and Tobago Defence Force.**

Not applicable

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

**A valuation report for the Trinidad and Tobago Defence Force by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Defence Force.**

Not applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF

**THE TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE (UPDATE)**

In Compliance with Sections 7, 8 and 9  
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 Forensic Science Centre is required, by law to publish the following statement, which lists 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 official documents held by the Trinidad and Tobago Forensic Science Centre;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (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 Trinidad and Tobago Forensic Science Centre**

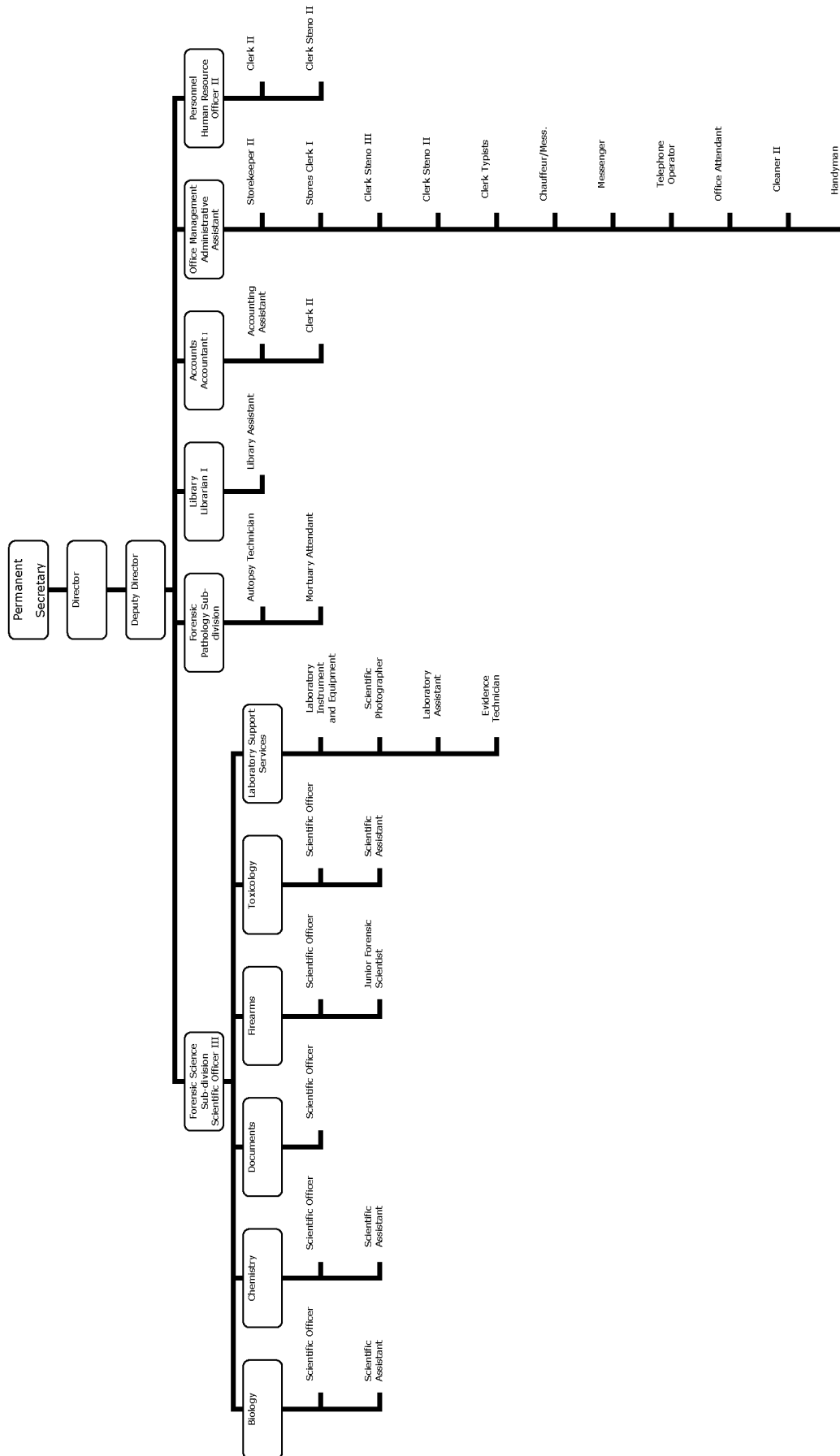
**Mission Statement**

***To provide for all an impartial, reliable and efficient Forensic Science service based on established scientific principles.***

The Trinidad and Tobago Forensic Science Centre is a Division of the Ministry of National Security. It comprises a staff of sixty-seven (67) and is headed by a Director.

The Organizational Chart of the Centre is shown at Appendix I.

# Organizational Chart Trinidad and Tobago Forensic Science Centre Ministry of National Security



The Forensic Science services essentially comprise the following:

- identification of illicit drugs (narcotics, psychotropics) in seized material;
- identification of fire accelerants;
- restoration of erased identification numbers (e.g., chassis and engine numbers of motor vehicles);
- identification of explosive residues;
- identification of corrosives;
- comparison of various evidential materials (e.g., soil, paint, glass);
- identification and quantitation of poisonous substances in human body fluids and viscera in food, water and agricultural, pharmaceutical and household products;
- determination of alcohol (ethanol) in blood;
- drug screening of blood and urine for narcotics and psychotropics;
- hair and fibre identification and comparison;
- identification of fragments of wood and other plant material;
- identification and grouping of blood and bloodstains;
- identification and grouping of semen and seminal stains;
- identification of faecal, saliva and other body fluid stains;
- comparison of handwriting;
- comparison of typewriting;
- detection of alterations on documents;
- comparison of inks, paper, adhesives, etc;
- identification of the work of various office machines;
- deciphering of indented writing;
- examination of currency notes;
- examination of firearms, projectiles and cartridge cases to determine weapon used;
- identification of devices as firearms or ammunition;
- estimation of firing distances in shooting cases;
- identification of cutting instruments and other tools from examination of toolmark.

It is to be understood that the above analyses/examinations will only be undertaken in the context of forensic investigations and not in connection with other regulatory objectives.

The Forensic Pathology services consist mainly of:

- post mortem examination of bodies of deceased persons to determine cause of death in cases of unnatural death, particularly those suspected to involve a felony;
- identification of skeletal remains;
- histological examination of tissues.

The Trinidad and Tobago Forensic Science Centre will not agree to perform for a client any service not specified above, unless all the implications of the relevant analysis or examination have been investigated and it is clear that the institution possesses personnel with the required expertise, as well as the equipment, reagents and materials necessary for the procedure.

### **Effect of Functions on members of the public**

Law Enforcement agencies are the primary clients of the Trinidad and Tobago Forensic Science Centre. However, *Cause of Death Certificates* generated by the Pathology Sub-division are used to register deaths and prepare death certificates. Scientific reports generated by the Centre, are routinely used for evidential purposes in Courts of Law throughout Trinidad and Tobago.

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

#### **Categories of Documents in the possession of the Trinidad and Tobago Forensic Science Centre**

- A. Files
  1. Administrative Matters
    - (1) Policy
    - (2) Staff Matters
    - (3) Circulars
    - (4) Projections.
  2. Conferences/Seminars/Meetings/Events
    - (1) International
    - (2) Local
    - (3) Administrative.
  3. Finance
    - (1) Estimates
    - (2) Accounts
    - (3) Administrative.



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4. Office Management
  - (1) Scientific Supplies
  - (2) Office Supplies
  - (3) Books/Journals
  - (4) Minor Equipment
  - (5) Maintenance of Building
  - (6) Maintenance of Scientific Equipment
  - (7) Maintenance of Office Equipment
  - (8) Vehicles.
  
5. Operations
  - (1) Quality Control
  - (2) Analyses
  - (3) Relations with Organizations in Trinidad and Tobago
  - (4) Relations with International Countries and Bodies
  - (5) United Nations
  - (6) Lectures
  - (7) Computerization
  - (8) Security
  - (9) Publications
  - (10) New Technologies
  - (11) Institutional Strengthening
  
6. Personnel
  - (1) Creation of Posts
  - (2) Filling of Vacancies
  - (3) Acting Arrangements
  - (4) Temporary Appointments/Leave Reliefs
  
7. Reports
  - (1) Administrative
  - (2) Forensic Science
  - (3) Forensic Pathology
  - (4) Training
  
8. Training
  - (1) International
  - (2) Local
  - (3) Policy.

#### Standard Operating Procedures

- (1) Biology
- (2) Chemistry
- (3) Documents
- (4) Firearms and Toolmarks
- (5) Toxicology
- (6) Stores

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## C Publications

Trinidad and Tobago Forensic Science Centre Annual Reports

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

#### **Material Prepared for Publication or Inspection**

Trinidad and Tobago Forensic Science Centre annual reports.

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

#### **Literature Available by Subscription**

Not applicable.

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

#### **Procedure to be followed when accessing a Document from the Trinidad and Tobago Forensic Science Centre**

## **How to Request Information**

### *General*

Our policy is to answer all requests for information both oral and written. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Trinidad and Tobago Forensic Science Centre or at any public authority.

### *Addressing Requests*

To facilitate prompt handling of your requests, please address it to the Designated Officer (see Section 7 (1) (a) (vi)) of the Trinidad and Tobago Forensic Science Centre.

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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 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 person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Forensic Science Centre;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

### **Responding to your Requests**

#### *Retrieving Documents*

The Trinidad and Tobago Forensic Science Centre is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

#### *Furnishing Documents*

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

1247—Continued

Please note that we are not compelled to do the following:

- i 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.
- ii Perform research for you.

## **Time Limits**

### *General*

The FOIA sets certain time limits 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 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 requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

### *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 or be provided with copies, if you so request.

### *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven working days of payment of the relevant fee. If we fail to provide the information within seven working days, you are entitled to a refund of the fees paid, in addition to access to the document/s requested.

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**Section 7 (1) (a) (vi)****The Designated Officer in the Trinidad and Tobago Forensic Science Centre is responsible for:**

- (1) The initial receipt of and action upon notices under Section 10
- (2) The initial of and action upon requests for access to documents under Section 13 and
- (3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the FOIA.

**The Designated Officer is:**

Job Title	Director
Name	<b>Arlette Lewis</b>
Address	Trinidad and Tobago Forensic Science Centre Barbados Road Federation Park Port of Spain
Telephone	622 1011
Fax	622 5443
E-mail	<a href="mailto:alewis@mns.gov.tt">alewis@mns.gov.tt</a>

**The Alternate Officer is**

Job Title	Deputy Director
Name	<b>Emmanuel Walker</b>
Address	Trinidad and Tobago Forensic Science Centre Barbados Road Federation Park Port of Spain
Telephone	622 1011
Fax	622 5443
E-mail	<a href="mailto:ewalker@mns.gov.tt">ewalker@mns.gov.tt</a>

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**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and other bodies**

At the present time there are no bodies that fall within the meaning of this Section of the FOIA.

**Section (7) (a) (viii)****Library/Reading Room Facilities**

The Trinidad and Tobago Forensic Science Centre utilizes the Library facilities of the Ministry of National Security.

Documents accessed under the provisions of the Freedom of Information Act can be viewed in the Library of the Ministry of National Security, Temple Court 11, Abercromby Street, Port of Spain, from Monday to Friday between the hours of 8 a.m. to 4 p.m.

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

**Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Forensic Science Centre, not being particulars contained in another written law.**

Not Applicable

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

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Forensic Science Centre, or similar documents containing rules, guidelines, practices or precedents.**

1. Quality Manual
2. Standard Operating Procedures for Biology, Chemistry, Documents, Firearms and Toolmarks, Toxicology, Stores.
3. Manual of Staff Circulars
4. Safety Manual

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

**In enforcing written laws or schemes administered by the Trinidad and Tobago Forensic Science Centre 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.**

1. Standard Operating Procedures for the purchase of Minor Equipment Items – Sub Head 03.
2. Procedure for the Evaluation of Tenders.

### **Section 9 Statements**

**List documents created since 20<sup>th</sup> February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.**

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

**A report or a statement containing the advice or recommendations, of a body or entity established within the Trinidad and Tobago Forensic Science Centre.**

Not Applicable

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

**A report or a statement containing the advice or recommendations, \*(1) of a body or entity established outside the public Trinidad and Tobago Forensic Science Centre by or under written law, \* (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public**

Not applicable

#### **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 the Forensic Science Centre**

Not applicable



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

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

Not applicable

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

**A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Forensic Science Centre by a scientific or technical expert, whether within the Trinidad and Tobago Forensic Science Centre or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

Not applicable

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

**A report prepared for the Trinidad and Tobago Forensic Science Centre by a consultant who was paid for preparing the report.**

Not applicable

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

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

Not applicable

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

**A report on the performance or efficiency of the Trinidad and Tobago Forensic Science Centre, or an office, or branch of the Centre, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Forensic Science Centre.**

Not applicable

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

**A report containing \*(1) final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Forensic Science Centre, \*(2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Forensic Science Centre or\*(3) the alteration of an existing policy programme or project administered by Forensic Science Centre, whether or not the plans or proposals are subject to approval by an officer of the division, another public authority, the responsible Minister or Cabinet.**

Not applicable

1247—Continued

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

**A statement prepared within the Trinidad and Tobago Forensic Science Centre containing policy directions for the drafting of legislation.**

Not applicable

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

**A report of a test carried out within the Trinidad and Tobago Forensic Science Centre on a product for the purpose of purchasing equipment.**

Not applicable

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

**An environmental impact statement prepared within the Trinidad and Tobago Forensic Science Centre.**

Not applicable

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

**A valuation report for the Trinidad and Tobago Forensic Science Centre by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Forensic Science Centre.**

Not applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF

**THE TRINIDAD AND TOBAGO FIRE SERVICE (UPDATE)**

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 Fire Service is required by law to publish the following statement, which lists 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 official documents held by the Trinidad and Tobago Fire Service;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (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 Trinidad and Tobago Fire Service:**

**Mission Statement**

**To provide efficient and effective public fire protection and Emergency Services to the Republic of Trinidad and Tobago.**

The Trinidad and Tobago Fire Service became a separate entity from the Trinidad and Tobago Police Service on January 1, 1951 and is one of the

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Divisions falling under the purview of the Ministry of National Security. The Trinidad and Tobago Fire Service was established in accordance with an Act of Parliament, Chapter 35:50 of the Revised Laws of the Republic of Trinidad and Tobago. Its Administrative Headquarters is located at Wrightson Road, Port of Spain.

The Fire Service has specific responsibilities for:

- Risk reduction and risk management in relation to fires and other types of emergencies
- Community fire safety and education
- Fire safety enforcement
- Emergency response to fires, natural disasters and all other emergencies whether fire related or not.

In carrying out these responsibilities, the Fire Service:

- Applies risk reduction and risk management principles across all its activities;
- Focuses on reducing the level of fire and other emergencies ("prevention" rather than "intervention");
- Develops and maintains partnerships with a range of public, private and non-governmental organizations which can deliver cost-effective improvements in community safety;
- Adopts safe working conditions to ensure the health and safety of both its staff and the general public;
- Seeks to minimize the negative impact of its activities on the environment.

### **Organizational Structure**

The Trinidad and Tobago Fire Service is comprised of an establishment of two thousand two hundred and fifty two (2,252) professional firefighters, inclusive of two hundred and forty five (245) females. There are also one hundred and ninety three (193) auxiliary personnel.

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The Trinidad and Tobago Fire Service consists of First Division and Second Division officers. Based on its rank system, the organization has a pyramidal structure as is evident from the staff composition set out hereunder.

Chief Fire Officer	1
Deputy Chief Fire Officer	1
Assistant Chief Fire Officer	4
Brigade Engineer	1
Divisional Fire Officer	12
Assistant Divisional Fire Officer	16
Fire Station Officer	56
Fire Sub Station Officer	203
Fire Equipment Supervisor	2
Fire Sub Officer	223
Firefighter	2102

The First Division, which includes offices specified in the Second Schedule and such offices as the President may, by order prescribe, is constituted as follows:

Chief Fire Officer  
Deputy Chief Fire Officer  
Assistant Chief Fire Officer  
Brigades Engineer  
Divisional Fire Officer  
Assistant Divisional Fire Officer

The Second Division includes the offices specified in the Third Schedule and such offices as the President may, by order, prescribe. These include:

Fire Station Officer  
Fire Sub Station Officer  
Fire Equipment Supervisor  
Fire Sub Officer  
Firefighter

In addition to the operational firefighters, the Fire Service Band has been established with the following positions:

Director	1
Deputy Director	1
Assistant Director	1
Fire Service Bandsmen 111	5
Fire Service Bandsmen 11	8
Fire Service Bandsmen 1	36

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The Trinidad and Tobago Fire Service is comprised of four (4) geographical Divisions, namely the Northern Division, Central Division, Southern Division and the Tobago Division. The four (4) Divisions are under the administrative command of Assistant Chief Fire Officers. In 1995, the geographical divisional boundaries of the Fire Service were changed based on a Cabinet decision.

The Northern Division, which is the largest division within the Service, consists of eleven (11) stations. The divisional boundaries encompass the entire East/West Corridor from Chaguaramas in the West to Toco in the East, and from the Atlantic Ocean in the North to the Caroni Bridge to the South.

Currently, the Central Division consists of four (4) stations. Its boundaries encompass the entire central plains and include the Piarco International Airport and the Point Lisas Industrial Estate.

The Southern Division consists of six (6) stations. The divisional boundaries encompass the entire southern area.

The Tobago Division consists of three (3) stations and includes the Crown Point Airport.

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

Being a service oriented organization, the Trinidad and Tobago Fire Service has primary responsibility for the protection of life and property from damage by fire, or other hazards as outlined in Section 35 of the Fire Service Act Chapter 35:50 and its related amendment No.10 of 1997. The other related objectives of the Trinidad and Tobago Fire Service are:

- a) To provide and advise upon, preventive measures against the occurrence of such damage or destruction;
- b) To render humanitarian services where required; and
- c) To conduct investigations in order to ascertain the cause or origin of a fire, or other hazards requiring the attention of the Fire Service.

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

#### **Categories of documents in the possession of the Trinidad and Tobago Fire Service.**

##### Administrative Matters

1. Personnel files - staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, training (local and foreign)etc.
2. Job descriptions and job specifications
3. Policy Documents
  - Policy and procedure documents including recruitment Policy document and In-Service Training Policy.
  - Documents relating to strategic review of the Trinidad and Tobago Fire Service, Information Technology Strategy and Training Plans.
4. Correspondence – Internal and External correspondence files.
  - Minutes/Agenda of meetings.
5. Procurement
  - Files dealing with matters relating to the procurement of supplies, services and equipment.
  - Inventories.
6. Customer files.
7. Inventories
8. Files dealing with official functions, conferences and events hosted and attended by the Trinidad and Tobago Fire Service
10. Complaints files
11. Registers/ Certificates/Permits



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## Finance

- Files dealing with the accounting, financial records (cheques, vouchers, receipts, journals etc.) and financial management functions of the Trinidad and Tobago Fire Service.

## Reports Publications and Communications

- News releases, speeches originating in the Trinidad and Tobago Fire Service.
- Statistical, Annual/Monthly/Quarterly, Valuation and Accidents.
- Books, periodicals, publications, pamphlets, and newspaper clippings.
- Files dealing with Fire Service publications including circulars, notices, orders, memoranda, bulletins, etc.
- Books, booklets, leaflets, pamphlets, posters, newspaper clipping.

## Legal Matters

- Legislation, Legal opinions legal instructions and related matters.

## Maps/Charts/Photographs/Diskettes/Abstracts/Tapes

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

#### **Material Prepared for Publication or Inspection**

List of prospective trainee firefighters, brochures, leaflets and handouts on Fire Prevention tips.

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

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

This section is not applicable to the Trinidad and Tobago Fire Service.

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

#### **Procedure to be followed when accessing a Document from the Trinidad and Tobago Fire Service.**

## **How to Request Information**

### *General*

Our policy is to answer both oral and written requests for information. However, in order to exercise the rights given to you by the

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FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the under-mentioned Divisional Headquarters.

**Northern Divisional Headquarters (Administrative Headquarters)**

Trinidad and Tobago Fire Service  
Wrightson Road  
PORT OF SPAIN

**Southern Divisional Headquarters**

Trinidad and Tobago Fire Service  
Mon Repos Roundabout  
Bye Pass  
SAN FERNANDO

**Central Divisional Headquarters**

Trinidad and Tobago Fire Service  
Sookhai Boulevard  
CHAGUANAS

**Tobago Divisional Headquarters**

Scarborough Fire Station  
Bacolet Street  
TOBAGO

*Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Trinidad and Tobago Fire Service [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 person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Trinidad and Tobago Forensic Science Centre;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;
- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of public authority.

## **Responding to your Requests**

### *Retrieving Documents*

The Trinidad and Tobago Fire Service is required to furnish copies of documents only when they are in our possession or if 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.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible, given that the time periods for keeping such records may have elapsed.

### *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.

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Please note that 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 certain time limits 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 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 requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

### *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 or be provided with copies, if you so request.

### *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven working days of payment of the relevant fees. If we fail to provide the information within the seven working days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

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

**The designated Officer in the Trinidad and Tobago Fire Service is responsible for:**

- 1) The initial receipt of and action upon notices under Section 10,
- 2) The initial receipt of and action upon Requests for access to documents under Section 13; and

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3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the FOIA.

<b>The Designated Officer</b>	Job Title	Divisional Fire Officer Public Relations, Welfare and Research
	Name	Patrick Sealey
	Address (work)	Trinidad and Tobago Fire Service Wrightson Road Port of Spain
	Tel/Fax numbers E-mail address	625-2671-5 or 625-5082 <a href="mailto:ttfire@tstt.net.tt">ttfire@tstt.net.tt</a>
<b>The Alternate Officer</b>	Job Title	Ag. Fire Station Officer
	Name	Ian Green
	Address (work)	Trinidad and Tobago Fire Service Wrightson Road Port of Spain
	Tel/Fax numbers E-Mail address	625-2671-5 or 625-5082 <a href="mailto:ttfire@tstt.net.tt">ttfire@tstt.net.tt</a>

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

Section 7 (1) (a) (vii): **Advisory Boards, Councils, Committees and other bodies (Meetings/minutes are open to the public.)**

Delegates of the Trinidad and Tobago Fire Service sit on the following committees:

- Special Committee – Trinidad and Tobago Bureau of Standards
- Storage Committee – Ministry of Energy
- Approval Committee of Development Projects – Town and Country Planning Division
- Special Committee – Tourism and Development
- Special Committee – Codes and Standards for the building industry
- National Carnival Committee (N.C.C.)
- Special Committee - National Emergency Management Agency (N.E.M.A.), Tobago
- Special Committee - Office of Disaster Preparedness and Management (O.D.P.M.)

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- Special Committee - Trinidad and Tobago Emergency Mutual Aid (T.T.M.A.S)
- Special Committee - Port of Spain City Council
- Special Committee - Water and Sewerage Authority W.A.S.A.)
- Community Awareness and Emergency Response (C.A.R.E.)
- E-999 Committee
- Fire Advisory Committee (in Collaboration with the Forestry Division)

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

No formal seating accommodation is available throughout the Trinidad and Tobago Fire Service as it pertains to Reading Room Facilities. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act. New stations being constructed have been designed to incorporate this facility.

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

**Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Defence Force, not being particulars contained in another written law.**

Not Applicable

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

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Fire Service, or similar documents containing rules, guidelines, practices or precedents.**

Not Applicable

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

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

Not Applicable

**Section 9 Statements**

**List documents created since 20<sup>th</sup> February 2001. Provide detail as to title, author, year etc. Broad categories are not sufficient. Where a sub-section is not applicable this must be stated.**

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

**A report or a statement containing the advice or recommendations, of a body or entity established within the Trinidad and Tobago Fire Service.**

Not Applicable

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

**A report or a statement containing the advice or recommendations, \*(1) of a body or entity established outside the public Trinidad and Tobago Fire Service by or under written law, \* (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public**

Not applicable

**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 the Trinidad and Tobago Fire Service.**

Not applicable

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

**A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Fire Service to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Trinidad and Tobago Fire Service who is not a member of the committee.**

Not applicable

1248—Continued

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

**A report, (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Defence Force by a scientific or technical expert, whether within the Trinidad and Tobago Fire Service or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

Not applicable

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

**A report prepared for the Trinidad and Tobago Fire Service by a consultant who was paid for preparing the report.**

Not applicable

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

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

Not applicable

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

**A report on the performance or efficiency of the Trinidad and Tobago Fire Service, or an office, or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Fire Service.**

Not applicable

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

**A report containing \*(1) final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Fire Service, \*(2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Fire Service or\*(3) the alteration of an existing policy programme or project administered by Trinidad and Tobago Fire Service, whether or not the plans or proposals are subject to approval by an officer of the division, another public authority, the responsible Minister or Cabinet.**

Not applicable



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**Section 9 (1) (j)****A statement prepared within the Trinidad and Tobago Fire Service containing policy directions for the drafting of legislation.**

Not applicable

**Section 9 (1) (k)****A report of a test carried out within the Trinidad and Tobago Fire Service on a product for the purpose of purchasing equipment.**

Not applicable

**Section 9 (1) (l)****An environmental impact statement prepared within the Trinidad and Tobago Fire Service.**

Not applicable

**Section 9 (1) (m)****A valuation report for the Trinidad and Tobago Fire Service by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Fire Service.**

Not applicable

1249

**TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE MACHINES, APPLIANCES AND FURNITURE  
TO GOVERNMENT FOR THE PERIOD 1<sup>ST</sup> JANUARY, 2010 TO 31<sup>ST</sup> DECEMBER, 2010**

TENDERS are invited for the supply and delivery of Articles "as and when required" for the period 1st January, 2010 to 31st December, 2010 to all Government Ministries/Departments/Divisions, the Tobago House of Assembly, Local Government and Statutory Bodies under the aegis of the Central Tenders Board in accordance with the following schedules:

1. Electronic Typewriters
2. Photocopying Machines
3. Calculating Machines (Heavy Duty)
4. Digital Stencil Duplicators
5. Stenographer Posture and Typist Chairs
6. Steel Filing Cabinets and Steel Cupboards
7. Metal Furniture for Offices and Quarters
8. Air Conditioning Units (Window Type)
9. Air Conditioning Units (Mini-Split Type)
10. Gas Cooking Ranges (Pedestal Type)

Tender documents may be perused during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. An official receipt must be attached to the tender for the relevant Schedule showing that a tender deposit of one hundred dollars (\$100.00) in respect of each Schedule (separate receipts) has been paid by cash or certified cheque to the Director of Contracts, at the Board's Office. This tender deposit will be received from Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m. Unsuccessful tenderers will be refunded their deposits after awards are made.

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TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE MACHINES, APPLIANCES AND FURNITURE TO  
GOVERNMENT FOR THE PERIOD 1<sup>ST</sup> JANUARY, 2010 TO 31<sup>ST</sup> DECEMBER, 2010—CONTINUED

The successful tenderers will be required to pay a Performance Deposit or provide a Bond in amounts varying between \$3,000.00 and \$30,000.00 depending on the value of the contract.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of tenders. In addition a Certificate of Compliance issued in accordance with the National Insurance Act must be submitted.

Contracts may be awarded for any number of items on any schedule. Technical information may be obtained from the following officers:

Furniture	—	Property Manager Furniture Branch Ministry of Works and Transport Laventille Telephone: 625-1225
Electrical	—	Chief Electrical Engineer (Mr. M. Williams) Construction Division Ministry of Works and Transport London Street Port-of-Spain Telephone: 625-3028
Office Machines	—	Acting Printing Supervisor II (Mr. L. Henry) Government Printery Corner Victoria Avenue and Tragarete Road Port-of-Spain Telephone: 625-4139

Any other enquiries should be directed to the Committee's Secretary at the Board's Office, Telephone Number: 625-3565.

Sealed tenders in duplicate on the approved forms will be received up to 1.00 p.m. on Thursday 13th August, 2009 and must be addressed to the Chairman, Office Machines, Appliances and Furniture Committee, Central Tenders Board, 116, Frederick Street, Port-of-Spain.

Tenders must be deposited in the Brown Tenders Box located in the lobby of the Board's Office. Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 c.m. x 5.5 c.m. and as such, tenders should be packaged accordingly.

Each Schedule must be placed in separately sealed envelopes and clearly marked: "Schedule (Number and Description)—Office Machines, Appliances and Furniture for the period 1st January, 2010 to 31st December, 2010".

Tenders will be opened publicly shortly thereafter at the Board's Office. A representative of the firm/persons tendering may be present at the opening. Prices would be made available at a later date on request.

Late tenders will not be considered in any circumstances.

The Committee does not bind itself to accept the lowest or any other tender.

The Committee reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Prospective tenderers are advised that they can visit the following website address. <http://www.finance.gov.tt> for all published Tender Notices.

J. JONES  
Chairman,  
Office Machines, Appliances and  
Furniture Committee,  
Central Tenders Board

8th July, 2009.