



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 48

Port-of-Spain, Trinidad, Monday 17th August, 2009—Price \$1.00

No. 94

ERRATUM

IT IS NOTIFIED for general information that in "*Trinidad and Tobago Gazette*" (*Extraordinary*), Vol. 48, No. 31, dated Friday 13th March, 2009, the name MS. SUSHMA YASHI MAHARAJ was omitted from the List of Attorneys-at-law to whom Practising Certificates were issued for the 2008/2009 Law Term.

1445

APPOINTMENT TO ACT AS MINISTER OF SOCIAL DEVELOPMENT

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. JOSEPH ROSS, a Member of the House of Representatives, to act in the Office of the Honourable DR. AMERY BROWNE, Minister of Social Development, with effect from 11th August, 2009 and continuing during the absence from Trinidad and Tobago of the said the Honourable Dr. Amery Browne, M.P., in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

10th August, 2009.

1446

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 10th August, 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 August, 2009.

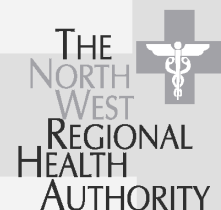
1447

REVOCATION OF APPOINTMENT OF LIQUIDATOR

IT IS HEREBY NOTIFIED for general information that under the provision of section 60(3) of the Co-operatives Societies Act, Chap. 81:03, the Commissioner of Co-operative Development (hereinafter referred to as the Commissioner) has revoked the appointment of MS. LATCHMIN RAMPERSAD, as the Liquidator of Housing and Investment Land Ownership Multi-Purpose Co-operative Society Limited (HILOC), with effect from Monday 10th August, 2009.

In accordance with Section 58 of the Co-operative Societies Act, Chap. 81:03 the assets and liabilities of HILOC shall rest in the Commissioner until a liquidator is appointed.

K. ADAMS
Commissioner for Co-operative Development



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT OF THE NORTH WEST REGIONAL HEALTH AUTHORITY
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the North West Regional Health Authority (hereinafter referred to as the NWRHA) being a Public Authority, is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the NWRHA;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge decisions made under the FOIA.

SECTION 7 STATEMENTS

Institutions and Health Care Facilities

The NWRHA has responsibility for the following healthcare institutions/units

Section 7(1)(a)(i)

Function and Structure of the Public Authority

Mission Statement:

The NWRHA's mission is to provide quality healthcare to all and the promotion of high standards of wellness.

The NWRHA is a body corporate established in accordance with Act No. 5 of 1994 (as amended). It comprises a staff of approximately thirty two hundred (3200) monthly and daily paid employees and is managed by a Board of Directors, which is accountable to the Minister of Health who can issue general or specific instructions to the Board. The Board of Directors is responsible for appointing a Chief Executive Officer. The NWRHA is divided into the following responsibility centres:

Main Departments/ Offices

- Office of the Chief Executive Officer
- Legal and Corporate Affairs
- Internal Audit
- Corporate Communications
- Quality/ Risk Management
- Operations
- Human Resources
- Disaster Preparedness/Health & Safety
- Finance
- Medical
- Health, Policy, Research & Planning
- Nursing & Patient Support Services
- Mental Health

National Services

The NWRHA is responsible for the following National Services:

- Mental Health
- National Radiotherapy Centre
- Nutrition and Dietetics

Sub-Committees of the Board of Directors

- Tenders Committee
- Quality/Risk Management Committee
- Human Resource Committee
- Finance Committee
- Information Systems/ Information Technology Committee
- Audit Committee
- HSSE, Assets and Projects

INSTITUTION	St. Ann's Hospital	St. James Medical Complex	Port of Spain General Hospital
DESCRIPTION	For treating psychiatric cases and provide rehabilitation services	National Radiotherapy Centre, Gerontology Clinic, Physiotherapy	General Secondary Care Hospital services. It is also a Teaching Hospital associated with the University of the West Indies
SERVICES:			
Physiotherapy		✓	✓
Nutrition & Dietetics	✓	✓	✓
Pharmacy	✓	✓	✓
Laboratory		✓	✓
Stores	✓	✓	✓
Diagnostic Services			✓
Orthopaedic	✓	✓	✓
Obstetrics & Gynaecology			✓
Ear Nose Throat			✓
Pathology			✓
Physio - Medicine		✓	✓
Ophthalmology			✓
Accident & Emergency			✓
Intensive Care			✓
Gerontology		✓	
		✓	✓
Radiology		✓	✓
Forensic			
Psychiatric	✓		
SERVICES:	St. Ann's Hospital	St. James Medical Complex	Port of Spain General Hospital
Laundry	✓	✓	
Out Patient Clinics	✓	✓	✓
Social Services	✓	✓	✓
Transport	✓		✓
OTHER	Sewing, Medical Records, Carpentry, Rehabilitation, Outreach/ Community Services, Psychiatric	Ambulance, Medical Records, Oncology Services (this includes the Caribbean), Sewing & Carpentry	Ambulance, Medical Records, Carpentry, General Medical, General Surgery, Neurosurgery, Plastic Surgery, Dental /Oral/Maxillofacial, Haemodialysis, Domiciliary, Medical Library, Dialysis, Anaesthetics



The following Health are under the purview of the NWRHA. These Health Centres are managed by two County Area Administrative Offices:

	ST GEORGE WEST		ST GEORGE CENTRAL
1	George Street Health Centre	9	El Socorro Health Centre
2	Maraval Health Centre	10	Las Cuevas Outreach Centre
3	Woodbrook Health Centre	11	Santa Cruz health Centre
4	Diego Martin Health Centre	12	Success Laventille Health Centre
5	Petit Valley Health Centre	13	Barataria Health Centre
6	Oxford Street Enhanced Centre	14	San Juan Health Centre
7	St. James District Health Facility	15	Morvant Health Centre
8	Carenage Health Centre	16	Upper Laventille Health Centre
		17	Aranguez Health Centre

Additional Services

The NWRHA is also responsible for the provision of:

- Health Services at Ports of Entry within the physical jurisdiction of the NWRHA.
- Public Health Services within the physical jurisdiction of the NWRHA
- National Blood Transfusion Services
- Health Services to the Inmates of Prisons in Trinidad and Tobago

Effect of Functions on Members of the Public

The NWRHA's work impacts upon and influences the quality of life of every citizen of Trinidad and Tobago through the following media:

- **Promotion of Healthier Lifestyles-** this is done through outreach programmes involving collaboration with Faith based, NGO, private organizations, other government ministries, Health in the Market Place, Community Talk Back Sessions, advertisements, radio programmes and other initiatives.
- **Public Board Meetings-** members of the community are invited to participate and give their views as to how they benefit from the healthcare provided, how healthcare impacts upon their life and what can be done to improve the health system. There is a statutory requirement to hold a public meeting each year at which a review of the Authorities performance in the preceding year, along with its goals and targets for the current year is presented and discussed.
- **Customer Client Feedback System-** Through our Customer Services Departments located at the various institutions/units, members of the public are able to give feedback with respect to the quality of healthcare received. Client feedback boxes are also strategically placed throughout various institutions to garner feedback from members of the public.
- **Board Representation-** A nominee of the Association of Local Government sits on the Board of Directors. At least one member of the Board represents public interest and welfare.
- **Client Protection** – Health and Safety Officers are assigned to all the major institutions of the NWRHA. This allows for the monitoring of, guidance with and adherence to the NWRHA and statutory safety requirements.

Section 7(1)(a)(ii)

Categories of Documents in the possession of the NWRHA

1. Files relating to administrative support and General administrative documents that the operations of the NWRHA.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.
3. Standing Financial Orders.
4. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.).
5. Files relating to matters relating to the procurement of supplies, services and equipment.
6. Maps/ Charts/ Photographs/ Diskettes/ Tapes
7. News Releases, speeches originating in the NWRHA
8. Policy and Procedure Documents
9. Internal and External Correspondence files
10. Medical Records of patients, including Nurses, flow charts, Diagnostic Reports such as X-Rays, Post Mortem Reports and Death Certificates.
11. Documents relating to strategic review of the NWRHA.
12. Legislation and legal instruments regulating the operations of the NWRHA.
13. Legal Opinions on matters affecting the operations of the NWRHA.
14. Files relating to Training/ Performance Management.

15. Minutes/ Agenda of Meetings of the Board of Directors & Sub – Committees of the Board.
16. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.
17. Periodic Reports (annual, monthly and/ or quarterly) prepared by the NWRHA, Consultants/ Technical Reports etc.
18. Environmental Impact Assessments
19. Briefing papers/ Status Reports pertaining to the IADB funded projects under the Health Sector Reform Programme and the Inter American Development Bank.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on health related issues and the operations of the NWRHA.
21. Files dealing with official functions, conferences and events hosted and attended by the NWRHA.
22. Inventories, Fixed Assets Register.
23. Periodicals and Publications.
24. Complaints- Customer complaints and Comment Forms
25. Registers/ Certificates/ Permits/ Licenses etc.
26. Tender Documents
27. Contracts for the provision of Goods and Services to the NWRHA
28. Files dealing with Disaster Management, Risk Management and Safety within the NWRHA and in general.
29. Quality Management documentation.
30. Copies of researches performed within the NWRHA

Section 7(1)(a)(iii)

Material Prepared for Publication or Inspection

The public may inspect and/ or obtain copies of the following at the various institutions of the NWRHA:

- The Patient's Charter of Rights and Obligations 2002.
- Customer Service Handbook

Section 7(1)(a)(iv)

This section is not applicable.

Section 7(1)(a)(v)

Procedure to be followed accessing a Document from the NWRHA

How to Request Information

• General Procedure

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

• Addressing Requests

To facilitate prompt handling of the request, please address it to the Designated Officer of the NWRHA. (see **Section 7(1)(a)(vi)** for further details).

• 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.

• Request not handled under to 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 the NWRHA or another public authority, for example, brochures, pamphlets, reports etc.

• Time Limits

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. 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 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 the requests may be incorrectly addressed, or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

• Time Allowed

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

Responding to your Request

• Retrieving Documents

The NWRHA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, 1999 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

For example, **The Ministry of Health's Medical Records Policies and Procedures Manual under the Filing and Retention of Medical Records, states, inter alia, as follows:**

(Section 2.9 (2.9.1) – At the expiry of seven (7) years, medical records (exclusive of the Summary Admission and Discharge Sheet) should be destroyed, unless such records are required for medico-legal purposes or had some specific value for medical research. This would be determined by the Medical Records Committee.”

(Section 2.9 (2.9.2) – Each patient who was discharged from the hospital, must have a summary Admission and Discharge Record completed. This record should be preserved for at least ten (10) years.

• 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:

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

Section 7(1)(a)(vi)

Officers in the NWRHA are responsible for:

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

The Designated Officer is:

General Manager, Legal and Corporate Affairs
Mrs. Tamica Charles-Phillips
The North West Regional Health Authority
Second Floor
#39 Dundonald Street
Port of Spain

The Alternate Officer is:

Section 7(1)(a)(vii)
Legal Officer
Ms. Kimberly Carr
The North West Regional Health Authority
Second Floor
#39 Dundonald Street
Port of Spain

Advisory Boards, Councils, Committee, and Other Public Bodies (Where meetings/minutes are open to the public)

At present, there is no Advisory Board. The NWRHA, holds Public Board Meetings in keeping with the statutory requirement and Community Meetings which are open to the public. These meetings are advertised accordingly.

Section 7(1)(a)(viii)

Information in the public domain can be accessed by appointment with the Designated Officer

Policy of the NWRHA for the Provision of Copies of Documents held in the Public Domain

- Charge for photocopies is \$0.25 cents per page
- Certain provision of documents may be subject to a small charge to cover administrative costs.
- There shall be no smoking, eating or drinking in any area identified for inspecting documents.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)

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

- Regional Health Authorities Act, Chp 29:05- available for purchase at the Government Printery
- Freedom of Information Act, Chp 22:02- available at the Government Printery

- Gazette material and copies of amendments to Acts of Parliament- available for purchase at the Government Printery
- Patient Care Risk Reduction Protocol- Directorate of Quality Management, Ministry of Health, available for inspection only.
- Nurses and Midwives Act, 1960- available for purchase at the Government Printery
- National Health Services Plan, available for inspection only.
- Rules and Trust Deed to the NWRHA Pension Fund Plan, available for inspection only.
- Proposed Annual Services Agreement, available for inspection only.
- Child Health Surveillance- Standard Protocols & Procedures, available for inspection only.
- Information Manual for Client Feedback System (in collaboration with PAHO), available for inspection only.
- Ministry of Health's Medical Records Policies and Procedure Manual, available for inspection only.
- Legal opinions and advise from Attorneys at law regarding the transfer for responsibility to the NWRHA for collecting User Fees for Health Services which is at present, collected by the Port of Spain Regional Corporation- available for inspection only.
- Patient's Charter of Rights and Obligations.

Section 8(1)(a)(ii)

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

- Code of Ethics (for Doctors), used to guide officers within the NWRHA, (available for inspection).
- NWRHA Annual Review 2002 (Presentation), available for inspection only.
- NWRHA Disaster Management Plan, available for inspection only.
- Regional Health Authorities Human Resource Policies and Guidelines (available for inspection only).
- NWRHA Policy & Procedure Manual for Vehicles (available for inspection only).
- NWRHA Policies for Clinical Management in Primary Health Care Lifestyle Diseases, (available for inspection).
- Management Systems Development Financial Policies and Procedures Manual- June 2002
- Contracting for Goods and Services Guidelines -1994.
- NWRHA Strategic Plan 2004-2008
- Regional Health Authorities (Conduct) Regulations, 2008 (available at the government printery)

Section 8(1)(b)

In enforcing written laws or schemes administered by the NWRHA 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.

This section is not applicable to the NWRHA at present.

SECTION 9 STATEMENTS

Section 9(1)(a)

A report or statement containing the advice or recommendations of a body or entity established within the NWRHA

At present there are no such reports or statements.

Section 9(1)(b)

A report or statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a 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 authority or to the responsible Minister of that public authority

At present there are no such reports or statements.

Section 9(1)(c)

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

At present, there are no such reports or statements.

Section 9(1)(d)

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

At present, there are no such reports or statements.

Section 9(1)(e)

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

- Report of Radiation Survey at the X-Ray Department, Mayaro District Hospital, by Ms. Sue Jaan Mejias, Physicist, National Radiotherapy Centre, St. James, dated 28, September 2001.
- National Comprehensive HIV/ AIDS Prevention Treatment and Care Plan, Ministry of Health, 2005

Section 9(1)(f)

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

- Audit of National Programmes and Laboratories in Trinidad and Tobago- National HIV/Aids/STI Project- Final Report by KPMG Consultancy, June 30, 2001.
- Audit of National Programmes and Laboratories in Trinidad and Tobago Public Health and Hospital Laboratories- Information Systems Development Draft Final Report by KPMG Consultancy
- Audit of National Programmes and Laboratories in Trinidad and Tobago Laundry and Linen Services Programme- Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories in Trinidad and Tobago National Tuberculosis Control Programme/ Hansen's Disease Control Programme - Final Report by KPMG Consultancy
- Audit of National Programmes and Laboratories in Trinidad and Tobago National Blood Transfusion Unit- Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories in Trinidad and Tobago Public Health and Hospital Laboratories- Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories in Trinidad and Tobago Public Health Laboratories- Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories in Trinidad and Tobago Hospital Laboratories - Final Report by KPMG Consultancy, June 30, 2001
- Health Sector Quality Counsel- Risk Management Council Initial Findings; by Mercy International Health Services – May 2001.
- Management Advisory Services, Ministry of Health; Information Technology Planning – Presentation by Ernst & Young, September 24 2001.
- Ministry of Health – Regional Health Authorities Organisational Restructuring Workshop Report- Management Advisory Services, by Ernst & Young, April 2001
- Risk Management Consultancy; Briefing and Sensitisation - Ministry of Health, by Mercy International Services, 2001
- Trinidad and Tobago Health Sector Accreditation Programme- Draft Final Report by Joint Commission International Consultants, November 09, 2001.
- Report by PMSL on the investigation into matter arising from the Auditor General's Report into the NWRHA, September 10, 2001.
- Report on Present Security System at the NWRHA, December 2003, Mr. Carlos Neptune.
- Report on HR Project, February 2004 by Mr. Charles Bobb-Semple.
- NWRHA Human Resource Planning & Staffing Intervention – The Edge Consultancy 2008

Section 9(1)(g)

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

At present, there are no such reports.

Section 9(1)(h)

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

- Report on NWRHA Achievements – 1995 – 2005
- Health Sector Reform Programme- NWRHA Annual Review 2001

- Auditor General's Report on the North West Regional Health Authority- 2001.

- NWRHA Strategic Business Plan – 2000 – 2001

- Report on 5th Annual Review of the Client Feedback System (Customer Relations/ Complaints System) – March 2000 to February 20001; Directorate of Quality Management, July 2001

- Status Reports on Health Sector Reform Programme – Primary Health Care Centres

- Report on Medical Records Survey of Trinidad and Tobago, by Pan American Health Organisation/ World Health Organisation (PAHO/WHO) Submitted by Joanne G. Salazar, August 2000.

- Report on NWRHA Achievements – 2002 (Public Meeting)

- Report on NWRHA Achievements – 2003 (Public Meeting)

- Report on NWRHA Achievements – 2005 (Public Meeting)

Section 9(1)(i)

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

- NWRHA Strategic Plan 2004 – 2008

- NWRHA Strategic Plan 2003-2001

- Accreditation Standards for the Health Sector of Trinidad and Tobago – Joint Commission International – 2001

- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Draft 1- Ministry of Health, May 10, 2001.

- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 2- Ministry of Health, March 21, 2001.

- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 1- Ministry of Health, March 08, 2001

- Information Manual for Client Feedback Systems (Customer Relations/ Complaints System) – Ministry of Health/ Regional Health

- Authorities, in collaboration with the Pan American Health Organisation/ World Health Organisation (PAHO/WHO).

- Ministry of Health Medical Records Policies and Procedures – Death Information Systems Management – Directorate of Health Policy and Procedures, May 2001.

- Ministry of Health national Emergency Medical Services Policy – Trinidad and Tobago – Draft 2- Ministry of Health.

- Patient Care Risk Reduction Protocol – Directorate of Quality Management, Ministry of Health, August 2001.

- Regional Health Authorities Human Resource Policies and Guidelines (Draft) – Ministry of Health, April 11, 2003

Section 9(1)(j)

A statement prepared within the public authority, containing Policy directions for the drafting of legislation

At present, there are no such statements.

Section 9(1)(k)

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

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within the public authority.

At present, there are no such reports.

Section 9(1)(m)

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

Fixed Asset Verification Exercise- former Central Regional Health Authority

1449

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

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: TEMCO STAFF ASSOCIATION
61-67, TUMPUNA ROAD
ARIMA

Name and Address of Employer: TRINIDAD ELECTRICAL MANUFACTURERS
CORPORATION
61-67, TUMPUNA ROAD
ARIMA

TAKE NOTICE that on the 21st July, 2009, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit comprising "hourly rated" employees of Trinidad Electrical Manufacturers Corporation.

Dated this 22nd day of July, 2009.

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

1450

TENDER FOR THE SUPPLY AND DELIVERY OF MECHANICAL EQUIPMENT TO THE DIEGO MARTIN REGIONAL CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the supply and delivery of the following Mechanical Equipment to the Diego Martin Regional Corporation, Ministry of Local Government.

- Item 1—One (1) Cesspool Emptier
- Item 2—One (1) Wrecker

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-2311, Fax Number 625-1809.

Any further technical information can be obtained during normal working hours from Mr. Winston Regis, Road Officer III, Diego Martin Regional Corporation. Telephone Number 695-7707.

Tenders must be accompanied by the following:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender;
- (b) a valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original and two (2) copies of the tenders must be placed in a sealed envelope addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Supply and Delivery of Mechanical Equipment to the Diego Martin Regional Corporation, Ministry of Local Government". Envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 27th August 2009.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

Late tenders will not be considered in any circumstances.

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

The Central Tenders Board reserves the right to cancel the bidding process 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,
Central Tenders Board*

5th August, 2009.

1451

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES

SWORN declaration having been made that Policy Number 5000561651 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of CHARMAINE CEDENO 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1452

SWORN declaration having been made that Policy Number 5000755511 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of KAYLA ABIGAIL JADE GEORGE 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1453

SWORN declaration having been made that Policy Number 5000776267 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ALICIA GEORGE-QUASHIE 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1454

SWORN declaration having been made that Policy Number 8000282364 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JULIE HARRIS 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
26th May, 2009.

1455

SWORN declaration having been made that Policy Number 8000409208 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DIXIE-ANN ELLEN Mc EWEN 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1456

SWORN declaration having been made that Policy Number 8000432501 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of STEPHEN WILSON 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1457

SWORN declaration having been made that Policy Number CT20239677 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DASS RAMLAL 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1458

SWORN declaration having been made that Policy Number DT90028752 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DASS RAMLAL 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
23rd July, 2009.

1459

LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE POLICY

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 TANDY ISHA JOHNSON a replacement Policy, Number GEM: 000022146 declared as lost/ misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street
Port-of-Spain.

1460

LICENSING SESSIONS
(Liquor Licences Act, Chap. 84:10)

SAN FERNANDO

NOTICE is hereby given that the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, has appointed THURSDAY THE 17TH DAY OF SEPTEMBER, 2009 at the hour of 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Session will be held for the granting of Certificate for the issue of Licences for the period 1st October, 2009 to 31st March, 2010.

All applications for Certificates for New Licences must be submitted to the Secretary, Licensing Committee, Victoria West, San Fernando, in writing in quintuplicate on the prescribed form along with a fee of forty dollars (\$40.00) and three (3) copies of the floor plan of the premises proposed to be licensed and should reach him not later than the 26th August, 2009.

All applicants are required to produce documentary evidence of their Board of Inland Revenue File Number .

Dated this 14th day of July, 2009 at the San Fernando Magistrates' Court.

A. Ali
Secretary, Licensing Committee,
Victoria West

1461

PRINCES TOWN

NOTICE is hereby given that the Licensing Committee for the Licensing District of Victoria East, Princes Town Area, has appointed MONDAY THE 14TH DAY OF SEPTEMBER, 2009 at 9.00 o'clock in the forenoon at the Princes Town Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Liquor Licences for the period 1st October, 2009 to 31st March, 2010 in pursuance of the provisions of the above Act.

All applications for New Licences must be submitted in triplicate on the prescribed form and be accompanied by three (3) copies of the floor plan of the premises sought to be licensed together with the prescribed fee of forty dollars (\$40.00) and the applicant's Board of Inland Revenue File Number and should reach the Secretary, Licensing Committee, Princes Town, on or before the 22nd day of August, 2009.

Dated this 20th day of July, 2009 at the Princes Town Magistrate's Court.

E. SUPERSAD
Secretary, Licensing Committee,
Victoria East

1462

MORUGA

NOTICE is hereby given that the Licensing Committee for the Licensing District of Victoria East, Moruga Area, has appointed WEDNESDAY THE 16TH DAY OF SEPTEMBER, 2009 at 9.30 o'clock in the forenoon at the Moruga Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Liquor Licences for the period 1st October, 2009 to 31st March, 2010 in pursuance of the provisions of the above Act.

All applications for New Licences must be in triplicate on the prescribed forms and be accompanied by three (3) copies of the floor plan of the premises sought to be licensed together with the prescribed fee of forty dollars (\$40.00), the applicant's Board of Inland Revenue File Number and should reach the Secretary, Licensing Committee, Moruga, on or before the 24th day of August, 2009.

Dated this 20th day of July, 2009 at the Princes Town Magistrate's Court.

E. SUPERSAD
Secretary, Licensing Committee,
Victoria East

1463

(Sale of Produce Act, Chap.63:52)

PRINCES TOWN

NOTICE is hereby given that the undersigned Senior Magistrate has appointed MONDAY THE 14TH DAY OF SEPTEMBER, 2009 at 9.00 o'clock in the forenoon at the Princes Town Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Licences as Dealers in Licensable Produce in the Licensing District of Victoria East, Princes Town Area for the period 1st October, 2009 to 31st December, 2009 in pursuance of the provisions of the above Act.

All applications for such Licences must be submitted to the Magistrate in writing, in duplicate, on the prescribed form and should reach the Senior Magistrate not later than the 28th day of August, 2009.

Each applicant shall furnish Board of Inland Revenue File Number to the Chairman, Licensing Committee before the issue of such Licence.

Dated this 20th day of July, 2009 at the Princes Town Magistrate's Court.

J. GORDON
Senior Magistrate,
Victoria East

1464

MORUGA

NOTICE is hereby given that the undersigned Senior Magistrate has appointed WEDNESDAY THE 16TH DAY OF SEPTEMBER, 2009 at 9.30 o'clock in the forenoon at the Moruga Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Licences as Dealers in Licensable Produce in the Licensing District of Victoria East, Moruga Area, for the period 1st October, 2009 to 31st December, 2009 in pursuance of the provisions of the above Act.

All applications for such Licences must be submitted to the Magistrate in writing, in duplicate, on the prescribed form and should reach the Senior Magistrate not later than the 1st day of September, 2009.

Each applicant shall furnish Board of Inland Revenue File Number to the Chairman, Licensing Committee before the issue of such Licence.

Dated this 20th day of July, 2009 at the Princes Town Magistrate's Court.

J. GORDON
Senior Magistrate,
Victoria East