



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT TO ACT AS MINISTER OF THE ENVIRONMENT AND WATER RESOURCES

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting 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 EMMANUEL GEORGE, a Member of the Senate who is a Minister, to act in the Office of the Honourable GANGA SINGH, Minister of the Environment and Water Resources, with effect from 10th August, 2012 and continuing during the absence from Trinidad and Tobago of the said the Honourable Ganga Singh, in addition to the discharge of his normal duties and those of the Minister of Health.

9th August, 2012.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the Acting President*

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APPOINTMENT TO ACT AS MINISTER OF PLANNING AND SUSTAINABLE DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting 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 ROODAL MOONILAL, a Member of the House of Representatives, who is a Minister, to act in the Office of Senator Dr. the Honourable BHOENDRADATT TEWARIE, Minister of Planning and Sustainable Development, with effect from 10th August, 2012 and continuing during the absence from Trinidad and Tobago of the said Senator Dr. the Honourable Bhoendradatt Tewarie, in addition to the discharge of his normal duties.

10th August, 2012.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the Acting President*

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APPOINTMENT TO ACT AS MINISTER OF JUSTICE

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. PRAKASH RAMADHAR, a Member of the House of Representatives, who is a Minister, to act in the Office of the Honourable HERBERT PHILIP VOLNEY, Minister of Justice, with immediate effect and continuing during the absence from Trinidad and Tobago of the said the Honourable Herbert Philip Volney, M.P., in addition to the discharge of his normal duties.

15th August, 2012.

E. DANIEL-LIVERPOOL
*Secretary to His Excellency
the President*

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2011 OF
THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)

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 (FOIA) 1999, the Caribbean Industrial Research Institute (CARIRI), 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 official documents (with exemptions) held by the Caribbean Industrial Research Institute.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 STATEMENTS

Section 7 (1) (a) (i)

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological services to private and public sector organizations locally and regionally.

The Institute's mission is:

"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."

The Institute's major functions include:

- To provide technical and industrial services to public and private industrial enterprises;

- To collect and disseminate technical information;
- To undertake analytical work particularly in connection with quality of products;
- To provide physical (measurements) and materials testing services;
- To provide engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- To undertake economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;
- To provide environmental monitoring, control and developmental activities.
- To advise the government on the formulation of specifications, the promulgation and application of industrial processes and practices and the preparation of industrial standards;
- To engage in industrial research programmes related to the needs of Trinidad and Tobago and the Caribbean region.

The Board of Directors is appointed by the President, the Republic of Trinidad and Tobago, and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and fifty (150) persons and is headed by a Chief Executive Officer.

OPERATIONAL UNITS AND DEPARTMENTS

The Caribbean Industrial Research Institute operates from two (2) locations - UWI Campus, St. Augustine and Trincity West Industrial Estate, Macoya. The key focus areas are:

- Biotechnology
- Analytical Chemistry and Microbiology
- Petroleum and Energy
- Industrial Materials
- Environmental Management
- Business Services

CARIRI is comprised of the following Units as shown in the Organizational Chart

- Petroleum and Energy-based Services (PEBS)
- Analytical Chemistry and Microbiology Services (ACAMS)
- Environmental Services (ES)
- Biotechnology Services (Biotechnology)
- Industrial Material Unit (IMU)

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- Business Services Unit (BSU)

Analytical Chemistry and Microbiology Services (ACAMS)

This Unit provides industry (manufacturing and Service) and the population at large with a wide range of testing and consultancy services:

- Analytical Chemistry Laboratory
- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals
- Chemicals re conformance to specified requirements
- Environmental contaminants
- Toxicology
- Air Monitoring
- Food Safety
- Food and Potable Water
- Effluent – both industrial and from domestic wastewater treatment plants
- Biodegradability
- Identification and quantification of microbial strains which have specific implications in air and water quality
- Pesticide Residue

Biotechnology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is therefore to provide general and laboratory based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and Process Development
- Plant and Quality Audits
- Feasibility studies – technical feasibility and plant layout
- Troubleshooting
- Development and Implementation of Quality Management Systems
- Provision of technical assistance to entrepreneurs and small and medium scale processors in the agro-processing sectors
- Training in food production techniques
- Food Safety
- Contract Processing
- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory Evaluations
- Raw Material Assessment
- Post-harvest Technology
- Waste Utilisation

Business Services

The responsibilities of the Business Services Unit include:

- Promotion of the Institute's services to existing and potential clients;
- Identification and development of new business opportunities;
- Conduct of market research including competitor evaluation;
- Customer relations;
- Development (in conjunction with other Units / Departments) of new products;
- Planning and implementation of seminars and workshops;
- Preparation of proposals, tenders and quotations and review of proposals and contracts;
- Sector studies.

Environmental Services

There is a growing demand for specialized environmental services both in an advisory capacity as well as for use by the regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) –management program
 - stack testing
- Stack Monitoring
- Environmental Engineering Consulting, including:
 - waste management
- Environmental Management Cleaner Environment
 - consulting services in the implementation of clean technologies
- Sewerage Treatment Plants
 - effluent monitoring
 - recreational water quality in streams, rivers and beaches
- Noise Monitoring

Industrial Materials Unit

This Unit provides a number of services to the construction and heavy industries and serves a wide range of client from micro to large. Their objectives include solving their materials technological problems and quality related issues by providing the under mentioned services:

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- Civil works
 - accredited testing of concrete products, aggregates, asphalt and asphalt concrete, etc.
- Metallurgy
 - mechanized testing, metallographic analysis of engineering failures, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro structural analysis
- Cleaner Production Technologies
 - composite materials
 - recycled products
- Physical Measurements and Calibration
- Specialized Services
- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - failure analysis
 - calibration
 - weld assessment

Petroleum and Energy-based Services (PEBS)

This Unit provides consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy and Energy Industries Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act Chap 62:01
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes
- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Quality Services
- CAMS
- Information Services
- Human Resources
- Accounts
- Facilities Maintenance
- Procurement /Stores
- Corporate Communications

Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is continuously working to achieve its primary objective of positioning this country as a leading technology and technological services provider. The Institute provides its services on a fee for service basis.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Caribbean Industrial Research Institute

The documents listed below relate to the work of CARIRI:

- *Standards, Specifications and Methods*
- *Quality Manuals*
- *Equipment Manuals*
- *Books relating to our core areas of expertise*
- *Journals*
- *Pamphlets, Newsletters, bulletins and newspaper clippings*
- *Circulars/directives issued by the Human Resource Department*
- *General Administrative Documents*
- *Miscellaneous reports, studies and surveys*
- *Client reports*
- *Financial records*
- *Internal and external correspondence files*
- *Policy and procedure documents*

Section 7 (1) (a) (iii)

Material Prepared for Public Inspection

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Caribbean Industrial Research Institute
 St. Augustine Campus
 University of the West Indies
 St. Augustine
 Tel: 662-7161/2
 Fax: 662-7177
 Email: mail@cariri.com
 Website: www.cariri.com

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Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.

A catalogue of information is available to the public. This is comprised mainly of purchased material, which are available to the public and can be accessed by visiting the Institute during the hours indicated.

Section 7 (1) (a) (iv)

Literature available by subscription

At the present time this section is not applicable.

Section 7 (1) (a) (v):

Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute.

Applicants may request information via telephone, e-mail or in person. However, in order to access the rights afforded under the FOIA, **the request must be made in writing** on the official form *Request for access to Official Documents*, for information not available in the public domain. These forms are available from the Designated Officer of CARIRI.

Requests must be addressed to the Designated Officer of CARIRI named in section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of the FOIA, the

Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

The time frame for delivery of a document, if it exists or can be found, is established under the FOIA. If CARIRI fails to meet these deadlines, the FOIA gives applicants the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI will determine whether to grant your request for access to information and notify you of the decision as soon as practicable, but no later than 30 days after the day on which on which the request is duly made, as required by section 15 of the FOIA.

The FOIA Fees and Charges Regulations prescribe fees related to the search, retrieval and provision of

documents. The applicant will be given access to the documents within seven working days of the receipt of payment of the relevant fee. The FOIA allows the applicant a refund of fees paid, in addition to access to the requested information, if CARIRI fails to provide the information within the seven day period.

Section 7 (1) (a) (vi)

Statement Identifying Designated Officer

The designated officer for the above-mentioned CARIRI is:

Mr Liaquat Ali Shah
Chief Executive Officer
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 662 7161/3 Ext 2301

Alternate Officer :
Mr Meghnath Gosein
Corporate Secretary
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 662 7161/3 Ext 2310

Section 7 (1) (a) (vii)

Presently, there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this Section of the FOIA.

Section 7 (1) (a) (viii)

Library / Reading Room Facilities

Information Services
Caribbean Industrial Research Institute
St. Augustine Campus
St. Augustine
Tel: 662-7171
E-mail: info@cariri.com

Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.

Policy of CARIRI for provision of copies of documents held in the public domain:

1. Provision of certain documents may be subject to a charge to cover administrative costs.
2. No smoking, eating or drinking allowed in the reading room.

Section 8 STATEMENTS

Section 8 (1) (a) (i)

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Documents containing interpretations or particulars of written laws or schemes administered by CARIRI

not being particulars contained in another written law.

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act Chap 85:52
- Collective Labour Agreements

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside CARIRI, or similar documents containing rules, policies, guidelines, practices or precedents:

- *At the present time this section is not applicable.*

Section 8 (1) (b)

In enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

- *At the present time this section is not applicable.*

Section 9 STATEMENTS

Section 9 (1) (a)

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

- *At the present time this section is not applicable.*

Section 9 (1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside CARIRI by or under a written law or a report or statement by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CARIRI or to the responsible Minister of that public authority:

- *At the present time this section is not applicable.*

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within CARIRI to submit a report, provide advice or make recommendations to the responsible Minister of that

public authority or to another officer of CARIRI who is not a member of the committee:

- *At the present time this section is not applicable.*

Section 9 (1) (e)

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

- *At the present time this section is not applicable.*

Section 9 (1) (f)

A report prepared for CARIRI by a consultant who was paid for preparing the report:

- *At the present time this section is not applicable.*

Section 9 (1) (g)

A report prepared within CARIRI 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 the present time this section is not applicable.*

Section 9 (1) (h)

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

- *At the present time this section is not applicable.*

Section 9 (1) (i)

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

- *Strategic plan of the Caribbean Industrial Research Institute*

Section 9 (1) (j)

A statement prepared within CARIRI and containing policy directions for the drafting of legislation:

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- *At the present time this section is not applicable.*

Section 9 (1) (k)

A report of a test carried out within CARIRI on a product for the purpose of purchasing equipment:

- *At the present time this section is not applicable.*

Section 9 (1) (l)

An environmental impact statement prepared within CARIRI:

- *At the present time this section is not applicable.*

Section 9 (1) (m)

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

- *At the present time this section is not applicable.*

Section 13 REQUESTS FOR ACCESS**Section 13 (5)**

An application for access to an official document held by CARIRI must be made to the responsible Minister, i.e. the Minister of Planning and Sustainable Development.



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ORGANISATIONAL CHART

