



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 51

Port-of-Spain, Trinidad, Wednesday 24th October, 2012—Price \$1.00

No. 168

ERRATUM

In the *“Trinidad and Tobago Gazette, Extraordinary”*, Vol. 51, No. 113, dated 26th June, 2012, Page 808, Item No. 1137, under a heading “Notice of Removal of Defunct Companies from Register”, the Company “SEEPERSAD’S MARKETING LIMITED—S 1623 (95)”, was incorrectly published under the heading “[Section 461(5) of the Companies Act, 1995]. This notice should have been published under the heading “[Section 275(5) of the Companies Ordinance, 1995, Ch. 31, No. 1]” and should have read “SEEPERSAD’S MARKETING LIMITED—S 1623”.

In the *“Trinidad and Tobago Gazette, Extraordinary”*, Vol. 51, No. 137, dated 16th August, 2012, Page 1003, Item No. 1533, under the heading “Notice of Removal of Defunct Companies from Register”, the name of the Company “XANDA’S DESIGNS LIMITED — X 7795 (C)”, was incorrectly published and should have read “XANDA’S DESIGNS LIMITED —X 77 (95)T”.

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APPOINTMENT TO PERFORM THE FUNCTIONS OF THE OFFICE OF CHIEF JUSTICE

IN EXERCISE of the power conferred upon him by section 103 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, has been pleased to appoint the HONOURABLE MR. JUSTICE ALAN MENDONCA, a Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 20th October, 2012 and continuing during the absence from Trinidad and Tobago of the Honourable Chief Justice IVOR ARCHIE.

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

17th October, 2012.

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APPOINTMENT AS A TEMPORARY MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency, the Acting President, acting on the advice of the Prime Minister, has appointed MR. WAYNE ANTHONY MUNRO, to be temporarily a Member of the Senate, with immediate effect and continuing during the absence by reason of illness of Senator JAMES LAMBERT.

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

17th October, 2012.

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VACANT OFFICE OF STATE COUNSEL II (GROUP L6A), STATUTORY AUTHORITIES' SERVICE COMMISSION
DEPARTMENT

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the vacant office of State Counsel II (Group L6A), Statutory Authorities' Service Commission Department.

Particulars relating to the office are given hereunder:

State Counsel II

Minimum Experience and Training Requirements

Experience (more than two (2) years and up to four (4) years) in prosecuting in the Courts and training as evidenced by certification as an Attorney-at-law.

Necessary Special Requirement

Evidence of having been admitted to practice as an Attorney-at-law in the Republic of Trinidad and Tobago.

Kind of Work

Advanced professional legal work in the prosecution of civil or criminal matters.

Required Knowledge, Skills and Abilities

Knowledge of the criminal and civil laws of the country.

Knowledge of court procedures and practices.

Knowledge of the methods and practices involved in the presenting and prosecuting of matters before the Courts.

Ability to give advice on legal problems.

Ability to prepare, present and prosecute criminal or civil matters before the proper Courts.

Ability to express ideas clearly, concisely and convincingly.

Ability to establish and maintain effective working relationships with other employees and the public.

Distinguishing Features of Work

An Employee in this class acts as prosecutor in the less difficult civil and criminal cases and gives legal advice to government departments. Work involves the studying of briefs of arguments and appearing on behalf of Government in matters brought before the Magistrate and Supreme Court. Assignments are in the form of the pertinent legal files and briefs and the employee is expected to handle the matter independently. The work is reviewed only in the sense that the Courts had down decisions on matters presented.

Examples of Work

Investigates legal problems of Government Departments and Statutory Bodies and gives advice or opinions.

Advises Police on criminal matters if assigned to criminal prosecutions.

Appears as advocate for the government in matters brought before the Court in the Court of Appeals.

Studies the legal files and briefs assigned to him and either prepares indictment and appears in the role of prosecutor in civil or criminal cases, or advising *Nolle prosequi* in those cases where prosecutions appears inadvisable.

Advises on the institution of criminal proceedings to be taken indictable and/or summarily.

Prepares and settles pleadings and appears for the government in connection with all civil matters.

Performs related work as may be required.

Salary:

Group L6A: \$15,600–\$16,400 per month.

A copy of the Job Specifications can be obtained from the Service Commissions Department.

Interested officers should apply on the prescribed application for promotion forms and must submit their applications through their Permanent Secretaries/Heads of Department to reach the Director of Personnel Administration, Cipriani Plaza, Nos. 52–58 Woodford Street, Port-of-Spain or Wilson Road, Scarborough, Tobago, not later than 9th November, 2012.

G. EDWARDS-JOSEPH
Director of Personnel Administration



NOTICE

In accordance with the Exchange Control Act, Chapter 79:50, Clause 5(1), the list of authorised foreign exchange dealers as at October 1st 2012 is published below by the Central Bank of Trinidad and Tobago:

LIST OF AUTHORISED DEALERS IN FOREIGN EXCHANGE
COMMERCIAL BANKS
INTERCOMMERCIAL BANK LIMITED
FIRST CARIBBEAN INTERNATIONAL BANK (TRINIDAD AND TOBAGO) LIMITED
REPUBLIC BANK LIMITED
RBC ROYAL BANK (TRINIDAD AND TOBAGO) LIMITED
CITIBANK (TRINIDAD & TOBAGO) LIMITED
FIRST CITIZENS BANK LIMITED
SCOTIABANK TRINIDAD & TOBAGO LIMITED
BANK OF BARODA (TRINIDAD AND TOBAGO) LIMITED
NON-BANK FINANCIAL INSTITUTIONS
AIC FINANCIAL GROUP LIMITED
ANSA MERCHANT BANK LIMITED
GENERAL FINANCE CORPORATION LIMITED
DEVELOPMENT FINANCE LIMITED
BUREAUX DE CHANGE *
GRACE KENNEDY (TRINIDAD & TOBAGO) LIMITED
TRINIDAD & TOBAGO UNIT TRUST CORPORATION
EASTERN CREDIT UNION COOPERATIVE SOCIETY LIMITED
CLASSIC TOURS AND TRAVEL LIMITED
GLOBAL EXCHANGE TRINIDAD & TOBAGO LIMITED
MILLENNIUM FINANCE & LEASING COMPANY LIMITED
FIRSTLINE SECURITIES LIMITED

* Bureaux de Change are licensed by the Central Bank to buy and sell foreign currency notes, coins and travellers' cheques in exchange for notes and coins of another currency.



NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
**PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
 IN COMPLIANCE WITH SECTION 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 1999 (FOIA), the **National Information and Communication Technology Company Limited** herein referred to as iGovTT, 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 certain information held by iGovTT;
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)
 Function and structure of iGovTT

MISSION STATEMENT:

To champion and advance the development of information and communication technology (ICT) and its use by key stakeholders for the socio-economic transition and development of Trinidad & Tobago and the Caribbean Region.

SCOPE OF BUSINESS:

iGovTT is a wholly owned State Enterprise which was incorporated on July 20, 2009 in accordance with the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago.

The Company acts as the implementation arm of the Ministry of Science and Technology in the execution and administration of enterprise-wide ICT strategies and programmes of the Government of the Republic of Trinidad and Tobago (GoRTT). The Company has also been charged with the responsibility for maintaining the tconnect programme which is a suite of five alternative means for interfacing with Government. The objective of tconnect is to bring Government information closer to citizens and making public services significantly more convenient and accessible through the medium of ICT.

ORGANISATIONAL STRUCTURE

The Company is headed by a Board of Directors ("the Board") which is responsible for charting the overall direction of the Company. The Board currently comprises nine (9) Directors. The Company currently employs 148 staff members and is managed by a Chief Executive Officer. The Company is divided into twelve (12) main Units and the Organisation is structured as depicted in the approved Organisational structure below.

DETAILS OF RESPONSIBILITY CENTRES:

1. Chief Executive Officer's Office

The Chief Executive Officer (CEO) is responsible for providing effective leadership and direction and for implementing the strategic objectives established by the Board. He establishes intermediate goals consistent with the ultimate objectives of the Company and assumes responsibility for the employees of the Organisation. He further communicates the objectives and goals to the officers of the Company.

The CEO is accountable to the Board through the Chairman for achievement of the Company's declared purposes, policies, performance targets and for the implementation of the Board's decisions.

2. Deputy Chief Executive Officer (cum Chief Operating Officer)

The Deputy Chief Executive Officer supports and advises the CEO on all corporate affairs pertaining to the company, Organisation development efforts, and initiatives and activities aimed at achieving short and long-term Company goals. He directly oversees and is responsible for the operations of the Company's core lines of business, comprised namely of Consulting, Delivery, Operations, Shared Services, and Telecoms Policy & Competition Development. He reports to the CEO on profitability and loss, business plans, and results against targets set for key performance indicators for each line of business under his purview.

3. Corporate Secretary

The Corporate Secretary is accountable to the Board through the Chairman on all matters relating to Company secretarial duties. The Corporate Secretary is also responsible for the maintenance of regulatory compliance and establishing effective management of the Company's Corporate Administration Office.

4. Legal

The Legal Unit is responsible for:

- Providing general counsel services through legal supervision, legal counseling, and litigation management;
- Minimization of the Company's exposure to legal risk by providing legal strategic and advisory support to the various Business and Functional Units of the Company.

5. Internal Audit

This Unit is responsible for independent audit on all of the Company's operational functions to ensure compliance with approved and published company policies and processes.

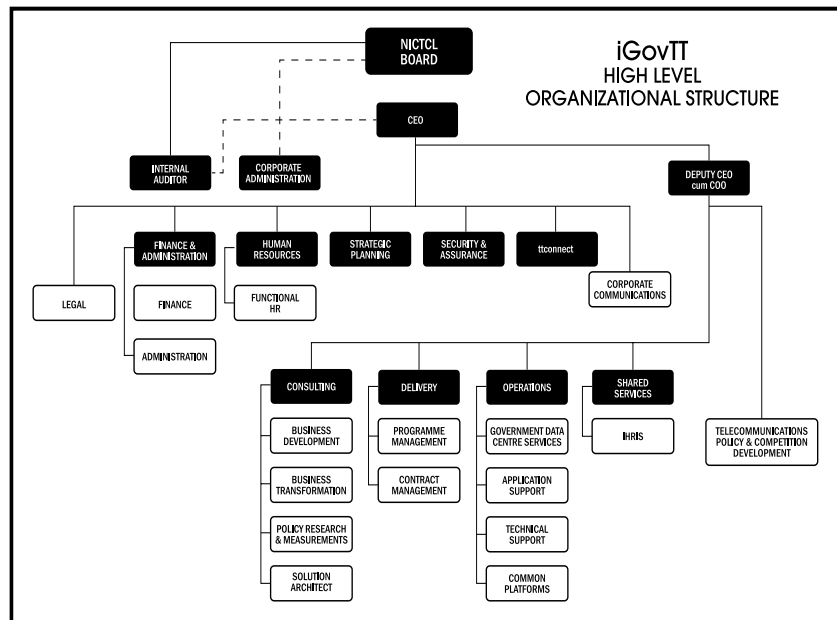
6. Finance and Administration

This Unit, comprises 3 sub-teams; namely, the Finance Team, General Administration Team and the Internal IT Team.

Finance Team

This team is responsible for:

- Managing corporate income and expenditure;




NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

- Developing, implementing and maintaining Finance related policies;
- Performing Payroll/ Accounting functions;
- Performing Internal Accounting functions;
- Performing Purchasing functions for procurement of all items for the Company; and
- Working with the Contract Management Office to purchase ICT items for GoRTT.

General Administration

This team is responsible for:

- Developing and implementing office management policies and processes to provide the appropriate working environment for all Company Units;
- Providing general office administrative support to all Company units;
- Providing facilities management services to maintain physical premises that house the Company.

Internal IT Team

This team is responsible for:

- Developing and implementing IT policies and processes to provide the appropriate working environment for all Company Units; and
- Developing and maintaining the IT infrastructure required to support the operations of the Company.

7. Human Resources

This Unit is responsible for:

- Working with iGovTT leadership and lines of business to plan and perform HR Recruitment and Selection (including performing HR research on competitive Rewards and Compensation Systems);
- Developing, implementing and maintaining HR policies;
- Planning and organizing Staff Development Programmes and training;
- Planning, implementing and maintaining a Performance Appraisal System for iGovTT;
- Developing and implementing a Compensation System for iGovTT;
- Developing and implementing Organisational Development Programmes; and
- Managing and operating Staff Communications Platforms.

8. Consulting

This Unit engages Ministries and Agencies to ensure alignment with enterprise-wide ICT initiatives and provides strategic and advisory support for their ICT programmes and projects. Specific areas for consulting include ICT strategic planning, business process reengineering, change management, human capital development, ICT policy development and monitoring and evaluation. The Consulting Unit works closely with the Ministry of Science and Technology to ensure consistency with the holistic ICT policy framework as articulated by GoRTT.

It is divided into four (4) sub-teams namely, the Business Development Team, Business Transformation Team, Solutions Architect Office and Policy, Research and Measurement Team. The Business Development Team is responsible for:

- Working with all iGovTT lines of business to develop and market service offerings to Clients;
- Developing business development plans with overall responsibility for business development targets;
- Performing Client Engagement and Pre-Sales Consulting;
- Working closely with the Business Transformation Office to understand client needs and develop project proposals; and
- Working with the Business Transformation Office, Solution Architect Office, and the Government Data Centre Services Teams to estimate effort required to deliver projects (in consultation with expertise from other iGovTT Business Units as appropriate).

The Business Transformation Office is responsible for:

- Conducting research on international best practices and creating innovative project concepts to help clients achieve value through exploitation of ICT;
- Performing business requirements gathering and translating these into project specifications;
- Performing business process re-engineering, feasibility studies and cost benefit analyses;
- Working with Solution Architects to design technical solutions suitable to meeting clients' business needs;
- Working with business owners to establish project implementation and funding approaches, for example Public-Private Partnership (PPP) amongst others;
- Working with partners (for example the Business Development Corporation) in the establishment of eBusiness programmes which aim to help local businesses achieve efficiencies through ICT;
- Working with business owners and Project Managers to identify areas of change, perform impact assessments and propose suitable change programmes associated with projects;
- Working with business owners and/or Project Managers to develop Business Continuity Plans;
- Performing trainings and associated change management activities (for example project branding, internal and external project communications, training manuals and FAQs amongst others); and
- Providing adhoc ICT Advisory services, (that is, agency specific IT planning and technical advice) to clients.

The Solution Architect Office is responsible for:

- Supporting the Consulting and Operations Units and the Programme Management Office, by providing technical advice pertaining to System Architecture for ICT projects and resolution of technical operations issues; and
- Providing architect enterprise-wide solutions which iGovTT implements for GoRTT (for example GovNetT, Foundation Services Infrastructure, National Authentication Solution, and the National Payment System).

The Policy, Research and Measurement team is responsible for:

- Conducting research on new developments in ICT;
- Formulating National and Government level ICT policies to bring about positive results with ICT exploitation;
- Working with the ICT Secretariat of Ministry of Science and Technology update and retire ICT policies where appropriate;
- Working with Business Analysts and Project Managers to identify areas of change that require policy changes;
- Setting up measurement frameworks, developing metrics and collecting results for performance indicators to measure value derived from ICT exploitation at National and Government levels; and
- Tracking T&T's global competitiveness in terms of international ICT rankings.

9. Delivery

The Unit is responsible for the successful implementation of ICT projects by linking three main components that are critical to the success of these commitments: The Programme Management Office (PMO) manages and drives the execution of projects and provides timely reporting and escalations following a standard and proven Project Management Methodology. The PMO has overall responsibility for the successful implementation of projects undertaken by iGovTT. The Contract Management Office negotiates, manages and executes all relevant contractual arrangements and offers support in the procurement process.

10. Operations

This Unit comprises four (4) sub-teams; namely the Government Data Centre Team, Application Support Team, Technical Support Team and the Common Platforms team.

The Government Data Centre Team is responsible for:

- Designing, setting up, operating and maintaining Data Centre facilities and other hosting services;
- Establishing International Standards-Compliant Operations Management Framework to facilitate day-to-day operations activities. For example system migration, backup and recovery, system monitoring and problem escalation;
- Working with the Application Support Team and the Technical Support Team to resolve system problems;
- Working with the Business Development Office to market Government Data Centre Services to clients, ensuring competitive pricing of Data Centre Services;
- Conducting research on new Data Centre technologies, and plan for capacity growth and technology refresh for the Government Data Centre;
- Working with the Business Transformation Office to develop Disaster Recovery Plans as part of Business Continuity Plans (BCPs) for clients, and conduct exercises to ensure effectiveness of Disaster Recovery Plans; and
- Ensuring compliance with Service Level Agreements (SLAs) with sub-contractors and clients.

The Application Support Team is responsible for:

- Providing Tier 1 support for business applications hosted with the Government Data Centre (for example helpdesk support to business application users);
- Ensuring compliance with SLAs that are established with business application owners and the Tier 2 support team (typically the vendor that develops/maintains the business applications); and
- Working with the Tier 2 support team to implement enhancements to business applications upon obtained business owners' approval.

The Technical Support Team is responsible for:

- Operating and maintaining enterprise-wide technical infrastructure and shared services to support business applications hosted with the Government Data Centre;
- Working with the Solution Architect Office to plan and implement enhancements to enterprise-wide technical infrastructure; and;
- Working closely with the Application Support Team to ensure that business applications run smoothly.

The Common Platforms Team is responsible for:

- Working with Solution Architects to operate and maintain common platforms for GoRTT's ICT systems and e-services (for example, the eAuthentication System, and the ePayment System).

11. Corporate Communications

Corporate Communications sits at the Organisation's core and comprises both a strategic and operational function. The unit is responsible for managing the corporate identity and promoting the company's purpose to internal and key external audiences including reinforcing brand reputation.

This Unit is responsible for:

- Developing and implementing communication strategies and initiatives to support the Company's overall business objectives and goals;
- Promoting the company's vision and values while working with the Company's leadership to develop key messages for communication to its audiences;
- Managing the Company's public image and performing essential public relations activities including serving as the company's spokesperson to the media;
- Responding to all external queries (from the general public or Members of Parliament) and establishing a system for the Company to handle these queries; Organizing external events to engage stakeholder groups and;
- Hosting of public consultations on relevant policies.

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12. Itconnect

This Unit is responsible for:

- Operating Itconnect multiple delivery channels to deliver public services such as: service centres, self-serve kiosks, mobile service centres, online portal, mobile interface and a hotline;
- Operationalizing the public interface of Itconnect;
- Delivering customer-facing services to citizens and businesses on behalf of its clients such as government ministries and commercial merchants. (Note: a customer-facing service refers to the characteristics and behaviour of a particular Service as seen by the Customer).

13. Strategic Planning

This Unit is responsible for:

- Working with all line function Heads to harmonize business plans and align them with the Company's over-arching corporate vision; and
- Conducting research for the purpose of strategy formulation to ensure corporate competitiveness.

14. Security and Assurance

This Unit is responsible for:

- Ensuring that the information created, acquired or maintained by GoRTT and its authorized users is utilized in accordance with its intended purpose;
- Ensuring that the Government complies with prevailing regulatory requirements for information access, security and privacy;
- Collaborating closely with a variety of public sector and private sector stakeholders, to ensure that the best controls are in place to protect the confidentiality, integrity and availability of the information that is transported, stored and processed by Government; and
- Playing a key role in the establishment of national trust and confidence in the emerging paradigm of electronic Government.

EFFECTS OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC:

The Company's operating policies and procedures are developed in accordance with rules and guidelines established by the Ministry of Finance and its line Ministry, the Ministry of Science and Technology. As such, in the matter of operating policies and procedures, public consultations are not held as the standards are pre-determined by the Ministries.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of iGovTT:

- Files regarding administrative support and general administrative documents for the operations of the Company;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, and so on;
- Files pertaining to the accounting and financial management function of the Company;
- Financial Records (cheques, vouchers, receipts, journals, and so on);
- Files relating to the procurement of supplies, services and equipment;
- Cabinet Minutes and supporting documents;
- Informational Material;
- Policy and Procedure documents;
- Internal and External correspondence files;
- Client Files;
- Contract Administration files;

- Legislation and Legal Instruments;
- Legal Opinions and related matters;
- Minutes/Agenda of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins, and so on;
- Reports regarding Consultants, Technical Cooperation, Corporate, Accidents and so on;
- Files pertaining to official functions, conferences and events hosted and attended by the Company;
- Inventories;
- Periodicals;
- Customers Complaints / suggestion files; and
- Registers/Certificates.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

Editorial and Informational Material:

- "fastforward into your future with ICT" Brochure - March, 2010;
- Partnering to delight citizens, empower businesses & integrate government - March, 2010;
- Introducing iGovTT (Video presentation) - March, 2010;
- Press Release on the official launch of iGovTT - March, 2010;
- iGovTT Company brochure - March, 2010;
- Press Release on the Itconnect Express;
- Mobile winning CANTO Project of the Year 2010 - August, 2010; and
- Itconnect Services Brochure.

Section 7 (1) (a) (iv)

Literature available by subscription

The Company does not publish material to which members of the public may subscribe. As such, this section is not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from iGovTT

HOW TO REQUEST INFORMATION**• General Procedure**

iGovTT's policy is to answer all written requests for information. In order to utilize the rights granted under the FOIA (for example the right to challenge a decision if a request for information is refused) the request must be made in writing. The applicant must therefore, complete the appropriate form entitled Request for Access to Official Documents, for information that is not readily available to the public. These forms can be obtained from the receptionist at iGovTT's Corporate Office, Lord Harris Court, No. 52 Pembroke Street, Port of Spain or online at www.foia.gov.tt.

Section 7 (1)(a)(vi)

Officers in iGovTT responsible for:

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

The Designated Officer is:

Head, Legal
Level 1, Lord Harris Court
52 Pembroke Street,
Port of Spain
Tel: (868) 627-5600 Ext. 3119
Fax: (868) 624-8001
e-mail: FOIAOfficer1@igovtt.tt

The Alternate Officer is:

Chief Executive Officer
Level 3, Lord Harris Court
52 Pembroke Street
Port of Spain
Tel: (868) 627-5600 Ext. 3301
Fax: (868) 624-8001
e-mail: FOIAOfficer2@igovtt.tt

Section 7 (1)(a)(vii)

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

This section is not applicable at this time

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Company will provide a room or suitable space for the inspection of documents and persons will also be able to obtain copies of specific material which will be made available between the hours of 8a.m. - 4p.m. on normal working days at National Information and Communication Technology Company Limited, Lord Harris Court, 52 Pembroke Street, Port of Spain.

Policy of iGovTT for provision of copies of documents

A fee of twenty-five (25) cents per page will be incurred for photocopies. However no fee will be incurred if applicants provide their own paper.

SECTION 8 STATEMENTS:**Section 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws of schemes administered by iGovTT, not being particulars contained in another written law.

This section is not applicable at this time.

Section 8 (1) (a) (ii)

Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the National Information and Communication Technology Company Limited, or similar documents containing rules, policies, guidelines, practices or precedents.

The Company has produced the following documents for public consumption:

- Procurement Rules and Procedures - September, 2009
- Itconnect Customer Service Charter

Section 8 (1) (b)

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

This section is not applicable at this time.

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IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of National Information and Communication Technology Company Limited.

(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 the applicant is unsure of how to write a request or what details should be included, communication should be initiated with the Designated Officer who will then provide guidance and direction.

Requests not handled under the FOIA

A request under the FOIA will not be processed if it asks for information which is readily available to the public, either from iGovTT or from another public authority, for example, brochures, pamphlets, reports, and so on.

Responding to your Request

Retrieving Documents

iGovTT is required to furnish copies of documents only when they are in the Organisation's possession or if they can be retrieved from storage. iGovTT will also access information stored in the National Archives or another storage center in order to process requests.

Furnishing Documents

An applicant is entitled to copies of documents that iGovTT has in its possession or documents that are published under the Organisation's custody or power. iGovTT is required to furnish at least one copy of a document. If a legible copy cannot be located, iGovTT may not attempt to reconstruct the document. Instead, the best copy possible will be furnished and iGovTT will inform the applicant via official correspondence.

Please note that iGovTT is not compelled to do the following:

- (a) Create new documents.
- (b) Perform research on behalf of the applicant.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If an Organisation fails to meet this deadline, the FOIA grants the applicant the right to proceed as though the request has been denied. In this regard, iGovTT will be diligent in complying as closely as possible with the time limit. If processing of the request seems to be stretching beyond the statutory limit, iGovTT will advise the applicant of the delay. It is important to note that requests may sometimes be incorrectly addressed or misdirected. Consequently, applicants are welcome to call or write to iGovTT to confirm that the request was received and to ascertain its status.

Time Allowed

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

SECTION 9 STATEMENTS:

Section 9 (1) (a)

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

This section is not applicable at this time.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, *(1) of a body or entity established outside iGovTT 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.

- State Enterprises Performance Monitoring Manual, 2008.

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 iGovTT.

This section is not applicable at this time.

Section 9 (1) (d)

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

This section is not applicable at this time.

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 iGovTT or not, including a report expressing the opinion of such an expert on scientific or technical matters.

This section is not applicable at this time.

Section 9 (1) (f)

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

- Reports prepared by IDA International Pte. Ltd:
- Requirements Study Report for e-birth certificate application - March, 2010
- Requirements Study Report for Population Registry - March, 2010
- Project Plan for fastforward Stock Take
- iGovTT Structure and design SWOT Analysis Report - December, 2009
- Reports prepared by Simplicity Consulting re: Compensation benchmarks
- Reports prepared by Caribbean Resourcing Solutions (CRS)
- Reports prepared by Government Human Resources Services Limited (GHRS)

Section 9 (1) (g)

A report prepared within iGovTT 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.

This section is not applicable at this time.

Section 9 (1) (h)

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

This section is not applicable at this time.

Section 9 (1) (i)

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

Reports approved by the Board of Directors regarding:

- Human Resources issues and Organisational structure; and
- Various ICT projects.

Section 9 (1) (j)

A statement prepared within iGovTT and containing policy directions for the drafting of legislation.

This section is not applicable at this time.

Section 9 (1) (k)

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

This section is not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the iGovTT.

This section is not applicable at this time.

Section 9 (1) (m)

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

This section is not applicable at this time.



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1988

TENDER FOR IMPROVEMENT WORKS TO KING GEORGE V PARK FOR THE PORT-OF-SPAIN CORPORATION,
MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for improvement works to King George V Park, for the Port-of-Spain Corporation, Ministry of Local Government as follows:

1. Erect 77 m chain link fence
2. Construct 56 m x 1.2 m wrought iron fencing
3. Construct 60 m box drain 1 m wide x 1 m depth
4. Construct 144 m footpath
5. Planting 138 m hedge

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

Any further technical information may be obtained during normal working hours from Mr. Chanka David, City Engineer, Port-of-Spain Corporation at Telephone Number 623-6926.

Tenderers are required to pay a tender deposit of five hundred dollars (\$500.00) payable by cash or certified cheque to the Director of Contracts, Central Tenders Board, 116, Frederick Street, Port-of-Spain. This deposit will be received from Monday to Friday between the hours of 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m. The original receipt must be attached to the tender.

A pre-tender meeting followed by a site visit will be held for prospective tenderers at 11.00 a.m. on Friday 17th August, 2012 at the Conference Room of the City Engineer's Department, 2nd Floor, City Hall, Port-of-Spain.

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) valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original and three (3) copies of the tender should be placed in sealed envelopes clearly marked on the outside: "Tender for Improvement Works to King George V Park for the Port-of-Spain Corporation, Ministry of Local Government".

The envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and 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 30th August, 2012.

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.

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

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 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 website <http://www.finance.gov.tt> for all published Tender Notices.

9th August, 2012.

I. RAMPERSAD
Chairman,
Central Tenders Board