



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 64

Caroni, Trinidad, Wednesday 31st December, 2025—Price \$1.00

No. 190

1787

### SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

#### *Legal Supplement Part B—*

Virtual Assets and Virtual Asset Service Providers (Forms and Fees) Regulations, 2025—(Legal Notice No. 486 of 2025).

National Insurance (Contribution) (Amendment) Regulations, 2025—(Legal Notice No. 487 of 2025).

Value Added Tax (Amendment to Schedule 2) (No. 3) Order, 2025—(Legal Notice No. 488 of 2025).

Firearms (Amendment) Regulations, 2025—(Legal Notice No. 489 of 2025).

Citizenship of the Republic of Trinidad and Tobago (Amendment) Regulations, 2025—(Legal Notice No. 490 of 2025).

Petroleum Production Levy and Subsidy (Gross Margin) (L.P.G.) (Amendment) Order, 2025—(Legal Notice No. 491 of 2025).

Price of Petroleum Products (Amendment) (No. 2) Order, 2025—(Legal Notice No. 492 of 2025).

Immigration (Amendment) (No. 2) Regulations, 2025—(Legal Notice No. 493 of 2025).

Common External Tariff (Suspension) (No. 6) Order, 2025—(Legal Notice No. 494 of 2025).

Common External Tariff (Variation of Duty) (No. 6) Order, 2025—(Legal Notice No. 495 of 2025).

Motor Vehicles and Road Traffic (Amendment to the Ninth Schedule) (No. 4) Order, 2025—(Legal Notice No. 496 of 2025).

Animals (Importation) Control (Amendment) Regulations, 2025—(Legal Notice No. 497 of 2025).

1788

### APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed BARRY PADARATH, a member of the House of Representatives, who is a Minister, to act in the Office of the Honourable SEAN SOBERS, Minister of Foreign and CARICOM Affairs, with effect from 26th December, 2025 and continuing during the absence from Trinidad and Tobago of the said the Honourable Sean Sobers, M.P., in addition to the discharge of his normal duties.

C. MAHADEO  
*Secretary to Her Excellency  
the President*

24th December, 2025.

1789

## ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF LAND AND LEGAL AFFAIRS

## DIRECTIONS:

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, pursuant to section 79(1) of the Constitution of the Republic of Trinidad and Tobago, has assigned to THE HONOURABLE SADDAM HOSEIN, M.P., Minister of Land and Legal Affairs and Minister in the Ministry of Agriculture and Fisheries, the responsibility for the Chaguaramas Development Authority, as specified in the amended Schedule attached hereto, with effect from 30th December, 2025.

30th December, 2025.

C. JACKMAN-WALDRON  
*Secretary to Her Excellency  
the President*

1790

IN EXERCISE of the power vested in me the President by section 79(1) of the Constitution of the Republic of Trinidad and Tobago and acting in accordance with the advice of the Prime Minister, I hereby assign to you, as Minister of Land and Legal Affairs and Minister in the Ministry of Agriculture and Fisheries, the responsibility for the Chaguaramas Development Authority, as specified in the amended Schedule attached hereto, with effect from 30th December, 2025.

Dated this 30th day of December, 2025.

CHRISTINE CARLA KANGALOO, O.R.T.T.  
*President*

## AMENDED SCHEDULE

<i>Minister</i>	<i>Business and Departments of Government</i>
Minister of Land and Legal Affairs	Law Revision
	Commissioner of Affidavits
	Justice of the Peace
	Lands and Surveys
	Land Management
	Liquor License
	Marriage License
	Regularisation of Tenure/Housing for Squatters
	Surveys and Mapping
	Valuation
	Registrar General
	—Companies Registry
	—Civil Registry
	—Land Registry
	—Rent Restriction
	Intellectual Property
	—Industrial Property
	—Copyright and Related Rights
	—Trademarks
	<i>Statutory Boards and Other Bodies:</i>
	Chaguaramas Development Authority (CDA)
	Law Revision Commission
	Land Settlement Agency
	Land Survey Board of Trinidad and Tobago
	Rent Assessment Board
	<i>Wholly Owned Enterprises:</i>
	Estate Management and Business Development Company Limited

1791

## ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF PLANNING ECONOMIC AFFAIRS AND DEVELOPMENT

## DIRECTIONS:

IN EXERCISE of the power vested in me by section 79(1) of the Constitution of the Republic of Trinidad and Tobago and acting in accordance with the advice of the Prime Minister, I hereby remove from SENATOR DR. THE HONOURABLE KENNEDY SWARATSINGH in your capacity as Minister of Planning, Economic Affairs and Development, the responsibility for the Chaguaramas Development Authority, as specified in the amended Schedule attached hereto, with effect from 30th December, 2025.

Dated this 30th Day of December, 2025.

CHRISTINE CARLA KANGALOO, O.R.T.T.  
*President*

## AMENDED SCHEDULE

<i>Minister</i>	<i>Business and Departments of Government</i>
Minister of Planning, Economic Affairs and Development	Central Statistical Office-National Statistics Coordinating and Monitoring of Strategic Plans Economic Priority Setting Environmental Policy, Planning and Management Green Fund Management Management of Climate Change Issues National Framework for Sustainable Development National Manpower Planning National Monitoring and Evaluation Public Sector Investment Programme Public Sector Maintenance Programme Social Planning, Development and Monitoring Technical Cooperation—Projects and Programmes Town and Country Planning Urban Planning United Nations
	<i>Statutory Boards and Other Bodies:</i>
	Advisory Town Planning Panel
	Archaeological Committee
	Basel Convention Regional Centre for the Caribbean (BCRC)
	Caribbean Industrial Research Institute (CARIRI)
	Council for Innovation and Competitiveness
	Economic Development Advisory Board
	Environmental Management Authority (EMA)
	Institute of Marine Affairs (IMA)
	Green Fund Advisory Committee
	National Planning Authority
	National Population Council
	National Economic Council
	Trinidad and Tobago Council for Urban and Regional Planners

1792

## RESIGNATION FROM THE TRINIDAD AND TOBAGO DEFENCE FORCE

IN ACCORDANCE with the provisions of section 16, of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, is notified for general information that Her Excellency the President, has accepted the resignation of No. 15102 Acting Sub Lieutenant CHRISTOPHER JAMES, of the Trinidad and Tobago Defence Force (Regiment), with effect from 1st December, 2025.

N. CHARRAN  
*Acting Permanent Secretary*  
*Ministry of Defence*

10th December, 2025.



TRINIDAD AND TOBAGO  
BUREAU OF STANDARDS

## 2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS) IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 22:02 (FOIA), the Trinidad and Tobago Bureau of Standards (the Bureau) is required by law to publish and annually update the statement which lists the documents and information generally to the public.

The FOIA gives members of the public a legal right:

1. For each person to access information held by TTBS;
2. For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. To obtain reasons for adverse decisions made by TTBS regarding an applicant's request for information under the FOIA;
4. 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)

#### Functions and Structure of TTBS

TTBS is a body corporate established under the Standards Act, Chapter 82:03 and with responsibility for the implementation of that Act and the Metrology Act, Chapter 82:06. In accordance with these Acts, it is (a) the national standards body; (b) the national quality certifying body; (c) the national laboratory accrediting body; and (d) the national measurement institute.

The main business of the Bureau is to: promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development and promote public and industrial welfare, health, safety and protection of the environment. It is noted that TTBS' standards development mandate does not include food, drugs, devices and cosmetics as these items fall under the purview of the Chemistry, Food and Drugs Division, Ministry of Health. TTBS falls under the purview of the Ministry of Trade, Investment and Tourism (MTTI).

TTBS participates in the CARICOM Regional Organisation for Standards and Quality (CROSQ) as well as the Pan American Standards Commission (COPANT). It is also a full member of the International Organization for Standardization (ISO) and participates in the Affiliate Country Programme of the International Electrotechnical Commission. TTBS also maintains collaborative relationships with well-established foreign standards development organizations including ASTM International, British Standards Institution (BSI) and UL Standards & Engagement.

#### Management of TTBS

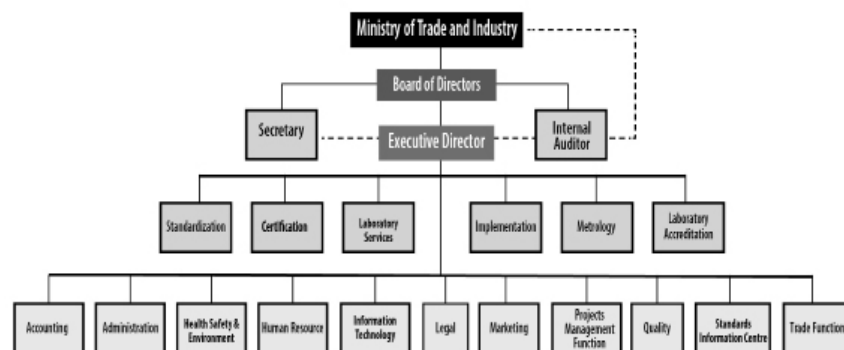
The TTBS is managed in accordance with the Standards Act, Chapter 82:03. The Act provides that the TTBS shall be managed by a Bureau (i.e. (i) the national standards body; (2) the national quality certifying body; and (iii) the national laboratory accrediting body) which shall consist of not less than nine (9) and not more than fifteen (15) Members, all of whom are appointed by the Minister with responsibility for Trade.

The former Board was disbanded in May 2025, and the appointment of a new Board of Directors is currently pending.

#### Organizational Structure and Functions of TTBS

The work of TTBS impacts directly on members of the public. Its functions are geared towards facilitating trade, improving industrial efficiency and improving the quality of life of all citizens of Trinidad and Tobago.

The Members of TTBS, and the Executive Director are responsible for the management of TTBS. The Organizational structure of TTBS consists of six (6) Technical Divisions buttressed by twelve (12) Support



#### Units.

#### Six Technical Divisions:

- Standardization
- Implementation
- Laboratory Services
- Certification
- Laboratory Accreditation Service
- Metrology

#### Support Functions:

- Accounting
- Internal Audit
- Administration
- Health Safety & Environment
- Human Resource (HR)
- Information Technology
- Procurement
- Legal
- Marketing
- Projects Management
- Quality
- Standards Information Centre
- Trade Function

The Head of each Technical Division and Support Unit reports directly to the Executive Director.

#### The Executive Director

The Executive Director is responsible and accountable for the management of the affairs of TTBS subject to the directions of the Members of TTBS in accordance with the powers conferred to TTBS under the Standards Act, Chapter 82:03 and Metrology Act, Chapter 82:06. The Executive Director reports to the Members of TTBS.

#### TECHNICAL DIVISIONS

The **Standardization Division** develops national standards for use in Trinidad and Tobago. The standards development process has three (3) main stages. They include:

- **Committee Stage** where a draft voluntary standard is developed by a Technical Committee comprising a wide cross section of stakeholders from both the public and private sectors. For compulsory standards, the draft is developed by an internal Advisory Committee and

consultations are held with the key stakeholders.

- **Public Comment Stage** where the draft standard is notified to the public and comments invited within a specified time in accordance with the requirements of the Standards Act, Chapter 82:03. Additionally, draft compulsory standards are notified under the World Trade Organization's Technical Barriers to Trade Agreement with a minimum sixty-day comment period. After the Public Comment stage, comments are reviewed and addressed by the relevant Committee and then the draft standard is finalized for review by TTBS.
- **Declaration Stage** where TTBS reviews the final draft standard and any further comments are integrated into the final draft standard which is subsequently approved by TTBS.

The final standard may be declared voluntary or recommended as compulsory at the discretion of TTBS

based upon the recommendations of the technical committee responsible for the development of the standards and based on the criteria outlined in the Standards Act, Chapter 82:03. Compulsory Standards are declared by the Minister responsible for Trade by Order published in the *Trinidad and Tobago Gazette*.

Subsequent to the declaration process, the standards are published and offered for sale at TTBS. TTBS also makes specific updated compulsory standards freely available via its online Standards Store.

The Standardization Division also coordinates the national input for the regional and international standardization process.

The **Implementation Division** is responsible for the enforcement of National Compulsory Standards and any other Standards deemed relevant by the Division, and is guided by the Standards Act Chapter 82:03. Items covered by Voluntary Standards, as well as those for which a National Standard may not exist but which pose a threat to the health and safety of consumers and the environment, may also fall under the purview of the Division. This mandate covers all goods with the exception of food, drugs and cosmetics.

Inspections on imported goods are conducted at a number of locations throughout Trinidad and Tobago, including Importers' Premises/Warehouses, Retail Outlets and Ports of Entry (Point Lisas, Port of Spain, Piarco International Airport, Scarborough). In addition, the Division can conduct inspections on locally manufactured goods at the manufacturers' premises.

The Implementation Division also conducts electronic document processing via the MTTI's TTBizLink online portal. Utilization of TTBizLink has reduced the time and costs associated with business transactions and document processing, thereby contributing to global competitiveness through more rapid clearance of goods.

The **Implementation Division** currently comprises seven Units:

- **Automated Information Management System (AIMS):** the information nerve center of the Division.
- **Appliance and Safety Products:** monitors appliances



## 2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS—CONTINUED

and other electrical products that impact the safety of citizens.

- **Automotive:** monitors consumer goods which may impact road safety.
- **Construction Goods:** monitors materials used in the construction industry, and other industries such as the petroleum industry.
- **Pre-Packaged Goods:** monitors consumer goods such as bleach, matches, toys, and other items in packages.
- **Outstations:** responsible for document processing and inspections at Ports of Entry.
- **Textiles Products and Footwear:** monitors garments, textiles, and footwear.

The **Laboratory Services Division** provides testing services to the manufacturing, commercial and public sectors in the country. It is accredited by the American Association for Laboratory Accreditation (A2LA) and provides these services through four laboratories: Chemical Products; Electrical Products; Fibre Products; and Material Products. Other services provided include: advice in various related areas, method development, training in analytical techniques and making recommendations with respect to equipment selection and test methods. All tests are conducted in accordance with national, regional and international standards.

The **Certification Division** is an independent certification body and provides audit and certification services for products, services and management systems. The overall aim of these services is to give confidence to all interested parties that specified requirements have been fulfilled. These requirements are usually stated in national, regional and / or international standards. These services are generally voluntary however there are mandatory programmes for selected compulsory standards.

The **Trinidad and Tobago Laboratory Accreditation Service (TTLABS)** as the national accreditation body for laboratories provides accreditation services to testing laboratories (including medical laboratories) and calibration laboratories. Laboratory Accreditation is a process which gives formal recognition to the technical competence of a laboratory to perform specific tests or calibrations, types of tests or calibrations. TTLABS also facilitates training of ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories and ISO 15189, Medical laboratories -- Requirements for quality and competence standards and aspects related to the application of the technical requirements of the standard.

The **Metrology Division** was established in September 2006 to develop the infrastructure for the implementation of the Metrology Act, Chapter 82:06 together with the Metrology Regulations and Quantities of Goods Regulations. This legislation addresses issues fundamental to measurement in Trinidad and Tobago.

Measurement is central to the economic and social development of a country. It is the basis for effective management of the many important measurements that are a part of our everyday existence. It endeavours to protect all elements of the society by providing an objective basis for decision making by government, regulators, industry, traders and consumers. Incorrect measurements lead to wrong decisions, which can have serious consequences. In some cases, it is a matter of life or death.

The **Metrology Division** comprises two units:

- **Standards and Calibration (SCU) Unit** - is responsible for the establishment and maintenance of National Measurement Standards. It oversees research and development of measurement systems and dissemination of traceability of National Measurement Standards. The SCU performs calibrations in the disciplines of: Mass (weights and weighing machines), Electrical, Time and Frequency, Dimension, Pressure, Temperature, Humidity, Volume, and Torque.
- **Legal Metrology Inspectorate (LMI)** - is responsible for ensuring that measurements related to trade are

accurate, fair and legal. This includes the examination and approval of weighing and measuring devices to be used for trade and ensuring the quantities of goods including pre-packaged goods are accurate.

These functions are intended to improve the quality of goods and services offered in Trinidad and Tobago.

## SUPPORT FUNCTIONS

### Accounting Unit

This Unit oversees and coordinates all financial operations of TTBS, and ensures that accurate financial information is reported in a timely manner.

### Internal Audit

The Internal Auditor is responsible for providing independent, objective assurance and consulting services designed to add value and improve TTBS' operations where appropriate and to ensure that existing approved operating practices and procedures are being maintained

### Administration

The Administration Division is responsible for the following support functions: Printery, Records Management, Facilities/Maintenance, Housekeeping, and Security of TTBS.

### Health, Safety & Environment Unit

The Health Safety & Environment Unit is responsible for advising management on the planning and risk management of all Occupational Health Safety & Environmental impacts within TTBS.

### Human Resource Unit

The Human Resource Unit handles all matters related to recruitment and training of staff, as well as creating, implementing and overseeing policies between employees and management of TTBS.

### Information Technology Unit

The Information Technology Unit is responsible for developing and maintaining a reliable communication network, data, hardware and software infrastructure within TTBS, as well as providing technical support.

### Procurement

The Procurement Unit manages the acquisition of goods, works and services to support TTBS' operations and disposal of assets. It ensures compliance with the Public Procurement and Disposal

### Legal

Provides legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required.

### Marketing

This Unit is responsible for promoting the Bureau and its activities to target markets and the public.

### Project Management Unit

The Project Management Function is responsible for the development of the project management system, including elements of project execution and reporting on TTBS' portfolio of projects and programmes under the Public Sector Investment Programme.

### Quality Unit

The Quality Unit is responsible for the implementation, maintenance and continual improvement of TTBS' Quality Management System.

### Standards Information Centre

The primary function of the Standards Information Centre is to collect, organize and disseminate information on standards, quality management systems, metrology and conformity assessment

### Trade Function

The Trade Function is responsible for developing and coordinating positions, building awareness and representing TTBS and other stakeholders in trade related matters including, the implementation of the Technical Barriers to Trade Agreement and the Trade Facilitation Agreement of the World Trade Organization (WTO).

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

Categories of Documents in the possession of the Bureau:-

### Files, Records, Manuals, Documents:

#### Files dealing with:

1. Administrative support and general administrative documents for the operations of TTBS
2. Personnel matters, which detail all staff appointments, job applications, job specifications, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Accounting and financial management of TTBS
4. Circulars, memoranda, notices, bulletins
5. Official functions, workshops and events hosted by TTBS
6. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
7. Matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence
9. Customer and client information
10. Complaints/suggestions
11. Inventory records
12. Contracts, memoranda of agreement, service level agreements, collective agreements, legal opinions and related matters
13. Memberships
14. Minutes/Agenda of meetings
15. Archival documents
16. Policy and Procedure Documents
17. Acts and Legal Notices
18. Manuals

### Publications:

1. Standards
2. Newsletters
3. Reports
4. Pamphlets, brochures, posters, newspaper clippings

### Forms:

1. Freedom of Information Act forms
2. Forms related to the planning and execution of standardization, metrology, accreditation, inspection, certification and testing activities
3. Customer Feedback forms
4. Consumer Complaint forms
5. Customer Complaint forms
6. Customer Appeal forms
7. Contract Review form
8. Standards Information Centre Query form
9. Impartiality Survey form
10. Standardization Stakeholder Request form

### Audio Visuals:

1. Video and audio recordings of TTBS' activities

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

Material prepared for publication or inspection

### Certification

- Policies:
  - Quality Policy
  - Impartiality Policy
  - Confidentiality Policy
  - Rules for Use of the TTBS Mark
  - Suspension and Withdrawal Policy
  - Audit and Certification Process Chart
- Certification Brochures:
  - ISO 9001, Quality management systems
  - ISO 14001, Environmental management systems
  - Product Certifications
  - Trinidad and Tobago Tourism Industry Certification
- Register of Certificates and Licences:
  - ISO 9001, Quality management systems
  - ISO 14001, Environmental management systems
  - Product Certifications
  - Metrology Practitioners

## 2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS—CONTINUED

**Implementation**

- Customer Complaints and Appeals Process
- Implementation Division Customer Charter
- Implementation Division Terms and Conditions for Inspectors
- Various pamphlets and leaflets related to inspection activities

**Laboratory Accreditation Service**

- TTLABS General Requirements for the Accreditation of Laboratories
- TTLABS Guideline for the Application of ILAC P10
- Laboratory Reference to TTLABS Accredited Status – TTLABS Advertising Policy
- TTLABS Proficiency Testing Requirements for Testing and Calibration Laboratories revised and renamed to TTLABS Policy for Participation in External Quality Assurance Programmes
- TTLABS Directory of Accredited Laboratories with schedules of accreditation
- TTLABS Accreditation Process Map
- TTLABS Complaints Process Map
- TTLABS Appeals Process Map
- TTLABS Training Schedule

**Laboratory Services**

- Various pamphlets, leaflets, booklets, and brochures related to laboratory services

**Legal Metrology Inspectorate**

- List of supermarkets, groceries and minimarts with verified weighing devices
- List of couriers with verified weighing devices
- List of restaurants with verified food-by-weight scales
- List of fuel stations with verified fuel dispensers

**Metrology**

- Various pamphlets, leaflets, booklets, and brochures related to metrology services

**Standardization**

- Standardization Work Programme
- Draft National Standards for Public Comment
- Public Comment Advertisements for the development/replacement/withdrawal of Trinidad and Tobago Standards

**Legal Notices:**

- Declaration of Standards
- Compulsory Standards Order
- Related to the withdrawal of standards

**Standards Information Centre**

- Standards published by TTBS
- The Bureau's Annual Administrative Reports
- Newsletters published by TTBS
- National Quality Policy 2018-2030

**Trade Function**

- Trinidad and Tobago Implementation Statement to the WTO
- Trinidad and Tobago Technical Barriers to Trade (TBT) Notifications

The public may inspect and/or obtain copies of the abovementioned material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days at TTBS' Standards Information Centre situated at:

Trinidad and Tobago Bureau of Standards  
1-2 Century Drive  
Trincity Industrial Estate, Macoya  
Tel: (868) 662-8827 Ext. 2033  
Email: ttbs@ttbs.org.tt

**Section 7 (1) (a) (iv)****Literature available by subscription**

The Bureau has no literature available by way of subscription services..

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

**Procedure to be followed when a request for access to a document is made to the Bureau**

**General Procedure**

In order to have the rights given to applicants by the FOIA, an applicant must make their request in writing.

1. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) from TTBS' website at (<https://gottbs.com/foia/>) or on the Freedom of Information Unit's website at (<http://www.foia.gov.tt>).
2. Complete the form by entering the relevant information into the form fields:
  - Name of applicant (full name preferred)
  - Contact information for the Applicant
  - Information requested and format to provide the information
  - Date of request
  - Signature of applicant
  - The completed form may be:
    - a) Hand delivered to the Bureau;
    - b) Mailed to TTBS (Mailing Address: Trinidad and Tobago Bureau of Standards, P.O. Box 467; Port of Spain, Trinidad, W.I.);
    - c) E-mailed to the Bureau (ttbs@ttbs.org.tt); or
    - d) Faxed to (868) 663-4335.

**Addressing Requests**

To facilitate the prompt handling of requests, please address all requests to the Designated Officer of TTBS (see section 7 (1) (a) (vi)).

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with TTBS' Designated Officer.

**Retrieving and Furnishing Documents**

TTBS is required to furnish copies of documents only when they are in its possession.

**Requests not handled by TTBS**

A request under the FOIA will not be processed to the extent that the applicant requests access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 of the FOIA.

**Responding to your Request**

TTBS is only required to furnish copies of documents that it has in its possession or can be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time periods for which records may be kept before they are destroyed.

**Furnishing Documents**

An applicant is entitled to access copies of information which TTBS has in its possession, custody or power. TTBS is required to furnish only one (1) copy of a document. If TTBS cannot make a legible copy of a document to be released, it will not attempt to reconstruct it. Instead, TTBS will furnish the best copy possible and note its quality in our reply.

Please note TTBS is not compelled to do the following:

- a) create new documents; or
- b) perform research for the public.

**Time Limits**

The FOIA prescribes a time limit of thirty (30) calendar days for TTBS to communicate to the applicant, its approval or refusal of a request for access to documents. TTBS will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, TTBS will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that TTBS has received the request and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and of his rights according to Sections 38A and 39 of the FOIA.

**Fees and Charges**

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

**Section 7 (1) (a) (vi)****Officers in TTBS responsible for:**

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

TTBS' appointed Freedom of Information Officers are:

**Designated Officer**

Ms. Nalini Naranjan  
Library Assistant II  
Trinidad and Tobago Bureau of Standards  
1-2 Century Drive  
Trincity Industrial Estate, Macoya  
Tel: (868) 662-8827 Ext 2030  
Email: Nalini.Naranjan@ttbs.org.tt

**Alternate Designated Officer:**

Mrs. Sydelle Marchan-Jairam, Legal Officer  
Trinidad and Tobago Bureau of Standards  
1-2 Century Drive  
Trincity Industrial Estate, Macoya  
Tel: (868) 662-8827 Ext 2002  
Email: Sydelle.Marchan-Jairam@ttbs.org.tt

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

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

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

The Standards Information Centre contains collections of standards from various countries and organizations throughout the world and material which can be used at the Centre for reference. It also has a complete collection of standards published by TTBS.

- Copies of international, regional and local standards can be obtained from the Centre at a cost.
- An Index of National Standards is available at the Standards Information Centre, as well as, on TTBS' website [www.gottbs.com](http://www.gottbs.com)

Standards-related information can be accessed at TTBS' Standards Information Centre.

Standards Information Centre  
1-2 Century Drive, Trincity Industrial Estate, Macoya

**Opening Hours:**

8.00am – 4:15 pm Monday – Thursday  
8.00am – 4:00 pm Friday

**General Enquiries**

Phone: (868) 662-8827 Ext. 2030  
Email: ttbs@ttbs.org.tt

1793—Continued

## 2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS—CONTINUED

## SECTION 8 STATEMENTS

## Section 8 (1)

Documents that are provided for the use or guidance of TTBS

## Section 8 (1) (a) (i)

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

- Standards Act Chapter 82:03
- Standards Regulations
- Metrology Act Chapter 82:06
- Metrology Regulations, 2015
- Metrology (Quantities of Goods) Regulations, 2015
- Caribbean Community (CARICOM) Regional Organisation for Standards and Quality Act Chapter 82:05

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

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

- The National Quality Policy 2018-2030
- Policy Document to inform the revision of the Standards Act 2018
- National Standardization Strategy 2024-2027
- TTBS' Strategic Plan 2024-2029
- Departmental Manuals, Policies and Procedures
- Implementation and administration of the WTO/TBT Agreement and Operation of the WTO/TBT Enquiry Point

## Section 8 (1) (b)

In enforcing written laws or schemes administered by TTBS 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.

There are no reports or statements to be published under this subsection at this time.

## SECTION 9 STATEMENTS

## Section 9 (1)

## Section 9 (1) (a)

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

There are no reports or statements to be published under this subsection 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 TTBS 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 TTBS or to the responsible Minister of that public authority.

Seventeenth Report of the Public Accounts Committee on the Examination of the Audited Financial Statements of the Trinidad and Tobago Bureau of Standards for the financial years 2009 to 2013.

## Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of TTBS.

- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2018 (NTFC/AR2018/2)
- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2017
- CARICOM Strategy for Regional Implementation

of the WTO Agreement on Trade Facilitation

- CROSQ
- Work Programme of the Technical Barriers to Trade, Information Management Systems and Enquiry Points (TIE) Committee
- CROSQ Terms of Reference - New Special Committee of CROSQ: Technical Barriers to TIE

## Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within TTBS to submit a report, provide advice or make recommendations to the Minister with responsibility for TTBS or to another officer of TTBS who is not a member of the committee.

- TTBS' Policy by Measure for Trinidad and Tobago's Trade Policy Review.

## Section 9 (1) (e)

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

- CARIRI Report on Indoor Air Quality Assessment at the TTBS 2012
- A Strategic HR Function Audit at the TTBS
- Audit Reports
- Laboratory Testing Reports
- ISO 9001:2015 transition gap analysis 2016
- ISO/IEC 17025:2017 transition gap analysis 2018

## Section 9 (1) (f)

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

- Simplicity Consulting Limited: Strategic HR Audit - Final Report 2010
- RES Marketing: Strategic Marketing Plan 2012-2015
- David Shortall: A Review of the Standards Act and Standards Regulation Report 2013
- Mesopartner: National Quality Policy 2016-2030
- African, Caribbean and Pacific Group of States (ACP) Consultant: Charles Barker - Good Regulatory Practice Guidelines 2017
- PER Solutions: Job Analysis Report 2018-2019
- Dennis Rambaran: Draft Consolidated Financial Statements for the period ending 30th September 2018
- Dr Kelvin Okamoto, Green Bottom Line
- International Code Council (ICC) - Training and Consultancy on Risk-Targeted Seismic Maps 2022
- Syntegra Change Architects Ltd: Consultancy Services to develop a Governance Framework & Strategic Plan for TTBS in alignment with TTS/ISO 37000:2022 and other related national governance standards.
- Strategic PR Solutions and Dr Andre Henry: Building a National Quality Culture in Trinidad and Tobago: Consultancy Services for the Development and Implementation of a Public Awareness and Sensitisation Programme.

## Section 9 (1) (g)

A report prepared within TTBS 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

- Policy Document to inform the Revision of the Standards Act 2018
- A Report Proposal for a National Consultative Coordinating Committee on Non-Tariff Barriers 2018
- Feasibility Study as part of the CALIDENA Value Chain Development programme for the Maritime (Yachting Sector) 2020
- Feasibility Study as part of the CALIDENA Value Chain Development programme for the Fashion

Sector 2021, 2025

- Feasibility Study as part of the CALIDENA Value Chain Development programme for the Pineapple Sector 2024

## Section 9 (1) (h)

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

- TTBS' Summary of Performance Reports 2006 to 2007, 2007 to 2008, 2008 to 2009, 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017, 2017 to 2018, 2018 to 2019, 2020 to 2021, 2021 to 2022
- TTBS' Annual Administrative Reports 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017, 2017 to 2018, 2018 to 2019, 2019 to 2020, 2020 to 2021, 2021 to 2022 and 2022 to 2023
- CROSQ Member State Report April to September 2025
- CROSQ Member State Standards Development Report April to September 2025
- ISO/IEC 17021 Internal Audit Reports 2022 to 2023, 2023 to 2024 and 2024 to 2025
- ISO 9001 External Audit Report 2024 to 2025
- ISO 9001 Internal Audit Report 2024 to 2025

## Section 9 (1) (i)

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

- National Quality Policy - Implementation Plan 2018 - 2030
- Policy document to inform the revision of the Standards Act 2018
- National Standardization Strategy 2024-2027
- TTBS' Strategic Plan 2024-2029

## Section 9 (1) (j)

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

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

## Section 9 (1) (k)

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

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

## Section 9 (1) (l)

An environmental impact statement prepared within TTBS

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

## Section 9 (1) (m)

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

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



TRINIDAD AND TOBAGO  
BUREAU OF STANDARDS

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## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY 2025

In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act,  
Chapter 22:02.

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In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), the **Ministry of Homeland Security** is required, with the approval of the responsible Minister, to publish updated statements on an annual basis, which list the documents and information generally available to the public.

#### **The FOIA gives members of the public:**

- (1) A legal right for each person to access official documents held by the Ministry of Homeland Security;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The Ministry of Homeland Security therefore publishes the following statements for the calendar year 2025, as approved by the Minister of Homeland Security.

#### **Section 7 Statements**

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

##### **Functions and Structure of the Ministry of Homeland Security:**

##### **Mission Statement**

To advance national development by creating a safer and more secure society through enhanced collaboration among all stakeholders, intelligence-based decision-making and strengthened inter-agency structures and systems.



**Vision Statement**

To be at the pinnacle of public safety and security delivery.

**Functions of the Ministry of Homeland Security**

The Ministry of Homeland Security is the arm of the Government that has primary responsibility for ensuring and maintaining the safety and security of the people of the twin island state. It is charged with a three-pronged operational mandate which includes:

- Maintenance of law and order and public safety;
- Management of disaster preparedness and relief; and
- Monitoring and controlling the flow of persons into and out of the country.

**Structure of the Ministry of Homeland Security**

The Ministry of Homeland Security is considered one of the largest and most complex organizations in the public sector, comprising twenty thousand and twenty-four (20,024) staff members. This number includes eight hundred and eighty-five (885) permanent civilian employees and one thousand and seventy (1070) contract civilian positions throughout the various Divisions. The Ministry comprises an Executive Team and seven (7) key Divisions/ Agencies, namely:

- (1) General Administration Division;
- (2) Trinidad and Tobago Police Service;
- (3) Trinidad and Tobago Fire Service;
- (4) Trinidad and Tobago Prison Service;
- (5) Immigration Division;
- (6) Office of Disaster Preparedness and Management;
- (7) Strategic Services Agency.

The Ministry has assigned Designated Officers to each of its Divisions/ Agencies, in order to efficiently process applications under the FOIA. As such, each Division/ Agency is responsible, via its Designated Officers, for receiving and processing the relevant applications, while the Permanent Secretary, as the Accounting Officer of the Ministry of Homeland Security, and the Commissioner of Police, as the Accounting Officer of the Trinidad and Tobago Police Service (TTPS), have overall responsibility for decisions, the Accounting Officers may delegate this function. It should also be noted, that the Strategic Services Agency, is exempted from the application of the FOIA, pursuant to the Freedom of Information (Exemption) Order, 2017 (Legal Notice No. 151 of 2017), made by the President under Section 5(1) (c) of the FOIA.



The Functions and Structure of each Division/Agency of the Ministry of Homeland Security are as follows:

### **EXECUTIVE TEAM**

The Executive Team of the Ministry of Homeland Security comprises the Minister of Homeland Security, a Minister in the Ministry of Homeland Security, a Permanent Secretary (Accounting Officer), and two (2) Deputy Permanent Secretaries. Collectively, they constitute the Executive Leadership Team of the Ministry, and have the overall responsibility for implementing policies and programmes consistent with Government's strategic priorities.

### **GENERAL ADMINISTRATION DIVISION (GAD)**

The **General Administration Division** is the policy-formulating arm of the Ministry and has direct responsibility for driving the implementation of Government's policies and programmes relating to the Ministry. It is headed by the Permanent Secretary for the entire Ministry (except the TTPS), two (2) Deputy Permanent Secretaries and a cadre of Senior Managers, Administrative Heads, Technical Officers and other administrative staff who assist in ensuring the fulfilment of the Ministry's mandate.

The Offices of the General Administration Division are accommodated at the following locations: -

- Tower C, Wrightson Road, Port of Spain
- Temple Court II, 52-60 Abercromby Street, Port of Spain
- 18-20 London Street, Port of Spain
- 63 A Mucurapo Road, St. James
- Police Academy, Samaan Drive, St James
- VMCOTT Compound

### **Structure of the General Administration Division**

The GAD has a staff establishment of one hundred and forty-two (142) permanent positions, one hundred and fifteen (115) of which have bodies and three hundred and forty-five (345) contract positions, one hundred and forty-nine (149) of which are filled. The Division is comprised of several Support and Specially Mandated Units/ Agencies.

#### **Support Units**



The GAD is comprised of fourteen (14) Support Units/Sections, which are tasked with providing or ensuring the provision of the necessary resources and support services, to other implementing Divisions/Agencies, including: Auditing, Communications, Human Resource Management, Procurement and Project Management Services. The Support Units/Sections are as follows:

- 1. Corporate Communications Unit** – is responsible for the development and implementation of a comprehensive and coherent communications plan including an effective communication strategy for the Ministry.
- 2. Protective Services Unit** – The Protective Services Unit provides administrative support to the Office of Disaster Preparedness and Management, and acts as a liaison office/ conduit to the National Emblems Committee. The Unit also has the responsibility for matters relating to the use and grant of licenses in respect of the Coat of Arms and the National Flag. In addition, the Unit provides administrative support to the Trinidad and Tobago Police Service, the Trinidad and Tobago Fire Service and the Trinidad and Tobago Prison Service. It also processes applications for the Operations of Private Security Agencies; Import, Export and Storage of Explosives; and Claims for compensation and damages from members of the public. The Section also serves as the Secretariat to the Protective Services Compensation Committee.
- 3. Facilities Management Unit** – is responsible for maintaining the physical structures/buildings of the Ministry at multiple sites. The Unit is also charged with ensuring that the safety and security of staff is preserved in accordance with the provisions of the Occupational Safety and Health Act, as well as the upkeep and maintenance of the vehicle fleet attached to the General Administration Division.
- 4. Finance and Accounts Unit** – ensures that the financial resources of the Ministry are prudently managed, in accordance with budgetary allocation, laws, regulations, guidelines, circulars from the Ministry of Finance and the strategic plan of the Ministry of Homeland Security. The Unit's functions include Revenue Collection, Budgetary Control, General Accounting, Payroll Accounting, Reporting, providing financial advice and overseeing the operations of Accounting units and Sub-accounting units of the Ministry.
- 5. Human Resource Management Unit** – is responsible for the Human Resource Management functions of the General Administration Division of the Ministry of Homeland Security, inclusive of: Human Resource Planning, Employee Relations, and Training and Development. In addition, the Unit liaises with other Human Resource Management Units of the Ministry to ensure consistency in the application of policies and procedures for recruitment, selection, management of benefits, and training and development of staff.

- 6. Information and Communications Technology Unit** - is responsible for managing the operations of modern, state of the art telecommunications and information technology systems, catering to the needs of the entire Ministry.
- 7. Internal Audit** – is responsible for ensuring that the Ministry’s internal control and accounting systems are operating effectively and that its financial and accounting procedures are in due compliance with the Accounting Laws, Regulations, Procedures, Policies, Principles, Circulars and Authorities in force. It also ensures the reliability of accounting records for the preparation of Financial Statements, as required by law, and is responsible for verifying Pension and Leave Records, Contract Gratuities and Arrears of Salary and Allowances for all Divisions of the Ministry.
- 8. Legal Unit** – is responsible for providing legal services to the Ministry as a whole, on issues pertinent to its operations. This includes providing legal advice, legal assistance, legislative review, disciplinary tribunal, legal documents and representation in legal matters.
- 9. Monitoring and Evaluation Unit** – develops sustainable M&E systems that can provide a consistent flow of information on progress and performance of the Ministry’s initiatives. The Unit is responsible for taking an evidence-based approach to the management, efficiency and effectiveness of public investment and is governed by the National M&E Policy of Trinidad and Tobago, which was developed by the Ministry of Planning and Development, through the National Transformation Unit in 2015.
- 10. Office Management** - is primarily responsible for providing support services to the various Sections/Units under the General Administration Division such as utilities; hospitality, driver and messenger services; and the smaller scale procurement of required goods and services. It includes a Registry Section, which receives, sorts, scans and despatches mail, using the Digital Management System (DMS).
- 11. Procurement Unit** - is responsible for the acquisition of goods, services and consultancies for all Divisions of the Ministry (except for goods and services that falls under the remit of the Commissioner of Police), in accordance with the Public Procurement and Disposal of Public Property Act No. 1 of 2015, Regulations, and established policies and procedures. It is also responsible for the Disposal of Unserviceable Assets of the Ministry.
- 12. Programme Management Unit** - oversees the implementation of projects that falls under the Public Sector Investment Programme (PSIP), which is funded



under the Government's Consolidated and Infrastructure Development Fund. The Unit is responsible for the planning and execution of projects, in collaboration with Divisional sub-units, and also coordinates programmes of the Ministry that are supported by loans or external funding.

- 13. Records Management** - is responsible for the establishment and maintenance of systems and procedures for the efficient management of information and records in all Divisions of the Ministry. Information in the form of records, in all media, is arranged from the time of receipt or creation, through their processing, distribution and use, and placed in storage for retrieval. Records are kept until they are identified for elimination or permanent archival retention.
- 14. Research Unit** - is responsible for the provision of up-to-date and reliable information that can form the basis for effective decision-making and policy determination on matters relating to Homeland Security. It prepares several reports on behalf of the Ministry, including reports to be laid in Parliament and is tasked with the preparation of responses to Parliamentary Questions and Motions on behalf of the Minister of Homeland Security. It is also responsible for compiling data, conducting analyses and generating reports as requested by the Ministry's Executive or other State Agencies, as well as reviewing policy documents and providing appropriate feedback/comments/advice as necessary. In addition, the Research Unit functions as the focal point for all Freedom of Information Requests submitted to the General Administration Division, with the Head of the Unit serving as the Designated Officer, in keeping with the provisions of the FOIA.

### **"Specially Mandated" Units/ Agencies**

The GAD also has six (6) "Specially-Mandated" Units/Agencies which provide direct services to members of the general public, including the processing of various applications. These include the following:

- 1. Citizenship and Immigration Unit** – is responsible for processing applications for Citizenship; Restoration of Citizenship; Resident Status; Certificates of Exemption; Overseas Missionaries' Permits; and other related immigration matters, in accordance with the Immigration Act and Regulations, Chapter 18:01 and the Citizenship Act and Regulations, Chapter 1:50. The Unit works closely with the Immigration Division and the Special Branch of the Trinidad and Tobago Police Service in processing applications.
- 2. Counter Trafficking Unit** – was formally established in January 2013, pursuant to Section 11 of the Trafficking in Persons Act, Chapter 12:10. The main functions of the Unit include, conducting and co-ordinating the screening and interviewing of persons in order to identify possible victims of trafficking, as well as traffickers; gathering evidence in relation to trafficking offences and any offence under the



Act so as to secure convictions against traffickers; educating potential victims of trafficking and their families of the risk of victimization; and discouraging the demand that foster the exploitation of persons, especially women and children, that leads to trafficking.

3. **Cyber Security Incident Response Team (CSIRT)** – is responsible for defending the national interest against cyber threats which can and will affect critical information infrastructure. It acts as Trinidad and Tobago's focal point for matters related to cyber security at the national, regional and international levels. It also responds to cyber security incidents, using its resources to coordinate and manage responses in order to mitigate its impact.
4. **National Drug Council Secretariat** – the National Drug Council (NDC) was established as the national entity responsible for overseeing the implementation of all aspects of the anti-drug initiatives of Trinidad and Tobago. The Council functions firstly, as a tool for effective management of the multi-sectorial anti-drug programme and secondly, as a natural focal point for interaction with the international community. Its membership comprises executive level decision makers in the critical areas of security management, supply control, demand reduction, legislative issues, financial management, foreign policy and business. Through this interaction, it advises on policy, liaises with stakeholders, and coordinates activities that require contributions from the operational agencies. The NDC Secretariat falls under the ambit of the Ministry of Homeland Security and its role is to provide support to the Council as well as facilitate and coordinate the activities and outputs of the Drug Information Network of Trinidad and Tobago (DINTT). This involves collecting, collating and analysing data; producing and disseminating information products; and coordinating the support activities of the DINTT.
5. **Policy and Community Support Office (formerly Office of Law Enforcement Policy - OLEP)** – is responsible for monitoring the operations of the Trinidad and Tobago Police Service in the context of the new governance structure for the Service. Its role was redefined in 2011 to include the provision of professional support for the overall development of the other law enforcement entities in Trinidad and Tobago; initiate, support, co-ordinate and monitor community projects, programmes and activities as directed by the Minister of Homeland Security in accordance with Government policy; and collaborate with other Government agencies, non-governmental organizations, faith-based, community-based and business organizations to promote and advance projects, programmes and initiatives directed toward the development of young people and communities. It currently has responsibility for, the—Morvant Laventille Initiative, the National Security Officers Foundation and the Government Powder Magazine Explosive Storage Facility. The Policy and Community Support Office

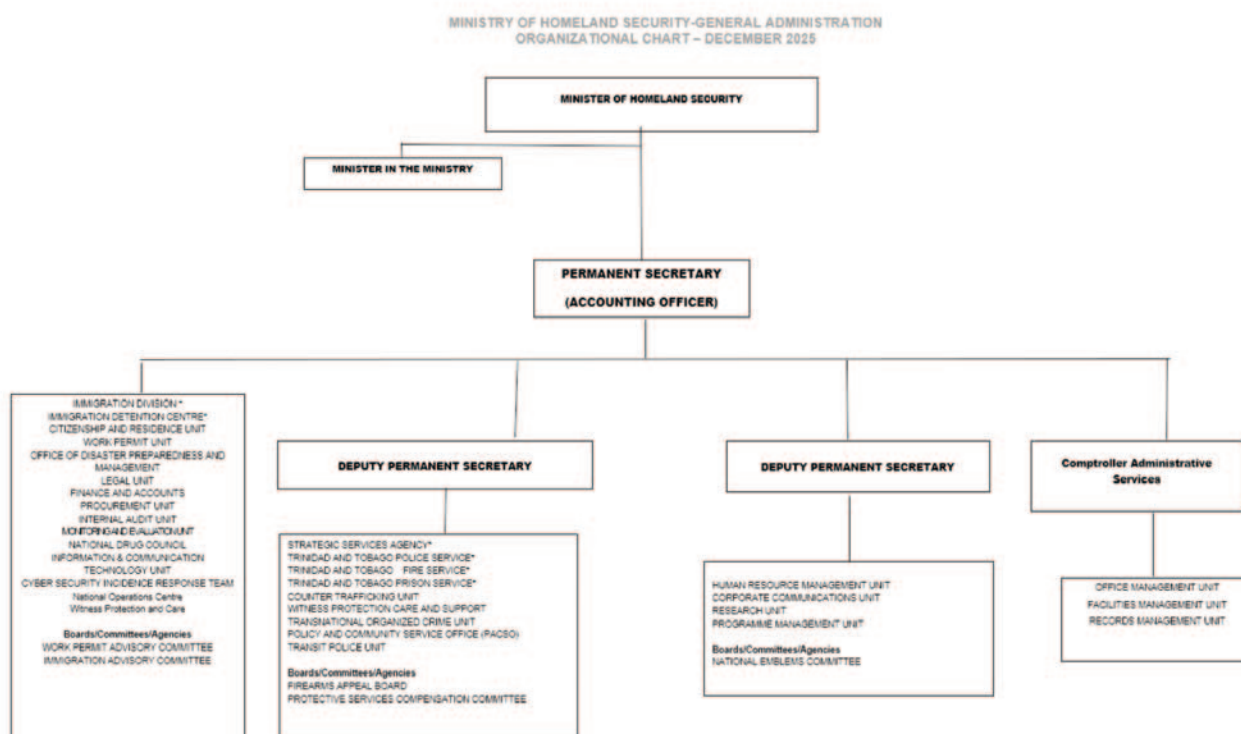
also has administrative oversight of the Transit Police Unit, as well as the recruitment, selection and training of other security arms of the state.

- 6. Work Permit Unit** – is responsible for processing applications from non-nationals to engage in a profession, trade or occupation in Trinidad and Tobago. In doing so, the Section also serves as a Secretariat to the Work Permit Advisory Committee, which is chaired by the Permanent Secretary of the Ministry of Homeland Security and comprises representatives from other key Ministries/Agencies, including the Ministry of Labour and Small and Micro Enterprise Development; Ministry of Energy and Energy Industries; and the Ministry of Trade and Industry.

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

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions/Agencies in the Ministry of Homeland Security. Further, the public is served directly by the aforementioned "Specially Mandated" Units/ Agencies, inclusive of the processing of applications for citizenship, permanent residence, exemption from the loss of permanent resident status, Overseas Missionaries' Permits and other related citizenship and immigration matters; Work Permits and Minister Permits; permits related to import licences for explosives and permission to operate a Protective Service Agency.

**Ministry of Homeland Security-General Administration Chart**





## TRINIDAD AND TOBAGO POLICE SERVICE (TTPS)

### Mission Statement

In partnership with the citizens of Trinidad and Tobago, we provide for safe and secure communities and other places through professional policing, focused leadership and consistent, high-quality service.

### Vision Statement

To make every place in Trinidad and Tobago safe.

### Organizational Structure

The TTPS, established under the Police Service Act, Chapter 15:01, has a staff establishment of seven thousand, eight hundred and eighty-four (7,884) Regular Officers. The TTPS is also supported by a cadre of two thousand, two hundred and forty-one (2,241) active full-time and four hundred and thirty-seven (437) active part-time Special Reserve Police Officers, governed by the Special Reserve Police Act, Chapter 15:03, as well as five hundred and fifty (550) permanent civil servants employed via the Public Service Commission and five hundred and sixty-two (562) contract civilian employees. The TTPS comprises an Administrative Headquarters, ten (10) Police Divisions, and thirty-seven (37) Specialist Sections, outlined as follows:

### Administrative Headquarters

The staff of the Administrative Headquarters of the TTPS consist of an Executive Team and a cadre of other police officers, and is supported by its civilian staff, comprising both permanent civil servants and contracted officers.

**The Executive** of the TTPS, led by the Commissioner of Police, is responsible for the strategic direction and general management of the Service. The Executive Leadership comprises the following Offices:

- One (1) Commissioner of Police
- Three (3) Deputy Commissioners of Police:
  - (1) Deputy Commissioner of Police, Intelligence and Investigations.
  - (2) Deputy Commissioner of Police, Operations.
  - (3) Deputy Commissioner of Police, Administration and Operational Support.
- Eleven (11) Assistant Commissioners of Police:
  - (1) Assistant Commissioner of Police, North West.
  - (2) Assistant Commissioner of Police, North East.
  - (3) Assistant Commissioner of Police, South Central.
  - (4) Assistant Commissioner of Police, Criminal Division.
  - (5) Assistant Commissioner of Police, Tobago and Eastern.



- (6) Assistant Commissioner of Police, White Collar Crime.
- (7) Assistant Commissioner of Police, Central Intelligence Bureau.
- (8) Assistant Commissioner of Police, Administration.
- (9) Assistant Commissioner of Police, Tactical Support.
- (10) Assistant Commissioner of Police, Specialized Support.
- (11) Assistant Commissioner of Police, Special Branch

### **Police Divisions**

The TTPS's Ten (10) Police Divisions are divided into the undermentioned Geographical Areas with each Division consisting of several police stations/ post:

NO.	Geographical Area	Stations
1.	Western	S.t James, Maraval, West End, Four Roads, Carenage and Patna Post
2.	Port of Spain	Central Police Station, Belmont, St. Barb's Post, Besson Street, St. Clair and Woodbrook
3.	North-Eastern	Morvant, San Juan, Barataria/ El Socorro, Blanchisseuse, Santa Cruz, San Juan Sub- Station and Maracas Bay
4.	Northern-North	Arima, San Raphael, Pinto Post, Cumuto, Malabar, La Horquetta and Maloney Post
5.	Northern-Central	Maracas/St Joseph, St. Joseph, Tunapuna, Arouca and Piarco
6.	Eastern	Sangre Grande, Toco, Matelot, Matura, Valencia Post, Manzanilla, Biche, Mayaro and Rio Claro
7.	Tobago	Charlotteville, Roxborough, Scarborough, Moriah, Old Grange and Crown Point
8.	Central	Chaguanas, Couva, Cunupia, Caroni, Brasso, Gran Couva, Freeport, Las Lomas and Longdenville Post
9.	Southern	San Fernando, Mon Repos, Princes Town, Ste. Madeleine, Moruga, St. Mary's Post, Barrackpore, Marabella, St. Margaret's, Tableland, Gasparillo and Debe Post
10.	South-Western	Siparia, Penal, Fyzabad, Point Fortin, Cedros, Santa Flora, La Brea, Cap-de-Ville, Guapo, Oropouche and Erin



### **Specialist Sections**

The TTPS also consists of thirty-seven (37) Specialist Sections outlined as follows:

<b>NO.</b>	<b>Specialist Sections</b>	<b>Major Functions</b>
1.	Anti-Corruption Investigations Bureau	Investigates alleged acts of impropriety on the part of Justices of the Peace and all reports and allegations of corruption against Government Officials, Public Officers, Police Officers and Public and Statutory Bodies.
2.	Child Protection Unit	Investigates recent matters of sexual offences, abuse, physical abuse, abandonment, neglect and ill-treatment of children.
3.	Corporate Communications Unit	Promotes the image of the TTPS through various forums to improve public trust and confidence.
4.	Coastal and Air Support Unit	Conduct patrols along the coastline & rivers, where intelligence reports suggest that narcotics, firearms and illegal immigrants enter.
5.	Complaints Division	Investigates complaints against Police Officers.
6.	Court & Process Branch	Prosecutes most offences of summary jurisdiction, maintains order within the precincts of courts, serves and executes court documents.
7.	Crime and Problem Analysis Branch	Responsible for the collection, collation, and analysis of crime data.
8.	Criminal Gang and Intelligence Unit	Gathers and analyzes information relative to persons suspected of being involved in illegal gang activities.
9.	Criminal Investigations Department	Investigates serious crimes and maintains record of offenders.
10.	Cyber & Social Media Unit	Assists all investigators with technology-based investigations and operates as an Intelligence gathering tool.
11.	E99/Emergency Response Patrol	A Communications Centre which functions as a Public Safety Answering Point, receiving calls from the public and dispatching them to a full response unit.
12.	Finance Branch	Responsible for the financial administration of the Police Service, which includes managing payrolls, pensions, and gratuities, handling the purchasing and issuance of uniforms and other supplies, and controlling financial allocations to different police departments. It serves as the TTPS' financial comptroller.
13.	Financial Investigations Branch	Investigates offences relating to Financial Matters.
14.	Fraud Squad	Investigates offences relating to fraud.
15.	Gender Based Violence Unit	Investigates matters related to Gender-Based Violence and Intra-family Violence
16.	Guard & Emergency Branch	Guard duties; high profile exercises; escorts high risk prisoners; maintains order at industrial unrests, major events and demonstrations; and responds to emergencies in relation to public order.



## 2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY—CONTINUED

NO.	Specialist Sections	Major Functions
17.	Homicide Bureau of Investigations	Investigates/supervises investigations into homicides.
18.	Human Resource Department	Manages the police service's employees, which includes functions like the Integrated Human Resource Information System (IHRIS), performance appraisals, training, employee relations, absence management, contract employment and management of benefits. This unit ensures the efficient and effective management of the police service's human capital through planning, recruitment, and development.
19.	Information and Communication Technology Unit	Uses information and communication technologies like computers, software, and digital communication to improve police operations, from administrative tasks and crime prevention to surveillance and public engagement. This includes tools for crime analysis, managing evidence, and communicating with both the public and other agencies, ultimately aiming for more efficient and effective law enforcement.
20.	Inter-Agency Task Force	Mandated to deal with crime in areas which are deemed "hot spots" for criminal activities.
21.	Legal Unit	Provides legal services to the TTPS on issues pertinent to its operations. The Unit provides legal representation to the Commissioner of Police before the Courts.
22.	Monitoring Evaluation and Compliance Unit	Collects and analyzes data to assess the performance, effectiveness, and impact of the police service on the community, to inform strategy, improve accountability, and build public trust.
23.	Mounted & Canine Branch	Used as a Support System to perform such duties as patrols, escorts, crowd control and ceremonial duties.
24.	Multi Option Police Section	Focuses on counter-terrorism and high-risk operations. Its duties include gathering and analyzing intelligence, conducting surveillance, planning and implementing counter-terrorism strategies, and providing security for high-ranking officials.
25.	National Operational Task Force (N.O.T.F)	Specialized task force used for high-risk operations.
26.	Operations Command Centre	Primarily responsible for monitoring CCTV systems in public roadways through-out Trinidad and Tobago.
27.	Planning Research and Project Implementation Unit	Provides strategic and operational support by conducting research, planning, and implementing projects to help the organization meet its goals. Key functions include advising the Commissioner of Police on strategy, conducting research on crime and socio-economic data, overseeing and monitoring public sector investment programs, and managing the implementation of various police project.
28.	Police Academy	Responsible for recruitment of persons as police officers and continued professional training of officers.

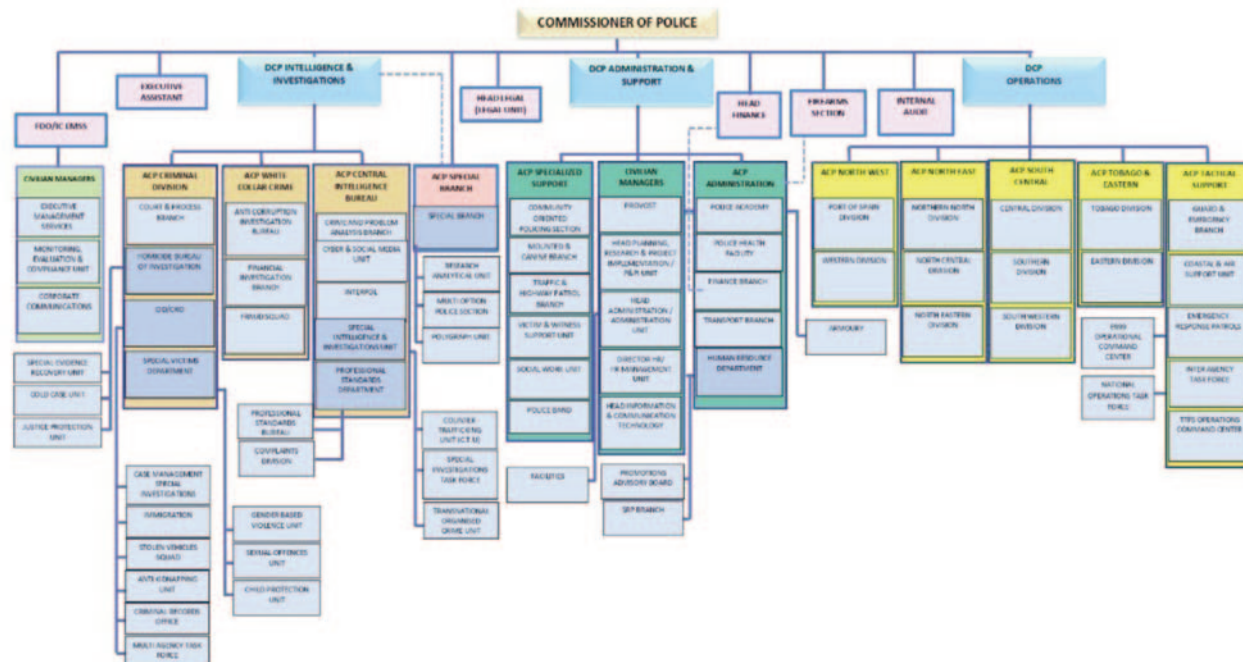


## 2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY—CONTINUED

NO.	Specialist Sections	Major Functions
29.	Professional Standards Bureau	Ensuring the integrity, transparency and efficiency of all investigations, including Criminal Complaints made against Police Officers.
30.	Research and Analytical Unit	Provides data-driven analysis to support strategic planning, policy development, and decision-making for the TTPS. Key functions include analyzing crime and socio-economic data, developing strategic plans, and generating reports for various stakeholders. The unit also performs operational analysis, strategic forecasting, and administrative analysis to improve police efficiency and response, and can act as a liaison for project implementation.
31.	Special Branch	Confidential investigations, Intelligence gathering, V.I.P protection, Security Surveys.
32.	Special Investigations Unit	Investigates, prosecutes, disrupts and dismantles gangs and persons involved in serious organized crimes both nationally and transnationally.
33.	SRP Office Human Resource Branch	Headed by the SRP Adjutant usually an officer of the rank of Assistant Superintendent of Police and appointed by the Commissioner of Police. Responsible for the administrative aspects of the Special Reserve Police Officers nationwide including the posting of officers to various divisions, branches and sections. Processing of SRP pay, increments and other benefits. Processing of SRP officers vacation leave and classification of sick leave and the maintenance of all SRP files.
34.	Terrorism Interdiction Unit	Collects, analyzes and investigates reports of terrorism and terrorists related activities.
35.	Traffic & Highway Patrol Branch	Patrol of the Highways and Main Roads, other duties incidental to the patrols.
36.	Transport & Telecom Branch	Maintenance of transport and telecommunication systems.
37.	Victim and Witness Support Unit	Provides counselling, emotional support, and guidance to victims and witnesses of crime. It aims to help people cope with trauma, bridge the gap between the police and the public, and assist with navigating the criminal justice system. The unit offers tailored assistance, including help with safety and court processes, support for gender-based violence cases, and referrals to other agencies.

1794—Continued

2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY—CONTINUED

**TRINIDAD AND TOBAGO POLICE SERVICE—ORGANIZATIONAL CHART****Effects of Functions of the TTFS on Members of the Public**

The Trinidad and Tobago Police Service has primary responsibility for promoting safety, security and stability for the nation and its citizens by upholding the laws firmly and fairly while ensuring prompt courteous and professional service in partnership with the communities. **Section 45 of the Police Service Act, Chapter 15:01** outlines the major functions of police officers.

**TRINIDAD AND TOBAGO FIRE SERVICE (TTFS)**

The TTFS became a separate entity from the Trinidad and Tobago Police Service on January 01, 1951, and is one of the Divisions falling under the purview of the Ministry of Homeland Security. The TTFS was established in accordance with the Fire Service Act, Chapter 35:50 of the Laws of the Republic of Trinidad and Tobago. Its Administrative Headquarters is located at Wrightson Road, Port of Spain.

**Mission Statement**

To provide efficient and effective public fire protection and emergency services to the Republic of Trinidad and Tobago.

The TTFS has specific responsibilities for:



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

In carrying out these responsibilities, the Fire Service:

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

### **Organizational Structure**

The Trinidad and Tobago Fire Service is comprised of an establishment of two thousand, seven hundred and seven (2,707) regular fire officers, inclusive of three hundred and seventy-five (375) females. There are also eight hundred and twenty-eight (828) auxiliary fire officers and one hundred and twenty-three (123) permanent civilian officers. In addition, the TTFS has a Fire Service Band which was established with fifty-two (52) positions.

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

Regular, Auxiliary and Civilian Positions:

Chief Fire Officer	1
Deputy Chief Fire Officer	1
Assistant Chief Fire Officer	4
Brigades Engineer	1
Divisional Fire Officer	12
Assistant Divisional Fire Officer	17
Fire Station Officer	58
Fire Equipment Supervisor	2
Fire Sub Station Officer	212



1794—Continued

2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY—CONTINUED

Fire Sub Officer	231
Firefighter	2,168
Auxiliary Firefighters	828
Non-Uniformed Staff	123
<b>TOTAL</b>	<b>3,658</b>

## Positions in the Fire Service Band:

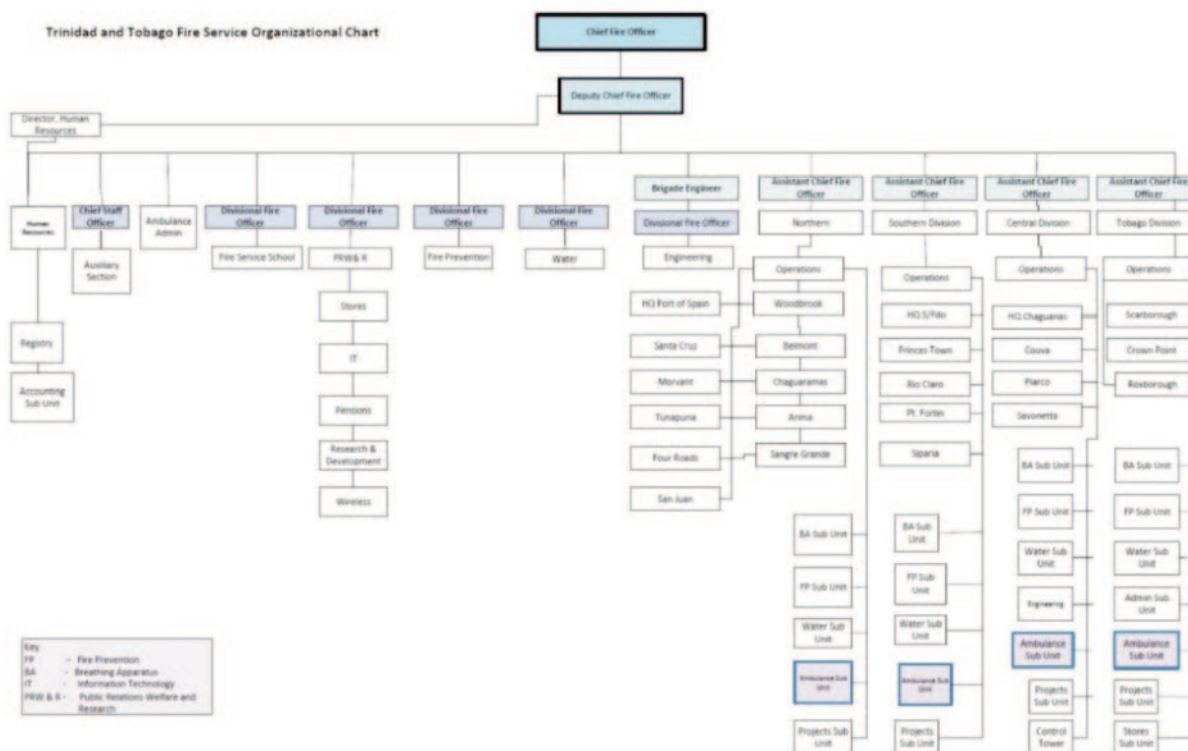
Director	1
Deputy Director	1
Assistant Director	1
Fire Service Bandsman III	5
Fire Service Bandsman II	8
Fire Service Bandsman I	36
<b>Total</b>	<b>52</b>

The First Division, includes offices specified in the Second Schedule and such other offices as the President may, by Order, prescribe. These include the offices of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Brigades Engineer, Divisional Fire Officer and Assistant Divisional Fire Officer.

The Second Division, includes the offices specified in the Third Schedule and such other offices as the President may, by Order, prescribe. These include the offices of Fire Station Officer, Fire Sub Station Officer, Fire Equipment Supervisor, Fire Sub Officer, and Fire-fighter.

The TTFS is comprised of four (4) geographical divisions, namely the Northern Division, Central Division, Southern Division and the Tobago Division. The four (4) Divisions are under the administrative command of Assistant Chief Fire Officers. The Northern Division, which is the largest Division within the Service, consists of eleven (11) stations. The divisional boundaries encompass the entire East/West Corridor from Chaguaramas in the West to Toco in the East, and from the Atlantic Ocean in the North to the Caroni Bridge to the South. The Central Division currently consists of four (4) stations. Its boundaries encompass the entire central plains and include the Piarco International Airport and the Point Lisas Industrial Estate. The Southern Division consists of seven (7) stations. The divisional boundaries encompass the entire southern area. The Tobago Division consists of three (3) stations and includes the Crown Point Airport.

## 2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOMELAND SECURITY—CONTINUED

**Trinidad and Tobago Fire Service - Organizational Chart****Effects of Functions of the TTFS on Members of the Public**

Being a service-oriented organization, the TTFS has primary responsibility for the protection of life and property from damage by fire, or other hazards as outlined in Section 35 of the Fire Service Act, Chapter 35:50 as amended. The other related objectives of the TTFS are to provide and advise on preventive measures against the occurrence of such damage or destruction; render humanitarian services where required; and conduct investigations in order to ascertain the cause or origin of a fire, or other hazards requiring the attention of the TTFS.

**TRINIDAD AND TOBAGO PRISON SERVICE (TTPrS)**

The operations of the TTPrS is governed chiefly by the Prisons Act, Chapter 13:01 (as amended), Prison Service Act Chapter 13:02 (as amended) and the Child Rehabilitation Centres Act, Chapter 13:05 (as amended).

**Mission Statement**

The TTPrS, as an arm of the Criminal Justice System, is committed to the protection of the society and crime prevention by facilitating the opportunities for



habilitation/rehabilitation of offenders, while maintaining control under safe, secure and humane conditions.

The aims and objectives of the TTPrS are defined under five core strategic priorities. These are to Protect, Correct, Re-integrate, Relate (with internal and external stakeholders) and Restore. These objectives include: -

- i) To ensure the safe custody of inmates who are committed to Prison by due process of law.
- ii) To ensure that inmates are kept in a healthy and humane environment.
- iii) To develop programmes which facilitate the reformative and rehabilitative treatment of inmates consistent with the Reintegrative Penal Policy of the Restorative Justice Philosophy.
- iv) To maintain structures and provide amenities for the accommodation, comfort, physical, social and spiritual wellbeing of inmates.
- v) To ensure that those serving imprisonment terms of "Hard Labour" are made to work and are trained in various skills to enable them to be industrious and to afford them an opportunity for gainful employment on their release.
- vi) To provide welfare, recreational, educational and religious programmes for inmates in order to assist in their re-socialization and better prepare them for re-entry into mainstream society.
- vii) To attract, train, develop and retain suitable staff to facilitate the objectives at (i) to (vi).

### **Organizational Structure**

The TTPrS consists of a staff establishment totalling four thousand, two hundred and nineteen (4,219) uniformed officers; and sixty-four (64) permanent and thirty (30) contract civilian positions. The organization is led by a Commissioner of Prisons, who is responsible for the planning and implementation of policies within the nation's prison system, and is guided in his management portfolio by Government Policy dictates, as defined by the Ministry of Homeland Security. The TTPrS is structured into an executive and three (3) clearly defined sections, each managed by a Deputy Commissioner of Prisons, namely:

- A) Administration
- B) Operations
- C) Offender Management & Corrections

**The Executive** of the Prison Service – which is comprised of the Commissioner of Prisons, three (3) Deputy Commissioners of Prisons and six (6) Assistant Commissioners of Prisons - is responsible for the internal management of the Prison Service, including the short, medium and long-term planning and associated policy implementation. They are tasked with ensuring that the Vision, Mission and Strategic

Priorities are achieved through planning, implementation and evaluation. The Executive is assisted by other Senior Administrative Officers who are guided and influenced by performance and feedback from the subordinate ranks.

#### **A) ADMINISTRATION:**

- **Human Resource Unit** – this Unit is led by a Director, Human Resources and comprises sixty-four (64) established positions. There are nine (9) permanent officers and fifty-five (55) vacant offices, of which twelve have acting or temporary incumbents, while forty-three (43) are unfilled. Additionally, there are fourteen (14) persons on contract, eight (8) long term and six (6) short term, with twenty-two (22) long term positions unfilled.

The Human Resource Unit's functional areas encompass Human Resource Planning, Employee Relations, and Training and Development (both local and international). Responsibilities include the processing of acting allowances, promotions, managing the Integrated Human Resources Information (IHRIS) System, maintaining establishments, handling pension and leave records, increments, and all leave entitlements.

- **Accounts Unit** – This Unit is responsible for the processing of monthly salaries, travelling, acting and subsistence allowances, overtime payments, pension and gratuity, bills and vouchers for payment. Additionally, this Unit is headed by an Assistant Superintendent of Prisons (ASP-PQ&F) and is tasked with preparing Draft Estimates for the financial year. Attached to this unit are the Statistics, National Insurance, Pension, and Leave Sections along with the additional responsibilities of drafting Administrative Reports and other reports requested by external agencies including, but not limited to, the Drug Council, Central Statistical Office and United Nations.

- **Cash and Pay –**

- (i) Headed by a Prisons Supervisor who reports to the ASP – PQ&F and who administers all transactions with respect to Redeemable and Irredeemable Imprests.
- (ii) The Good Conduct and Relief Fund.
- (iii) Hobby Class Fund.
- (iv) Receives cash in favour of Revenue and prepares returns of Revenue.
- (v) Collects and deposits cash on behalf of the Judiciary for Fines, Maintenance Arrears, etc.
- (vi) Disbursement of personal cheques to retirees, resignees, civilians, and legal representatives of deceased officers.
- (vii) Maintains and reports on funds deposited into Treasury Deposit Accounts.



➤ **Stores and Procurement Sections—**

- (i) Purchases of all Uniforms, Foodstuff and General Stores (clothing, tools etc.).
- (ii) Purchases of Medicine for Officers and Inmates.
- (iii) Acquires all sundries and paraphernalia needed by the Trinidad and Tobago Prison Service.

➤ **Training –**

- (i) Induction Training of Recruits (Drivers and Officers).
- (ii) Refresher Courses.
- (iii) Development Courses and Seminars.
- (iv) Specialized Training– weapons training, crowd control and physical training (drills and self-defence).

➤ **Investigation and Discipline**

- (i) Headed by a Superintendent of Prisons tasked with executing directives from the Commissioner of Prisons.
- (ii) Conducts investigations into allegations of misconduct/ indiscipline involving subordinate Officers.
- (iii) Prepares and presents matters before a Disciplinary Tribunal.
- (iv) Conducts training/workshops regarding the disciplinary process with Senior and Subordinate Staff, as well as other agencies e.g. Trinidad and Tobago Fire Service, Ministry of Homeland Security etc.

**B) OPERATIONS:**

This section is headed by the **Deputy Commissioner of Prisons 'Operations'** whose functions include: -

- Planning.
- Reviewing and developing systems and procedures for the effective functioning of Penal Institutions.
- Monitoring the implementation of such systems and procedures.
- Formulation of general and operational policies.
- Monitoring Penal Institutions to ensure that operational procedures for the supervising and securing of inmates are being adhered to.

The **Operations Section** encompasses all operational areas pertaining to the general management of all prison facilities and matters involving prisoners and young offenders. The following thirteen (13) prison facilities are utilised by the Service:

1. **PORT-OF-SPAIN PRISON:** – Located at 103A Frederick Street, the Port of Spain Prison is a Maximum Security Prison. It houses Remanded, Convicted and Condemned inmates.
2. **GOLDEN GROVE PRISON:** – Located at Golden Grove Road, Arouca, this is a Medium Security Prison that houses convicted inmates.
3. **THE MAXIMUM SECURITY PRISON, GOLDEN GROVE:** - This structure, completed in 1995, is located at Waterloo Road Extension, Golden Grove, Arouca. It presently houses both remanded and convicted inmates.
4. **CARRERA CONVICT PRISON:** – is located on Carrera Island, off the northwest peninsula of Trinidad in the Gulf of Paria. This Island Prison spans about 20 acres (8.1 hectares) and has functioned as an island prison since the late 19th century. The distance to the mainland, specifically Pt. Gourde, is around 800 meters (approximately half a mile). It exclusively accommodates convicted inmates.
5. **REMAND PRISON:** – An establishment for Remanded Prisoners located on the Golden Grove compound. It houses only remanded persons.
6. **WOMEN'S PRISON:** – This prison is located on the Golden Grove compound and houses only female inmates.
7. **YOUTH TRAINING AND REHABILITATION CENTRE MALE:** – It is a Borstal Institution, located at Golden Grove Road, Arouca. It is a centre for male juveniles between the ages 16 – 21 years who have been sentenced by the courts to a period of Training. It houses approximately forty-seven (47) individuals.
8. **YOUTH TRAINING AND REHABILITATION CENTRE FEMALE:** It is a Borstal Institution, located at Golden Grove Road, Arouca. It is a centre for female juveniles between the ages 16 – 21 years who have been sentenced by the courts to a period of Training. It houses approximately fifteen (15) individuals.
9. **EASTERN CORRECTIONAL AND REHABILITATION CENTRE:** – This facility is located south of Santa Rosa, Arima. It serves as an intake station and assessment centre for inmates entering the system, for assignment of relevant case management portfolios. It houses both convicted and remanded inmates.



10. **TOBAGO PRISON:** – Located at Young Street, Scarborough Tobago, this prison houses both convicted and un-convicted inmates. The convicted inmates assigned to the facility are those serving relatively short sentences.
11. **CLAXTON BAY CORRECTIONAL PRISON:** – This Prison Facility is located just off the flyover in Claxton Bay, Trincity Road, Forres Park, Claxton Bay. This Prison is used as a therapeutic facility for aged and infirmed inmates who require specialised care.
12. **TETERON BARRACKS CHAGUARAMAS:** This Prison was established by Prison No. 2 Order 2025 by the Minister of Homeland Security. This Prison is used to House High Risk Inmates and persons detained under the State of Emergency.
13. **Staubles Bay Chaguaramas:** This Prison was established by Prison No. 2 Order 2025 by the Minister of Homeland Security. This Prison is used to House High Risk Inmates and persons detained under the State of Emergency.

An Officer of the rank of **Superintendent** is directly responsible for the management of each of the above institutions (except the Tobago and Claxton Bay Correctional Prisons) and reports directly to the **Assistant Commissioner of Prisons 'Operations'**.

### **C) PROGRAMS AND INDUSTRY:**

- Developing and reviewing rehabilitative, recreational and educational programmes
- Plans and directs educational, recreational and rehabilitative programmes
- Liaises with wider society on the creation, implementation and working of corrective programs

**The Warrants Section:** - The Warrants Section is managed by a Prisons Supervisor, and is the custodian of all inmates' warrants. In summary, it has the responsibility of managing the processes of receiving and discharging inmates, while also ensuring that all Orders of the Courts of Trinidad and Tobago are strictly adhered to. The functions of this section include but are not limited to the following:

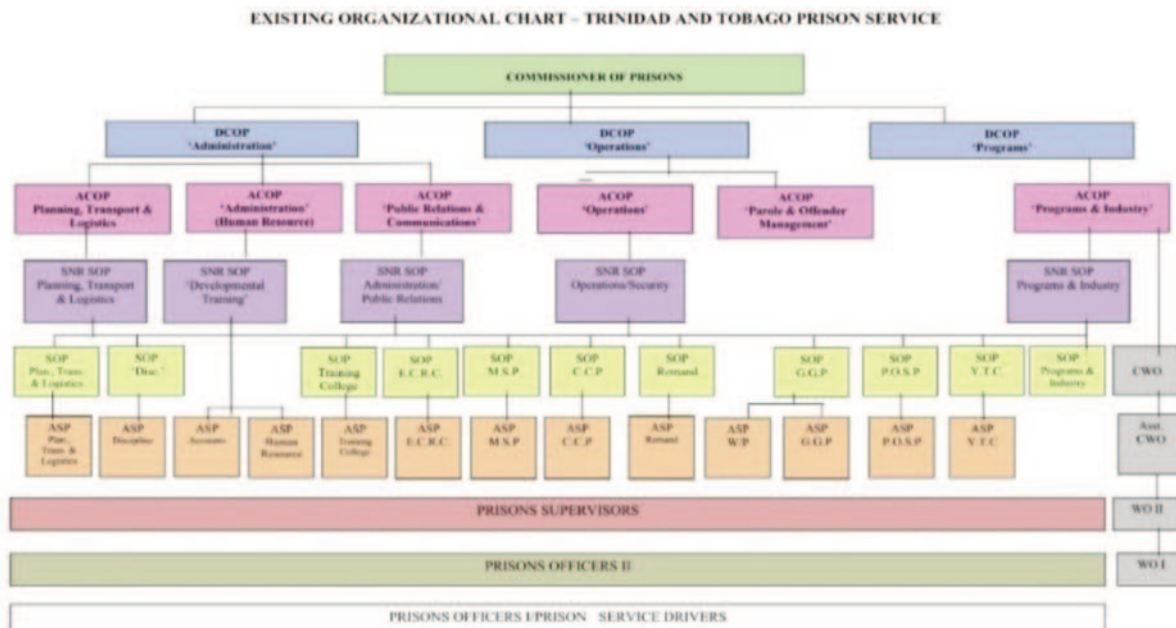
- Proper processing and recording of all Judicial documents that are received from the various courts
- Bailing of inmates.
- Computation of inmates' Earliest Possible Date of Discharge (EPD) and Final Date of Discharge (FD)
- The Preparation of Untried Inmates for Trials Lists
- Preparation of the Discharge Lists
- Overseeing all reception and sub-Warrant Departments
- Receiving of Fines and Maintenance Arrears

➤ Generate statistical reports

**The Welfare Section:** - The Welfare Section is headed by the Chief Prison Welfare Officer who is assisted by an Assistant Chief Welfare Officer; ten (10) Welfare Officer II's and twenty-two (22) Welfare Officer I's. The functions of this section include but are not limited to the following:

- Interviewing and counselling inmates and helping them adjust to life in prison.
- Assisting inmates in making and maintaining contact with relatives.
- Conducting business, monetary and private transactions on behalf of inmates.
- Performing investigative work to determine inmates' suitability/eligibility for Child Visits and viewing of dead relatives at funeral homes.
- Preparing of Discharge Reports on inmates.
- Conducts Correctional Education and Social Work Programmes for inmates at an assigned Correctional Institution.
- Conducts Orientation Sessions for incoming prison inmates, including youth offenders.
- Counsels' inmates with social and behavioural problems, including those who are having difficulty adjusting to prison life.
- Provide aftercare services to ex-offenders.

The Organizational Chart as depicted below reflects the reporting relationships, levels of responsibility and span of control.





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

The reform of the Prison System has seen a shift in focus from the dominant retributive philosophy to a new Restorative Justice approach to Penal Management. This approach recognizes the need for the Prison Service to embrace not only the offenders but also to place greater emphasis on interaction with all stakeholders including the communities from which both the offenders and victims originate. This has meant a deeper embrace of the community corrections approach with more emphasis on re-integrative penal policy and implementation of constructive regimes for inmates. Essential to all this has been the expansion of the Prison Service Strategic Priorities to include protection, correction, reintegration, restoration and relations. This redefined focus places greater emphasis on the public's role in the successful reformation of the prison system.

**IMMIGRATION DIVISION****Mission Statement**

To promote national security by effectively monitoring and controlling the movement of persons into, within and out of the country and to provide an efficient Passport service.

The Immigration Division is an integral part of the Ministry of Homeland Security. It was established as a separate civilian organization in 1954, after it was removed as an arm of the Police Service. For a short period, 1987 to 1989, it was incorporated into the Ministry of External Affairs. The primary mandate of the Division involves monitoring the movement of persons into and out of the country, as well as issuing passports and other travel documents.

In order to fulfil its mandate, the Immigration Division executes the following functions:

- Border control.
- Facilitation of commercial shipping.
- Facilitation of the pleasure craft industry.
- Facilitation of entry into and departure out of Trinidad and Tobago.
- The processing of applications and issuance of the following documents to qualified applicants:
  - Passports and other travel documents;
  - Visas;
  - Visa Waivers;
  - Certificates of Immigration Status; and

- Student Permits.

- The processing of travel documents to qualified applicants at Missions abroad.
- The verification of the immigration status of claimants to Citizenship and Resident Status.
- The provision of immigration services to non-nationals and non-residents who, notwithstanding that they are already in Trinidad and Tobago, wish to extend their stay or vary the conditions attached to their entry.
- Investigations and deportation of persons found to be in breach of the Immigration Act and Regulations.
- The conduct of Special Inquiry hearings to determine the immigration status of persons who are alleged to have contravened the Immigration Act and Regulations, with the authority to order deportation.
- The conduct of Quasi-judicial hearings, with the authority to impose fines, in respect of notices of complaints for breaches of the Immigration Act and Regulations by airline and shipping agents.
- The provision of technical advice to the Minister of Homeland Security on immigration matters.
- The collection of revenue in accordance with the Schedule of Fees in the Immigration Regulations, the Citizenship Act and the Miscellaneous Taxes Act;
- The processing and compiling of data with respect to citizens and residents of Trinidad and Tobago deported from foreign countries.
- The collection of statistical data for use by the Central Statistical Office, Ministry of Tourism and Interpol.
- Interaction with government officials, state security agencies, foreign diplomats, airline and shipping agents as well as persons from business, religious, sport, cultural and entertainment organizations, that may seek immigration services or assistance.

### **Organizational Structure**

The Immigration Division, comprises a staff establishment of four hundred and five (405) Immigration Officers; five hundred and sixty-eight (568) permanent civil servants and one hundred and sixty-three (163) contract positions. The Division is headed by the Chief Immigration Officer, who is supported by two (2) Deputy Chief Immigration Officers, six (6) Assistant Chief Immigration Officers, one (1) Director, Human Resource Services, one (1) Electronic Data Processing Manager and their support staff. The Immigration Division is comprised of two main units:



**Operations and Policy**

The operations of the Immigration Division are conducted through seventeen (17) Offices at different locations throughout Trinidad and Tobago. The head office is located at Port of Spain and two (2) sub offices in San Fernando and Scarborough. There are three (3) sub passport offices located in Point Fortin, Chaguanas and Sangre Grande. There are eight (8) seaport and two (2) airport offices.

At the main offices in Port of Spain, San Fernando and Tobago, the following immigration services are delivered:

- Processing of applications for passports.
- Grant of extensions/ variations of Landing Certificates.
- Issuance of Visas, Student Permits and Certificates of Immigration Status.
- Conduct of interviews for Permanent Residence and Citizenship and other ancillary services.
- Investigation of persons in breach of the Immigration Act and Regulations, their detention and deportation. (Police Officers are attached to this Section to support Immigration Officers in the investigations, prosecution and deportation of persons in breach of the Immigration Act and Regulations).

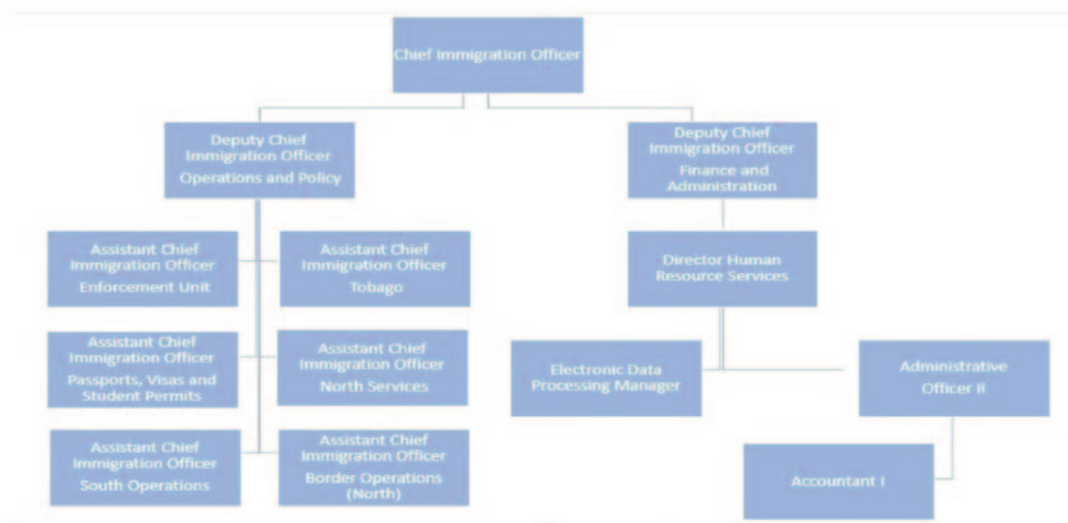
Immigration Officers (Attachés) are also assigned to the Trinidad and Tobago's Missions located in New York, Miami, Washington, Toronto, Caracas, London and Beijing to provide immigration services. They are responsible for all immigration matters and perform other consular functions.

**Finance and Administration**

This unit includes several technical, clerical and manipulative staff and comprises eighteen (18) sections, including:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| ▪ Human Resource Services   | ▪ Enforcement Unit                    |
| ▪ Accounting Unit           | ▪ Immigration Detention Centre        |
| ▪ Information Technology    | ▪ Passport Unit                       |
| ▪ Administration            | ▪ Extension Services                  |
| ▪ Research Unit             | ▪ Visa Section                        |
| ▪ Legal Unit                | ▪ Student Permits Section             |
| ▪ Data Entry                | ▪ Training and Development Unit       |
| ▪ Traffic Index and Other   | ▪ Document Examination Lab            |
| Immigration Matters Section | ▪ Border Control                      |
|                             | ▪ Permanent Residence and Citizenship |

### Immigration Division - Organizational Chart



#### Effects of functions of the Immigration Division on members of the public

The operational areas of the Division serve to effectively compartmentalize and implement the mandate of the Division as set out in legislation and government/public service policy. They are intended to fulfil the needs of both the local and foreign public and provide services in a timely manner. The travel documents prepared and issued by the Division are of a high quality and consistent with international standards to identify the citizen and facilitate ease of travel to foreign destinations. Border control is done in compliance with criteria set out in legislation and applied equally to all persons seeking entry into or departing Trinidad and Tobago. Detention and deportation are also carried out in conformity with the law and international practice and applied fairly to all foreign nationals who find themselves in contravention of the law. All other services are provided based on a set of well-defined criteria and an eligibility process that allow for transparency in their application.

#### OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT

The Office of Disaster Preparedness and Management (ODPM) was established by Cabinet in January 2005 as the National Disaster Office responsible for managing all aspects of the disaster management cycle which includes mitigation, preparedness, response and recovery. The function of the ODPM is not limited to coordinating efficient response when needed, but also includes proactive, pre-emptive activities geared towards developing a more informed, resilient public.



**Mission Statement**

To build national Disaster Risk Management and Climate Change Adaptation capabilities with our partners and coordinate response and recovery operations in order to protect the people, environment and economy and ensure a disaster resilient nation.

**Vision Statement**

To become the premier regional Disaster Risk Management organisation

**Organizational Structure of the ODPM**

The structure of the ODPM is based on the country's unique national requirements and its work to address all issues related to the Comprehensive Disaster Management (CDM) Cycle. It is also informed by research on Disaster Risk Reduction studies and issues in Disaster Risk Management. In an effort to fulfil its mandate in the most efficient and effective way, the ODPM has a total of forty-four (44) contract positions, and is divided into five (5) units, as follows:

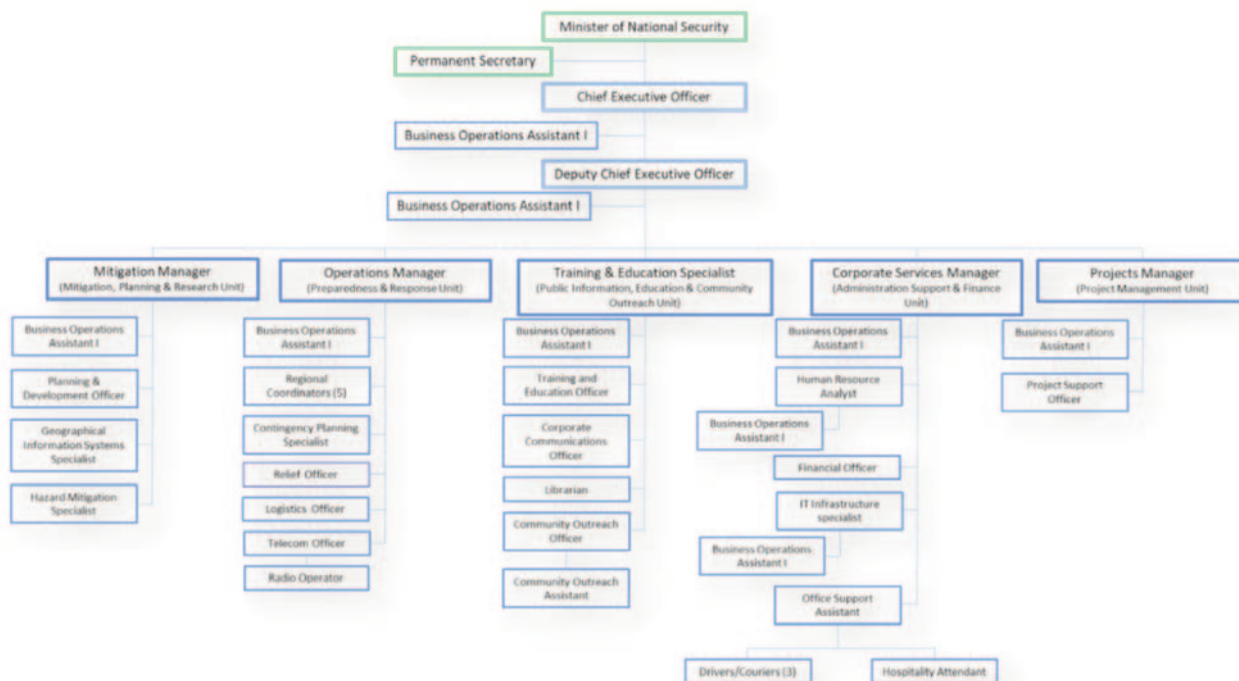
- a. Mitigation, Planning and Research Unit (MPRU)** - places emphasis on issues related to disaster prevention and mitigation. Consequently, the Unit advocates for policy and legislative development, development and implementation of related plans, inclusive of critical facilities protection, data collection, analysis and information dissemination, GIS analysis and modelling. It also advocates for the expansion of national early warning systems and conducts research and assessments.
- b. Preparedness and Response Unit (PRU)** - is responsible for monitoring and providing support to first response agencies involved in localized (level 1) emergency/disaster situations. However, should these situations escalate to a national response (level 2/3), the PRU would coordinate the national response effort and alerts for non-security type operations such as hydro-meteorological incidents. Hence, to ensure a unified approach is taken when responding to emergencies/disasters, the PRU leads the development and implementation of National Hazard Response Plans. The Unit also facilitates training and capacity building programmes for response/support agencies and the public, and advocates for critical facilities protection and business continuity planning. As Trinidad and Tobago is the Southern Sub-regional Focal Point for the geographical grouping that also includes Grenada, Guyana and Suriname, the PRU on the country's behalf, is also responsible for coordinating disaster relief should a request for support come from these countries or other regional states.
- c. Public Information, and Education and Community Outreach Unit-** has oversight for public education/awareness initiatives, public relations, information

dissemination, media relations, community outreach programmes and volunteerism.

**d. Administrative Support and Finance Unit-** is responsible for organisational support services such as human resource, finance, accounting and information communications technology.

**e. Project Management Unit-** provides support to the other units in project planning, implementation, monitoring, evaluating and reporting.

### Office of Disaster Preparedness and Management Organizational Chart



### Effects of Functions of the ODPM on members of the public

The work of the ODPM impacts members of the public through: provision of strategic guidance on a national approach to Disaster Risk Reduction and Disaster Risk Management; conduct of exercises to prepare response/support agencies to respond to and recover from a disaster; conduct field studies and after actions reviews to determine areas requiring improvement; managing the National Disaster Prevention and Preparedness Month in May, which is used to prepare the nation for the ensuing Atlantic Hurricane Season and to maintain public awareness and education about the increasing prevalence of hazards and climate change; testing of the national early warning system bi-annually, with the support of telecommunications network



providers; provision of national alerts and advisories to the public on a 24/7 basis in the event of or in anticipation of a national disaster; provision of technical, operational and logistical emergency/disaster support to the national community as well as the states within the region and in particular to the Southern Sub-region (Guyana, Suriname and Grenada); and provision of advice to land developers as part of the EMA's CEC requirement.

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

#### **Categories of documents maintained by the Divisions/ Agencies of the Ministry of Homeland Security**

Documents and files relating to:

##### **1. Administrative matters**

###### Personnel:

- Appointments, promotions, leave, employee evaluation, conditions of service, pension, training, uniforms, deaths, retirements, resignations, Staff Reports and the transfer/rotation of staff, etc.
- Filling of Vacancies via Acting Arrangements, Temporary Appointments/ Leave Reliefs etc.
- Creation, suppression and abolition of Posts.
- Recruitment, including applications, Job descriptions/ specifications, interview reports etc.
- Complaints, commendations and suggestions.
- Circulars, General Orders, Station Orders, Directives, Staff Instructions.
- Training (local, foreign, technical co-operation, in-service).
- Vacation Leave, Maternity & Paternity Leave, Sick Leave and Study Leave.

###### Office Management:

- Office accommodation, equipment and supplies.
- Procurement of goods and services including proposals, quotations etc.
- Customer files in respect of service providers.
- Information technology.
- Construction, maintenance, and refurbishment of building/ offices office equipment, vehicles etc.

###### Policy:

- Cabinet documents.
- Technical co-operation and consultancies (local and foreign).
- Conferences, seminars, meetings, official functions and other events (local and international).
- Agendas and Minutes of meetings.
- Collaboration with other Divisions/Agencies and Public Authorities.

- Strategic planning, review and evaluation, including Information Technology Strategy and Training Plans.
- Policy and Procedures (General Orders and Guidelines).

**Administration:**

- Files dealing with administrative support and general administrative matters for the operations of the Ministry.
- Internal and External correspondence files.
- Minutes/Agendas of meetings.
- Inventories and Registers.
- Terms of Reference.
- Briefing Papers.
- Request for Access to Official Document (s) (Forms, Registers, Logs).
- Board/Committee Appointments.

**2. Financial Matters**

- Files dealing with the accounting, financial management, financial records (cheques, vouchers, receipts, vote books, journal etc.) and financial management functions of each Division.
- Estimates and Valuations.
- Salary.
- Audits.

**3. Legal Matters**

- Acts of Parliament, Regulations, Legal Notices and other related legislation.
- Legal opinions from the Solicitor General and Attorney General.
- Legal opinions, legal instructions and related matters.
- Filed Court documents.

**4. Reports, Publications and Communications**

**1. Reports:**

- Administrative Reports (Annual).
- Technical and Statistical Reports (Monthly, Quarterly).
- Freedom of Information Reports (Quarterly)
- Commissions of Enquiries on related matters.
- Audits, Investigations, Valuations and Accidents.

**2. Publications and Communications**

- Advertisements and Newspaper Clippings.
- Books, booklets, leaflets, pamphlets, periodicals, brochures Journals and other forms of literature.
- Correspondence – Internal and External correspondence files.
- Media Releases and Speeches originating from the Ministry.
- Public Education Programmes/ Booklets.



- Public guidelines.
- Public Notices, Bulletins, Posters etc.
- Photographs, Abstracts, Catalogues etc.

## **5. Operational Matters**

### **GENERAL ADMINISTRATION DIVISION**

- Case Files (permanent residence/citizenship/work permit).
- Case Files (electronic bracelet/ DNA Databank profiles).

### **TRINIDAD AND TOBAGO POLICE SERVICE**

- Discs containing CCTV footage, digital videos.
- Case files pertaining to criminal investigations.
- Criminal records of offenders.
- Photographs of Wanted/Missing persons.
- Process documents.
- Records of all matters reported at stations, including arrests.
- Records on the daily operations of Police Stations.
- Trinidad and Tobago Police Service Code of Conduct.
- Statistical reports on crime and traffic.

### **TRINIDAD AND TOBAGO FIRE SERVICE**

- Customer files.
- Complaints files.
- Registers/Certificates/Permits.
- Maps/Charts/Photographs/Diskettes/Abstracts/Tapes.

### **TRINIDAD AND TOBAGO PRISON SERVICE**

- Letters & Visits.
- Inmates' Records.
- Rehabilitative Programmes.
- Security and Safety documents.
- Complaints (Public, Ombudsman etc.).
- Committal and Release Warrants from the Court.

### **IMMIGRATION DIVISION**

- Case files pertaining to breaches of the Immigration Act and Regulations.
- Reports for the register of residents.
- Embarkation/Disembarkation cards and Landing Deposits.
- Boarding and Clearance documents.
- Immigration Registers and Log Books.
- Application - received for all types of services provided by the Immigration Division (Travel Documents/Visas/ Visa Waivers/ Student Permits/

Certificate of Immigration Status/ Restoration of Citizenship/ Permanent Residence and Citizenship).

- Reports on citizens of Trinidad and Tobago deported from other countries.
- Reports on persons denied entry into Trinidad and Tobago.
- Immigration Watch Lists.
- General files pertaining to travel documents, short extensions of stay, policy, work permits, citizenship, restoration of citizenship, breaches of the Immigration Act and Regulations, visa applications, observation reports, internal and external miscellaneous correspondence, security bonds, facilitation of entry, foreign missions.

#### **OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

- Files related to the operations of the Office of Disaster Preparedness and Management (ODPM), including Weather Briefs from the Meteorological Office and information pertaining to flooding events.

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

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

1. Communications
  - Speeches.
  - Quarterly Magazines.
  - Media Releases;
2. Annual Administrative Reports;
3. List of prospective trainees (Police, Fire and Prison Services);
4. Brochures, leaflets and handouts on fire prevention tips; and
5. Response Plans, educational material, newsletters and media releases in respect of National Hansards and Disasters.

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

##### **Literature available by the way of subscription services:**

The Ministry of Homeland Security has no literature available by way of subscription at this time.

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

##### **Procedure to be followed when accessing documents from Divisions/ Agencies under the Ministry of Homeland Security:**

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



*i. General Procedure*

The policy of the Ministry of Homeland Security is to respond to all oral and written requests for information. However, in order to exercise the rights given to the applicant by the FOIA (for example, the right to challenge a decision if your request for information is refused), the applicant must make his/her request in writing, using the prescribed form (i.e. the 'Request for Access to Official Document (s)' form), which can be accessed at the office of the General Administration Division or at any other public authority and is accessible online at [www.foia.gov.tt](http://www.foia.gov.tt).

*ii. Addressing Requests*

To facilitate prompt handing of requests, it should be addressed to the Designated Officer of the relevant Division/ Agency of the Ministry (See Section 7 (1) (a) (vi) for the listing of Designated Officers).

*iii. Details of Request*

Applicants should provide clear details that will allow for speedy 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 not sure how to write the request or what details to include, he/she is advised to communicate with the Designated Officer of the Division/ Agency for which the information is sought.

**Requests not handled under the FOIA**

Under Section 12 of the Freedom of Information Act, Chapter 22:02, a person is not entitled to obtain, access to-

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

**Responding to your Request***i. Retrieving Documents*

The relevant Division/ Agency of the Ministry of Homeland Security will furnish copies of documents only when they are in its possession and/or when they can be retrieved from the National Archives or other storage centre, in order to process the request.

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

*ii. Furnishing Documents*

An applicant is entitled to copies of certain documents in the possession, custody or power of the Ministry of Homeland Security, which is only required to furnish one copy of a document. If a legible copy cannot be released, there will be no attempt to reconstruct it. Instead, the best possible copy will be furnished and its quality noted in the reply.

Please note that the Ministry of Homeland Security is not compelled to do the following:

- a) Create new documents. For example, develop a new programme that will enable a computer to print information in a format the applicant prefers; or
- b) Perform research for the applicant.

**Time Limits**

*i. General*

Divisions/ Agencies of the Ministry of Homeland Security will comply with the time limit stipulated in the Freedom of Information Act, but if it appears that processing a request may take longer than the statutory limit, they will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

*ii. Time allowed*

A decision whether to grant a request for access to information will be determined as soon as practicable, but no later than thirty (30) days after the day on which the request is received by the Designated Officer. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies if so requested.

*iii. Fees and Refunds*

In accordance with Section 17(1) of the FOIA, there are no fees applicable for the making of a request for access to official documents. Additionally, while Section 17(2) provides for the payment of prescribed fees, where access to an official



document is to be given in the form of printed copies, or copies in some other form, such as on tape, disc, film or other material, the Freedom of Information (Fees and Charges) Regulations are currently not enforced.

**The Designated Officers for the Divisions/ Agencies under the Ministry of Homeland Security are responsible for:**

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

The Designated Officers for the Divisions/ Agencies of the Ministry of Homeland Security are:

**GENERAL ADMINISTRATION DIVISION**

**The Designated Officer is:**

**Ms. Kerry-Ann Dyer**

Research Officer II  
Research Unit, G.A.D.  
Ministry of Homeland Security,  
Level 20 Tower-C, IWC  
Port-of-Spain.  
Tel.: 224-4667 | Ext: 17228  
E-mail: [research@mhs.gov.tt](mailto:research@mhs.gov.tt)

**The Alternate Officer is:**

**Ms. Laurin Smith**

Research Officer I  
Research Unit, G.A.D.  
Ministry of Homeland Security,  
Level 20, Tower-C, IWC  
Port-of-Spain.  
Tel.: 224-4667 | Ext: 17230  
E-mail: [research@mhs.gov.tt](mailto:research@mhs.gov.tt)

**TRINIDAD AND TOBAGO POLICE SERVICE**

**The Designated Officer is:**

**Ms. Michelle Ottley-Jones**

Director, Legal Services  
Office of the Head of Legal Services  
Trinidad and Tobago Police Service  
Level 19 Tower-C, IWC  
Wrightson Road  
Port-of-Spain.  
Tel.: 6120102 Ext. 13223/ 13236  
E-mail: [head.legal@ttps.gov.tt](mailto:head.legal@ttps.gov.tt)

**The Alternate Officer is:**

**Mr. Ramdath Phillip**

Head, Legal Services  
Office of the Head of Legal Services  
Trinidad and Tobago Police Service  
Level 19 Tower-C, IWC  
Wrightson Road  
Port-of-Spain.  
Tel.: 6120102 Ext. 13223/ 13236  
E-mail: [head.legal@ttps.gov.tt](mailto:head.legal@ttps.gov.tt)

**TRINIDAD AND TOBAGO FIRE SERVICE****The Designated Officer is:****Mr. Daren Dacent**

Divisional Fire Officer (Ag.)  
Public Relations, Welfare and Research  
Trinidad and Tobago Fire Service  
Wrightson Road  
Port-of-Spain.  
Tel.: 226-TTFS (8837) Ext.: 32020  
E-mail: [prwr@gov.tt](mailto:prwr@gov.tt)

**The Alternate Officer is:****Ms. Dion Yearwood**

Fire Station Officer  
Public Relations, Welfare and Research  
Trinidad and Tobago Fire Service  
Wrightson Road  
Port-of-Spain.  
Tel.: 226-TTFS (8837) Ext.: 32003  
E-mail: [prwr@gov.tt](mailto:prwr@gov.tt)

**TRINIDAD AND TOBAGO PRISON SERVICE****The Designated Officer is:****Mr. Garvin Ferret**

Acting Prisons Officer II  
Head, Legal Unit – TTPrS  
Prison Administration Building  
#10-14 Phillip Street,  
Port-of-Spain.  
Tel.: 612-0308 Ext. 5110  
E-Mail: [commissioner@gov.tt](mailto:commissioner@gov.tt)

**The Alternate Designated Officer is:****Mr. Dexter Hewitt**

Prisons Officer II  
Legal Unit - TTPrS  
Prison Administration Building  
#10-14 Phillip Street,  
Port-of-Spain.  
Tel.: 612-0308 Ext. 5110  
E-mail: [commissioner@gov.tt](mailto:commissioner@gov.tt)

**IMMIGRATION DIVISION****The Designated Officer is:****Ms. Denean Rochford**

Research Officer I (Ag.)  
Research Unit  
Immigration Division  
Government Campus Plaza  
#3-9 Richmond Street,  
Port-of-Spain.  
Tel.: 225-4664 Ext. 1166  
E-mail: [Immigration.Research@gov.tt](mailto:Immigration.Research@gov.tt)

**The Alternate Designated Officer is:****Ms. Kathy Belfon**

Human Resource Officer III (Ag.)  
Human Resource Services Unit  
Immigration Division  
Government Campus Plaza  
#3-9 Richmond Street,  
Port-of-Spain.  
Tel.: 225-4664 Ext 1049  
E-mail: [Immigration.Research@gov.tt](mailto:Immigration.Research@gov.tt)



## OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT

**The Designated Officer is:****Ms. Eden Sookdar**

Corporate Service Manager

O.D.P.M.

No. 4A Orange Grove Road, Trincity,  
Tacarigua.

Tel.: 640-1285 Ext. 14222

E-mail: [ODPMSecretariat@mns.gov.tt](mailto:ODPMSecretariat@mns.gov.tt)**The Alternate Designated Officer is:****Ms. Shaina Khan**

Business Operations Assistant I

O.D.P.M.

No. 4A Orange Grove Road, Trincity,  
Tacarigua.

Tel.: 640-1285 Ext. 14416

E-mail: [ODPMSecretariat@mns.gov.tt](mailto:ODPMSecretariat@mns.gov.tt)**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and other Bodies:**

## GENERAL ADMINISTRATION DIVISION

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of Homeland Security, for which the Ministry retains oversight responsibility. These are as follows:

- Disposal Committee
- Firearms Appeal Board
- Immigration Advisory Committee
- National Drug Council
- National Emblems Committee
- National Security Officers Foundation Board
- Procurement and Disposal Advisory Committee
- Protective Services Compensation Committee
- Seized Assets Committee
- Safety and Health Committee
- Work Permit Advisory Committee

## TRINIDAD AND TOBAGO POLICE SERVICE

- Promotion Advisory Board
- The Examination Board

## TRINIDAD AND TOBAGO FIRE SERVICE

- Fire Advisory Committee

## IMMIGRATION DIVISION

Committees within the Immigration Division include:

- The Mutations Committee.
- The Leave Committee.
- The Joint Consultative Committee.
- The Occupational Health and Safety Committee.
- The Training Committee.

There are currently no Advisory Boards, Councils, Committees and other Bodies under the purview of the other Divisions/ Agencies at this time.

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

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

#### **GENERAL ADMINISTRATION DIVISION**

The General Administration Division of the Ministry of Homeland Security, does not have a Library/ Reading room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed in the Ministry's Staff Library located at Temple Court II, Abercromby Street, Port-of-Spain from Monday to Friday between the hours 9:00 a.m. and 3:00 p.m.

Phone: 624-2441 | Email Address: [library@mns.gov.tt](mailto:library@mns.gov.tt)

**No smoking, eating or drinking is allowed in the Staff Library.**

#### **TRINIDAD AND TOBAGO POLICE SERVICE**

The Trinidad and Tobago Police Service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

#### **TRINIDAD AND TOBAGO FIRE SERVICE**

The Trinidad and Tobago Fire Service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

#### **TRINIDAD AND TOBAGO PRISON SERVICE**

The Trinidad and Tobago Prison Service does not have a Library/ Reading Room available for public use at this time. However, suitable arrangements exist to



facilitate persons requiring accommodation to view documents accessed under the provisions of the Freedom of Information Act.

### **IMMIGRATION DIVISION**

The Immigration Division does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the Division's Head Office Conference Room, located at 8<sup>th</sup> Floor (South) Government Campus Plaza, #3-9 Richmond Street, Port-of-Spain from Monday to Friday between the hours 9:00 a.m. to 12:00 noon.

**No smoking, eating or drinking is allowed in the Conference Room.**

### **OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

The ODPM does not have a Library/ Reading Room available for public use at this time. However, documents available to members of the public under the provisions of the Freedom of Information Act, can be viewed at the ODPM's Staff Library located at #4A Orange Grove Road, Trincity, Tacarigua from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. Information can also be viewed through the ODPM's website at [www.odpm.gov.tt](http://www.odpm.gov.tt).

**No smoking, eating or drinking is allowed in the Staff Library.**

## **Section 8 Statements**

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

**Documents containing interpretations or particulars of written laws administered by the Ministry of Homeland Security include the following:**

### **GENERAL ADMINISTRATION DIVISION**

Documents containing interpretations or particulars of written laws administered by the Ministry of Homeland Security include the following:

- Immigration Act Chapter 18:01
- Citizenship Act of Trinidad and Tobago Chapter 1:50
- Freedom of Information Act 1999.

### **TRINIDAD AND TOBAGO POLICE SERVICE**

- Departmental Orders
- Standing Orders
- Branch Orders
- Laws of the Republic of Trinidad and Tobago setting out Powers of the Commissioner of Police such as:

- The Constitution, Chapter 1:01
- *Firearms Act, Chapter 16:01*
- *Summary Offences Act, Chapter 11:02*
- *Interception of Communications Act, Chapter 15:08*
- *Customs Act, Chapter 78:01*
- *Police Service Act, Chapter 15:01*
- *Motor Vehicle and Road Traffic Act, Chapter 48:50*

The legislation referenced above are available for purchase at the Government Printery and can be accessed via the Ministry of Legal Affairs' website (<http://laws.gov.tt>)

### **TRINIDAD AND TOBAGO FIRE SERVICE**

- Fire Service Act Chapter 35:50
- Fire Service Order
- Fire Service Circulars
- Fire Service Instructions
- Station Notices
- Divisional Notices

### **TRINIDAD AND TOBAGO PRISON SERVICE**

- Prison's Act Chapter 13:01
- Prison Service Act Chapter 13:02
- United Nations Standard Minimum Rules for the Treatment of Prisoners
- Judge's Rulings in cases pertaining to the Trinidad and Tobago Prison Service.

### **IMMIGRATION DIVISION**

- Rulings of Chief State Solicitor on Interpretation of Laws;
- Decisions of the Court on Immigration cases; and
- Staff Instructions, Circulars and Notices (Policy) relating to procedures to be followed.

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

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Ministry of Homeland Security, or similar documents containing rules, guidelines, practices or precedents:**

### **GENERAL ADMINISTRATION DIVISION**

These include the following:

- Internet Usage Policy.
- Document Checklists/ Instruction Sheets when applying for:



- Citizenship; including Naturalisation, Registration (Adult/ Minor/ Child by Decent), Re-acquisition and Renunciation of Citizenship.
- Residence Status.
- Work Permits.
- Certificate of Exemption under Section 7(1) of Immigration Act.
- Overseas Missionaries' Permit under Section 9(1)(a) of the Immigration Act.
- Permission to operate as a protective service agency.
- Grant of a Presidential Pardon.
- Policy with respect to the grant of Overseas Missionary Permit.

### TRINIDAD AND TOBAGO POLICE SERVICE

- |  |   |
|--|---|
| • Customer Service Policy  | • The rights of persons in custody                |
| • Events Policy and Procedures Manual  | • Judges Rules                                    |
| • Special Reserve Returnee Policy  | • Code of Ethics                                  |
| • Data Back Up Policy  | • Cellular Phone Policy                           |
| • Off Duty Firearm Policy  | • IT Policy                                       |
| • Succession Planning Policy   | • Vehicle Usage Policy                            |
| • Strategic ICT Plan 2023/2024   | • Flexi Work Policy                               |
| • Standard Operating Procedure for Tracking and Follow-up of Community Concerns Raised at Community Meetings | • HR Policy & Procedure Manual                    |
| • Guidance Manual for Police Officers Investigating Gender Based/Domestic Violence Reports                   | • Guideline for Conducting Performance Appraisals |
| • Recruitment and Selection of Applicants into the TTPS Policy Manual  | • Disposal of Assets Policy                       |
| • Employee Assistance Programme Policy and Procedural Manual   | • Policy for retention of External Legal Counsel  |
| • TTPS Media Policy and Procedures   | • HSE Policy                                      |
| • Police Code of Conduct   | • Orientation Policy                              |
|  | • Payment of Allowances Policy                    |
|  | • Employee Leave Policy                           |
|  | • Work from Home Policy                           |
|  | • Whistle Blower Policy                           |
|  | • Media & Social Media Policy                     |
|  | • COVID-19 Policy                                 |
|  | • Use of Force Policy                             |

### IMMIGRATION DIVISION

- Brochures detailing the requirements for:
  - Restoration of Citizenship.
  - Student Permits.
  - Visa for entry into Trinidad and Tobago.
  - Passport application.



- Letters of advice and responses to queries, which form part of the Immigration Division's Administration Policies files.

## **OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**

- Agreement Establishing the Caribbean Disaster Emergency Management Agency.
- Crisis Communication Guidelines and Response Plan.
- The National Response Framework.
- Tsunami Warning Information Dissemination Protocol for Trinidad And Tobago.
- The National Emergency Operations Center (NEOC) Standard Operating Procedures (SOPs).

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

**In enforcing written laws or schemes administered by the Ministry of Homeland Security 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:**

## **GENERAL ADMINISTRATION DIVISION**

- Standard operating procedures for the purchase of Minor Equipment Items – Sub Head 03.
- Procedures for the Evaluation of Tenders.
- Forms including guidelines for applications under the General Administration Division include the following:

Form No. 6 - Form of Application for status of resident of Trinidad and Tobago by a person under section 6 or 50 (1) of the Act

Form No. 7 - Certificate of Registration as a resident of Trinidad and Tobago

Form No. 17 - Permit issued by the Minister under section 10(1) of the Act

Form No. 37 - Application for Overseas Missionaries Permit

Form No. 39 - Cancellation of Work Permit

## **IMMIGRATION DIVISION**

FORM 9A - Notice of Appeal to the Minister against decision of Special Inquiry Officer.

FORM 9B - Notice of Appeal against a Rejection Order.

FORM 19 - Deportation Order.

FORM 20 - Notice of Deportation.

FORM 21 - Certificate issued under Section 7(1) of the Immigration Act Chapter



- FORM 25 - Order of Detention made by the Minister/Chief Immigration Officer/Special Inquiry Officer.
- FORM 26 - Order to show cause and Notice of Hearing in Deportation proceedings under Section 22 of the Immigration Act Chapter 18:01.
- FORM 28 - Order of Supervision.
- FORM 29 - Rejection Order.
- FORM 32 - Disposal of Appeal.
- FORM 33 - Bond for Conditional Release.
- FORM 41 - Order of the Minister to the Commissioner of Prisons, etc.
- FORM 44 - Notice to Applicant for admission detained for a hearing before a Special Inquiry Officer.
- FORM 45 - Summons to a Witness.
- FORM 46 - Decision of the Special Inquiry Officer-Voluntary Departure.
- FORM 51 - Application on behalf of a permitted entrant to enter Trinidad and Tobago.
- FORM 52 - Certificate of Facilitation of Entry.
- FORM 54 - Forfeiture of Deposit/Recognizance.
- FORM 55 - Complaint Upon Oath.
- FORM 56 - Application for a Certificate of Exemption from Section 7(I) of the Immigration Act Chapter 18:01
- FORM 57 - Order of Release.
- FORM 58 - Notice of Complaint against a person for breach of the Immigration Regulations.

## Section 9 Statements

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

**A report or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Homeland Security:**

There are no statements to be published under this subsection 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 the Ministry of Homeland Security by or under written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public:**

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

### **Section 9 (1) (c)**

**A report, or a statement containing the advice or recommendations, of an inter-departmental committee whose membership includes an officer of the Ministry of Homeland Security:**

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

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

**A report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Homeland Security to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the General Administration Division who is not a member of the committee:**

- Submissions of the Work Permit Advisory Committee.
- Submissions of the Citizenship and Immigration Committee.

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

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

- Port of Spain Vulnerability Risk Assessment – UWI Seismic and Miyamoto.
- National Disaster Preparedness Baseline Assessment.
- Post Disaster Needs Assessment Report.

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

**A report prepared for the Ministry of Homeland Security by a consultant who was paid for preparing the report:**

- Comprehensive Disaster Management in Trinidad and Tobago – A Policy Directions Paper.
- Situational Analysis – Trinidad and Tobago – Country Work Programme.
- Trinidad and Tobago Disaster Risk Management Legislative Gap Analysis Report.

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

**A report prepared within the Ministry of Homeland Security 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 includes the following:

- 2013 Police Youth Club Evaluation.
- 2012 Evaluation of the Birdsong Academy.
- 2014 Collective Efficacy Study.
- 2015 Crime and Victimization Perception Survey.
- 2017 Employee Recognition Policy.



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

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

- Annual Administrative Reports of the Ministry of Homeland Security.
- Annual Reports of the Counter Trafficking Unit.
- Annual Reports of the Protective Services Compensation Committee.
- Annual Reports of the Criminal Injuries Compensation Board.
- Annual Reports on the operations of the National Forensic DNA Databank (NFDD) Custodian Unit.
- Annual Administration Report on the operations of the Trinidad and Tobago Prison Service. This is a performance report outlining how the various departments of the organization performed during the previous year.

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

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

- Ministry of National Security Strategic Plan for the period 2018 – 2023.
- Cabinet Appointed Task Force Report on Prison Reform and Transformation 2002. This document also contains proposals for the restructuring of the Trinidad and Tobago Prison Service. Some of these proposals are already in force.

**Section 9 (1) (j) to Section 9 (1) (m)**

There are no reports or statements to be published under these subsections at this time.



## **DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY**

### **FREEDOM OF INFORMATION**

## **PUBLIC STATEMENT 2025**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("The FOIA"), The Division of Education, Research and Technology (DERTech) is required to publish and annually update the statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

1. The legal right for each person to access information held by the Division of Education, Research and Technology (The Division);
2. A legal right for each person to have personal information relating to himself/herself amended where it is held by the Division and such information 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 decision made under the FOIA.

## **SECTION 7 STATEMENTS**

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

**Function and structure of the Division of Education, Research and Technology**

### **FUNCTION**

The Division of Education, Research and Technology is mandated to provide quality education for all through innovative and progressive avenues. The Division is responsible for facilitating access to educational institutions and programmes in Tobago at the early childhood, primary and secondary levels. The Division is committed to the formulation and implementation of policies as well as providing



1795—Continued

2025 PUBLIC STATEMENT OF THE DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY—CONTINUED

substantial support to stakeholders, ensuring the continuous development of the education sphere in Tobago. The Division is a high-achieving organization that manages change strategically and prepares the human capital to compete successfully on a global scale.

The Division of Education, Research and Technology is located at:

**Dutch Fort Plaza,  
Dutch Fort,  
Scarborough,  
Tobago.**

**Tel: (868) 299-0781**

**Website:** <https://thadert.gov.tt/>

### **MISSION:**

To provide an environment that promotes and supports holistic development and lifelong learning through relevant, innovative and well-conceived educational programmes, thus enabling all persons to achieve their full potential as productive citizens.

### **VISION:**

The Division of Education, Research and Technology is the supreme educational district that delivers quality service to all citizens and unveils the potential of the people to fully participate in the process of sustainable development.

### **ORGANIZATIONAL STRUCTURE**

***The Division of Education, Research and Technology comprises the organizational structure at Appendix 1.***

**The functions of the various units are as follows:**

#### **OFFICE OF THE SECRETARY**

The Office of the Secretary is responsible for formulating policies on matters related to the administration of an education system in Tobago, and other matters which fall under the ambit of the Division of Education, Research and Technology.

#### **OFFICE OF THE ADMINISTRATOR**

The Administrator serves as an accounting officer, responsible for meeting the mandates and desired results of the Division. The Administrator oversees the functioning of the various departments/units within the Division.

#### **HUMAN RESOURCES DEPARTMENT**

The Human Resources Department has responsibility for planning, organizing and controlling all human resource management activities in DERTech. The responsibilities of the Department concern the personnel and industrial relations of DERTech and involve all matters relevant to employees from their recruitment to their exit from the service via retirement or resignation.

This Department is responsible for ensuring that DERTech human resource requirements at all levels are met; for recruitment of personnel to fill vacancies which arise, and for maintaining the personnel files of all DERTech employees, which includes information on promotions, transfers, leave, confidential reports, disciplinary and other matters relating to conditions of employment in the Public Service or on contract.

#### **ACCOUNTING DEPARTMENT**

The Accounting Department is responsible for management of the Division's financial allocations,



and is responsible for processing payments of staff wages and salaries, and payments for services provided to the Division, on proof of proper authorization for same.

#### DEPARTMENT OF EDUCATION

The Department of Education is responsible for the management of all schools in Tobago in areas such as curriculum planning and development, school supervision, school nutrition, special education, student support services and education extension services.

##### UNITS:

- School Supervision: 299-0781 Ext. 3076 / 3151
- Multicultural Education Unit: 299-0781 Ext. 3157 / 3158
- School Nutrition Unit: 299-0781 Ext. 3124
- Research Unit: 299-0781 Ext. 3063
- Examinations: 299-0781 Ext 3083
- Student Support Services: 299-0781 Ext. 3229
- Curriculum Planning and Development Unit: 299-0781 Ext. 3060/ 3077

#### DEPARTMENT OF ADVANCED TRAINING AND ADVISORY SERVICES

The Department of Advanced Training and Advisory Services (DATAS) facilitates the Human Capital Development Policy for Tobago through the THA's financial Assistance Programme. DATAS' activities include the administration of bursaries, grants and scholarships, the provision of career and financial guidance and post training placement support to residents of Tobago in pursuit of improving skill-set and competencies towards personal and professional development and a more sustainable contribution to the island's

development.

#### TOBAGO LIBRARY SERVICES DEPARTMENT

The Library Services Department is the designated body within the Tobago House of Assembly responsible for the management, coordination and development of library services in Tobago. Within this Department are three library facilities at Scarborough, Roxborough and Charlotteville, which are accessible to the public.

#### ADMINISTRATION AND TECHNICAL DEPARTMENT

This Unit comprises eight (8) specialist Units as follows:

- **Information Communication Technology** – Provides networking and technical support to all Departments of the Division.
- **Communications** – Markets and coordinates events, maintains website and social media content and disseminates information about the activities of the Division through press releases.
- **School Health** – Provides health-based lectures to students and staff at early childhood, primary, secondary and special schools. Provides medical coverage at school and regional sporting events, basic first aid training and assessment of school sick bays and isolation areas.
- **Legal** – Provides legal advice and representation to the Administrator on matters relevant to the Division. Drafts and reviews employment and service provider contracts and Memoranda of Understanding for the Division.



- **General Administration** – Provides general administrative support to various units within the Division.
- **Project Implementation** – Coordinates, supervises and quality checks on construction and related services undertaken by contracted service providers.
- **Public Procurement** – Manages the procurement of services and materials for the Division in accordance with Public Procurement legislation.
- **Transportation Unit** – Facilitates the movement of staff members of the Division as well as equipment and other resources. It provides transportation for the Tobago School for the Deaf, Language and Hearing Impaired, Happy Haven and Tobago Library Services.
- Tender Notices and responses thereto in respect of services procured by the Division.
- Policy and Procedure documents.
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Media releases, speeches etc. which originated in the Division.
- Financial records.
- Records related to health, safety and environmental issues.

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

#### Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of certain material between the hours of 10:00am and 3:30pm on normal working days at the

Division of Education, Research and Technology  
Dutch Fort Plaza  
Dutch Fort  
Scarborough  
Tobago.

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

#### Categories of Documents maintained by the Division of Education, Research and Technology

- Personnel files of all employees of the Division, including pension and leave records.
- Records of students enrolled at ECCE, primary and secondary schools.
- Records of persons accessing tertiary level grants and other services through the Department of Advanced Training and Advisory Services.
- School and individual student disciplinary records.

### SECTION 7 (1) (a) (iv) Publications available from DERTech

#### The following publications are available to Members of the public:

- Pamphlets informing of services provided by the Student Support Services Unit.
- Counselling and psychological services, including grief counselling.
- Financial assistance for school supplies.
- Roles and functions of Guidance Counsellors, Social Workers and School Psychologists.
- Parenting advice.

## 2025 PUBLIC STATEMENT OF THE DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY—CONTINUED

- From the Department of Advanced Training and Advisory Services, pamphlets related to:
  - Institutions of higher education, providing certificate and degree courses.
  - Courses accredited by the Accreditation Council of Trinidad and Tobago
  - Funding available from the Department of Advanced Training and Advisory Services.
- From the Examinations Section of the Department of Education:

Past examination papers for:

- National Certificate of Secondary Education (NCSE)
- Caribbean Secondary Education Certificate (CSEC), and
- Caribbean Advanced Proficiency Examination (CAPE) examinations.

To obtain copies of past examination papers from the Examinations Section, members of the public are required to submit their identification document to staff at the Section, following which, he/she would be permitted to take the relevant documents to have them copied elsewhere at his/her cost.

2. All requests for access to documents that are not readily available in the public domain are to be made on the **Request for Access to Official Document(s) Form** that is available from the Designated Officer or from the Legal Department.

**Address:**

**Legal Department**

**Division of Education, Research and Technology**

**3rd Floor, Dutch Fort Plaza**

**Dutch Fort,**

**Scarborough,**

**Tobago.**

**Tel: 299-0781 Ext: 3057**

3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.

4. To ensure prompt handling of requests, please address requests to the Designated Officer of The Division of Education, Research and Technology. The Designated Officer is named at Section 7 (1) (a) (vi)

5. Requests will be acknowledged as official when made on the prescribed form.

6. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

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

**The procedure to be followed when accessing documents from the Division**

**How to request information:**

1. Requests and public services under the FOIA will be entertained between the hours of 10:00 a.m. and 3:30 p.m., Monday to Friday.

### **Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the Division or from another public authority, for example brochures and pamphlets etc.



## Responding to requests

The Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Some old records may have been destroyed prior to the commencement of the FOIA, and as such, it would be impossible to grant such requests. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed.

## 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 will not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note that the Division is not compelled to do the following:

- a) create new documents; or
- b) perform research for you.

## Time limits

The FOIA establishes a time limit of thirty (30) days for the Division to make the decision whether or not to disclose the documents requested by the applicant. Where the Division fails to meet this deadline, the FOIA gives the applicant the right to proceed as if the request had been denied.

Where the request for information is refused, the applicant would be informed in writing of the reason for the refusal. The Designated Officer will communicate with the applicant about alternative courses available to him/her.

Every effort will be made to comply with the time limits, however, if it appears that processing the requests may take longer than the statutory limit,

we will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.

## Fees and Refunds

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the document(s) within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period, the applicant is entitled to a refund of the fees paid in addition to free access to the document (s) requested.

## Division Opening Hours

The offices of the Division of Education, Research and Technology are open to the public from 8am to 4:15pm Monday –Thursday and 8am to 4pm on Fridays. Persons can seek information and pamphlets from the Student Support Services Unit, Department for Advanced Training and Advisory Services and Examination Section during these hours, and can speak with staff members at other sections and departments during these hours.

## SECTION 7 (1) (a) (vi) Officers in the Division responsible for:

- a) The initial receipt of and action upon notices under section 10
- b) Requests for access to documents under section 13; and

c) Applications for corrections of personal information under section 36 of the FOIA, are as follows:

**The Designated FOI Officer is:**

Danielle Stewart  
Legal Department  
Division of Education, Research and Technology  
Dutch Fort Plaza  
Dutch Fort  
Scarborough  
Tobago

Tel: 299-0781 ext 3057

E-mail: [danielle.stewart@thadert.gov.tt](mailto:danielle.stewart@thadert.gov.tt)

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

At this time, there are no bodies in the DERTech which fall within the meaning of this section of the FOIA.

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

Information in the public domain can be accessed our through our website at <https://thadert.gov.tt/> or via social media at <https://www.facebook.com/thadertech/>. There is currently no designated library/reading room at the Division's main offices at Dutch Fort, Scarborough. However, members of the public can peruse documents once authorized, within the relevant department/unit.

An employee of the Division wishing to peruse his/her personnel file can do so within the Registry

Section, located on the ground floor of the office at Dutch Fort, Scarborough. An employee is not permitted to remove his/her personnel file from the Registry Section.

## **SECTION 8 STATEMENTS**

### **SECTION 8 (1) (a) (i)**

With respect to documents containing interpretations or particulars of written laws and schemes administered by the Division, the following legislation as amended apply and can be purchased at the Government printers or accessed via the Government of Trinidad and Tobago's Digital Legislative Library website at <http://laws.gov.tt> :

1. Data Protection Act Chapter 22:04;
2. Education Act Chapter 39:01;
3. Equal Opportunity Act Chapter 22:03;
4. Freedom of Information Act Chapter 22:02;
5. Health Surcharge Act Chapter 75:05;
6. Income Tax Act Chapter 75:01;
7. National Insurance Act Chapter 32:01
8. Occupational Safety & Health Act Chapter 88:08;
9. Pensions Act Chapter 23:52;
10. Pensions Extensions Act Chapter 23:53;
11. The Public Procurement and Disposal of Public Property Act, 2015;
12. Retrenchment and Severance Benefit Act Chapter 88:13;
13. Teachers' Pensions Act Chapter 39:02;
14. Teaching Service (Compensation) Act Chapter 39:04;
15. Tobago House of Assembly Act Chapter 25:03;
16. Value Added Tax Act Chapter 75:06



**SECTION 8 (1) (a) (ii):**

A statement of manuals, rules of procedure, policy, records of decisions, letters of advice to persons outside the public authority or similar documents containing rules, policies, guidelines, practices or precedents.

1. National Schools Code of Conduct - [http://moe.gov.tt/portals/0/documents/notices/National Schools Code of Conduct.pdf](http://moe.gov.tt/portals/0/documents/notices/National_Schools_Code_of_Conduct.pdf)
2. The Concordat of 1960 - <http://moe.gov.tt/Portals/0/Documents/Resources/The%20Concordat%20of%201960.pdf?ver=2017-11-21-135658-273>

**SECTION 9 STATEMENTS****SECTION 9(1) (a)**

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

This section is not applicable to the Division at this time.

**SECTION 9(1) (b)**

A report or statement containing the advice or recommendations of a body or entity established outside of the Division by or under written law, or by a Minister of

Government or other public authority for the purpose of submitting reports, providing advice or making recommendations to the Division or to the responsible Minister 1.

This section is not applicable to DERTech at this time.

**SECTION 9(1) (c)**

A report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of the Division

This section is not applicable to the Division at this time.

**SECTION 9(1) (d)**

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

This section is not applicable to the Division at this time.

**SECTION 9(1) (e)**

A report (including a report concerning the results of studies, surveys or tests) prepared for the Division by a scientific or technical expert, whether employed within

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

This section is not applicable to the Division at this time.

#### **SECTION 9(1) (f)**

**A report prepared for the Division by a consultant who was paid for preparing the report.**

This section is not applicable to the DERTech at this time.

#### **SECTION 9(1) (g)**

**A report prepared within the Division 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 to the Division at this time.

#### **SECTION 9(1) (h)**

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

This section is not applicable to the Division at this time.

#### **SECTION 9(1) (j)**

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

This section is not applicable to the Division at this time.

#### **SECTION 9(1) (k)**

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

This section is not applicable to the Division at this time.

#### **SECTION 9(1) (l)**

**An environmental impact statement prepared within the Division.**

This section is not applicable to the Division at this time.

#### **SECTION 9(1) (m)**

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

This section is not applicable to the Division at this time.

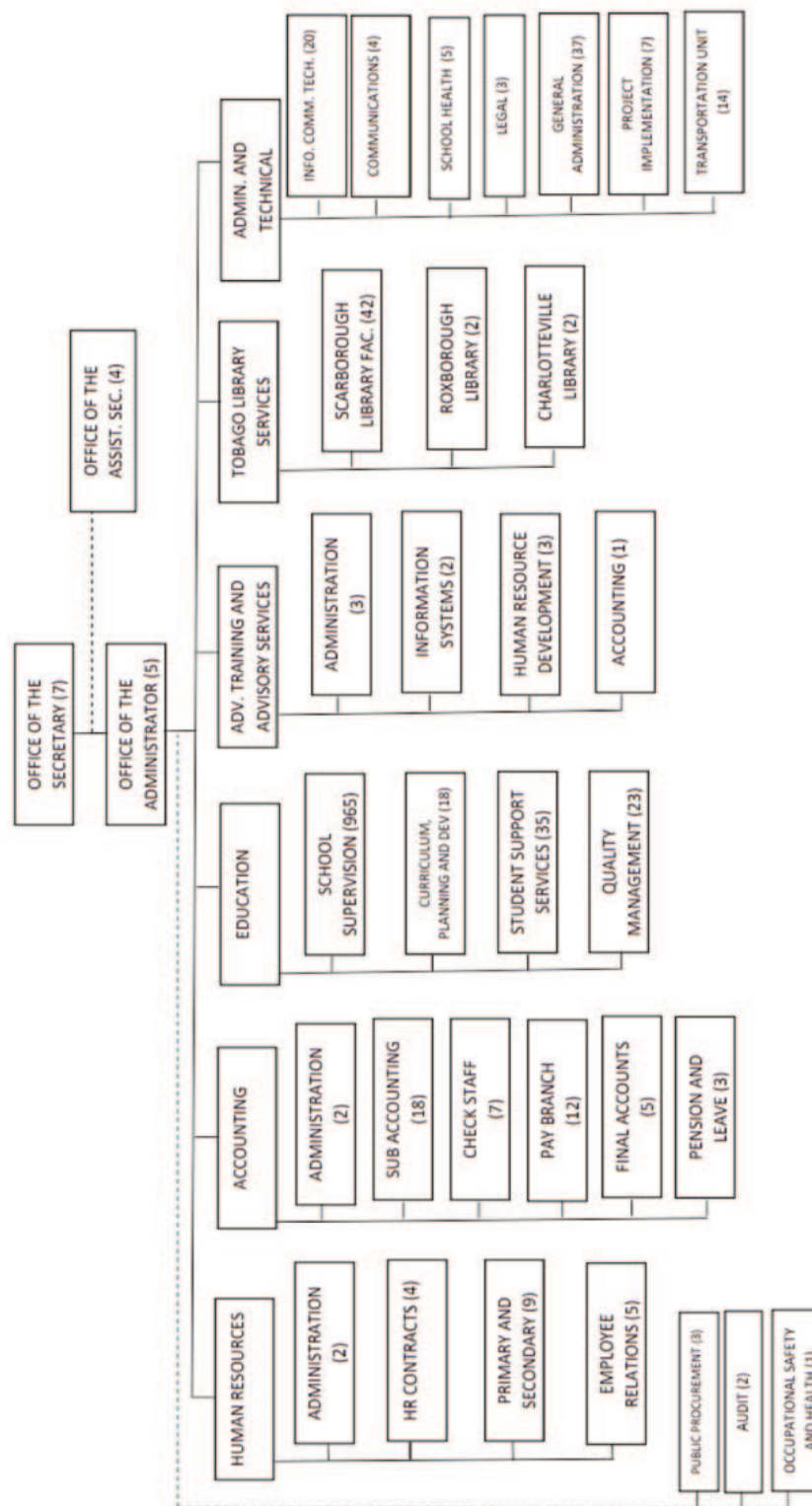


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2025 PUBLIC STATEMENT OF THE DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY—CONTINUED

**APPENDIX 1**

**DIVISION OF EDUCATION, RESEARCH AND TECHNOLOGY  
ORGANISATIONAL CHART**





## 2025 Updated Public Statement of the Trinidad and Tobago Racing Authority in compliance with sections 7, 8 and 9 of the Freedom of Information Act, Chap.22:02

### PURPOSE OF STATEMENT

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA"), the Trinidad and Tobago Racing Authority ("the Authority") is required to publish and annually update the statement which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right to:

1. access information held by the Authority;
2. have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. 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)

##### Establishment of the Authority

- The Authority was established in 1976 by the Trinidad and Tobago Racing Authority Act, No. 45 of 1976. This Act was later amended by Act No. 31 of 1989. Resultantly, the Act is now consolidated under Chap 21:50 of the Laws of the Republic of Trinidad and Tobago.
- As per Chap. 21:50, the Authority is tasked with the **regulation and control of the Racing Industry** in Trinidad and Tobago, replacing the Trinidad Turf Club, which had performed a dual role as promoter and authority for close to a century prior.
- The Authority is governed by a Board with whom decision-making responsibility for the racing industry is entrusted.

##### Vision of the Authority

The vision of the Authority is to be the principal regulator of the local horse racing industry, working amicably and closely with the stakeholders, locally, regionally and internationally, to uphold the integrity of the sport, at all times, and to continue to be a leader in best practice and innovation.

##### Mission of the Authority

To uphold the integrity of the racing industry in Trinidad and Tobago, so as to ensure fair play for all participants without fear or favour.

##### Responsibilities of the Authority

In furtherance of its responsibilities, the Authority:

- a) Makes all such rules as are necessary (The Trinidad and Tobago Racing Authority Rules, 2020; Registration and Classification of Horses and Racing Instructions and Other Racing Matters refer);
- b) Administers and enforces rules made under Section 19 of Chap 21:50;
- c) Undertakes the registration of racehorses, dogs and the owners thereof;
- d) Issues such licences and grants such permits as may be required by Chap 21:50;
- e) Establishes training schemes for jockeys, stable lads and other personnel in the industry;
- f) Hears all disputes/appeals arising out of the Rules of Racing made under Section 17 of Chap 21:50;
- g) Compiles and publishes the Trinidad and Tobago Stud Book (TTSB);
- h) Approves Racing Programmes proposed by the Promoter of horse racing – presently, the Arima Race Club (ARC); and
- i) Archives and maintains records (horses, licensed personnel).



**Function and Structure of the Authority**

The term of the last Board ended on April 28, 2025. A new Board is due to be appointed.

**Departments of the Authority**

The Authority is established as a body corporate pursuant to section 3 of Chap 21:50 and shall consist of nine (9) Board Members appointed by the Minister responsible for the industry as follows:

- (a) four (4) members appointed after consultation with the turf clubs;
- (b) one (1) member representing the Ministry of Finance;
- (c) one (1) member appointed after consultation with organisations most representative of race-horse owners; and
- (d) three (3) independent members with knowledge of racing at least one of whom has qualifications in law.

The Authority typically has four (4) established sub-Committees under an appointed Board to carry out its mandate, namely:

▪ **Finance/Human Resource:**

This Committee is tasked with reviewing all finance and human resource related matters affecting the Authority.

▪ **Racing Matters (Inclusive of Rules Review/Updates):**

This Committee has mainly been tasked with the review and update of the Rules of Racing.

▪ **Audit:**

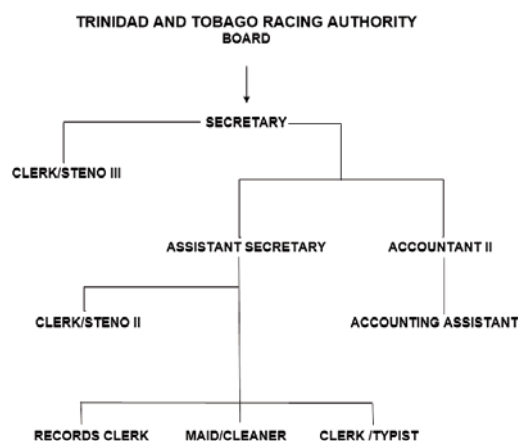
This Committee is primarily tasked with providing oversight of the financial reporting process, the audit process and compliance with laws, rules and regulations.

▪ **Apprentice Jockey School**

Given the suspension of the Apprentice Jockey Training Programme (AJTP) in 2018, (formally referred to as the Apprentice Jockey School), the AJTP Committee is currently on hold.

The Departments that support the Authority are:

- Secretariat/Management
- Administrative Department
- Accounts Department
- General Office
- Apprentice Jockey Training Programme Department (suspended)
- Registry Department

**Organisational Structure**

N.B. Staff services shared with B.L.B.

- ☐ Office Assistant / Driver – Employed by BLB
- ☐ Cashier – Employed by BLB
- ☐ Maid / Cleaner – Employed by TTRA

(1) RECORDS CLERK I VERIFIES INFORMATION FOR THE BLB RELATED TO PAYMENT OF SUBSIDIES

**Functions of the Departments (continued)**

The **Secretariat/Management** comprises the Secretary, the Assistant Secretary and the Administrative Support Team which assists them.

The Secretariat is responsible for the oversight of all activities, initiatives, projects, financial decisions and execution of directives given by the Authority and the submission of Minutes and reports for action or information sent to the line Ministry (the Ministry of Trade, Investment and Tourism).

The **Administrative Department** supports the mandate of the Secretariat by executing daily tasks that enable the organization to run smoothly and efficiently.

The **Accounting Department** is responsible for the effective discharge of accounting functions and responsibilities which include tracking, recording and processing the revenue and expenditure of the Authority, reporting to the Secretary and providing information and relevant accounting statements for review by the Authority, Finance Committee and Auditor General's Department, as required.

The **General Office** comprises a mix of positions namely:

- Clerk/Typist I who supports Management and/or the Registry Department where required.
- Maid/Cleaner I who ensures the general daily cleanliness and maintenance of the Authority's office/work spaces.
- Messenger I (this function is currently performed by the Office Assistant/Driver attached to the Betting Levy Board (BLB) on behalf of the Authority).

## 2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO RACING AUTHORITY—CONTINUED

The **Apprentice Jockey School** (Apprentice Jockey Training Programme), is a training scheme for students who aspire to become Jockeys. Effective December 2018, the activities of the Programme were put on hold by the Authority, until further notice.

The **Registry Department** is responsible for:

- a) Registration and issuance of approved licences to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable lads, Exercise Lads).
- b) Registration of private veterinarians practicing equine medicine within the industry.
- c) Registration of horses bred in or imported into Trinidad and Tobago.
- d) Export/Stud Book certificates for horses being exported from Trinidad and Tobago.
- e) Registration of Owners' Colours/Transfers of Ownership/Leases and Contingencies/Appointments of Trainers etc.
- f) Compilation of the Trinidad and Tobago Stud Book.
- g) Other transactions and processes necessary to facilitate horse racing in Trinidad and Tobago.

**Section 7 (1) (a) (ii) - Categories of Documents maintained by the Authority dealing with:**

a. Files, Records, Manuals, Documents:

Files dealing with:

- Administrative documents used in the daily operations of the Authority.
- Personnel records which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
- Files relating to contracts for Services.
- Files dealing with the accounting and financial management function of the Authority:
  - Financial Records (cheques, vouchers, receipts, journals, payroll, annual budget, Audited Annual Financial Statements, Monthly Quarterly Statements of Income and Expenditure National Insurance Records, Value Added Tax Records).
- Circulars, memoranda, notices.
- Minutes/Agenda of meetings held by the Authority.
- Files pertaining to inquiries, appeals and disputes heard by the Authority.
- Legal opinions on related matters.
- Files relating to procurement of supplies, services, equipment.
- Inventory register of assets of the Authority.
- Internal and external correspondence files.
- Files on licences issued to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable Lads, Exercise Lads).
- Trainer/Training - study manuals, exam papers, exam results.
- Archival documents.
- Policy and Procedure Documents.

- Acts, Rules and Gazettes.

b. Publications (may be accessed on the Authority's website):

1. Rules of Racing and Amendments.
2. Rules for Registration and Naming of Horses.
3. Fee Schedule for Services Rendered by the Authority.
4. Trinidad and Tobago Stud Books.
5. Breeding Information.
6. Statistics on Horses, Racing Personnel and Races.
7. Notices, Media Releases, Circulars.

c. Forms (also available on the Authority's website):

1. Application and Registration Forms related to Horse Racing.
2. Freedom of Information Act Request Forms.

**Section 7 (1) (a) (iii) - Material prepared for publication or inspection**

The public may inspect and/or obtain, **with permission**, copies of material between the hours of 7:45 a.m. and 4:00 p.m. on normal working days at the Authority's head office which is located at:

Administration Building  
 Santa Rosa Racing Facility  
 Santa Rosa Park  
 Churchill Roosevelt Highway  
 O'Meara Road, Arima  
 Republic of Trinidad and Tobago  
 Tel: 1 (868) 226-4TRA (4872)  
 Direct/Fax: 1 (868) 646-0103 Website:  
[www.ttra.net](http://www.ttra.net)

**Section 7(1) (a) (iv) - Literature available by way of subscription services:**

The Authority has no literature available by way of subscription services.

**Section 7 (1) (a) (v) - Procedure to be followed when a request for access to a document is made to the Authority:**

- a. In order to have the rights given to applicants by the FOIA, you must make your request in writing.
- b. The Request for Access to Official Document form can be obtained from the Authority's office identified at Section 7(1)(a)(iii) or it may be downloaded from the Authority's website ([www.ttra.net](http://www.ttra.net)) or the Freedom of Information Unit's website ([www.foia.gov.tt](http://www.foia.gov.tt)).



The relevant information that must be provided to the Authority includes:

- Full name of applicant
- Contact information for the applicant
- Information requested and format to provide the information
- Date of request
- Signature of applicant

Applications should be addressed to the Designated Officer or Alternate Office of the Authority. See section 7(1)(a)(vi).

- c. A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Authority or another public authority, or if the said information is exempted.
- The Authority is required to furnish copies of documents only when they are in its possession. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.
  - The applicant will be notified by the Authority's appointed Freedom of Information Officer whether the request was granted or refused, as soon as practicable, but not later than **thirty (30) days after the day on which the request was received**. The Authority will make all attempts to adhere to this time limit, however, if it appears that the processing of the request will not be within the said time limit, the Authority will acknowledge the request and advise the applicant of its status.
  - Once the request has been granted and the information can be made available, the applicant will be informed and given a period within which the information will be disclosed.

**Section 7 (1) (a) (vi) – Officers at the Authority are responsible for:**

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

**The Authority's Appointed Freedom of Information Officers are:**

**Mrs. Pabitré Ali (Designated Officer)**

Accountant II  
Trinidad and Tobago Racing Authority  
Santa Rosa Racing Facility,  
Santa Rosa Park  
Churchill Roosevelt Highway  
O'Meara Road, Arima  
P.O. Box 79, PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1 (868) 226-4TRA (4872)  
[Pabitré.Ali@TTRA.gov.tt](mailto:Pabitré.Ali@TTRA.gov.tt)

**Mr. Dinesh Manraj (Alternate Officer)**

Accountant Assistant  
Trinidad and Tobago Racing Authority  
Santa Rosa Racing Facility,  
Santa Rosa Park  
Churchill Roosevelt Highway  
O'Meara Road, Arima  
P.O. Box 79, PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1 (868) 226-4TRA (4872)  
[Dinesh.Manraj@TTRA.gov.tt](mailto:Dinesh.Manraj@TTRA.gov.tt)

**Section 7 (1) (a) (vii) - Advisory Boards, Councils, Committees, and other bodies (where the minutes of whose meetings are available for public inspection):**

At present, there are no bodies that fall within the meaning of this section.

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

Any applicant requesting to view information can make general enquiries by contacting the Authority's office at the telephone numbers provided or by emailing the appointed Freedom of Information Officers listed under **Section 7 (1) (a) (vi)**. Arrangements will be made to accommodate the applicant from Monday to Friday between the hours of 7:45 a.m. and 4:00 p.m. on normal workdays. Note that no smoking, eating or drinking is allowed in the space provided.

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**SECTION 8 STATEMENTS**

**Section 8 (1) (a) (i) - Documents containing interpretations or particulars of written laws or schemes administered by the Authority, not being particulars contained in another written law:**

- Trinidad and Tobago Racing Authority Act, Chapter 21:50
- Trinidad and Tobago Racing Authority Rules (as amended August 1st 2020)

## 2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO RACING AUTHORITY—CONTINUED

**Section 8 (1) (a) (ii) - Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Authority, or similar documents containing rules, policies, guidelines, practices or precedents:**

- Trinidad and Tobago Racing Authority Functions and Duties
- Rules for the Registration and Naming of Horses
- Conditions Attached to Jockeys' Licences
- Conditions for Entry into the Trinidad and Tobago Stud Book (TTSB)

**Section 8 (1) (b) - In enforcing written laws and schemes administered by the 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:**

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

#### SECTION 9 STATEMENTS

**Section 9 (1) (a) - A report or a statement containing the advice or recommendations, of a body or entity established within the Authority:**

There are no statements to be published under this subsection 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 the 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 Authority or to the responsible Minister of that public authority:**

Management Letters on the Audits of the Accounts and audited Financial Statements of the Authority.

**Section 9 (1) (c) - A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Authority:**

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

**Section 9 (1) (j) - A statement prepared within the Authority and containing policy directions for the drafting of legislation:**

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

**Section 9 (1) (k) - A report of a test carried out within the Authority on a product for the purpose of purchasing equipment:**

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

**Section 9 (1) (d) - A report or a statement containing the advice or recommendations of a committee established within the Authority to submit a report, provide advice or make recommendations to the responsible Minister of the Authority or to another officer of the Authority who is not a member of the committee:**

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

**Section 9 (1) (e) - A report (including a report concerning the results of studies, surveys or tests) prepared for the Authority by a scientific or technical expert, whether employed within the Authority or not, including a report expressing the opinion of such an expert on scientific or technical matters:**

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

**Section 9 (1) (f) - A report prepared for the Authority by a consultant who was paid for preparing the report:**

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

**Section 9 (1) (g) - A report within the 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:**

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

**Section 9 (1) (h) - A report on the performance or efficiency of the Authority, or of an office or division or branch of the Authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Authority:**

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

**Section 9 (1) (i) - A report containing final plans or proposals for the re-organization of the functions of the Authority, the establishment of a new policy, programme or project to be administered by the Authority, or the alteration of an existing policy, programme or project administered by the Authority, whether or not the plans or proposals are subject to approval by an officer of the Authority, another public authority, the responsible Minister of the Authority or Cabinet:**

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

**Section 9 (1) (l) - An environmental impact statement prepared within the Authority:**

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

**9 (1) (m) - A valuation report prepared for the Authority by a valuator, whether or not the valuator is an officer of the Authority:**

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



## **GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

### **Ministry of Trade, Investment and Tourism**

#### **Updated Public Statement for 2025 of the Ministry of Trade, Investment and Tourism** **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 ("the FOIA"), the Ministry of Trade, Investment and Tourism ("MTTI") is required to publish and annually update the Statement which lists the documents and information generally available to the public.*

The FOIA gives the public a general right of access to official documents held by MTTI, namely, a legal right:

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

## **Section 7 Statements**

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

#### **Function and structure of the MTTI**

The MTTI is the government ministry charged with economic diversification through the development of the non-energy sector, more specifically directing trade, business and industry development, investment and tourism.

The Ministry was formerly known as the Ministry of Trade and Industry and has since undergone ministerial realignment consequent to National General Elections, with Tourism added to its portfolio. It is now designated as the MTTI, as declared by the President and published in the Trinidad and Tobago Gazette dated May 23, 2025, and revised on October 4, 2025.

#### **Particulars of the MTTI**

The Directorates, Divisions, and Units of the MTTI are as follows:

## Directorates

**Trade Directorate** - grows and develops Trinidad and Tobago's non-energy trade, particularly export-led trade. The Directorate works with stakeholders to develop and implement measures for specific imported and exported goods and services. Additionally, the Directorate promotes Trinidad and Tobago's exports and negotiates trade agreements to improve and expand market access for manufacturers and service providers.

**Business Development Directorate** - boosts capacity of non-energy industries by planning and executing training and development programmes, leading the transformation of industry operational systems, and facilitating optimum use of assets.

**Investment Directorate** - grows the economy by facilitating local and foreign investment and incentives in the non-energy sector that contribute to job creation.

**Tourism Directorate** - drives sustainable growth of the tourism sector to maximize tourism's contribution to national development. The Directorate develops evidence-based tourism policies and strategies; develops and maintains designated tourism sites and attractions to meet globally acceptable standards, and provides overall oversight of the sector.

**Policy and Strategy Directorate** - ensures MTTI's relevance and effectiveness. The Directorate provides strategic planning, policy development, coordination functions for the Ministry, and the monitoring and evaluation of projects, to ensure evidence-based decision making across the Ministry and its Agencies. Through project management services, the PSD also ensures the efficient mobilisation of resources and execution of strategic projects and services.

**Single Electronic Window (SEW) Unit** - leads and facilitates initiatives that improve the ease of doing business in Trinidad and Tobago. The Unit strategically manages **TTBizLink**, a secure, neutral and user-friendly IT platform that provides 24/7 online access to applications for fifty-three (53) trade- and business-related government services. This platform is accessible at [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt).

**Project Implementation Unit** - executes critical information and communication technology (ICT) and trade facilitation projects previously supported under the Inter-American Development Bank (IDB) Loan Programme (#3575-OC-TT) for the Strengthening of the Single Electronic Window. Following the utilisation of funds and closure of the loan programme on June 30, 2024, the PIU continues to manage key initiatives which now utilise funding under the Public Sector Investment Programme (PSIP) such as the implementation of the Port Community System (PCS).

## Divisions and Units

**Consumer Affairs Division** - plans and executes the guidance, protection and empowerment initiatives of the MTTI in order to contribute to a fair business environment for consumers.



1797—Continued

2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF TRADE, INVESTMENT AND TOURISM—CONTINUED

**Fair Trading Unit** - administers and enforces legislation that protects against certain unfair trade practices. These practices include the under-pricing of goods, subsidisation, or sudden increases in volume of goods exported to a particular country.

**Trade Licence Unit** - regulates the import and export of certain goods in accordance with applicable laws and Government policy and provides support to the scrap metal industry.

**Accounting Unit** - oversees and coordinates all financial operations of the MTTI and ensures that accurate financial information is reported in a timely manner in accordance with statutory and policy requirements.

**Communications Unit** - provides information to key internal and external stakeholders on a timely basis, enhances the MTTI's corporate image and manages its relationship with key stakeholders.

**Corporate Services Unit** - provides office management, records management, procurement and facilities management services for the efficient specification of the MTTI.

**Human Resource Unit** - manages the selection and development of the human capital of the MTTI to enable high performance.

**Internal Audit Unit** - ensures conformity of the MTTI with financial rules and regulations, instructions, policies and contract plans.

**Legal Unit** - provides legal advice and support to the MTTI to ensure compliance with laws and modernisation of the legislation framework.

**Management Information Systems Unit** – provides strategic and operational ICT services to enable a digitalised MTTI.

### **State Agencies**

The MTTI also has responsibility for various State Enterprises, Statutory Boards and other Bodies as follows:

#### **Statutory Boards and other bodies:**

- Betting Levy Board (BLB)
- Trinidad and Tobago Bureau of Standards (TTBS)
- Trinidad and Tobago Fair Trading Commission (TTFTC)
- Trinidad and Tobago Special Economic Zones Authority (TTSEZA)
- Trinidad and Tobago Racing Authority (TTRA)
- Board of Film Censors

#### **Wholly-owned enterprises:**

- Evolving TecKnologies and Enterprise Development Company Limited (eTeck)
- Tourism Trinidad Limited (TTL)

**Majority-owned enterprises:**

- Trinidad and Tobago Trade and Investment Promotion Agency (formation of CreativeTT, investTT Limited and exporTT) branded as Global Trinidad and Tobago (GlobalTT)

**Indirectly-owned enterprises:**

- National Flour Mills Limited (NFM)

**Section 7(1)(a)(ii)****Categories of Documents maintained by the MTTI**

Files dealing with:

- Accommodation
- Administration
- Circulars/Circular Memoranda (both internal and external) (including notices from other Ministries and Associated Entities)
- Conferences/Committees/Meetings/Seminars
- Finance
- Industries
- Industrial Sites
- Treaties
- Travel/Visits
- Public Relations
- Publications
- Records Management
- Reports/Statistics (monthly, quarterly and annually)
- Requests for Information;
- Statutory Boards and Similar Bodies
- Technical Assistance
- State Enterprises
- Complaints/Disputes
- Vehicle/Equipment/Stationery/Furniture
- Trade
- Tourism Policy, Sub-policies, Plans, Guidelines, Frameworks, Position Papers and Procedures
- Tourism Production Development
- Training
- Locally based Industries
- Anti-Dumping
- Procurement (of goods and services for use by the MTTI)
- Detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation
- Accounting and financial management function of the Ministry
- Consumer Protection Services
- Consumer Laws/Regulations/Bills



**Section 7(1)(a)(iii)****Material prepared for publication or inspection**

- Consumer Education Booklet
- Consumer Affairs Division: Supermarket prices Publication (monthly)
- Consumer Affairs Division: Poultry prices (monthly)
- Consumer Affairs Division: Hardware Prices (quarterly)
- Consumer Affairs Division: Handyman contract Form
- Gateway to Trade
- Grants and Incentives
- Import and Export Guide
- Import and Export Negative Lists
- Investment Policy Statement
- Investment Incentives in the Tourism Sector
- Keeping the Free Trade Fair – Brochure
- List of Registered Dealers (Authorised Used Car Dealers)
- Manufacturing Tax Credit
- Manufacturing Apprenticeship Programme
- Ministry of Trade and Industry Strategic Plan 2016 – 2020
- National Aid for Trade Strategy 2016 – 2019
- National Consumer Policy 2018 – 2023
- National e-Commerce Strategy 2025-2030
- National Tourism Policy
- Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand Drive Foreign Used Car Industry in Trinidad and Tobago (2015 – 2018)
- Reports, Guidelines and Publications on Tourism-related matters
- SheTrades T&T
- Scrap Metal Policy for Trinidad and Tobago 2015
- Small Company Status Incentive
- Sport-Tourism Sub-Policy
- Steelpan Manufacturing Grant Fund Facility
- Supermarket Prices of Food Items in Trinidad & Tobago
- Supermarket Prices of Food Items in Trinidad and Tobago - Christmas Edition (December 2022)
- The Grant Fund Facility
- The Grant Fund Facility for Local Producers of Alternate to Wheat Flour
- The Single Electronic Window: TTBizLink
- The Special Economic Zones Policy for Trinidad and Tobago
- The Yachting Grant Fund Facility
- Trinidad and Tobago's Bilateral Trade Agreements and Incentive Regime Booklet
- Trinidad and Tobago E-Trade Readiness Assessment
- Trinidad and Tobago Trade Policy and Strategy 2019 – 2023
- Tourism Wrap Up
- Yachting Policy of Trinidad and Tobago 2017-2021
- Compendium of Investment Incentives in Trinidad and Tobago for the Non-Energy Sector 2015
- Declaration for Licence to Import Used Right Hand Drive Vehicle
- Joint Declaration of the Third CARIFORUM-EU Parliamentary Committee
- Media Releases
- Required Supporting Documents – Export Licences
- Sample Letter of Authorization
- Scrap Metal Transaction Details

- Trade Licence Unit Requirements for Common Item Descriptions – Import Licences
- Trade Licence Unit Requirements for Supporting Documents – Import Licences
- TTBizLink Business Made Easy e-Permits and Licences
- TTBizLink e-Goods Declaration - Declarant Guide 2015
- TTBizLink – SEW News
- V.A.T. Removal Exercise October - November 2021

**Codes:**

- Import Negative List HS Codes

**Forms:**

- Consumer Affairs Division - Handyman Contract

**Section 7(1)(a)(iv)****Literature available by subscription**

The MTTI has no literature by way of subscription services.

**Section 7(1)(a)(v)****Procedure to be followed when a request for access to a document is made to the MTTI**

Applications to the MTTI must be made in writing. The *Request for Access to Official Documents* form can be accessed from the MTTI's website at <https://tradeind.gov.tt/> or downloaded from the website at <http://www.foia.gov.tt/>. The application must include:

- Name of the Applicant (full name)
- Contact information for the Applicant
- The information requested and the format in which the information is to be provided
- Date of request
- Signature of Applicant
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the MTTI identified at Section 7(1)(a)(vi). If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure of how to write a request or of what details to include, should inquire from either Designated or Alternate Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the MTTI or another public authority or if the said information is exempt. A request under the FOIA will also not be processed to the extent that the applicant requests access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 of the FOIA.

The MTTI is required to furnish copies of documents only when they are in its possession.



1797—Continued

2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF TRADE, INVESTMENT AND TOURISM—CONTINUED

Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time periods for which records may be kept before they are destroyed.

The MTTI is required to furnish only one (1) copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead, the best copy possible will be furnished. Please note that the MTTI is not compelled to do the following:

- a) create new documents; or
- b) perform research for the public.

The MTTI will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the FOIA. The MTTI will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the MTTI will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the MTTI has received the request and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and of his rights according to Sections 38A and 39 of the FOIA.

Section 17(1) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

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

#### **Procedure to be followed when a request for access to a document is made to the MTTI**

Officers in the MTTI are responsible for:

- (a) the initial receipt of, and action upon notices under section 10 of the FOIA,
- (b) processing requests for access to documents under section 13 of the FOIA, and
- (c) corrections of personal information under section 36 of the FOIA.

The Freedom of Information Officers for the MTTI are as follows:

Ms. Janice Parris – Designated Officer  
Monitoring and Evaluation Coordinator,  
Policy and Strategy Directorate,  
Ministry of Trade, Investment and Tourism  
Level 14, Nicholas Tower,  
63-65 Independence Square,  
Port of Spain.  
Tel: 623 2931-4 Ext 2421; Email: [Janice.Parris@gov.tt](mailto:Janice.Parris@gov.tt)

1797—Continued

2025 UPDATED PUBLIC STATEMENT OF THE MINISTRY OF TRADE, INVESTMENT AND TOURISM—CONTINUED

Ms. Ananda Gobin – Alternate Officer  
Legal Officer II,  
Legal Unit,  
Ministry of Trade, Investment and Tourism  
Level 12, Nicholas Tower,  
63-65 Independence Square,  
Port of Spain.  
Tel: 623 2931-4 Ext 2236; Email: [Ananda.Gobin@gov.tt](mailto:Ananda.Gobin@gov.tt)

**Section 7(1)(a)(vii)****Advisory Boards, Councils, Committees and other Bodies (Where meetings or minutes are open to the public)**

There are no bodies which fall within the meaning of this Section at this time.

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

Level 15  
Nicholas Tower  
63-65 Independence Square  
Port of Spain.  
Tel: 623-2931-4 Ext. 2526/2527  
E-mail: [library@gov.tt](mailto:library@gov.tt)

The Library at the MTTI will facilitate request for information either by telephone at 623-2931-4 Ext. 2526/2527 or email to [library@gov.tt](mailto:library@gov.tt) on normal working days between the hours of 8:30 a.m. and 3:45 p.m. MTTI's policy is that no smoking, eating or drinking is allowed in the space provide.

**Section 8 Statements**

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**Section 8(1)****Documents that are provided for the use or guidance of the MTTI****Section 8(1)(a)(i)**

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

- The Anti-Dumping and Countervailing Duties Act, Chap. 78:05
- The Anti-Dumping and Countervailing Duties (Subsidies) Regulations 1996
- The Betting Levy Board Act, Chap. 21:53
- The Foreign Investment Act, Chap. 70:07
- The Fair Trading Act, Chap. 81:13
- The Fiscal Incentives Act, Chap. 85:01



- The Income Tax (In Aid of Industry) Act, Chap. 85:04
- The Hire Purchase Act, Chapter 82:33
- The Import and Export Control Regulations of 1941
- The Sale of Goods Act, Chap. 82:30
- The Scrap Metal Act, No. 24 of 2022
- The Scrap Metal Regulations, 2023
- The Trade Ordinance, No. 19 of 1958
- The Trade Descriptions Act, Chap. 82:04
- The Trinidad and Tobago Special Economic Zones Act, No. 1 of 2022
- The Trinidad and Tobago Special Economic Zones Regulations, 2023
- Application Form for Section 45D 1A (Application for exemption from Income Tax under Section 45D (1) (A) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the letting of newly-constructed commercial buildings or multi-storey car parks)
- Application Form for Section 45D 1B (Application for exemption from Income Tax under Section 45D (1) (B) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the initial sale of newly-constructed commercial buildings or multi-storey car parks)
- Instructions - Application for tax concessions in respect of newly constructed commercial buildings or multi-storey car parks)
- Electronic Transactions Act No.6 of 2011
- Tourism Development Act 87:22
- Civil Service Act, Chap 23:01
- Exchequer and Audit Act, Chap. 75:02
- Public Service Commission Regulations 1966
- Workmen's Compensation Act, Chap. 88:05
- Occupational Safety and Health Act, Chap.88:08
- Financial Regulations and Instructions
- Public Procurement and Disposal of Public Property Act No. 1 of 2015 (as amended) and its Regulations
- Public Section Investment Programme (PSIP)
- Estimate of Expenditure, Recurrent and Development Programme
- Legal Notice No. 121 of 2024 – Full Proclamation of the Special Economic Zones (SEZ) Act
- Legal Notice No. 116 of 2024 – Benefits and Eligibility Criteria for Special Economic Zones Entities
- Legal Notice No. 370 of 2023 – Special Economic Zones Regulations – Application Forms
- Legal Notice No. 122 of 2024 – Extension of time for benefits granted to Approved Enterprises
- Legal Notice No. 262 of 2014 – initiation of an investigation into the allegation of the dumping of imports of aluminium extrusions originating from the People's Republic of China
- Legal Notice No. 43 of 2016 Erratum
- Legal Notice No. 22 of 2016 – Direction to Comptroller of Customs and Excise by the Minister of Trade and Industry to secure payment of a provisional duty in respect of aluminium extrusions originating in the People's Republic of China
- Legal Notice No. 25 of 1996 - Anti-Dumping and Countervailing Duties Act, 1992 – Regulations
- Legal Notice No. 10 of 2016 – Preliminary Determination made by the Minister of Trade and Industry arising out of an investigation into the allegation of the dumping of imports of aluminium

extrusions originating in the People's Republic of China

- Legal Notice No. 29 of 2016 – Final Determination by the Minister of Trade and Industry arising out of an investigation into the allegation of the dumping of imports of aluminium extrusions originating in the People's Republic of China
- Legal Notice No. 30 of 2016 – The Anti-Dumping and Countervailing Duties (Anti-Dumping Duty) Order, 2016
- Export Negative List - Legal Notice Nos. 123 of 1998, 16 of 2012, 291 of 2014, 130 of 2015 and 337 of 2020
- Legal Notice No. 75 - Expiration of the Anti-Dumping Duty imposed on Aluminium Extrusions originating in the People's Republic of China
- Import Negative List - Legal Notice Nos. 69 of 1999, 40 of 2004, 290 of 2014, 129 of 2015 and 338 of 2020
- Legal Notice No. 366 – The Trinidad and Tobago Special Economic Zones (Designation of Special Economic Zone) (No. 5) Order, 2025
- Legal Notice No. 413 – The Trinidad and Tobago Special Economic Zones (Designation of Special Economic Zone) (No. 6) Order, 2025
- Legal Notice No. 366 – The Trinidad and Tobago Special Economic Zones (Designation of Special Economic Zone) (No. 7) Order, 2025
- Legal Notice No. 77 - C.E.T (Suspension) (No.2) Order, 2020
- Legal Notice No. 78 - C.E.T. (Variation of Duty) (No.2) Order, 2020
- Legal Notice No. 381 - The Scrap Metal (Extension of Time) (No.2) Order, 2025
- Legal Notice No. 485 - Notice to Exporters No. 1 of 2025 Open General Licence
- Legal Notice No. 386 – The Customs (Common External Tariff) (Amendment) Order 2025
- Legal Notice No. 119 - The Common External Tariff (Suspension) Order, 2025
- Legal Notice No. 203 - The Common External Tariff (Suspension) (No. 2) Order, 2025
- Legal Notice No. 233 - The Common External Tariff (Suspension) (No. 3) Order, 2025
- Legal Notice No. 253 - The Common External Tariff (Suspension) (No. 4) Order, 2025
- Legal Notice No. 254 - The Common External Tariff (Suspension) (No. 5) Order, 2025
- Legal Notice No. 120 - The Common External Tariff (Variation of Duty) Order, 2025
- Legal Notice No. 204 - The Common External Tariff (Variation of Duty) (No. 2) Order, 2025
- Legal Notice No. 234 - The Common External Tariff (Variation of Duty) (No. 3) Order, 2025
- Legal Notice No. 254 - The Common External Tariff (Variation of Duty) (No. 4) Order, 2025
- Legal Notice No. 448 - The Common External Tariff (Variation of Duty) (No. 5) Order, 2025

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

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

- The Health and Safety Policy 2016
- The Strategic Plan of the MTTI 2016 - 2020
- Be Educated, Be Empowered: Everything You Need to Know About Your Rights and Responsibilities as a Consumer (Consumer Affairs Division)
- The Trade Policy for Trinidad and Tobago 2019 – 2023



- The Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand Drive Foreign Used Car Industry in Trinidad and Tobago 2015 - 2018
- The Investment Policy Statement
- The Trinidad and Tobago National Tourism Policy 2021-2030

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

In enforcing written laws or schemes administered by the MTTI 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:

- Tourism Sector Resilience COVID-19 Protocols for the Trinidad and Tobago Tourism Sector 2021.

**Section 9 Statements**

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**Statement of Possession of certain documents to be published****Section 9(1)(a)**

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

- At this time the MTTI has no reports or statements.

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

A report or a statement containing the advice or recommendations of a body or entity established outside of the MTTI by or under a written law; 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 MTTI or to the responsible Minister:

- At this time the MTTI has no reports or statements.

**Section 9(1)(c)**

A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of the MTTI:

- At this time the MTTI has no reports or statements.

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

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

- At this time the MTTI has no reports or statements.

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

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

- Customer Satisfaction Survey by Earle Global Alliance Limited – The Hotel Guest Satisfaction Index Reports for years 2003, 2004, 2005 and 2006.
- Customer Satisfaction Survey by Mary King and Associates Limited – The Hotel Guest Satisfaction Index Reports for year 2007
- Final Report on Developing a Safe Healthy and Green Tourism Industry in Trinidad and Tobago 2009

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

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

- Reports submitted by CrimsonLogic Panama Inc. and CrimsonLogic (Trinidad and Tobago) Limited with respect to the Consultancy to Design and Implement an Enhanced TTBizLink Application Software during the period May 1<sup>st</sup> 2024 to April 11<sup>th</sup> 2025.
- Reports submitted by CrimsonLogic Panama Inc. and CrimsonLogic (Trinidad and Tobago) Limited with respect to the Consultancy to Design and Implement a Trade and Business Information Portal during the period May 1<sup>st</sup> 2024 to April 11<sup>th</sup> 2025.
- Reports submitted by Fujitsu Caribbean (Trinidad) Limited with respect to Consulting Services for the Provision of Cloud Services during the period May 1<sup>st</sup> 2024 to April 11<sup>th</sup> 2025.
- Reports submitted by SOCIÉTÉ DE GESTION DE TERMINAUX INFORMATIQUES (SOGET) with respect to the Consulting Services for the Implementation, Maintenance and Support of a Port Community System for Trinidad and Tobago (PCS) during the period May 1<sup>st</sup> 2024 to April 11<sup>th</sup> 2025.
- Reports submitted by Ms. Lisa Sajad for Consultancy for Contract Management Services during the period August 9<sup>th</sup> 2024 to January 8<sup>th</sup> 2025.
- Reports submitted by Mr. Stephen Rodriguez for Consultancy for Programme Management during the period December 1<sup>st</sup> 2024 to April 11<sup>th</sup> 2025.
- Reports submitted by Ms. Lisa Sajad for Consultancy for Procurement and Contract Management Services during the period January 9<sup>th</sup> 2025 to April 11<sup>th</sup> 2025.
- Reports submitted by Ms. Michelle Palmer-Keizer for Consultancy Services to develop an Operations Strategy for the Trinidad and Tobago Special Economic Zones (SEZ) Authority during the period May 2024 to September 2024.
- Situational Report on Tourist Accommodation submitted in November 2005.



- Final Report on Tourism Accommodation submitted in May 2006.
- Trinidad and Tobago Tourism Regulation & Licensing Authority Draft Bill (2017).

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

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

- A Report on Cruise Tourism or Home Porting for Trinidad and Tobago – Leasing Hospitality and Tourism International.

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

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

- The Annual Administrative Report of the MTTI 2015 to 2024.

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

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

- The National Aid for Trade Strategy 2016 - 2019
- The Yachting Policy of Trinidad and Tobago 2017- 2021
- The Manufacturing Apprenticeship Programme 2020
- National e-Commerce Strategy 2025-2030
- The Special Economic Zones Policy for Trinidad and Tobago
- The National Consumer Policy for Trinidad and Tobago 2018 - 2023
- The National Trade Policy for Trinidad and Tobago 2019 - 2023
- The National Quality Policy 2018 – 2030
- National Tourism Policy of Trinidad and Tobago, 2010
- Tourism Road Map for Tourism Sector Development (2016-2010) for Trinidad
- Revision of the National Tourism Policy (2021-2030)
- Sport Tourism Sub-Policy of Trinidad and Tobago (STP) 2021

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

A statement prepared by the MTTI containing policy directions for the drafting of legislation:

- At this time the MTTI has no statements.

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

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

- At this time the MTTI has no reports.

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

An environmental impact statement prepared within the MTTI:

- At this time the MTTI has no statement.

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

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

- At this time the MTTI has no reports.



**NIHERST**  
NATIONAL INSTITUTE  
OF HIGHER EDUCATION  
RESEARCH SCIENCE AND TECHNOLOGY  
INCORPORATED BY ACT OF PARLIAMENT ACT NO. 20 OF 1984

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### 2025 PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION (RESEARCH, SCIENCE AND TECHNOLOGY) [NIHERST]

## IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT Chap 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (FOIA) 1999, the National Institute of Higher Education (Research, Science and Technology) [NIHERST] is required by law to publish annual statements, setting out the particulars of the Institute including its mandate, functions, powers, structure, and listing the documents and information generally available to the public.

The FOIA provides members of the public, (hereinafter referred to as "the applicant") with:

1. A legal right for each person to access information held by NIHERST unless it can be shown that disclosure can cause harm to essential interests;
2. A legal right for each person to have official information relating to himself/herself amended where it is held by NIHERST and such information 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.

The following information is published with the approval of the Minister of Tertiary Education and Skills Training.

### SECTION 7 STATEMENTS

#### SECTION 7 (1) (a) (i)

The National Institute of Higher Education (Research, Science and Technology) [NIHERST] was established as a body corporate by Act No. 20 of 1984, now known as Chapter 39:58 of the laws of the Republic of Trinidad and Tobago, and is hereinafter referred to as "the Institute". The Institute is an agency currently under the purview of the Ministry of Tertiary Education and Skills Training.

Since its establishment, NIHERST has resourcefully pursued its mandate to promote the development of science, technology, research and higher education in Trinidad and Tobago and to enhance the innovative, creative and entrepreneurial capabilities of the general population. The fulfilment of NIHERST's mandate has been guided by changes in both national development priorities and government's policy imperatives.

### FUNCTIONS

In accordance with the NIHERST Act Section 12 (1), the functions of the Institute are to:

1. Provide and promote scientific and technological services in the country;
2. Promote and develop an indigenous capability in science and technology relevant to the developmental needs of the country;
3. Assist national bodies and/or organisations in securing technology appropriate to their needs;
4. Promote and operate facilities for higher and continuing education and in particular to:
  - a. Undertake, promote and facilitate scientific and technological research and development and the provision of scientific and technological services;
  - b. Provide, promote and facilitate the provision of continuing education and specialised training at the post-secondary level;
  - c. Develop and collect information on scientific and technological development to evaluate technologies used in or to be imported into the country and to facilitate the dissemination and application of new technologies;
  - d. Assist persons and organisations in securing access to technology appropriate to their needs;
  - e. Designate where it considers it appropriate certain training institutions as approved bodies for the purpose of providing specialised and continuing education
5. Discharge such other related functions as the Minister may assign to it from time to time.

### POWERS OF THE INSTITUTE

In accordance with section 13 of the NIHERST Act, the Institute may with the approval of the Minister –

1. Establish divisions or departments within the Institute;
2. Establish on its own behalf or jointly with other persons approved by the Minister research centres and such other facilities as it considers necessary for the discharge of its functions;
3. Undertake activities in the fields of research, science, technology, specialised education, continuing education and matters related thereto in association with or at the request of or as the agent for the Government or for such other national or international body approved by the Minister and the provision of scientific and technological services as it may consider appropriate on such terms and conditions as may be agreed between the Institute and the Government or the appropriate body as the case may be;
4. Establish and administer examination councils and award in its own right or jointly with any national, international or overseas body approved by the Minister, certificates, diplomas and other evidence of competence;
5. Charge fees for any service it provides to any person, receive grants, bequests, donations and gifts and be a beneficiary under covenants and establish and administer trusts for the purpose of discharging the functions assigned to it;
6. Employ such officers and employees as it considers necessary for the discharge of its functions at such remuneration and on such other terms and conditions of employment as it thinks fit, subject to limit set by the Act or Order of the Minister;
7. Give certificates of distinction to institutions or persons making outstanding contribution in the fields in which the Institute is concerned;
8. Liaise with external programmes in research, science and technology and the provision of scientific and technological services and provide representation on behalf of the Government in connection with such programmes and the bodies by which they are administered and advise the Minister on co-operation with other countries on scientific and technological activities; and
9. Invite and accept the co-operation of other persons approved by the Minister for the purpose of devising, funding and operating programmes related to the activities of the Institute and co-operate and liaise with any other persons approved by the Minister involved in similar or related activities.

### STRUCTURE OF THE INSTITUTE

In accordance with the Miscellaneous Amendments (Powers of Statutory Authorities and Matters related to certain Boards) Act No. 28 of 2020 within which Section 4(1)(a) of NIHERST Act was amended, the Institute is managed by a Board of Governors comprising seven (7) members appointed by the President of the Republic of Trinidad and Tobago, and the President of the Institute who is *ex officio* a member of the Board. Appointed members hold office for a term of three (3) years.

The President of the Institute is the Chief Executive Officer of the Board and is responsible to the Board for the day-to-day management, administration, direction and control of the Institute.

### Core departments:

The following core departments have responsibility for operationalising key STI initiatives under the strategic pillar Science and Innovation for Development: -

1. **Policy, Research and Intelligence Department** undertakes international benchmarking and comparative analytical studies on STI and provides policy support to inform national STI policy formulation.
2. **S&T Statistics Department** conducts surveys on STI and analyses the collated data to inform S&T policy formulation, planning and improvement.
3. **Science Education Department** plans and executes programmes in support of formal and informal science education to improve citizens' understanding of and engagement in STI.
4. **Innovation Department** plans and conducts initiatives to develop the creative,



1798—Continued

2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED

inventive and entrepreneurial abilities of students, teachers and existing and potential entrepreneurs.

5. **International Projects Department** promotes and develops partnerships and working alliances with regional and international agencies, centres of excellence in STI in foreign countries, and national agencies.

**Corporate services:**

The following departments/functions provide specialised, financial and administrative services that support the core work of the Institute and deliver quality services aligned with the other strategic pillars: -

- **Accounts** oversees and coordinates financial operations of the Institute.
- **Documentation Centre** provides access to information resources on STI and other relevant subject areas.
- **Human Resources and Corporate Services** oversees the Human Resources, Information & Communication Technology (ICT), General Administration, Facilities and Infrastructure and Health Safety and Environment (HSE) operations of the Institute.
- **Policy Administration** manages the development, approval, implementation and evaluation of policies and procedures of NIHERST.
- **Procurement** acquires goods and services in accordance with the *Public Procurement and Disposal of Public Property Act, 2015* (as amended), Office of Procurement Regulation Guidelines and the Institute's Procurement Procedures and guidelines.
- **Marketing and Communications** develops and maintains corporate image and brand identity, reputation and communications management, business and sponsorship development, and stakeholder engagement.

The functional structure at present is shown in the chart.

**Science, Technology and Innovation (STI) services offered to the public**

The STI services offered by the Institute to the public are as follows:

**1. STEM Education and Public Engagement**

**i. National Science Centre (NSC) Visitor Programme**

Interactive hands-on exhibits including FUSE Studio – a new innovative STEM Lab and makerspace, Astronomy Night, Planetarium features and Night of Science events; workshops and hands-on sessions to support specific and challenging syllabus areas in science.

**ii. Outreach Programme**

Science and technology learning made accessible to rural and under-served communities, by participating in events hosted by government agencies, NGOs, schools and private bodies. Content includes interactive exhibits (augmented/ virtual reality, natural sciences, STEM careers, mathematics coding, programming, robotics, renewable and alternative energy etc.), workshops, lectures and edutainment.

**iii. Events and Exhibitions**

- **Sci-TechKnoFest**  
A grand science festival utilising entertaining and thought-provoking methods to educate the public on selected aspects of science and technology based on a chosen theme.
- **Community Science Experiences**  
Thematic and/or community-based events showcasing STI topics and issues of interest and relevance to local residents to enable them to make more informed choices about scientific issues and apply new developments in STI in their daily lives.
- **FIRST Tech Challenge**  
Robotics competition offering participants aged 12-18 years a comprehensive platform to develop STEM skills and practice engineering skills by designing, building, and coding robots to compete in an alliance format against other teams.

**iv. Prototyping Services**

Fab Lab, an initiative of the world-renowned Massachusetts Institute of Technology (MIT) providing the local, regional and international population with affordable access to digital fabrication equipment (laser cutters, 3D design systems and 3D printing) and resources for education, creativity, innovation and professional development (eg. workshops) for innovation capacity building.

**v. Vacation Camps**

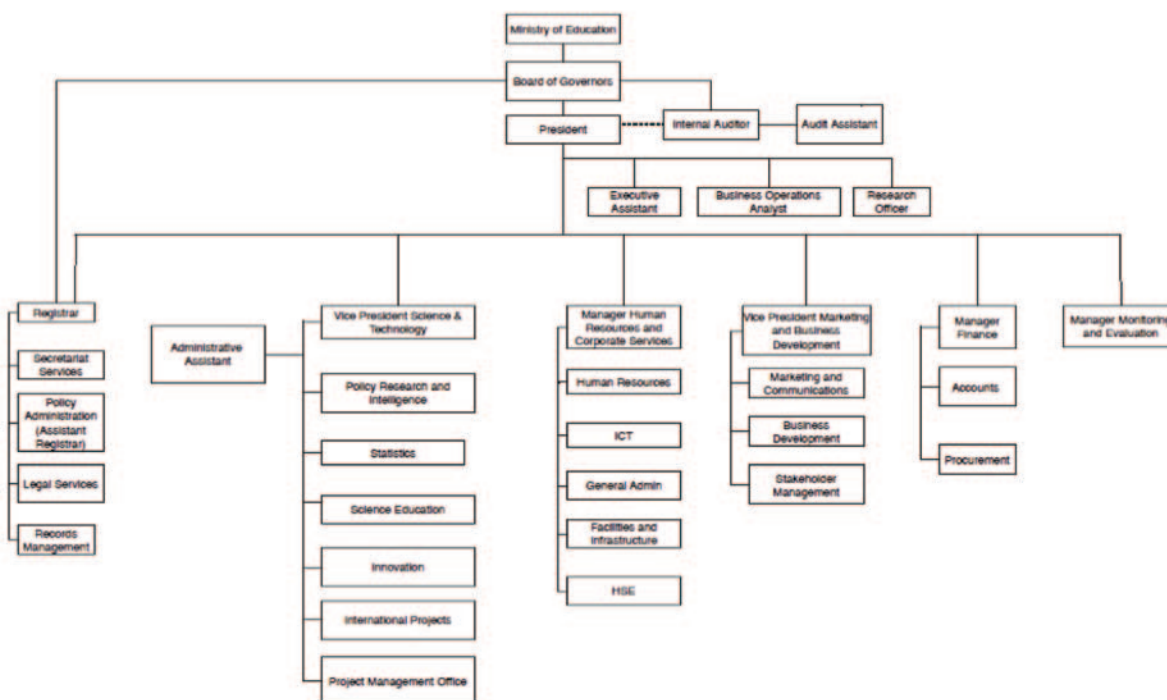
NIHERST's STEM themed one-day and week-long camps that expose participants to phenomena in the natural physical world as well as provide the necessary tools to develop their capabilities in technological innovation and creativity in STEM fields.

**vi. Science Education and Innovation Clubs**

NIHERST's iSTEM Club term-long learning sessions designed for students to gain critical-thinking abilities and other transferable skills in areas such as research, design, analytics, teamwork and communication.

**NIHERST Functional Chart**

Approved by the NIHERST Board of Governors on July 22, 2020



**2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED**

**2. Consultancy/Contracted Services/Collaboration**

**i. Shell STREAM Programme**

NIHERST is contracted by Shell Trinidad and Tobago Ltd. to manage its STREAM Programme within the secondary and tertiary educational systems. NIHERST undertakes the programme design and development, and oversees the management, coordination and administration of the STREAM initiatives and Science Bus. Activities include clubs, camps, outreach programmes, career events and competitions that enhance critical thinking, creativity and problem solving and build/reinforce knowledge of STREAM (Science, Technology, Research, Engineering, Arts and Mathematics).

**ii. Atlantic Future Skills Centre**

NIHERST is contracted by Atlantic LNG Company of Trinidad and Tobago to provide services for the establishment and management of the Atlantic Future Skills Centre (AFSC) initiative designed to impart new skills to primary and secondary school students in the Borough of Point Fortin. NIHERST's role encompasses training management, delivery of customised train-the-trainer workshops, STEM programme development, participation in the recruitment of Centre staff and ensuring continuous monitoring and evaluation to support the effective delivery and evolution of the STEM training programmes.

**iii. Woodside Energy School Science Clubs**

NIHERST provides STEM services to Woodside Energy (formerly BHP Billiton Trinidad and Tobago), for the execution of the pilot project "Think STEM, Think BHP", which involves the establishment of STEM Clubs in secondary schools within Woodside Energy's fence line communities.

**iv. NIHERST/NALIS Science Corners**

NIHERST/NALIS partnership provides interactive, educational hubs showcasing scientific and technological exhibits curated by NIHERST and located at public libraries nationwide, with the NALIS Port of Spain library serving as the pilot. The primary goal is to support students and educators in science education.

**3. Research and Intelligence Gathering**

**i. Science & Technology Policy**

Development of national policies to promote the use and application of science and technology across all sectors of our economy and particularly the non-energy sectors targeted for diversification.

**ii. STI Statistical Surveys & Publications**

Collection, compilation and dissemination of statistics in the field of science, technology and innovation (STI) including indicators and analyses to inform policy formulation and planning.

**iii. Research Studies**

Sectoral Innovation Mapping (SIM) studies, including analyses and recommendations to improve innovative capacity and enhance the performance of targeted economic strategic sectors. A SIM study is based on the premise that strengthening the role and linkages among actors will positively influence the performance and competitiveness of innovative firms.

**iv. Policy advice**

Review and contributions/comments on national and international policy documents received through its Line Ministry and other agencies.

**4. Capacity Building and Sustainability**

**i. Resilient TnT project**

Green-funded initiative by NIHERST aimed at strengthening Trinidad and Tobago's resilience to climate change through sustainable environmental solutions - empowering communities to better respond to climate vulnerabilities and address the social and economic impacts of climate change. Focuses on raising public awareness around climate data collection, water conservation, and the benefits of rainwater harvesting, and seeks to enhance community involvement in collecting and verifying climate data to fill national data gaps and support disaster preparedness.

**5. Internships, Scholarships & Grants**

**i. Membership in International Centre for Genetic Engineering and Biotechnology (ICGEB)**

ICGEB provides research, training and technology transfer opportunities in life sciences and biotechnology for the benefit of developing countries. Trinidad and Tobago is a member of ICGEB since 2003 and NIHERST is its Cabinet-appointed liaison office.

**ii. National Youth Science Camp (NYSC), West Virginia, USA**

The NYSC annual summer program offers educational forums and recreational activities that encourage the development of thoughtful science leadership. The Embassy of the United States of America, Port of Spain, and NIHERST select national delegates to attend.

**6. School-Based Interventions**

**i. Teach ME - Increasing Teachers Confidence for My Education project**

This project includes Teacher Professional Development Workshops, Science Club initiatives, an Innovation Competition and provision of school equipment and manipulatives. It aims to contribute towards improving the levels of creativity nationally by building and strengthening capacities in STI - specifically Science Education as an enabler for supporting a quality primary to secondary education system that caters to the diverse needs of 21st century learners.

**7. Library Services**

The NIHERST Documentation Centre offers a reference service to persons researching NIHERST, Science and Technology Policy, Science and Technology Planning, Innovation, Science Popularisation, Science Education, and Science and Technology Statistics.

**CONTACT INFORMATION:**

Further information on any of the aforementioned STI services can be obtained as follows:

**NIHERST**

Grayson Courtyard,  
Lot #24 Estate Trace,  
Off 6th Avenue, Barataria  
Phone : (868) 724-9438  
Email: [marketing@niherst.gov.tt](mailto:marketing@niherst.gov.tt)  
NIHERST Website: <http://www.niherst.gov.tt/>

The Institute may charge fees for any of the above services.

**SECTION 7 (1) (a) (ii)**

**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NIHERST:**

**The official documents of NIHERST include a wide range of files, records, manuals and documents across all functional areas of the Institute as follows:**

**Agreements** - Affiliations with regional/international Science and Technology organisations, collaboration with other organisations, collective agreements with recognised majority union, legal contracts and deeds, service contracts, software licenses

**Audio Visuals** - Maps, charts, compact and digital disks, tapes, photographs, catalogues, design drawings

**Board of Governors appointments, papers, agendas and minutes of meetings**

**Cabinet documents**

**Accounting and financial management records** - Financial statements/reports, bank statements, transactions, payments

**Documents in relation to strategic review and plan of the Institute**

**Forms**

Customer feedback, HSE matters, ICT help desk tickets, registration for STEM initiatives, survey instruments

**General Administration documents** - Registers of internal and external correspondence, attendance registers, inventories of stock, assets, files, files with internal memoranda and other administrative documents

**Human Resources files** - Job specifications, appointments/promotions, job applications, transfers, resignations, deaths, retirements, leave, performance appraisals, training, staff engagements, correspondence

**Legal opinions and related matters**

**Legislation and legal instruments**



1798—Continued

2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED

**NIHERST Programme materials** for outreach, workshops, seminars, competitions, exhibitions, camps, clubs

**NIHERST Publications** - Annual reports, audio-visual productions, conference/seminar proceedings, newsletters, pamphlets, brochures, flyers, Science and Technology (S&T) educational materials, S&T research studies, S&T statistical survey reports

**Policies, procedures, guidelines, manuals internal to the Institute**

**Press releases, advertorials and speeches** originating in the Institute

**Procurement documents** related to the supply of works, goods, services and equipment

**Programme and Project Documents** - Proposals, approvals, schedules, reports

**Reports** - Consultancy reports, project progress and close-out reports, incident reports, investigative reports and statutory reports

**STI Books, journals, periodicals, audio-visual materials**

#### SECTION 7 (1) (a) (iii)

##### MATERIALS PREPARED FOR PUBLICATION OR INSPECTION:

A selected list of NIHERST publications is available on the NIHERST website at: [www.niherst.gov.tt](http://www.niherst.gov.tt). The public may also inspect, view and/or obtain copies of NIHERST publications. For further information or assistance, please contact:

Phone: (868) 724-9438

Email: [Doc-centre@niherst.gov.tt](mailto:Doc-centre@niherst.gov.tt) or [marketing@niherst.gov.tt](mailto:marketing@niherst.gov.tt)

Limited photocopying services are available.

#### SECTION 7 (1) (a) (iv)

##### Literature available by subscription

NIHERST has no publications available by way of subscription.

#### SECTION 7 (1) (a) (v)

If you wish to obtain access to an official NIHERST document that is not readily available to the public, follow the procedure below.

##### (1) General Procedure

In order to have the rights given to applicants by the FOI Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing.

- i. Obtain a copy of the form *Request for Access to Official Document(s)* from the NIHERST website at: [www.niherst.gov.tt](http://www.niherst.gov.tt), the Designated Officer or by downloading from the FOI Unit's website at: [www.foi.gov.tt/node/59](http://www.foi.gov.tt/node/59);
- ii. Complete the form by entering the relevant information, date and sign the completed application. The applicant may wish to seek the assistance of the Designated Officer to complete the form;
- iii. Submit the completed form to the Designated Officer as named in Section 7 (1) (a) (vi) of this statement. The form may be hand-delivered, mailed, or e-mailed.

##### (2) Details in Request

An applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, NIHERST will contact the applicant to seek clarification. The applicant may specify which form of access is required eg. printed copy, or making available for inspection. The application must be signed by the applicant.

##### (3) Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from NIHERST or from any other public authority, for example, brochures, Acts, Legal Notices, and publications available for purchase.

#### (4) Responding to Requests

NIHERST is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Various laws, regulations and manuals give the time periods for preserving/retaining records before they can be destroyed. Prior to the commencement of the FOIA, old records that passed the legally stipulated retention period may not have been kept by the Institute. Granting of requests for such documents may therefore not be able to be fulfilled.

#### (5) Furnishing Documents

An applicant is entitled to access copies of information that the Institute has in its possession, custody or power. The Institute is required to furnish only one (1) copy of a document. If the Institute is unable to provide a legible copy of a requested document, there may not be an attempt to restore it. The Institute will furnish the best copy possible and notify of its quality in the reply. The Institute is not required to create new documents or conduct further/additional research on behalf of the applicant.

#### (6) Time Limits

The FOIA sets a time limit of 30 calendar days after the day the request was received, to notify the applicant of the approval or refusal of access to the requested documents. NIHERST will contact the applicant to acknowledge receipt of the request. The applicant may follow up on the request via telephone or in writing to confirm receipt by the Designated Officer and to ascertain its status.

The Institute will determine whether to grant the request for access to information and in accordance with the FOIA, will notify the applicant of the approval or refusal of the request as soon as practicable, but in any case, within 30 calendar days of having received the request. If a decision is taken to grant access, then the Institute will provide a time period within which the information will be disclosed. If it appears that processing the request is taking longer than the estimated time, NIHERST will advise the applicant of its status.

#### SECTION 7 (1) (a) (vi)

Officers at NIHERST responsible for:

- a. the initial receipt of and action upon notices under section 10
- b. requests for access to documents under section 13; and
- c. applications for correction of personal information under section 36 of the FOIA, are as follows:

##### The Designated FOI Officer for NIHERST is:

Mrs. Nandi Ogiste  
Registrar (Ag.), NIHERST  
Grayson Courtyard,  
Lot # 24 Estate Trace,  
Off 6th Avenue, Barataria,  
Trinidad, West Indies  
Email: [nandi.ogiste@niherst.gov.tt](mailto:nandi.ogiste@niherst.gov.tt)

##### The Alternate FOI Officer for NIHERST is:

Mrs. Giselle Dinzey  
Assistant Registrar, NIHERST  
Grayson Courtyard,  
Lot # 24 Estate Trace,  
Off 6th Avenue, Barataria,  
Trinidad, West Indies  
Email: [giselle.dinzey@niherst.gov.tt](mailto:giselle.dinzey@niherst.gov.tt)

#### SECTION 7 (1) (a) (vii)

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

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

#### SECTION 7 (1) (a) (viii)

##### Library/Reading Room Facilities

Information in the public domain can be accessed via the NIHERST website [www.niherst.gov.tt](http://www.niherst.gov.tt) or at the Institute's Documentation Centre.

The provision of copies of documents in the public domain may be subject to a charge to cover administrative costs. In order to better serve your information needs, NIHERST strongly recommends that requests be made in advance either by telephone to NIHERST Senior Librarian by email to [Doc-centre@niherst.gov.tt](mailto:Doc-centre@niherst.gov.tt).

2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED

#### 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:**

There are no documents of this nature held by the Institute at this time.

##### SECTION 8 (1) (a) (ii)

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

- Government Circulars
- NIHERST Act No. 20 of 1984 (Chap 39:58 of Laws of Republic of Trinidad & Tobago)
- NIHERST Brand Guidelines
- NIHERST Financial Policy and Procedures Manual
- NIHERST HSE Management System
- NIHERST ICT Guidelines (Cybersecurity, Password Construction, Email Etiquette)
- NIHERST Institutional Policy and Procedures Manual
- NIHERST Internal and External Communication Guidelines
- NIHERST Manual of Human Resource Policies and Procedures
- NIHERST Pension Fund Plan Members Reference Guide
- NIHERST Pension Fund Plan Trust Deed and Rules
- NIHERST Records and Information Management Procedures and Guidelines
- NIHERST-PSA Collective Agreements
- Sectoral Innovation Mapping (SIM) Procedure Manual
- Shaping Performance: A Manual for Performance Management in the Public Service
- State Enterprises Performance Monitoring Manual
- Office of Procurement Regulation Handbooks and Guidelines

##### SECTION 8 (1) (b)

**In enforcing written laws or schemes administered by NIHERST 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, written laws or schemes.**

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

#### SECTION 9 STATEMENTS

##### SECTION 9 (1) (a)

**A report or a statement containing the advice or recommendations, of a body or entity established within NIHERST:**

- Report of the Policy Management Team - Term 1 : 1st July 2022 to 30th June 2024
- The Value of NIHERST Salaries Accounting for Inflation, 2023
- Sci-TechKnoFest 2.0 Closeout Report, 2022
- Reports of Policy and Procedures Development Team, 2020-2021
- Review of NIHERST Management Tenders Committee, 2020
- Making the Connection – Improvement of NIHERST Procurement Processes, Procedures with Recommendations and Operating Procedures for Mapped Processes, 2018
- Report on the first Monitoring & Evaluation workshop conducted for NIHERST staff over a 6-day period: September 6th–8th and 14th–16th, 2016
- Final Report on the NIHERST Brainstorming Exercise: Towards the Development of a New Strategic Plan 2016–2020, 2016

##### SECTION 9 (1) (b)

**A report or a statement containing the advice or recommendations, of a body or entity established outside NIHERST by or under written law, 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 NIHERST or to the responsible Minister.**

- Joint Select Committee - An Inquiry into the Role of NIHERST in the Development of STEM in Trinidad and Tobago Written Responses (NIHERST), 2021
- Building a National Innovation System for Trinidad and Tobago – Final Report (Vision 2020 Sub-Committee on Science, Technology and Innovation), February 2005
- A national policy on Science, Technology and Innovation for Trinidad & Tobago: Into a new era of human development and international competitiveness, National Task Force on Science, Technology and Innovation Policy, 2001

##### 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 NIHERST.**

- NIHERST is a member of the Trinidad and Tobago Bureau of Standards (TTBS) National Mirror Committee (NMC) for Circular Economy which formulated and reviewed the following draft voluntary National Standards that were issued for Public Comment by TTBS in March 2025:
  - TTS/ISO 59004, Circular Economy — Vocabulary, principles and guidance for implementation
  - TTS/ISO 59010, Circular Economy — Guidance on the transition of business models and value networks
  - TTS/ISO 59020, Circular Economy — Measuring and assessing circularity performance
  - TTS/ISO/TR 59032, Circular Economy — Review of existing value networks
- NIHERST is a member of the Trinidad and Tobago Bureau of Standards (TTBS) National Mirror Committee (NMC) for Innovation Management, which reviewed the ISO 56001:2024 standard on *Innovation Management Systems – Requirements* that was adopted by TTBS as a voluntary National Standard in Trinidad and Tobago as TTS/ISO 56001:2024 effective 5th December 2024.

##### SECTION 9 (1) (d)

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

- Science City Report for Ministry of Education, 2021
- Reports of Policy and Procedures Development Team, 2020-2021
- NIHERST Contribution to Government Roadmap Committee, 2020
- Review of NIHERST Management Tenders Committee, 2020
- Making the Connection – Improvement of NIHERST Procurement Processes, Procedures with Recommendations and Operating Procedures for Mapped Processes, 2018
- NIHERST's Contribution and Relevance to the National Innovation System, 2017
- Final Report on the NIHERST Brainstorming Exercise: Towards the Development of a New Strategic Plan 2016–2020, 2016
- Toward a National Science and Technology Education Policy: A Position Paper, 2006

##### SECTION 9 (1) (e)

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

**NIHERST Science, Technology and Innovation Statistical Surveys S&T Indicators** (conducted annually and published at niherst.gov.tt)

- Science and Technology Indicators 2000-2023
- Human Resources in Science and Technology in the Public Sector, 2001

##### STEM Education

- Survey of Mathematics in Primary Schools, 2017
- Survey of Mathematics in Secondary Schools, 2016
- Survey of Science in Primary Schools, 2015
- Survey of Middle Form Students, 2014
- Survey of Science in Secondary Schools, 2011
- Survey of Graduates of Technical Institutions, 2008
- Survey to Identify the Characteristics of an Ideal University, 2007
- Survey of Social Sciences Graduates, 2007
- The Survey of Mathematics in Primary Schools, 2007
- Survey of Mathematics in Secondary Schools, 2006
- Survey of Science and Agriculture Graduates, 2004
- Study of Science in Primary Schools, 2003
- C.X.C. and G.C.E. A' Level Results, 2002
- Survey of Engineering Graduates, 2001



1798—Continued

**2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED**

**Innovation**

- Survey of Innovation in the Assembly-Type and Related Industries, 2013
- Survey of Innovation in the ICT Sector, 2013
- Survey of Innovation in the Publishing, Printing and Paper Converter Industry, 2010
- Survey of Innovation in the Tourism Sector, 2009
- Survey of Innovation in the Chemical and Non-Metallic Products Industry, 2008
- National Innovation Survey of the Food and Beverage Industry in Trinidad and Tobago, 2006

**ICT**

Utilisation of Information Technology by Households, 2009, 2001

**Public Perception of Science**

Survey on the Public Perception of Science, 2012, 2005

**Environmental Awareness and Practices**

Survey of Environmental Awareness and Practices, 2013, 2008

**NIHERST Sectoral Innovation Mapping Studies**

- Trinidad and Tobago's Energy Services SIM Study, 2019
- SIM of the ICT Sector Case Study: The Animation Industry of Trinidad and Tobago, 2018

**Icons in Science, Technology and Innovation**

- Trinidad & Tobago Icons in Science & Technology: Volumes 1-4, 2009-2016
- Caribbean Women in Science and Their Careers, 2011
- Caribbean Icons in Science, Technology and Innovation: Volumes 1-2, Caribbean Council for Science and Technology and NIHERST, 2005-2010
- The Contribution of Local Chinese to Science, Technology and Innovation, 2009

**Other Reports**

- What are the Benefits of AI in Tourism? A Case Study of Trinidad and Tobago's Tourism Industry 2025
- Final Project Report: NIHERST Entrepreneurship Initiative - GBest Trading Company Limited, 2023
- NIHERST Contributions to the Revised Chapter on Science, Technology, Innovation and Research (STIR) of the Post Cotonou Partnership Agreement, 2019
- Economic Priority Areas, Jobs and Skills for Growth in Trinidad and Tobago (Dr. Sandra Sookram), 2012
- Business and Innovation Success Stories from Trinidad and Tobago, 2007
- Towards A National Science and Technology Education Policy: A position paper, 2005
- Design of Seamless System of Education and Training in Trinidad and Tobago, A Position Paper prepared for NIHERST (Dr. Alvin Ashton & Mr. Lloyd Pujadas), 2004
- NIHERST's Contribution to a National Policy on Science, Technology and Innovation for Trinidad and Tobago (Dr. Steve Thompson), 2002
- Feasibility Study for a National Science Centre for Trinidad and Tobago (Symonds Group Limited, Bristol, UK), 2001

**SECTION 9 (1) (f)**

**A report prepared for NIHERST by a consultant who was paid for preparing the report.**

- Innovation and Entrepreneurship Ecosystem Stakeholder Assessment Report: NIHERST Entrepreneurship Initiative - GBest Trading Company Limited, 2023
- NIHERST Strategic Analysis Report (SAR) – VSL Consultants, 2022
- ICT Hardware and Software Management Process – Moore Business Solutions, 2022
- Health and Safety – Business Continuity Process – Moore Business Solutions, 2022
- Finance Internal Audit – Moore Business Solutions, 2022
- Review of the Procurement Process - Provision of Consultancy Services to assist with the closeout of Contracts for the Science City Project, (Moore Business Solutions (Trinidad) Limited), 2021
- HR Operational Efficiency Review report, (Dr. Hyacinth Guy Human Resource Company), 2020
- Special Internal Audit Advisory Services (Moore Business Solutions (Trinidad) Limited), 2020
- Civil Engineer's Reports on the Science City Project (Chris Harrysingh), 2019
- NIHERST Key Issues and Challenges in 2018, A Strategic Analysis Report Towards Strategic Plan 2019-2021 (VSL Consultants), 2019
- Organisation Transformation Study...the Restructuring of NIHERST (HRC Associates), 2017
- NIHERST Cash Control Review (Thaxa Consulting), 2017
- NIHERST Payroll Review (Camille Dhoray), 2016

- Sub-surface Investigation for the Proposed Construction of a Science City at Indian Trail, Couva for NIHERST (Trinidad Engineering & Research (1978), Ltd.), Feb 2015
- NIHERST Science City – Phase I – Hydrological Assessment Report (CEP Limited), Jan 2015
- NIHERST Tendering Process Review (Camille Dhoray), 2014
- Survey Report - Re-establishment of a Monument for Site in Couva for Construction of a New NIHERST National Science Centre (Trintoplan Consultants Limited), August 2013
- Drainage Design Report – Revision 2 – NIHERST Science City at Couva for EcoEngineering Consultants Limited (Trintoplan Consultants Ltd.), July 2013
- Review of the Business Plan for the Establishment of a National Science Centre for Trinidad and Tobago (M M Monique & Associates), May 2013
- Geotechnical Report for Geotechnical Investigation for Construction of a National Science Centre – Indian Trail at Couva for NIHERST (Trintoplan Consultants Limited), March 2013
- Economic Priority Areas, Jobs and Skills for Growth in Trinidad and Tobago (Dr. Sandra Sookram), 2012
- Survey Report – Monumentation & Topographic Surveys for Site in Couva for Construction of a New National Science Centre for NIHERST (Trintoplan Consultants Limited), October 2012
- Report on Review of Science and Technology Framework in Selected Countries (Clive Pegus), 2007
- Science and Technology Legal Framework for Trinidad and Tobago (Clive Pegus) 2007
- A National Science, Technology and Innovation Policy for Trinidad and Tobago (Satnarine Balkaransingh), 2006
- NIHERST's Contribution to a National Policy on Science, Technology and Innovation for Trinidad and Tobago (Dr. Steve Thompson), 2002
- Feasibility Study for a National Science Centre for Trinidad and Tobago (Symonds Group Limited, Bristol, UK), 2001

**SECTION 9 (1) (g)**

**A report prepared within NIHERST 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.**

- Assessment of 21st Century Skills Across Emerging Sectors - in collaboration with the International Labour Organization
  - Maritime Sector (Volume 1)
  - Tourism Sector (Volume 2)
  - Software Design and Applications Industry (Volume 3)
  - Agro-processing Industry (Volume 4)
  - Aviation Sector (Volume 5)
- Highlights on the Innovation Pathway of Industries in Trinidad and Tobago, 2023
- The Value of NIHERST Salaries Accounting for Inflation, 2023
- Trinidad and Tobago's Energy Services SIM Study, 2019
- SIM of the ICT Sector Case Study: The Animation Industry of Trinidad and Tobago, 2018

**SECTION 9 (1) (h)**

**A report on the performance or efficiency of NIHERST, whether the report is of a general nature or concerns a particular policy, programme or project administered by NIHERST.**

- Board of Governors Annual Performance Appraisal Report, 2020 - 2021, 2021 - 2022, 2022-2023
- Sci-TecKnoFest 2.0 Closeout Report, 2022
- NIHERST Strategic Analysis Report (SAR) – VSL Consultants, 2022
- ICT Hardware and Software Management Process – Moore Business Solutions, 2022
- Health and Safety – Business Continuity Process – Moore Business Solutions, 2022
- Finance Internal Audit – Moore Business Solutions, 2022
- NIHERST Annual Administrative Reports, 2001-2021
- Joint Select Committee - An Inquiry into the Role of NIHERST in the Development of the STEM in Trinidad and Tobago Written Responses (NIHERST), 2021
- Review of the Procurement Process - Provision of Consultancy Services to assist with the closeout of Contracts for the Science City Project (Moore Business Solutions (Trinidad) Limited), 2021
- HR Operational Efficiency Review report (Dr. Hyacinth Guy Human Resource Company), 2020
- Science City Report, May 20, 2020
- Civil Engineer's Reports on the Science City Project (Chris Harrysingh), 2019
- Special Internal Audit Advisory Services (Moore Business Solutions (Trinidad) Limited), 2020
- NIHERST Audited Financial Statements for years ended 31 December, 2001-2013

2025 UPDATED PUBLIC STATEMENT OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION  
(RESEARCH, SCIENCE AND TECHNOLOGY)—CONTINUED

- NIHERST Cash Control Review (Thaxa Consulting), 2017
- NIHERST Payroll Review (Camille Dhoray), 2016
- NIHERST Tendering Process Review (Camille Dhoray), 2014
- Review of the Science Popularisation Programmes of the NIHERST/NGC National Science Centre Trinidad and Tobago, 2013

**SECTION 9 (1) (i)**

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

NIHERST Strategic Plans 2011-2015, 2020-2022

**SECTION 9 (1) (j)**

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

- Towards A National Science and Technology Education Policy: A position paper, 2005

**SECTION 9 (1) (k)**

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

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

**SECTION 9 (1) (l)**

An environmental impact statement prepared within NIHERST.

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

**SECTION 9 (1) (m)**

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

NIHERST Pension Fund Plan Actuarial Valuation Reports as at 1 November 2003, 2006, 2009, 2012, 2015, 2018, 2021 and 2024.



**2025 Public Statement of the Trinidad and Tobago Special Economic Zones Authority In  
Compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act Chap. 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Trinidad and Tobago Special Economic Zones Authority ("TTSEZA"), a body corporate established under Trinidad and Tobago Special Economic Zones Act No. 1 of 2022 (the "TTSEZ Act"), under the purview of the Ministry of Trade, Investment and Tourism (MTTI), is required by law to publish and annually update the following statement, which lists the documents and information generally available to the public.

**The FOIA gives members of the public a legal right: -**

- (1) For each person to access information held by the TTSEZA.
- (2) For each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- (3) To obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- (4) 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) of the FOIA****Function and Structure of the TTSEZA****Vision:**

To enhance economic growth and facilitate diversification and development in Trinidad and Tobago through the provision of a modern licensing and administrative regime.

**Mission:**

To assess investment opportunities through clear and transparent criteria and to monitor approved investments to ensure they meet or exceed desired outcomes.

**TTSEZA Functions:**

The functions of TTSEZA include: -

- (a) reviewing, assessing and determining applications for Operator Licences, Special Economic Zone (SEZ) Enterprise Licences and Single Zone Enterprise Licences;
- (b) regulating and supervising Zones;
- (c) advising the Minister on matters to support policy formulation relating to Zones;
- (d) recommending to the Minister the designation of Zones;
- (e) reviewing and assessing the performance of all Zones and reporting to the Minister performance of all such Zones;
- (f) formulating guidelines and codes of practice to be observed by operators, SEZ Enterprises or Single Zone Enterprises;
- (g) receiving and taking prompt action to resolve complaints from operators and SEZ Enterprises;
- (h) facilitating the mediation and settlement of disputes among operators and SEZ Enterprises;
- (i) facilitating an enabling environment in areas designated as Special Economic Zones;
- (j) developing modern infrastructure required to attract foreign direct investment and stimulate domestic investment;
- (k) promoting economic development in local communities;
- (l) advancing further diversification of the economy; and
- (m) performing such other functions assigned to it under the TTSEZ Act or any other written law.

**The Objectives of TTSEZA can be summarised as follows:**

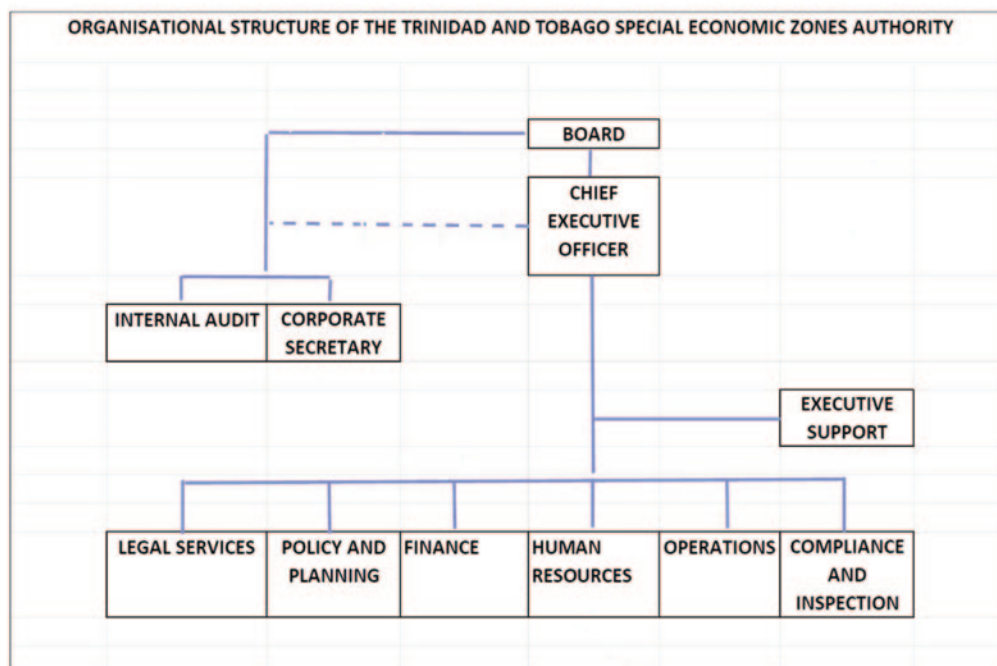
Further to its statutory functions, the objectives of the TTSEZA are to be the enabling agency to facilitate, provide strategic support and aid sustainable investment, both foreign and local, in order to enhance diversification, economic growth and further economic development in Trinidad and Tobago and work closely with key Governmental agencies such as the Board of Inland Revenue, Customs and Excise Division, Town and Country Planning Division and others to support investment, both foreign and local toward the advancement and expansion of Trinidad and Tobago's economy and revenue base.

**ORGANISATIONAL STRUCTURE AND STAFFING**

The TTSEZ Act prescribes that the body corporate is to be managed by a Board. Additionally, the TTSEZA's staff is managed by the Chief Executive Officer (CEO) and comprises of managerial, technical and administrative staff. The organisation structure of the TTSEZA is outlined below.

### ORGANISATIONAL STRUCTURE AND STAFFING

The TTSEZ Act prescribes that the body corporate is to be managed by a Board. Additionally, the TTSEZA's staff is managed by the Chief Executive Officer (CEO) and comprises of managerial, technical and administrative staff. The organisation structure of the TTSEZA is outlined below.



#### Board of the TTSEZA

The TTSEZ Act prescribes that its Board shall comprise eleven (11) members as follows:

- (a) six (6) members with qualifications, and at least seven (7) years' experience, in finance, information technology, economics, international relations, business management, engineering logistics and supply chain management, or accounting who shall be appointed by the Minister;
- (b) two (2) Attorneys-at-law of least seven (7) years' standing who shall be appointed by the Minister on the advice of the Judicial and Legal Service Commission;
- (c) the CEO, *ex officio*;
- (d) a senior officer of the Town and Country Planning Division, who shall be nominated by the Permanent Secretary of the Ministry responsible for planning and appointed by the Minister; and
- (e) a senior officer of the Inland Revenue Division, who shall be nominated by the Chairman of the Board of Inland Revenue and appointed by the Minister.

### PARTICULARS OF THE ORGANISATION

#### Office of the Chief Executive Officer

The CEO has overall responsibility for the efficient operations of the technical, strategic, and corporate functions of the TTSEZA including staffing, strategic planning, and delivery of financial and business services and related deliverables to ensure the sustainable profitability and growth of the TTSEZA. The CEO is an *ex officio* member of the Board who reports directly to the Board and manages the day-to-day operations and activities of the TTSEZA as prescribed under the Act.

As illustrated within its Organisational Chart, the TTSEZA comprises the following Departments:



1799—Continued

2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO ECONOMIC ZONES AUTHORITY—CONTINUED

**Operations Department**

This Department directly:

- (a) supervises business development, information and communication technology and procurement;
- (b) oversees day-to-day activities of the TTSEZA;
- (c) ensures overall compliance with the Act and any regulations and guidelines made and issued pursuant thereto respectively;
- (d) coordinates logistics and collaborates with governmental authorities and licensees in order to optimize efficiency and productivity; and
- (e) ensures that all procurement practices conform to the Public Procurement and Disposal of Public Property Act, Act No. 1 of 2015 (as amended) and its Regulations and guidelines made or issued pursuant thereto.

**Finance Department**

This Department strategically directs and manages the development and implementation of financial activities of the TTSEZA in order to achieve the objectives of the TTSEZA. This Department also advises on investment plans, monitors the TTSEZA's finances, produces financial reports and assesses the financial aspects of applications for licences under the TTSEZ Act. Additionally, this Department is responsible for: the preparation of statutory and other reports for the various governmental entities involved in the application and maintenance of the licences, the TTSEZA's general compliance under its legislation, the processing payments to all suppliers of goods and services to the TTSEZA, processing of the TTSEZA's payroll, the processing of fees associated with applications for and renewal of licences as well as annual licence fees associated with the award of licenses.

**Human Resources Department**

This Department is responsible for the management and directing of activities relating to the Human Resources ("HR") to improve the efficiency and effectiveness of the TTSEZA and to develop strategic and operational initiatives to achieve the human capital goals as directed by the Board. This Department also develops the HR policies and procedures, administers support to staff, compensation, employee relations, health and safety and, in particular, develops and implements effective recruitment and strategies to attract and retain employees.

**Compliance and Inspection Department**

This Department is responsible for overseeing the receipt and assessment of applications for licences, ensuring compliance with the approved criteria and all relevant laws and regulations associated with the validity of the licences, establishing appropriate mechanisms to monitor and identify non-compliance with legal and regulatory obligations. This Department also conducts due diligence checks on applicants and licence holders, to ensure compliance with anti-money laundering, countering the financing of terrorism and proliferation financing legislation and procedures in accordance with international standards.

**Policy and Planning Department**

This Department is responsible for developing the ongoing policies of the TTSEZA in order to keep current with best industry practices, economic and financial developments and corporate planning and economic and research development.

**Legal Services Department**

This Department is responsible for the preparation of contracts, leases, licences, legal investigations and the facilitation of investors with various approvals. This Department's role is to protect the legal interests of the TTSEZA and to ensure that it operates within the law as it relates to the TTSEZ Act, as well as other relevant legislation. This Department is also responsible for providing legal advice and guidance to the TTSEZA in the execution of its functions and powers in accordance with the Act; adhering to sound legal principles in executing its functions and ensuring that the TTSEZA fulfils its statutory obligations.

1799—Continued

2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO ECONOMIC ZONES AUTHORITY—CONTINUED

**Section 7(1)(a)(ii)****Categories of Documents maintained in the possession of TTSEZA**

1. Legislation and Legal Instruments\*\*;
2. Policy and Procedure Documents;
3. Circulars, memoranda, notices, bulletins;
4. Manuals;
5. Agendas/Minutes of meetings
6. Files dealing with all applications, as well as administrative, financial, procurement and general administrative documents for the operations of the TTSEZA; and
7. Personnel files.

\*\* The Legislation is available for purchase from the Government Printery or may be accessed at <https://laws.gov.tt/> or <http://www.ttparliament.org>.

**Section 7(1)(a)(iii)****Material prepared by the TTSEZA for publication or public inspection**

1. Public Registers pursuant to Section 78 of the TTSEZ Act as follows:
  - i. Operator Licence Register;
  - ii. Special Economic Zone Enterprise Licence Register; and
  - iii. Single Zone Enterprise Licence Register.
2. Other information/documents can be accessed or downloaded from the official TTSEZA website at <https://seza.gov.tt/>

**Section 7 (1)(a)(iv)****Literature available by way of subscription services**

The TTSEZA has no literature by way of subscription services available at this time.

**Section 7 (1)(a)(v)****Procedure to be followed when a request for access to a document is made to TTSEZA****HOW TO REQUEST INFORMATION:****General Procedure**

In order to exercise the rights provided under the FOIA, an applicant must make his request, in writing, by submitting a completed "Request for Access to Official Documents" Form, a copy of which can be accessed at TTSEZA's office identified at Section 7(1)(a)(vi). Alternatively, FOIA forms may be obtained from the Trinidad and Tobago Government Online website at [www.foia.gov.tt](http://www.foia.gov.tt). The form must, at minimum, include the following details:

- Full Name of applicant
- Contact information for the applicant
- Information requested and format to provide the information
- Date of request
- Signature of applicant

The completed FOIA form may be hand delivered or mailed (electronically or by hand) to TTSEZA.

**Addressing Requests**

To facilitate the prompt processing, please address all completed requests to TTSEZA's Designated Officer. Please refer to Section 7 (1)(a)(vi) for further details.

**Details in the Requests**

Applicants should provide sufficient information that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from you. If you are unsure how to make the request or the details to be included, kindly communicate with TTSEZA's Designated Officer who will take all reasonable steps to render the necessary assistance.



**RESPONDING TO A REQUEST****Retrieving Documents**

The TTSEZA is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. The granting of a request may also be subject to the various retention periods contained in laws, regulations and manuals which state the time periods for keeping records before they may be destroyed.

**Furnishing Documents**

An applicant is entitled to copies of information that the TTSEZA has in its possession. The TTSEZA is required to furnish one (1) copy of a document to an applicant. If a legible copy of the document cannot be made for release, the TTSEZA will not attempt to reconstruct it. Instead, the TTSEZA will furnish the best copy possible and a statement regarding its quality made in the response to the applicant.

The TTSEZA is not compelled to do the following:

1. Create new documents. The TTSEZA is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
2. Perform research for the applicant.

**Time Limits**

The FOIA establishes time limits to make a decision regarding requests for access to official documents. The TTSEZA will diligently make every effort to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer or to confirm that the TTSEZA received the request and to ascertain its status.

**Time Allowed** - The TTSEZA will determine whether to grant the request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or to be provided with copies, if so requested.

**Section 7(1)(a)(vi)****Officers in the TTSEZA are responsible for:**

1. The initial receipt of, and action upon, notices under Section 10 of the FOIA;
2. Processing requests for access to documents under Section 13 of the FOIA; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

**The Designated Officer is:**

Job title: Manager, Legal Services  
Name: Mr. Vinda Dean Maharaj  
Address: Trinidad and Tobago Special Economic Zones Authority  
No. 9 Alexandra Street  
Port-of-Spain  
Tel: (868) 226-5593  
e-mail: [Vinda.Maharaj@gov.tt](mailto:Vinda.Maharaj@gov.tt)

**The Alternate Officer is:**

Job Title: Manager, Policy and Planning  
Name: Mrs. Krystal Richardson  
Address: Trinidad and Tobago Special Economic Zones Authority  
No. 9 Alexandra Street  
Port-of-Spain  
Tel: (868) 226-5593  
e-mail: [Krystal.Richardson@seza.gov.tt](mailto:Krystal.Richardson@seza.gov.tt)

1799—Continued

2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO ECONOMIC ZONES AUTHORITY—CONTINUED

**Section 7(1)(a)(vii)****Statement of all boards, councils, committees and other bodies constituted for the purpose of advising the TTSEZA (where meetings are open to the public)**

At present, there are no advisory boards, councils, committees and other bodies that fall within the meaning of this section.

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

Any applicant requesting to view information can make general enquiries by contacting the TTSEZA's office at the telephone numbers provided or by emailing the Designated Officer listed, under Section 7 (1)(a)(vi).

The Library and Information Services of the TTSEZA is located at No. 9 Alexandra Street, Port-of-Spain. Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m. on normal working days. TTSEZA's policy with respect to the provision of copies of documents already available to the public is that the applicant will be directed to the appropriate website or institution where the document may be obtained. No smoking, eating or drinking is allowed in the reading room space provided.

**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.**

- The Trinidad and Tobago Special Economic Zones Act, 2022 (Act No 1. of 2022)
- The Trinidad and Tobago Special Economic Zones Regulations, 2023 (Legal Notice 370 of 2023)
- Special Economic Zones Policy for Trinidad and Tobago- Ministry of Trade and Industry (MTI) July 2019
- Legal Notices made pursuant to the TTSEZ Act from 2024 to 2025 are available for purchase from the Government Printery or may be accessed at <https://laws.gov.tt/> or <http://www.ttparliament.org>.

**Section 8 (1)(a)(ii)****Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the TTSEZA, or similar documents containing rules, policies, guidelines, practices or precedents provided by TTSEZA for the use or guidance of TTSEZA or its officer.**

- Trade Policy for Trinidad and Tobago 2019-2023
- The Ministry of Trade and Industry (MTI)- Revised Special Economic Zones Policy for Trinidad and Tobago (July 2019)
- The MTI- The Investment Policy Statement
- Departmental Manuals, Policies and Procedures
- General Information Brochures

**Section 8 (1)(b)****Documents regarding enforcing written laws or schemes administered by the public body 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.**

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

**SECTION 9 STATEMENTS****Section 9 (1)(a)****A report, or statement containing the advice or recommendations, of a body or entity or recommendations, of a body or entity established within the TTSEZA.**

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

**Section 9 (1)(b)****A report, or a statement containing the advice or recommendations, of a body or entity established outside the TTSEZA by or under a written law, 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 TTSEZA or to the responsible Minister of TTSEZA.**

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



1799—Continued

2025 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO ECONOMIC ZONES AUTHORITY—CONTINUED

**Section 9(1)(c)**

**A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the TTSEZA.**

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

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

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

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

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

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

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

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

**A report prepared for the TTSEZA by a consultant who was paid for preparing the report.**

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

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

**A report prepared within the TTSEZA 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.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**An environmental impact statement prepared within the TTSEZA.**

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

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

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

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