



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022

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

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), the **Ministry of National 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 National 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 National Security therefore publishes the following statements for the calendar year 2022, as approved by the Minister of National Security.

Section 7 Statements

Section 7 (1) (a) (i)

Functions and Structure of the Ministry of National 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Functions of the Ministry of National Security

The Ministry of National 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, public safety and defence against aggression;
- 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 National Security

The Ministry of National Security is considered one of the largest and most complex organizations in the public sector, comprising twenty-three thousand, eight hundred and fifty-seven (23,857) uniform positions; as well as one thousand, six hundred and eight-four (1,684) permanent civilian positions, and one thousand, eight hundred and thirty-three (1,833) contract civilian positions. The Ministry comprises an Executive Team and ten (10) key Divisions/ Agencies, namely:

- (1) General Administration Division;
- (2) Trinidad and Tobago Defence Force;
- (3) Trinidad and Tobago Police Service;
- (4) Trinidad and Tobago Fire Service;
- (5) Trinidad and Tobago Prison Service;
- (6) Trinidad and Tobago Cadet Force;
- (7) Immigration Division;
- (8) Office of Disaster Preparedness and Management;
- (9) Trinidad and Tobago Forensic Science Centre; and
- (10) Strategic Services Agency.

Given its huge size and complexity, 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 National Security, and the Commissioner of Police, as the Accounting Officer of the Trinidad and Tobago Police Service (TTPS), have overall responsibility for decisions, although 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 National Security are as follows:

EXECUTIVE TEAM

The Executive Team of the Ministry of National Security comprises a Minister, two (2) Permanent Secretaries (one of whom is the Accounting Officer), and three (3) 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** also known as "Head Office" 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, Ministry of National Security who serves as the Accounting Officer for the entire Ministry (except the TTPS), and is supported by another Permanent Secretary, three (3) Deputy Permanent Secretaries and a cadre of Senior Managers, Administrative Heads and Technical Officers who assist in ensuring the fulfilment of the Ministry's mandate.

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

- Temple Court I, 31-33 Abercromby Street, Port of Spain (Head Office).
- Temple Court II, 52-60 Abercromby Street, Port of Spain.
- 68 Abercromby Street, Port of Spain.
- 46 Park Street, Port of Spain.
- 18-20 London Street, Port of Spain.
- ABMA Building, 55-57 St. Vincent Street, Port of Spain.
- Tower C, Wrightson Road, Port of Spain.
- 63 A Mucurapo Road, St. James.
- 65 Tragarete Road, Port of Spain.
- VMCOTT Compound.

Structure of the General Administration Division

The GAD has a staff establishment of three hundred and twenty-eight (328) permanent positions and seven hundred and fifty-two (752) contract positions. The Division is comprised of several Support and Specially Mandated Units/ Agencies.

Support Units

The GAD is comprised of seventeen (17) 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:

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 1. Cadet Force Division** – serves as the full-time Administrative Secretariat, which provides operational and logistical support to the Trinidad and Tobago Cadet Force. It is generally responsible for providing logistical support for all activities approved by the Commandant; managing the administrative processes within the Ministry of National Security relating to Cadet Force activities and the acquisition and disposal of equipment, materials, vehicles, and uniforms; maintenance of vehicles, stores and equipment used for training and operations; reporting on financial matters; and keeping the Commandant informed of any changes in policies or procedures within the Ministry of National Security.
- 2. Cyber Security Incidence 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.
- 3. 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.
- 4. Defence and Protective Services Unit** – The Defence Section provides administrative support to the Trinidad and Tobago Defence Force and the Office of Disaster Preparedness and Management, and acts as a liaison office/ conduit to the National Emblems Committee, Defence Council, Defence Force Commissions Board and the Cadet Force Advisory Committee. It also has the responsibility for coordinating activities relating to national ceremonial events such as Independence and Remembrance Day celebrations, and is responsible for processing applications for overnight and landing clearances and visits of vessels, as well as matters relating to the use and grant of licenses in respect of the Coat of Arms and the National Flag. The Protective Services Section, 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.
- 5. 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 6. 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 National 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.
- 7. Human Resource Management Unit** – is responsible for the Human Resource Management functions of the General Administration Division of the Ministry of National 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.
- 8. 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.
- 9. Internal Audit Section** – 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.
- 10. International Affairs Unit** – coordinates the efficient and effective delivery of all security, law enforcement, defence and civil support programmes and projects that require interface and engagement with our international partners. It also serves as the focal point at the Ministry in respect of all regional, hemispheric and international security issues and thus works closely with the Ministry of Foreign and CARICOM Affairs.
- 11. 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.
- 12. 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 13. 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).
- 14. 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 Central Tenders Board Ordinance, Regulations, and established policies and procedures. In addition, the Unit facilitates the process for the acquisition of goods and services under the Central Tenders Board Act (\$2 million and Over) or all items not identified in the Third Schedule of the Central Tenders Board Act and monitors the execution of contracts. It is also responsible for the Disposal of Unserviceable Assets of the Ministry.
- 15. 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.
- 16. Records Management Unit** – 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.
- 17. 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 National 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 National 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 GA Division also has thirteen (13) “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 Section** – 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. **Criminal Injuries Compensation Board Secretariat** – receives, investigates and submits all applications for compensation under the Criminal Injuries Compensation Act, Chapter 5:31, to the Board established under the Act, for its consideration and determination. The Secretariat provides administrative and technical support to the Board, including the processing of compensation cheques to victims/dependants who have suffered injury as a direct result of a crime of violence specified by the Act and awarded compensation by the Board.
4. **Electronic Monitoring Unit** – is responsible for implementing and maintaining the electronic monitoring system in accordance with the Administration of Justice (Electronic Monitoring) Act (No. 11 of 2012). The Unit provides real time tracking of the location of persons placed on electronic monitoring by Order of the Courts of Trinidad and Tobago and reports alarm notifications, signal loss and device malfunction for response by the Trinidad and Tobago Police Service. The Act provides for the use of electronic monitoring devices as part of the criminal justice system, in respect of a sentence or part thereof, condition of bail or a Protection Order in accordance with the Domestic Violence Act.
5. **Lifeguard Services** – has the primary responsibility for ensuring the safety of individuals in aquatic environments, by actively maintaining the protection of sea bathers on the nation’s beaches, and ensuring water safety training and education. Lifeguard personnel are deployed to patrol the Maracas/Tyrico, Las Cuevas, Salybia, Toco, Manzanilla, Mayaro, Quinam, Los Iros and Vessigny beaches, during the hours of 10:00 am and 5:30pm daily inclusive of weekends and public holidays.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 6. Military Liaison Office** – serves as the liaison between the Trinidad and Tobago Defence Force and the General Administration Division. Its responsibilities include, liaising with and providing strategic advice on Defence and Security issues to the Minister of National Security on behalf of the Chief of Defence Staff; developing the Critical Infrastructure Protection of other key National Sectors; and assisting in the development and implementation of the National Security Strategies.
- 7. 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 National 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.
- 8. National Forensic DNA Databank Custodian Unit** – is responsible for managing and operating the National Forensic DNA Databank of Trinidad and Tobago (NFDD). The NFDD is a repository of electronic DNA profiles, obtained from crime scenes and individuals mentioned in the Administration of Justice (Deoxyribonucleic Acid) DNA Act, Chapter 5:34, that are searched and compared to obtain matches, contamination and familial associations.
- 9. 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 National 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 Office of Law Enforcement Policy also has administrative oversight of the Transit Police Unit, as well as the recruitment, selection and training of other security arms of the state.

- 10. Penal Reform and Transformation Unit** – is responsible for advancing and transforming the Criminal Justice System using a Restorative Justice Philosophy and a Reintegration Penal Policy. The Unit assists in the establishment of re-integrative programmes for inmates.
- 11. Probation Services** – offers services to persons within the judicial system in accordance with the Probation of Offenders Act, Chapter 13:51. There is a mandatory nexus between Probation Services and the Courts of Law as the Unit plays an integral part of the Judicial and Legal system. In so far as it concerns the Civil jurisdiction of the Courts of Law, their use of Probation Services in furtherance of the Judicial Process is laid down in several aspects of the written Law treating with family matters in Magistrate Courts, High Courts and Appeal Courts.
- 12. Project Building Blocks (Formally CURE Violence Programme)** – is an initiative of the Ministry of National Security that is partially financed through an Inter-American Development Bank (IADB) loan facility. The programme's objective is to reduce crime and violence in forty-one (41) 'high needs' partner communities in Trinidad and Tobago, through the financing of preventative interventions addressing the most proximal and modifiable risk factors. The Programme's activities are focused on Community Action, assistance to the Trinidad and Tobago Police (TTPS) and institutional Strengthening of the Ministry of National Security.
- 13. Work Permits Section** – 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 National 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.

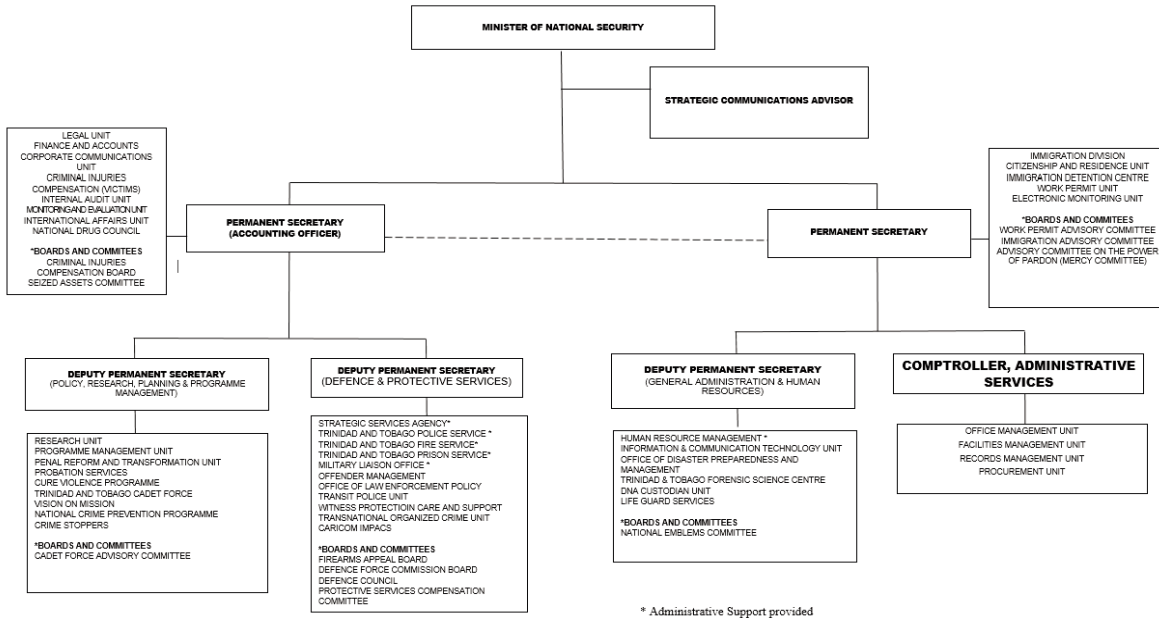
Effects of Functions of the GAD on Members of the Public

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions/Agencies in the Ministry of National 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 Ministerial permits; permits related to import licences for explosives and permission to operate a Protective Service Agency.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

ORGANIZATIONAL CHART

GENERAL ADMINISTRATION - MINISTRY OF NATIONAL SECURITY



TRINIDAD AND TOBAGO DEFENCE FORCE (TTDF)

Vision Statement

To be a professional, motivated and resilient Force within an ever-changing environment, with highly trained, versatile, dedicated and disciplined service personnel.

Mission Statement

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

Roles and functions of the TTDF:

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

Organizational Structure

The TTDF, which has a total staff establishment of five thousand, nine hundred and sixty-three (5,963) persons, comprises four (4) Formations, namely, the Trinidad and Tobago Regiment (TTR), the Trinidad and Tobago Coast Guard (TTCG), the Trinidad and Tobago Air Guard (TTAG) and the Trinidad and Tobago Defence Force Reserves (TTDFR). There are also, forty-eight (48) permanent and twenty-three (23) contracted civilian positions, comprising a Headquarters Unit. Whereas the President of the Republic of Trinidad and Tobago is Commander-in-Chief of the Trinidad and Tobago Defence Force, the Chief of Defence Staff (CDS) is vested with the responsibility for the operational use of the TTDF, subject to any special or general directions of the Minister of National Security in accordance with Section 191(2) of the Defence Act, Chapter 14:01. The CDS operates from the Defence Force Headquarters and is supported by the Vice Chief of Defence Staff (VCDS) and the Commanding Officers for each of the four (4) formations of the TTDF. The Defence Force Headquarters comprises both Administration and Operational units, as follows:

Administration

The Administration sections, supports the operations of the Defence Force by providing key support services in areas such as Human Resource Management, Finance and Registry and includes:

1. **Chief of Defence Staff (CDS)** – has overall responsibility for the strategic direction, operational control and running of the Force;
2. **Vice Chief of Defence Staff (VCDS)** – has overall responsibility for the co-ordination of Staff Officers activities in the various departments, while assisting the CDS with the execution of his intent to achieve the Force's operational mandate;
3. **Information Systems** – provides maintenance security and upkeep of all computer hardware and software within the Force, as well as the training of Defence Force personnel;
4. **Public Relations Department** – co-ordinates public relations and manages the public affairs of the Force;
5. **Staff Judge Advocate** – responsible for the co-ordination and representation of the Force with respect to Legal Matters;
6. **Inspector General** – investigates basic policies and procedures pertaining to the mission and functions of the Force;
7. **Force Development Strategy and Management** – responsible for the functional capabilities required to meet assigned missions and objectives, and undertake the development, maintenance and integration of those capabilities;
8. **Strategic Logistics** – responsible for planning and carrying out the movement, supply and maintenance of resources for the Force;

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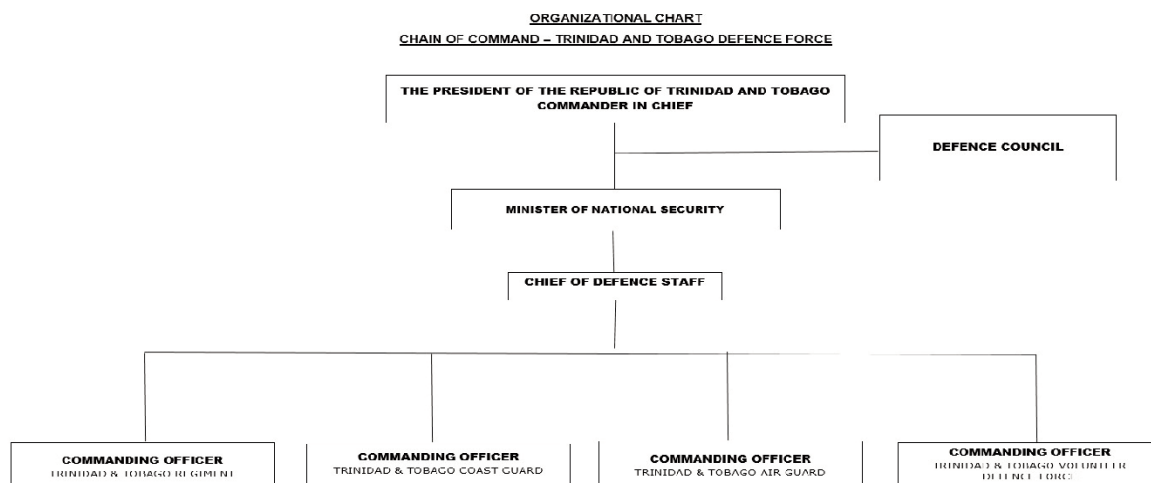
UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

9. **Human Resources Department** – charged with personnel readiness and monitoring and assessment of elements of human resource management. It provides policies, services and facilities affecting the serviceman's human potential and commitment; and
10. **Finance Department**- Facilitates budget planning and preparation, the management and administration of all financial matters in the Force.

Operations

In order to efficiently manage the operations of the TTDF, the Joint/United Staff System consisting of the following components and functional sections, are utilized:

1. **Directors and Military Attachés** – responsible for integrating and aligning the operational management framework of the Force with national security priorities and objectives of the state;
2. **Intelligence Department** – responsible for the collection of data and generation of intelligence for the guidance of the activities of the Force;
3. **Operations Department** – responsible for the co-ordination of all operations within the Force;
4. **Unit Command and Administration Services** – responsible for the co-ordination of the supply, maintenance, transportation and services functions;
5. **Medical Department** – provides technical advice to Command and medical services to the members of the Force;



Effects of functions of the TTDF on Members of the public

One of the main functions of the Trinidad and Tobago Defence Force is to contribute to community and national development, while continually moulding exemplary individuals and building a superior military organization that represents excellence, diversity and versatility.

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 six thousand, seven hundred and seven (6,707) First and Second Division Officers. The TTPS is also supported by a cadre of officers of the Special Reserve Police, governed by the Special Reserve Police Act, Chapter 15:03, as well as five hundred and thirty (530) permanent civil servant staff employed through the Public Service Commission and seven hundred and four (704) contract civilian positions. The TTPS comprises an Administrative Headquarters, nine (9) Police Divisions, and twenty (20) 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 permanent 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 of 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.
- Ten 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.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Police Divisions

The TTPS's nine (9) Police Divisions are separated into the undermentioned Geographical Areas with each Division consisting of several police stations:

Geographical Area	Stations
Western	St James, Maraval, West End, Four Roads, Carenage and Patna Post.
Port of Spain	Central Police Station, Belmont, St Barb's Post, Besson Street, St. Clair and Woodbrook.
North-Eastern	Morvant, San Juan, Barataria/ El Socorro, Blanchisseuse, Santa Cruz, San Juan Sub- Station and Maracas Bay.
Northern	Arima, Tunapuna, Maracas/ St. Joseph, St. Joseph, Arouca, San Raphael, Pinto Post, Cumuto, Malabar, La Horquetta, Maloney Post and Piarco.
Eastern	Sangre Grande, Toco, Matelot, Matura, Valencia Post, Manzanilla, Biche, Mayaro and Rio Claro.
Tobago	Charlotteville, Roxborough, Scarborough, Moriah, Old Grange and Crown Point.
Central	Chaguanas, Couva, Cunupia, Caroni, Brasso, Gran Couva, Freeport, Las Lomas and Longdenville Post.
Southern	San Fernando, Mon Repos, Princes Town, Ste. Madeleine, Moruga, St. Mary's Post, Barrackpore, Marabella, St. Margaret's, Tableland, Gasparillo and Debe Post.
South-Western	Siparia, Penal, Fyzabad, Point Fortin, Cedros, Santa Flora, La Brea, Cap-de-Ville, Guapo, Oropouche and Irin.

Specialist Sections

The TTPS also consists of twenty (20) Specialist Sections outlined as follows:

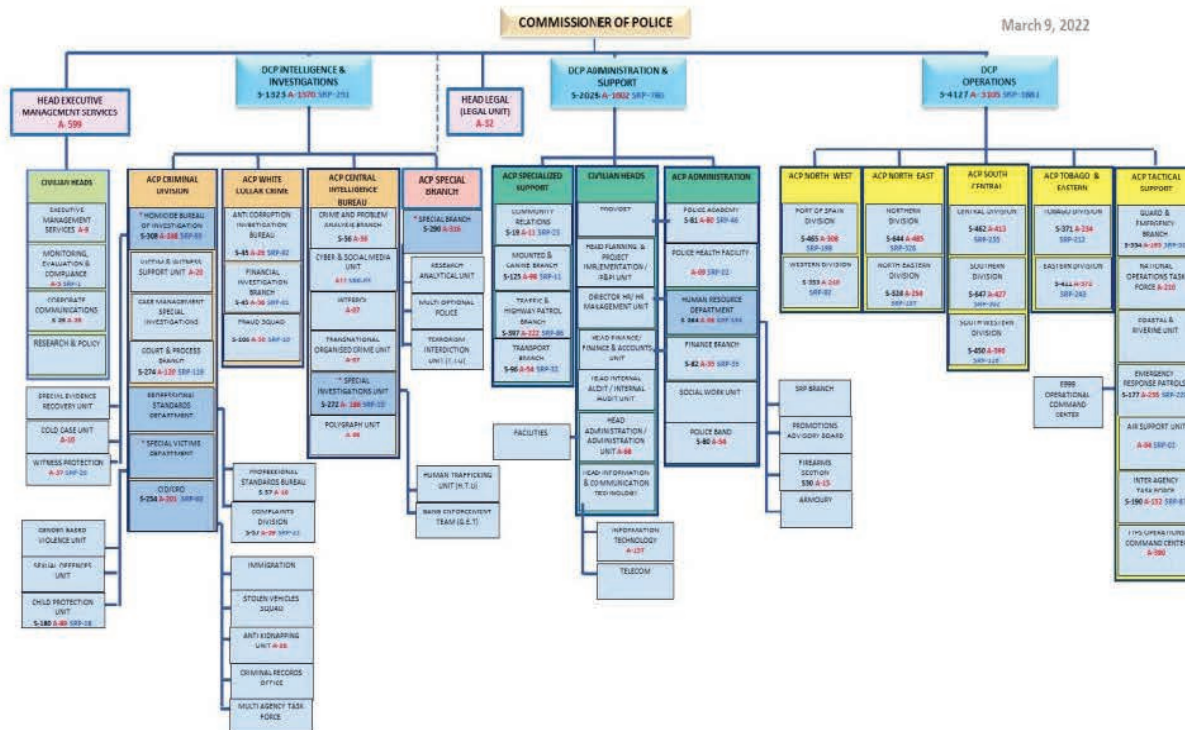
Specialist Sections	Major Functions
Anti-Corruption Investigations Bureau	Investigates alleged acts of impropriety on the part of Justices of the Peace and all reports and allegations of corruption against Government Officials, Public Officers, Police Officers and Public and Statutory Bodies.
Criminal Investigations Department	Investigates serious crimes and maintains record of offenders.
Child Protection Unit	Investigates recent matters of sexual offences, abuse, physical abuse, abandonment, neglect and ill-treatment of children.
Complaints Division	Investigates complaints against Police Officers.
Court & Process Branch	Prosecutes most offences of summary jurisdiction, maintains order within the precincts of courts, serves and executes court documents.
Crime and Problem Analysis Branch	Responsible for the collection, collation, and analysis of crime data.
Cyber & Social Media Unit	Assists all investigators with technology-based investigations and operates as an Intelligence gathering tool.
Financial Investigations Branch	Investigates offences relating to Financial Matters.
Fraud Squad	Investigates offences relating to fraud.
Gender Based Violence Unit	Investigates matters related to Gender-Based Violence and Intra-family Violence
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.
Homicide Bureau of Investigations	Investigates/supervises investigations into homicides.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Inter-Agency Task Force	Mandated to deal with crime in areas which are deemed "hot spots" for criminal activities.
Mounted & Canine Branch	Used as a Support System to perform such duties as patrols, escorts, crowd control and ceremonial duties.
Professional Standards Bureau	Ensuring the integrity, transparency and efficiency of all investigations, including Criminal Complaints made against Police Officers.
Traffic & Highway Patrol Branch	Patrol of the Highways and Main Roads, other duties incidental to the patrols.
Transport & Telecom Branch	Maintenance of transport and telecommunication systems.
Special Branch	Confidential investigations, Intelligence gathering, V.I.P protection, Security Surveys.
Special Investigations Unit	Investigates, prosecutes, disrupts and dismantles gangs and persons involved in serious organized crimes both nationally and transnationally.
Special Operation Response Team	Specialized task force used for high-risk operations.

TRINIDAD AND TOBAGO POLICE SERVICE – ORGANIZATIONAL CHART



Effects of Functions of the TTPS 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 1, 1951, and is one of the Divisions falling under the purview of the Ministry of National 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 (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.

1451—Continued

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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

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
Total	52

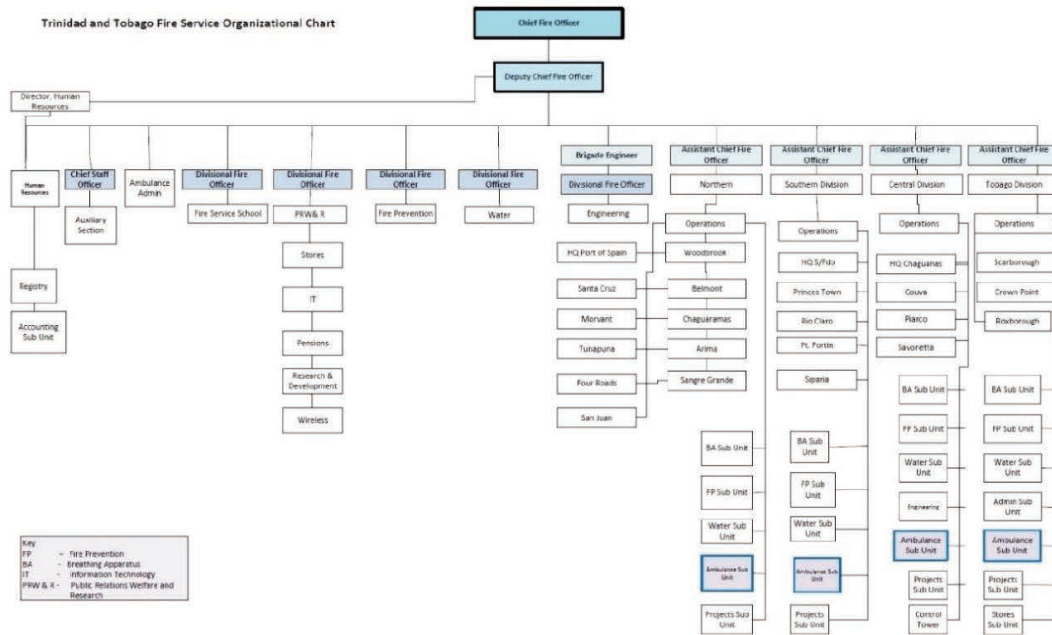
The First Division, includes offices specified in the Second Schedule and such other offices as the President may, by Order, prescribe. These include the offices of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Brigades Engineer, Divisional Fire Officer and Assistant Divisional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

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—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; Prison Service Act Chapter 13:02; and the Young Offenders Detention Act, Chapter 13:05.

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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 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 has a staff establishment of four thousand, two hundred and nineteen (4,219) uniformed officers; and sixty-six (66) permanent and twenty-seven (27) contract civilian positions, comprising an executive and three (3) clearly defined sections each headed by a Deputy Commissioner of Prisons, namely:

- a) ADMINISTRATION
- b) OPERATIONS
- c) PROGRAMS AND INDUSTRY

The Executive of the Prison Service is comprised of the Commissioner of Prisons, three (3) Deputy Commissioners of Prisons and six (6) Assistant Commissioners of Prisons, and is responsible for the internal management of the Prison Service, including the short, medium and long-term planning and associated policy formulation and implementation. The Commissioner is guided in his management portfolio by Government Policy dictates, as defined by the Ministry of National Security. 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.

ADMINISTRATION:

- **Human Resource Unit** – this Unit is led by a Director, Human Resources and comprises twenty-one (21) civilian positions. It oversees functional areas such as human resource planning, employee relations, and training (local and/or foreign and developmental and/or remedial). Functions include recruitment, allocation, transfers, staff reports, terms and conditions of service (sick leave, vacation leave, maternity and paternity leave etc.).
- **Accounts Unit** – This Unit is responsible for the processing of monthly salaries, travelling, acting and subsistence allowances, over-time payments,

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

pension and gratuity, bills and vouchers for payment. The preparation of Draft Estimates for the financial year also falls under the purview of this Section. The **statistics, national insurance and pensions sections** are attached to this Unit.

➤ **Cash and Pay –**

- (i) 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.

➤ **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) Conducts investigations into allegations of misconduct/ indiscipline involving subordinate Officers.
- (ii) Prepares and presents matters before a Disciplinary Tribunal.

OPERATIONS:

This section is headed by the **Assistant 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 10 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 both Remanded and Convicted inmates.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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:**— Located on Carrera Island, it is approximately 2 miles off the mainland. It houses only 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:**— This is a Borstal Institution, located at Golden Grove Road, Arouca. It caters to juveniles between the ages 16–18 years who have been sentenced by the Courts to a period of training. Male and female juveniles are housed separately from each other. The female branch of the facility does not house anyone at this time.
8. **EASTERN CORRECTIONAL AND REHABILITATION CENTRE:**— This facility is located in Santa Rosa, Arima and serves as an intake station, houses both convicted and remanded inmates.
9. **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.
10. **CLAXTON BAY CORRECTIONAL PRISON:**— This prison facility, located just off the Flyover in Claxton Bay, is currently used to quarantine prisoners infected with the Covid-19 virus.

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

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

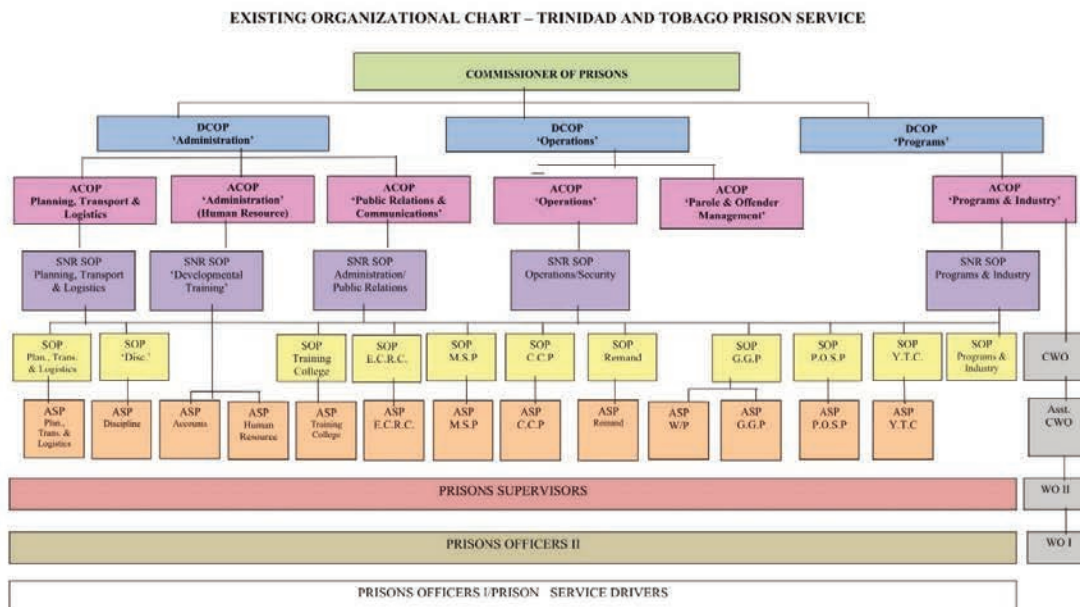
The Warrants Section:— The Warrants Section is managed by a Prisons Supervisor, and is the custodian of all inmates' warrants. In summary, it has the responsibility of managing the processes of receiving and discharging inmates, while also ensuring that all Orders of the Courts of Trinidad and Tobago are strictly adhered to.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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 Officers II and thirty-five (35) Welfare Officers I. The functions of this section include:-

- 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.

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.

TRINIDAD AND TOBAGO CADET FORCE

Mission Statement

The Trinidad and Tobago Cadet Force exists to give mental, moral and physical training to young persons, so as to help form their character, to enable them to start well in life and to develop in them the principles of patriotism and good citizenship. This will develop qualities of self-confidence, self-respect and the ability to face and accept responsibility, with the power to control themselves and direct others.

Roles and functions of the Trinidad and Tobago Cadet Force:

- To produce patriotic, productive citizens who contribute positively to the National community.
- To assist the Civil Authorities in times of crisis and disaster as appropriate.
- To perform Ceremonial Functions on behalf of the State.

Organizational Structure

The Trinidad and Tobago Cadet Force (TTCF) has a total of one hundred and five (105) Commissioned Officers, eighty-one (81) Non-Commissioned Officers (Part-time Adult Volunteers); and one thousand, one hundred and sixty-eight (1,168) Cadets, comprising a Force Headquarters Group, Support Departments and Area Districts Units encompassing Cadet Units established in 81 secondary schools, throughout the Educational Districts of Trinidad and Tobago.

Her Excellency the President is the Commander-in-Chief and patron of the TTCF. The organization is placed under the command of a Commandant, appointed by the President, pursuant to section 3 of the Cadet Force Act, Chapter 14:02. The operational deployment, including all training activities of the TTCF, is the responsibility of the Commandant, assisted by the Commissioned and Non-Commissioned Officers of the Force. The Ministry's Cadet Force Unit, which comprises a Cadet Force Officer and other full-time civilian staff, provides the necessary administrative and technical support to facilitate the operations of the Force.

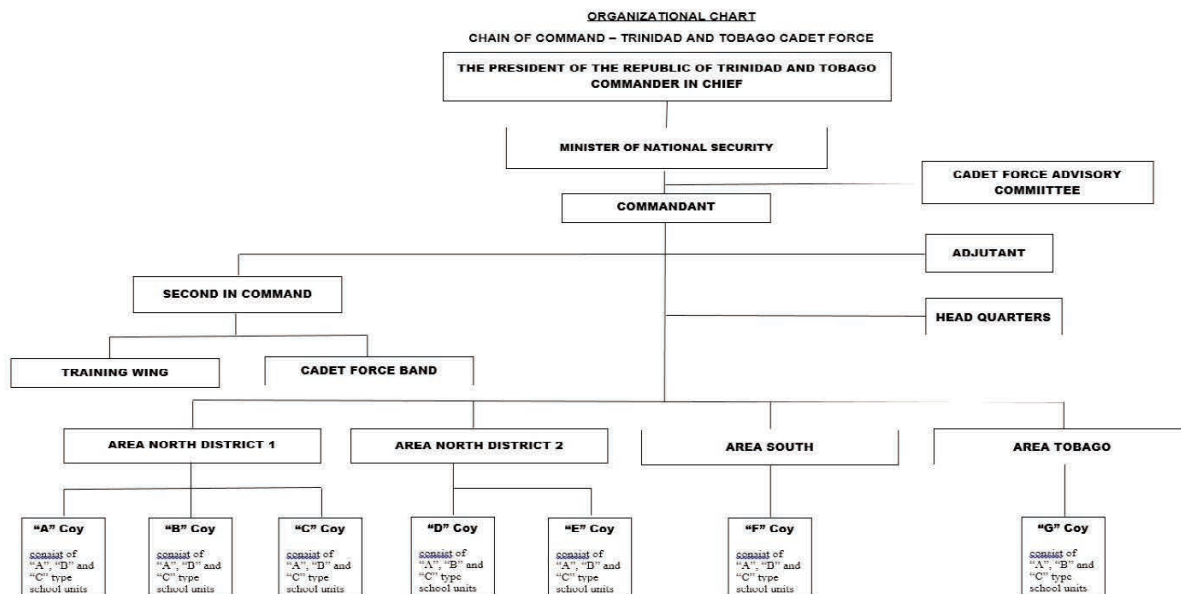
The establishment of the TTCF is guided by the Cadet Force Act, Chapter 14:02 and subsisting Regulations. The structure and staffing of the Cadet Force consists of:

1. **Force Headquarters Group** – comprises the Commandant, Second in Command, Adjutant, Quartermaster, Welfare and Sports Officer, Training Officer and the Force Regimental Sergeant Major.
2. **Support Departments and Personnel** – comprises the Chaplaincy, Band and Corps of Drums, Culinary Arts Unit, Medical Support Unit and Training Department.
3. **Area Districts** – comprises Area Commanders, Area Second in Commands, Area Adjutants, Area Sergeant Majors, Unit Commanders, Platoon

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Commanders, Platoon Second in Commands, Adult Warrant Officers and Senior Rates and Cadets.

As an Agency, operating under the aegis of the Ministry of National Security, the Commandant is accountable to the Minister of National Security on all Administrative and Operational matters pertaining to the TTCF. The Chain of Command is outlined hereunder:



Effects of Functions of the TTCF on Members of the Public

The main functions of the Trinidad and Tobago Cadet Force are the development of youths and the promotion of national service, which is achieved through a character-building training programme, designed to produce exemplary individuals. The organization also maintains a superior training program that represents excellence, diversity and versatility.

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 National 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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 National 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; and
- 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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; and
- 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.

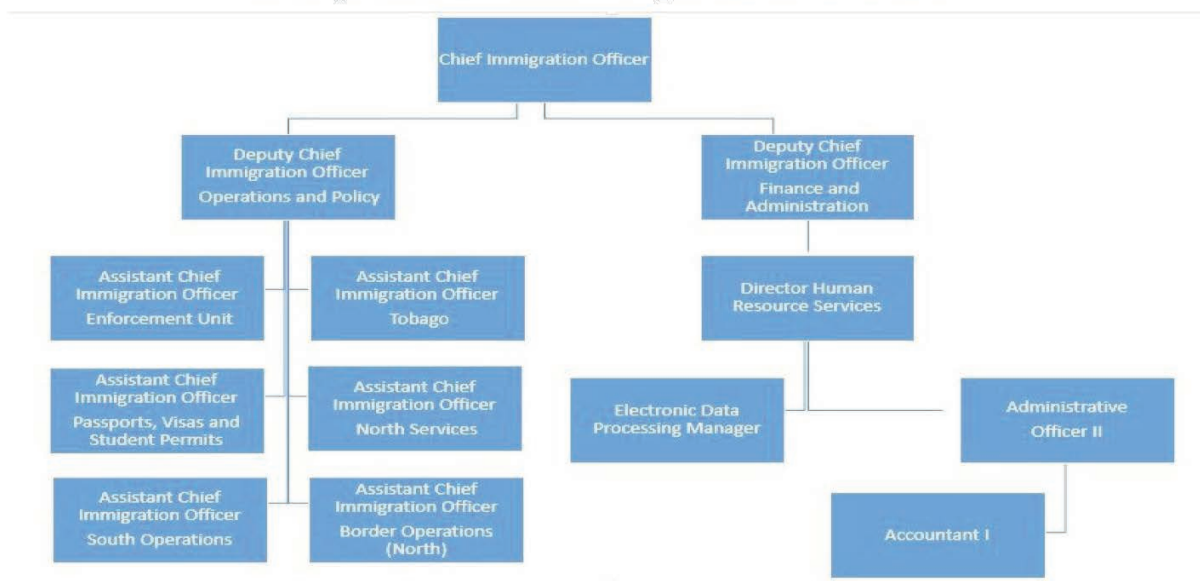
Finance and Administration

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
Immigration Matters Section | ▪ Document Examination Lab |
| | ▪ Border Control |
| | ▪ Permanent Residence and Citizenship |

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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 is 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Vision Statement

To become the premier regional Disaster Risk Management organisation

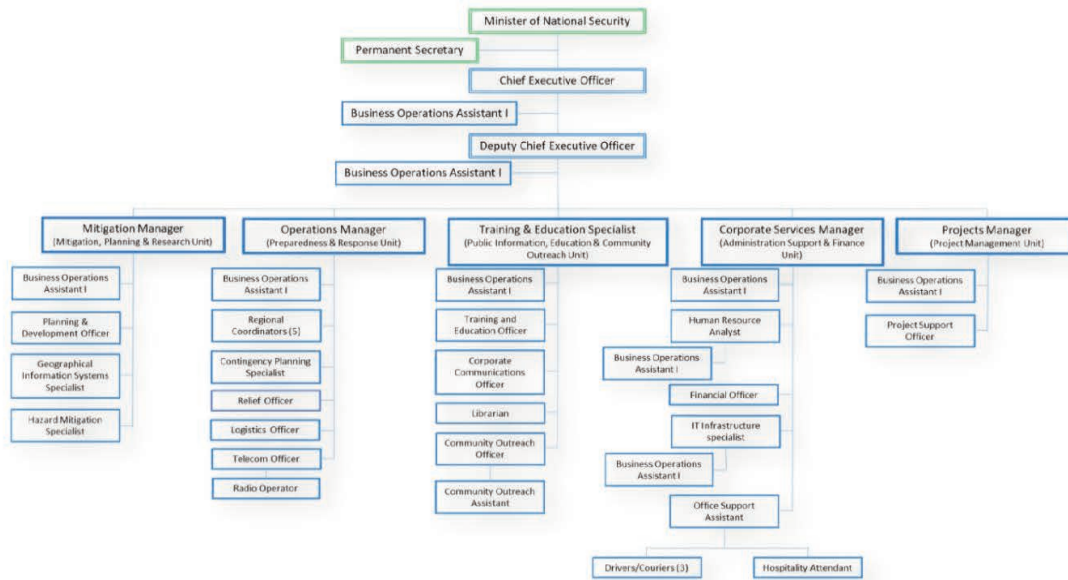
Organizational Structure of the ODPM

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 Management. In an effort to fulfil its mandate in the most efficient and effective way, the ODPM has a total of forty-six (46) 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

**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.

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

Mission Statement

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

The Trinidad and Tobago Forensic Science Centre (TTFSC) has a staff establishment of thirty (30) permanent and twenty-five (25) contract positions, and is headed by a Director. The Forensic Science Centre is responsible for the following:

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

1. identification of:
 - a) illicit drugs (narcotics, psychotropic) in seized material;
 - b) fire accelerants;
 - c) explosive residues;
 - d) corrosives;
 - e) fragments of wood and other plant material;
 - f) faecal, saliva and other body fluid stains;
 - g) the work of various office machines;
 - h) devices as firearms or ammunition;
 - i) cutting instruments and other tools from examination of tool-mark.
2. identification and grouping/ comparison of:
 - a) blood and bloodstains;
 - b) semen and seminal stains;
 - c) various evidential materials (e.g., soil, paint, glass);
 - d) handwriting and typewriting; and
 - e) inks, paper, adhesives, etc.
3. examination of
 - a) currency notes;
 - b) firearms, projectiles and cartridge cases to determine weapon used.
4. restoration of erased identification numbers (e.g., chassis and engine numbers of motor vehicles);
5. identification and quantitation of poisonous substances in human body fluids and viscera) and in food, water and agricultural, pharmaceutical and household products;
6. determination of alcohol (ethanol) content in blood;
7. drug screening of blood and urine for narcotics and psychotropic substances;
8. hair and fiber identification and comparison;
9. detection of alterations on documents;
10. deciphering of indented writing; and
11. estimation of firing distances in shooting cases.

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

The Forensic Pathology Services consist mainly of:

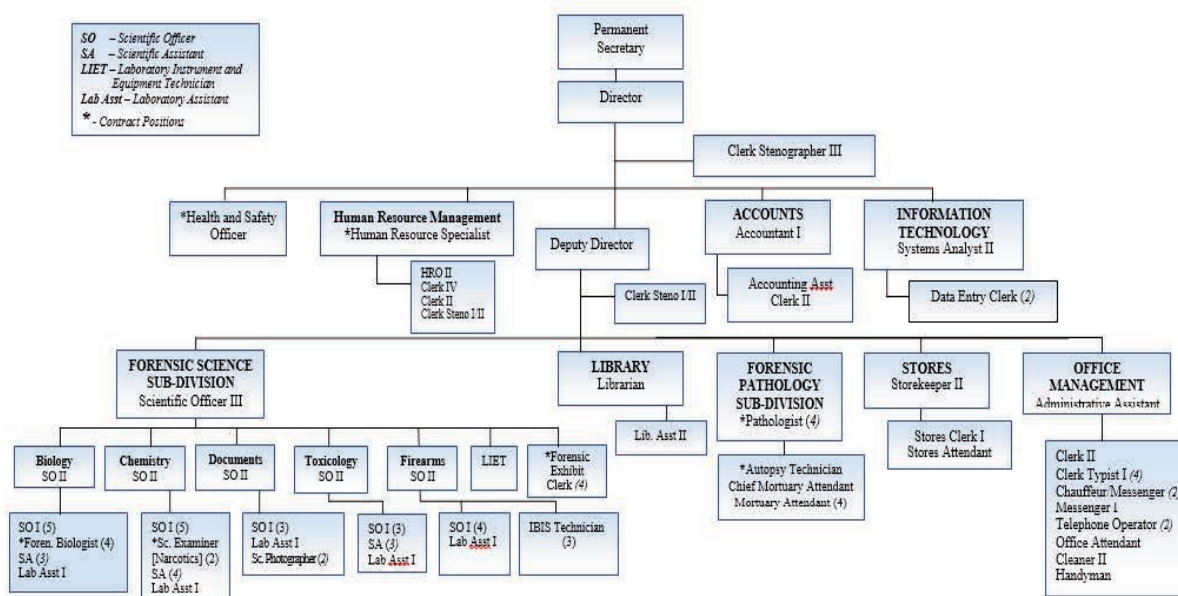
- i. post mortem examinations to determine cause of death in cases of unnatural death, particularly those suspected to involve a felony;
 - ii. identification of skeletal remains; and
 - iii. histological examination of tissues.
-

1451—Continued

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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

Organizational Chart Trinidad and Tobago Forensic Science Centre



Effect of Functions of the TTFSC on Members of the Public

The TTFSC deals directly with members of the Public in respect of forensic services such as autopsies, restoration of chassis and engine numbers on motor vehicles, as well as the analysis of documents, handwriting, blood and substances.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Divisions/ Agencies of the Ministry of National 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 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 DEFENCE FORCE

- Documents relating to the strategic operations of the TTDF, including Patrols, Searches and Seizures.
- Files dealing with regional and international technical co-operation.

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; and
- 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

TRINIDAD AND TOBAGO CADET FORCE

- Files relating to the operations of the TTCF, including Parades; Annual and Easter Training Camps (local and foreign).

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; and
- 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 relating to the operations of the ODPM, including Weather Forecasting Reports and flooding events.

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

- Case files - reports relating to Toxicology; Firearms and Tool marks; Forensic Science and Forensic Pathology analyses.

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 (Defence Force; Police, Fire and Prison Services).
4. Brochures, leaflets and handouts on fire prevention tips;
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 National 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 National Security:****How to Request Information***i. General Procedure*

The policy of the Ministry of National 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.

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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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;
- 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 National 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 National 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 National 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 National Security will comply with the time limit stipulated in the Freedom of Information Act, but if it appears that

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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.

Section 7 (1) (a) (vi)

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

GENERAL ADMINISTRATION DIVISION

The Designated Officer is:

Ms. Laurin Smith-Peters,
Research Officer II(Ag.)
Research Unit, G.A.D
Ministry of National Security,
Temple Court I, 31-33, Abercromby St.,
Port-of-Spain.
Tel.: 623-2441-5 | Ext: 12220
E-mail: research@mns.gov.tt

The Alternate Officer is:

Mr. Andre Phillip
Research Officer I
Research Unit,
Ministry of National Security,
Temple Court I, 31-33, Abercromby St.,
Port-of-Spain.
Tel.: 623-2441-5 | Ext: 12220
E-mail: research@mns.gov.tt

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

TRINIDAD AND TOBAGO DEFENCE FORCE**The Designated Officer is:****Commander Zin-Mark King**

Director Staff Judge Advocate
Defence Force Headquarters
Airways Road, Chaguaramas
Tel.: 612-1703 ext. 186
E-mail: zinmark.king@ttdf.mil.tt

The Alternate Officer is:**Lieutenant (N) Eden Pope**

Assistant Chief Staff Officer, HR (Ag.)
Defence Force Headquarters
Airways Road, Chaguaramas
Tel.: 634-4554/9
E-mail: Eden.Pope@ttdf.mil.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.: (868) 624-5515
E-mail: head.legal@ttps.gov.tt

The Alternate Officer is:**Ms. Allanna Rivas**

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.: (868) 624-5515
E-mail: head.legal@ttps.gov.tt

TRINIDAD AND TOBAGO FIRE SERVICE**The Designated Officer is:****Mr. Daron Dasent**

Divisional Fire Officer
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

The Alternate Officer is:**Ms. Denise Jayms**

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

TRINIDAD AND TOBAGO PRISON SERVICE**The Designated Officer is:****Mr. Mustaque Mohammed**

Prisons Officer II
Head, Legal Unit – TTPrS
Prison Administration Building
#10-14 Phillip Street,
Port-of-Spain.
Tel.: 612-0308 Ext. 510
E-Mail: commissioner@gov.tt

The Alternate 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. 510
E-mail: commissioner@gov.tt

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

TRINIDAD AND TOBAGO CADET FORCE**The Designated Officer is:****Mr. Ken Boodram**

Cadet Force Officer (Ag.)
Cadet Force Division
Ministry of National Security
Abercromby Street
Port-of-Spain.
Tel.: 623-7881 / 623-2441 – 5
E-mail: kboodram@mns.gov.tt

The Alternate Officer is:**Mr. Bilal Millette**

Adjutant,
Trinidad and Tobago Cadet Force
Ministry of National Security
Abercromby Street
Port-of-Spain.
Tel.: 623-7881 / 623-2441 – 5
E-mail: ADJTTCF@mns.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.CIO@gov.tt

The Alternate 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.CIO@gov.tt

OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT**The Designated Officer is:****Mr. Chevalier Jackson**

Corporate Services Manager
O.D.P.M
No. 4A Orange Grove Road, Trincity,
Tacarigua.
Tel.: 640-1285 Ext. 14249
E-mail: publicinfo@gov.tt

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

Business Operations Assistant
O.D.P.M
No. 4A Orange Grove Road, Trincity,
Tacarigua.
Tel.: 640-1285 Ext. 14222
E-mail: publicinfo@gov.tt

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE**The Designated Officer is:****Mr. Derrick Sankar**

Director (Ag.)
T.T.F.S.C
Barbados Road, Federation Park
Port-of-Spain.
Tel.: 622-1011 // Fax: 622-5443
E-mail: dsankar@forensic.gov.tt

The Alternate Officer is:**Mrs. Michelle Nasseir**

Deputy Director (Ag.)
T.T.F.S.C
Barbados Road, Federation Park
Port-of-Spain.
Tel.: 622-1011 // Fax: 622-5443
E-mail: mnasseir@forensic.gov.tt

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

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 National Security, for which the Ministry retains oversight responsibility. These are as follows:

- Advisory Committee on the Power of Pardon (Mercy Committee)
- Bacteriological and Toxins Weapons Committee
- Board of Management of the Youth Training Centre (YTC)
- Cadet Force Advisory Committee
- Criminal Injuries Compensation Board
- Defence Council
- Firearms Appeal Board
- Immigration Advisory Committee
- Ministerial Tenders Committee
- National Drug Council
- National Emblems Committee
- National Security Officers Foundation Board
- Protective Services Compensation Committee
- Seized Assets Committee
- Special Tenders Committee
- Work Permit Advisory Committee

TRINIDAD AND TOBAGO DEFENCE FORCE

- Commissions Board - The TTDF provides secretarial support for the operations of the Commissions Board, which is established by section 10 of the Defence Act, Chapter 14:01. However, the Commissions Board is an independent body headed by the Chairman of the Public Service Commission.

TRINIDAD AND TOBAGO POLICE SERVICE

- Promotions Advisory 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 National 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 of 9:00 a.m. and 3:00 p.m.

Phone : 624-2441
Email Address : library@mns.gov.tt

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

TRINIDAD AND TOBAGO DEFENCE FORCE

The Trinidad and Tobago Defence Force 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 Defence Force Headquarters' Staff Library located at Airways Road, Chaguaramas from Monday to Friday between the hours 12:00 noon to 3:00 pm.

Phone: 634-4532/ 3347/ 1724 // Fax Number: 634-1574

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.

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TRINIDAD AND TOBAGO CADET FORCE

The Trinidad and Tobago Cadet Force 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 conference room of the Cadet Force Division located at #52-60 Abercromby Street, Port-of-Spain from Monday to Friday between the hours of 9:00am to 3:00pm.

Telephone: 623-7881 / 623-2441-5 // Fax number: 627-8044

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

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 8th Floor (South) Government Campus Plaza, #3-9 Richmond Street, Port-of-Spain from Monday to Friday between the hours of 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.

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

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

The Trinidad and Tobago Forensic Science Centre 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 Ministry of National Security's Staff Library located at #52-60 Abercromby Street, Port-of-Spain from Monday to Friday between the hours of 9:00 a.m. and 3:00 p.m.

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

Section 8 Statements

Section 8 (1) (a) (i)

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

GENERAL ADMINISTRATION DIVISION

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

These documents are available for purchase at the Government Printery and can be accessed free on the Office of the Attorney General and Ministry of Legal Affairs' website (<http://laws.gov.tt>).

TRINIDAD AND TOBAGO PRISON SERVICE

- 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.

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

- Provisional Collection of Taxes (No 2) Order, 1992 under the Evidence Act Chapter 7:02, Trinidad and Tobago Forensic Science Centre, Ministry of National Security, Scale of Fees.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

Section 8 (1) (a) (ii)

Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Ministry of National 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 Naturalisation, Registration (Adult/ Minor/ Child by Decent) Re-acquisition;
 - 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

- Police Code of Conduct
- The rights of persons in custody
- Judges Rules
- Code of Ethics
- Cellular Phone Policy
- IT Policy
- Vehicle Usage Policy
- Flexi Work Policy
- HR Policy & Procedure Manual
- Guideline for Conducting Performance Appraisals
- Disposal of Assets Policy
- Policy for retention of External Legal Counsel
- HSE Policy
- 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).

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE

- Quality Manual.
- Standard Operating Procedures for Biology, Chemistry, Documents, Firearms and Tool marks, Toxicology, Stores.
- Manual of Staff Circulars.
- Safety Manual.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Ministry of National 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- FORM 19 - Deportation Order.
- FORM 20 - Notice of Deportation.
- FORM 21 - Certificate issued under Section 7(1) of the Immigration Act Chapter 18:01
- 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

Section 9 (1) (a)

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

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—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 Ministry of National 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 National 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 National Security by a scientific or technical expert, whether within the Ministry of National 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 National 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 National 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.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF NATIONAL SECURITY 2022—CONTINUED

- 2012 Evaluation of the Birdsong Academy.
- 2014 Collective Efficacy Study.
- 2015 Crime and Victimization Perception Survey.
- 2017 Military- led Academic Training (MiLAT) Programme.
- 2017 Civilian Conservation Corps (CCC) Programme.
- 2017 Employee Recognition Policy.

Section 9 (1) (h)

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

- Annual Administrative Reports of the Ministry of National 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 National 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 National 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.

Government of the Republic of Trinidad and Tobago
Updated Public Statement 2023 of the
Environmental Management Authority,
Ministry of Planning and Development in
Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (the FOIA) Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, (the FOIA) Chap. 22:02 a Public Authority is required by law to publish the following statements 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 information held by the Environmental Management Authority;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the Environmental Management Authority

Mission Statement:

The Environmental Management Authority (EMA) is committed to sustainably manage the natural resources and environment by providing a transparent framework to facilitate policy and decision making in development. This will be undertaken within an approved regulatory system, utilising intensive public education and a collaborative cross-sectoral approach.

The EMA is a body corporate established on June 5th 1995 by the Environmental Management Act No. 3 of 1995. The Act was later repealed and re-enacted by the Environmental Management Act No. 3 of 2000 ("the EM Act") (now designated as Chapter 35:05).

The EMA is governed by a Board consisting of a Chairman and nine (9) Directors, all appointed by the President of the Republic of Trinidad and Tobago. The Managing Director (MD) is appointed by the Board of Directors and is also an *ex-officio* Board member. The Chairman of the Board reports to the Minister with responsibility for the Environment.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

The EMA comprises of a staff of one hundred and forty-seven (147) persons and thirteen (13) Environmental Police Officers headed by the Managing Director. The Environmental Management Authority is divided into the following operational departments:

- (1) Managing Director's Office,
- (2) Technical Services,
- (3) Legal, Compliance and Enforcement, and
- (4) Administration and Support Services.

MANAGING DIRECTOR'S (MD's OFFICE)

The MD's Office comprises the following units:

- Corporate Secretariat,
- Internal Audit, and
- Corporate Communications Unit.

The core functions of this office are as follows:

- To oversee the implementation of the policies and priorities of the Board of Directors and work programmes of the Authority;
- To report to the Board of Directors and Trustees of the Environmental Trust Fund;
- To manage and guide the work of the EMA;
- To co-ordinate mechanisms for environmental management in Trinidad and Tobago;
- To co-ordinate with other governmental entities and regional and international organizations;
- To ensure the preparation and completion of the Annual Report;
- To ensure compliance with the Environmental Management Act, Chap 35:05 and its Subsidiary Legislation;
- To restore and remediate environmentally degraded sites;
- To implement a non – point source pollution program;
- To perform independent audits on all operational functions to ensure compliance with approved and published policies and procedures;
- To perform risk-based audits to deliver quality advice on balancing risk and control and cost and to identify business improvements that are better, simpler and more cost effective without compromising the desired balance between risk and control;
- To enhance the image of the EMA;
- To produce ongoing media programmes and special media campaigns;
- To host special events including annual awards and other ceremonies;

TECHNICAL SERVICES:

The Technical Services Department administers and oversees the work of multiple environmental units which will implement current and future environmental legislation, including but not limited to, the Air Pollution Rules, 2014 Certificate of Environmental Clearance Rules, 2001 (as amended) Environmentally Sensitive Areas and Species Rules, 2001, Noise Pollution Control Rules, 2001 (as amended), Waste Management Rules, 2021 and the Water Pollution Rules, 2019.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

The Technical Services Department comprises the following units:

- Certificate of Environmental Clearance,
- Air and Noise,
- Public Education & Information,
- Strategy and Research,
- Waste and Water Permit,
- Biodiversity, and
- Projects.

The core functions of this Department are as follows:

To implement the technical aspects of the Subsidiary Legislation of the Environmental Management Act Chapter 35:05:

- Certificate of Environmental Clearance Rules, 2001,
- Environmentally Sensitive Areas Rules, 2001,
- Environmentally Sensitive Species Rules, 2001,
- Noise Pollution Control Rules, 2001, (as amended),
- Air Pollution Rules, 2014,
- Water Pollution Rules, 2019
- Waste Management Rules, 2021.
 - To establish discharge and emission criteria;
 - To determine Ambient Air Quality;
 - To promote environmental awareness and education in all sectors of Trinidad and Tobago via utilisation of traditional and non-traditional media forms;
 - To develop appropriate and effective public engagement programmes to encourage positive environmental behaviours;
 - To develop and implement sustainable school, youth and community programmes to foster environmental leadership;
 - To conduct lectures and workshops and mount displays on environmental themes for the benefit of the public;
 - To participate in national, regional and international events as required;
 - To spearhead the production and dissemination of education materials;
 - To facilitate public access to information materials;
 - To prepare the State of the Environment Reports;
 - Acting as an extension service to assist the EMA and stakeholders in designing, implementing, and replicating successful research, conservation, ecotourism and development activities;
 - Develop and review research programmes, grant and project proposal applications and manage internal and external reviews with technical experts and advisory committees.
 - Leading the monitoring and evaluation of individual programmes and departments using standard tools, site visits, and meetings with stakeholders;
 - Actively engaging stakeholders to catalyse environmental issues, conservation, and development impacts;
 - Responsibility for the management of the environmental regulatory and non-regulatory technical programs of the EMA.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**LEGAL, COMPLIANCE AND ENFORCEMENT:**

This Department is dedicated to the management and advancement of an effective environmental regulatory regime via the co-ordinated utilisation of its tripartite arms. Its core responsibility is to assure compliance with and enforcement of the relevant environmental laws, rules and regulations in order to safeguard the environment.

The Legal, Compliance and Enforcement Department comprises the following Units:

- Legal Services,
- Permit Monitoring, Complaints and HSE,
- Emergency Response and Investigations, and
- Environmental Police.

LEGAL SERVICES

The core functions of the Legal Services Unit are as follows:

- Drafting, development and amendment of subsidiary legislation under the Environmental Management Act, Chapter 35:05;
- Enforcement of the provisions of the Environmental Management Act Chapter 35:05 and its subsidiary legislation;
- Litigation / representation of the EMA at the Environmental Commission, High Court, the Court of Appeal, and other Courts in this jurisdiction;
- Provision of timely and sound legal advice and opinion on the applicability of environmental law to issues affecting the EMA, other governmental entities and the general public;
- Review of internal policies to ensure that the EMA's activities and operations are consistent with its legislative mandate, the national environmental policy, other national policies and programmes and international environmental law and best practices;
- Resolution of matters using non-litigious methods, e.g. Alternative Dispute Resolution (ADR) / Mediation;
- Drafting, reviewing, negotiating and providing advice on the implementation of all legal documents, agreements, contracts and other formal arrangement for operational activities of the EMA with other governmental and non-governmental entities;
- Working in conjunction with the Technical Services Department of the EMA for the granting of CECs, Noise Variations, and other permits, as required by the Environmental Management Act Chapter 35:05 and its subsidiary legislation.

PERMIT MONITORING, EMERGENCY RESPONSE AND INVESTIGATIONS

The core functions of the Permit Monitoring and Emergency Response and Investigations Units are as follows:

- Protection of human health and the natural environment through the timely investigation and enforcement of the provisions of the Environmental Management Act Chapter 35:05 and its subsidiary legislation.
- Ensure compliance with permit and license conditions and the promotion of environmental stewardship;

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Develop appropriate policies, procedures and systems to facilitate the work of the EMA;
- Protection of human health and the natural environment from the effects of noise and maintenance of the fundamental rights of the individual to the enjoyment of property whilst still allowing reasonable social, cultural and economic activity;
- Protection of communities and ecosystems from the consequences of emergencies and incidents, such as, chemical spills, the unsafe handling and disposal of solid and hazardous wastes, and the indiscriminate conduct of high impact activities.

ENVIRONMENTAL POLICE UNIT

Formed in 1999, the Environmental Police Unit is comprised of Special Reserve Police officers from the Trinidad and Tobago Police Service. The current complement of officers is thirteen (13). The core functions of the Environmental Police Unit are:

- To act as appointed Environmental Inspectors under the Environmental Management Act Chapter 35:05;
- To serve documents;
- To monitor the conditions of Noise Variations;
- To police Environmentally Sensitive Areas;
- To monitor the protection of Environmental Sensitive Species designated under the Environmental Management Act Chapter 35:05 and the Environmentally Sensitive Species Rules, 2001;
- To assist the EMA in enforcing the provisions of the Environmental Management Act Chapter 35:05 and its Subsidiary Legislation;
- To monitor pollution;
- To respond to environmental complaints;
- To patrol highways;
- Generally to enforce the laws of Trinidad and Tobago.

ADMINISTRATION AND SUPPORT SERVICES / FACILITIES :

The Administration and Support Services department is responsible for the management of the support functions of the EMA. The Department provides oversight and direction to the various disciplines within the unit.

The department comprises the following Units:

- Financial Accounting,
- Fund / Treasury Management,
- Procurement and Asset Management,
- Information Technology,
- Human Resources, and
- General Administration,
- Facilities.

The core functions of this department are as follows:

- To provide logistical support to the organisation;
- To make available, timely and accurate and complete information on the financial performance and status of the EMA for sound decision-making;
- To ensure the implementation of good governance principles and accountability;

UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**Effect of Functions on Members of the Public:**

The Environmental Management Act, Chap. 35:05 mandates the EMA:-

- To implement government policies;
- To undertake programmes for the effective management and wise use of the environment;
- To co-ordinate environmental management functions performed by persons in Trinidad and Tobago;
- To promote education and awareness;
- To develop and establish national environmental standards and criteria;
- To undertake monitoring and inspection activities;
- To prevent and control pollution;
- To promote conservation;
- To establish and co-ordinate local, regional and international institutional linkages;
- To facilitate co-operation among persons as well as manage the environment in a manner which fosters public participation and promotes consensus.

The work of the EMA, therefore, impacts every sector and citizen of the country. The EMA solicits feedback from citizens through requests for public comments, public consultations, committees and advisory bodies. Each citizen has an opportunity to be involved in the formulation of policy, standards and other criteria affecting the environment through attendance at, and response to requests for public comments on various draft legislation, policies and development projects. Citizens may also lodge complaints or report violations.

Section 7 Statements***Section 7 (1) (a) (ii)******Categories of Documents in the possession of the EMA***

1. Administrative records.
2. Files dealing with administrative support and general administrative documents for the operations of the EMA.
3. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
4. Files dealing with the accounting and financial management function of the EMA.
5. Financial Records (cheques, vouchers, receipts, journals, etc.).
6. Files dealing with matters relating to the procurement of supplies, services and equipment.
7. Cabinet documents.
8. Maps / charts/ photographs / compact discs/digital video, discs / diskettes /abstracts/ tapes / catalogues.
9. News Releases as well as speeches originating from the EMA.
10. Policy and procedure documents.
11. Internal and external correspondence files.
12. Customer / Suppliers files.
13. Documents relating to strategic review of the EMA, information technology strategy and training plans.
14. Legislation and legal instruments.
15. Legal opinions and related matters.
16. Files dealing with training – local and foreign, as well as technical co-operation.
17. Minutes/Agenda of meetings.
18. Files dealing with Circulars, memoranda, notices, bulletins, etc.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

19. Reports: statistical, annual/monthly/quarterly, audit, consultants' /technical, terms of reference, corporate, valuation, state of the environment, etc.
20. Environmental impact assessments.
21. Briefing papers.
22. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
23. Files dealing with official functions, conferences and events hosted and attended by the EMA.
24. Periodicals and publications.
25. Complaint files.
26. Public guidelines (Air applications, CEC applications, Noise variation applications, Water Polluters' and Waste Generators Permit applications).
27. National Registers (Air, Certificates of Environmental Clearance; Noise Variation, Waste and Water).
28. Evaluation documents for public education programmes.

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

The public may inspect the following material between the hours of 8.00 a.m. and 4.30 p.m. on working days at:-

The Information Centre
Environmental Management Authority
8 Elizabeth Street
St. Clair
Port of Spain
Trinidad & Tobago.
Telephone: (868) 226-4362 / 226-4EMA;
Fax: (868) 226-1227;
E-mail: information@ema.co.tt
Website: www.ema.co.tt

Video Tapes:-

- A Community in Danger: "Lead Pollution at Demerara Road".
- Water Pollution – Threatening our Quality of Life.
- The Certificate of Environmental Clearance Process.
- It's All About Us – A Look at Climate Change in Trinidad and Tobago.
- Mother Nature (Forest Fires and Flooding).
- Secondary schools' Eco-Song and Envirologue Competitions.
- Primary Schools' "Hands On" Competitions.
- Radio Programmes (Advertising Campaigns and Jingles).

Compact Discs and Audio Tapes:-

- EMA Radio Programmes.
- Addresses and speeches by the Honourable Ministers of the Environment
- Radio programmes (Advertising campaigns and Jingles).
- Presentations from the EMA's Environmental Conferences (2005, 2006, 2007, 2009).

Webinars:-

- Knowledge Series 2020.
- Knowledge Series 2021.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

Reports:-

- Oil spills.
- Water quality.
- Environmental literacy surveys.
- State of the Environments.
- Annual reports.
- Ambient Air Quality Monitoring.

Guidelines:-

- Source Emitter Registration Form A (Sample)
- A Guide to Source Emitter Registration under the Air Pollution Rules, 2014
- Instructional Booklet for Form A – Source Emitter Registration
- Application to Transfer Registration Certificate Form E
- Air Pollution Permit Application Form (Form H)
- Instructional Booklet for Form H Permit Application Form
- Ambient Air Quality Monitoring and Stack Emissions Testing Guide
- Air Quality Index FAQs
- A Guide to the Application for a Certificate of Environmental Clearance.
- A Guide to Completing the Certificate of Environmental Clearance Application Form A
- A Guide to Submitting the Certificate of Environmental Clearance Application Form A
- Guidelines to Preparing a Claim for Confidentiality for a CEC Application.
- CEC Process Flowchart
- E.I.A. FAQs: A Guide the Environmental Impact Assessment (EIA) Process.
- A Guide to the Noise Pollution Control Rules, 2001.
- Instructional Guide for Completing the Events Noise Variation Application Process
- Application for Renewal of a Variation
- Noise Variation Application Process
- Noise Variation Application Checklist
- Noise Variation Application FAQs
- Noise FAQ Booklet: Your Guide to understanding the Noise Pollution Control Rules
- Deadline dates for submission of VR applications for 2023
- Instructional Booklet For Form A1 – Application For Water Pollution Permit
- Form A1 Sample Form
- Instructional Booklet For Form A2 – Application For Water Pollution Permit
- Form A2 Sample Form
- Instructional Booklet For Form A3 – Application For Water Pollution Permit
- Form A3 Sample Form
- Instructional Booklet For Form J – Discharge Monitoring Data Report
- Form J – Discharge Monitoring Data Report
- Public Guide to Permitting - Water Pollution Rules 2019
- Public Guide to Permit Annual Discharge Fee Calculation
- Water Pollution Rules 2019 FAQ
- Waste Generation Permit Application Form (Form A)
- Waste Generation Permit Sample Application Form (Form A)
- Waste Generation Permit Application Guide
- Waste Management Fees Calculation
- Waste Handling Permit Application Form
- Waste Handling Permit Application Guide
- Waste Handling Permit Sample Form
- Public Guide Waste Management Rules, 2021 (WMR, 2021) and the Waste Management (Fees) Regulations, 2021 (WMFR, 2021) FAQ
- Public Guide for Transboundary Movement of Hazardous Waste
- Revised notification and movement documents for the control of transboundary movement of hazardous wastes and instructions for completing these documents

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Guidelines for Proper Management of Electronic Waste
- Waste Oil FAQ
- Waste Batteries FAQ
- Lighting Waste FAQ

Publications:-

- EMA News.
- State of the Environment reports.
- Annual reports.
- National Biodiversity Strategy Action Plan.
- National Environmental Policy.
- National Environmental Action Plan.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change.
- Green Business
- Matura National Park: An Environmentally Sensitive Area
- Forests and You: Activity Booklet
- Importance of Wetlands: Activity Booklet
- Litter: Activity Booklet
- Wetlands: A Teachers' Module
- Mystic Mora
- National environmental literacy / awareness survey: knowledge, attitudes, practices

National Registers:-

- Air Pollution Permit Register
- Certificates of Environmental Clearance Register
- Noise Variation Register
- Source Emitters Register
- Water Polluters Register
- Waste Management Register

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

Members of the public may subscribe for the following material:

- (1) EMA News: Bi-annual (free).
- (2) State of the environment reports: TT \$100.00; US and the Caribbean US\$26.00; Europe US\$28.00, Other US\$30.00.
- (3) Annual Reports: TT \$125.00; US and the Caribbean US\$30.00; Europe US\$32.00, Other US\$33.00.

Section 7 (1) (a) (v)***Procedure to be followed when accessing a document from the EMA***How to Request Information:**▪ General Procedure:-**

The applicant must complete the appropriate form (***Request for Access to Official Documents***) available in our Information Centre or at the Help Desk.

▪ Addressing Requests:-

To facilitate prompt handling of your request, please address it to the Designated Officer or the Alternate Designated Officer of the EMA.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**▪ Details in the Request:-**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include communicate with our Designated Officer.

Requests not handled under the FOIA:-

- A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request**• Retrieving Documents:-**

The EMA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in another storage centre, e.g. the National Archives can and will be retrieved in order to process your request.

• Furnishing Documents:-

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

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

- (a) Create new document. For example, we are not required to write a new programme that a computer will print it in the format you prefer.
- (b) Perform research for you.

• Time Limits:-

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

• Fees and Refunds

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

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

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

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**The Designated Officer is:**

Ms. Marlene Scott
Librarian
Environmental Management Authority
8 Elizabeth Street, St. Clair, Port of Spain.
Telephone number: (868) 226-4362
Fax: (868) 226-1227
E-mail address: mscott@ema.co.tt

The Alternate Officer is:

Mr. Maurice Wishart
Legal Officer III
Environmental Management Authority
8 Elizabeth Street, St. Clair, Port of Spain.
Telephone number: (868) 226-4362
Fax: (868) 226-1227
E-mail address: mwishart@ema.co.tt

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

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

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

Certain information may be readily accessed in our library or through our

Website: www.ema.co.tt.
Twitter: @emaauthority : <https://twitter.com/emaauthority>
Facebook: @EMAAuthority : <https://www.facebook.com/emaauthority>
Instagram: @emaauthority : <https://www.instagram.com/emaauthority/>
LinkedIn: @Environmental Management Authority
: <https://www.linkedin.com/in/environmental-management-authority-a9549144/>
YouTube: @emaauthority
: <https://www.youtube.com/channel/UCNijSNnsG3RHDWVC8-LIC8g>

You may make general enquiries to our Librarian at 226-4362.

The Information Centre/Library/Reading Room in the EMA is located on the 1st Floor, 8, Elizabeth Street, St. Clair, Port of Spain.

The Information Centre/Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8.00 a.m. and 4.30 p.m. via appointments.

Policy of the Environmental Management Authority for the provision of copies of documents that are readily available to the public:

- Charge for Photocopies is fifty cents (50¢) (one side) and eighty cents (80¢) (both sides) of the page.
- Provision of documents may be subject to a charge to cover administrative costs. An Index

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- of prices is available in the Information Centre.
- No smoking, eating, drinking or the use of cellular phones is allowed in the
- Information Centre/Reading Room/Library.

Section 8 Statements

Section 8 (1) (a) (1)

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

- Environmental Management Act, Chap. 35 :05
- Air Pollution Rules, 2014
- Air Pollution (Fees) Regulations, 2014
- Certificate of Environmental Clearance Rules, Legal Notice No. 104/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) Order, Legal Notice No. 103/2001.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2007, Legal Notice No. 164/2007.
- Certificate of Environmental Clearance Rules (Designated Activities) (Amendment) Order, 2008. Legal Notice No. 186/2008.
- Certificate of Environmental Clearance Rules, (Fees) Regulations, Legal Notice No. 91/2001.
- Environmentally Sensitive Areas Rules, 2001. Legal Notice No. 37/2001.
- Environmentally Sensitive Areas (Matura), 2004. Legal Notice No. 323/2004.
- Environmentally Sensitive Areas (Nariva Swamp), 2006. Legal Notice No. 334/2006.
- Environmentally Sensitive Areas (Aripo Savannas), 2007. Legal Notice No. 152/2007
- Environmentally Sensitive Species Rules, 2001. Legal Notice No. 63/2001.
- Environmentally Sensitive Species (Pawi), 2005. Legal Notice No. 124/2005.
- Environmentally Sensitive Species (White-tailed Sabrewing), 2005. Legal Notice No. 125/2005.
- Environmentally Sensitive Species (Manatee), 2005. Legal Notice No. 98/2005.
- Environmentally Sensitive Species (Ocelot), 2013. Legal Notice No. 31/2013.
- Environmentally Sensitive Species (Golden Tree Frog), 2013. Legal Notice No. 32/2013.
- Environmentally Sensitive Species (Leatherback Turtle), 2014. Legal Notice No. 88/2014.
- Environmentally Sensitive Species (Loggerhead Turtle), 2014. Legal Notice No. 89/2014.
- Environmentally Sensitive Species (Green Turtle), 2014. Legal Notice No. 90/2014.
- Environmentally Sensitive Species (Hawksbill), 2014. Legal Notice No. 91/2014.
- Environmentally Sensitive Species (Olive Ridley), 2014. Legal Notice No. 92/2014.
- Noise Pollution Control Rules, 2001. Legal Notice No. 60/2001.
- Noise Pollution Control (Fees) Regulations, 2001. Legal Notice No. 51/2001.
- Noise Pollution Control (Amendment) Rules, 2022. Legal Notice No. 18/2022.
- Water Pollution Rules, 2019. Legal Notice No. 312/2019.
- Water Pollution (Fees) Regulations, 2019. Legal Notice No. 311/2019.
- Water Pollution Rules, 2019. Legal Notice No. 312/2019.
- Water Pollution (Fees) Regulations, 2019. Legal Notice No. 311/2019.
- Notice of Final Action for Water Pollution Rules, 2019.
- Waste Management Rules, 2021. Legal Notice 184/2021.
- Waste Management (Fees) Regulations, 2021. Legal Notice 185/2021.

All documents listed above are available at the Information Centre and on the Environmental Management Authority's website, at www.ema.co.tt

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**Section 8 (1) (a) (ii)*****Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the EMA, or similar documents containing rules, policies, guidelines, practices or precedents.***

- Cellular Phone Policy, 2009
- Code of Conduct Policy - 2022
- Conflict of Interest Policy & Declaration Form 2020
- Information Technology Policy (2023)
- Media and Social Media Policy, 2019
- EMA's 9001:2015 Quality Policy, 2019
- Procedure: Control of Documented Information - 2023
- Procedure: Change Management - 2022
- Environmental, Social, Health and Safety Management
- Email Voting Policy and Procedures Manual, 2014
- HSE Policy Statement, 2017
- Policy for the Retention of External Legal Counsel, 2016
- Procedural Rules for the Board of Directors of the EMA, 2021
- Strategic Planning & Annual Objective Setting Manual –2022
- Accounting and Finance Policy and Standard Operating Procedures Manual, 2019
- Anti-Fraud Policy and Procedures, 2019
- Audit Committee Charter, 2013
- Basic Fiduciary Management 2022
- Internal Audit Committee Charter, 2013
- Investment Policy and Procedures, 2019
- Payment of Allowances for Overseas Travel Policy, 2017
- Procurement, Disposal and Retention Policy 2023
- Handbook for Procurement Retention and Disposal of Public Property 2023
- Public Sector Investment Programme (PSIP) – Guidelines & Process Flow –2021
- Risk Management Framework, 2013
- Specialised Fiduciary Management (Project Management) 2022
- Project Management Manual 2022
- Anti-Money Laundering/Countering the Financing of Terrorism/Countering Proliferation Finance and Know Your Counterparty Policy (AML-KYC)
- Vehicle Usage Policy and Procedures, 2022
- VTM / Credit Card Policy, 2021
- Conflict of Interest Policy and Declaration Form 2022
- Delegated Authorities for Human Resource Management, 2021
- Human Resource Policy and Procedures Manual, 2014
- Internship Selection Policy, December 2014
- Employees' Contract Liabilities, January 2014
- Employee Performance Management Handbook, 2018
- Employee Benefits Policy 2021
- Employee Leave Policy, 2022
- Flexi Working Hours, August 2013
- Gender Policy and Action Plan 2023
- Guidelines for Conducting Performance Appraisal, June 2015
- Orientation Policy, 2021
- Recruitment and Selection Policy –2022
- Remote Work Policy and Guidelines 2022
- Whistleblower Policy and Declaration Form 2022
- Workplace Harassment Policy, 2020

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- COVID-19 Guide for the Safe Return to Work for the EMA, 2020
- COVID-19 Safe Return to Work for EMA – Body Temperature Screening for Staff Visitors & Contractors at All EMA Offices, 2020
- COVID-19 Safe Return to Work for the EMA - PROTOCOL: Isolation of Employees whilst at Work, 2020
- COVID-19 -Safe Return to Work for the EMA Guidelines for all locations, 2020
- COVID-19 Safe Return to Work for the EMA Guide for Employees Denied Entry to EMA Offices, 2020
- Guideline – Payment Plan for Annual Permit Fees, 2021
- Procedure: Control of Non-conforming Outputs –2022
- Procedure: Corrective Action and Preventive Action 2022
- Procedure: Management Review 2023
- Quality Management Systems Manual 2023
- Procedure: Emergency Response Plan (ERP) for EMA Locations 2022
- SOP: Air Pollution Management – Air Pollution Rules, 2014 – Air Quality Assessment Determination and Processing –2022
- SOP: Ambient Air Quality Monitoring and Stack Emissions Testing Guide –2021
- SOP: Revised Air Quality Management Programme –2021
- SOP: CEC Transfer –2020
- SOP: CEC Rules Site Visit –2022
- SOP: CEC Rules Preparation of EIA TOR –2022
- SOP: Control of Documented Information – 2021
- SOP: The Development and Implementation of Educational and Public Awareness Programmes on the Environment 2022
- SOP: Enforcement –in accordance with the EM Act Chap 35:05
- SOP: Designation of Environmentally Sensitive Species /Environmentally Sensitive Areas 2022
- SOP: Internal and External Communications 2022
- SOP: Noise Pollution Control Rules – Permitting - Event Noise Variations 2022
- SOP: Noise Pollution Control Rules – Permitting - Site Visits 2022
- SOP: Recruitment and Selection 2022
- SOP: Risk Assessment & Risk Management (HSE) 2022
- SOP: Supplier Management and Performance 2022
- SOP: Waste Management Rules, 2001- Waste Permits 2022
- SOP: Water Pollution Permit SOP – 2021
- SOP: Water Pollution Permit Site Visit- 2021
- SOP: Water Pollution Rules-Permitting-Site Visits –2022
- SOP: Water Pollution Rules-Water Pollution Permit–2022
- SOP: Internal Quality Audits – 2021
- SOP: Petty Cash, Finance Policy –2021
- SOP: Production of Annual Report – 2022

Policy Bulletins/Practitioners Guides:-

- Review of Legislation, Regulations, Policies and Programmes (2022).
- Revised Draft Environmental Code (2021).
- Draft Environmental Code: A Consolidated Text of Environmental Laws (2000).
- Code of Practice: Control of Noise in the Music Entertainment Industry in Trinidad And Tobago.
- Treating with Applications for Maintenance Dredging: Supplemental Information On The CEC Process. Policy Bulletin 001/2006.
- Deciding Whether A Project Must Have An Environmental Impact Assessment.
- Practitioners Guide 002/2006.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Terms of Reference. Practitioners Guide 004/2006.
- Payment of CEC Fees and Charges. Practitioners Guide 005/2006.
- Standard Operating Procedure For Determining Whether An Environmental Impact Assessment Is Required.
- Permitting Policy: Criteria for Determining Whether a CEC File Should Remain Open/Active, 2015.
- Permitting Policy: Procedure for the Determination and Issuance of Certificates & Permits, 2015.
- Water Pollution Management Programme.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the EMA 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.

At this time, we have no such documents regarding the enforcement of written laws.

Section 9 (1) (a)

Reports or statements containing the advice or recommendations, of a body or entity established within the EMA.

At this time, we have no such reports or statements.

Section 9 (1) (b)

Reports or statements containing the advice or recommendations, of a body or entity established outside the EMA 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 EMA or to the responsible Minister of the EMA.

- Position Paper on the Management of Fireworks in Trinidad and Tobago

Section 9 (1) (c)

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

- Second National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. 2013.
- Initial National Communication of the Republic of Trinidad and Tobago under the United Nations Framework Convention on Climate Change. March 2001.
- National Biodiversity Strategy and Action Plan. March 2001.
- Fifth Report to the Convention on Biological Diversity 2018.
- Revised National Biodiversity Strategy and Action Plan 2018.
- Fifth Report to the United Nations Convention to Combat Desertification 2018.

Section 9 (1) (d)

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

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

At this time, we have no such reports or statements.

Section 9 (1) (e)

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

- Draft Environmental Code: A Consolidated Text of Environmental Laws (2000).
- Effluent from Forrest Park Landfill – Groundwater from Well at Springvale. CARIRI/EMA May 2001.
- Final Report on Lead Particulate at the St. Joseph Boys' School. CARIRI/EMA July 2001.
- Report on the Investigation of the Fish Kill at the Caroni Swamp. IMA/EMA July 2001.
- Final report on the fingerprinting analysis of an oil spill at Chaguaramas, January 2003. IMA/EMA January 2003.
- Report of an oil spill at Chaguaramas. December 2002. IMA/EMA.
- Report of oil spill at Chaguaramas, December 2002 - January 2003.
- Final report for Water Quality monitoring at some Water Sources in North Trinidad. CARIRI/EMA. 2001.
- Ground water well development and ground water quality assessment: Final report CARIRI/EMA. 2003.
- Baseline survey of blood lead levels in primary school children ages 5-7 in Trinidad and Tobago. October 2004. EMA/Ministry of Health.
- Groundwater Quality Assessment at Selected Sites in Trinidad and Tobago. EMA 2005
- Blood Lead Levels in Primary School Children in Trinidad and Tobago. Research Paper. EMA.
- Volume of Soil-Lead Contamination at Demerara Pond Area. EMA/UWI 2005.
- Lead Sampling and Analysis at La Chance Trace and Demerara Road Community, Arima. EMA/UWI 2005.
- National hazardous waste inventory. 2006. EMA/CEHI.
- Final report on water quality monitoring of selected recreational areas in Trinidad and Tobago. EMA/ CARIRI. October 2007.
- River assessment reports: *May 2007*. EMA/UWI 2007.
- Chemical water quality of rivers of Trinidad and Tobago: an assessment of metal pollution. EMA/UWI 2007.
- Use of benthic macroinvertebrates to assess anthropogenic impacts in the rivers of Trinidad and Tobago. EMA/UWI 2007.
- Investigation and assessment of potential lead contaminated sites in Trinidad and Tobago based on the blood lead level (BLL) survey of 2004. EMA 2007.
- Determination of the volume of lead contamination at three sites in Trinidad. EMA/UWI 2008.
- Ambient air quality monitoring at the Point Lisas Industrial Estate, 2005-2006 yearly report. November 2008. EMA 2008.
- National Environmental Literacy/Awareness Survey, 2016.
- Report on the results of the public survey on the use and impacts of fireworks in Trinidad and Tobago, October 2020.
- Ambient Air Quality Monitoring Reports for Trinidad and Tobago
- IWeco TT guidebook for quarry rehabilitation plans. EMA 2022

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**Section 9 (1) (f)****Reports prepared for the EMA by a consultant who was paid for preparing the report.**

- Aripo Savannas Environmentally Sensitive Area Literature Review to Facilitate the Preparation of Management Plans/ Prepared by the Caribbean Natural Resource Institute, 2007.
- Aripo Savannas Environmentally Sensitive Area Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Implementation Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Resource Management Plan: A Framework for Participatory Management / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Case study of the participatory planning process for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Aripo Savannas Environmentally Sensitive Area Participatory Geographic Information Systems Manual/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Recreation Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Aripo Savannas Environmentally Sensitive Area Interpretive Management Plan/ Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Managing Together: A Summary of the Integrated Management Plan for the Aripo Savannas Environmentally Sensitive Area / Prepared by the Caribbean Natural Resources Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2008.
- Participatory planning and management of protected areas / Prepared by the Caribbean Natural Resource Institute for the Environmental Management Authority. Port of Spain, Trinidad: EMA, 2009.
- Guideline on the Application of Risk Assessment in CEC Applications. Version 1.0. (2009) Prepared for the Environmental Management Authority by Jacques Whitford Ltd.
- Cumulative Impact Assessment Practitioners Guide (2008) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Towards a Methodology for Marine SEA in Trinidad and Tobago (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.
- Marine Strategic Environmental Assessment: A Scoping Study (2007) Prepared for the Environmental Management Authority by ABP Marine Environmental Research Ltd. and Applied Marine Sciences Ltd.
- Review and Assessment of the EIA Process in Trinidad and Tobago. Volume 1 – Main Report and Volume 2 – Appendices (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Environmental Impact Assessment Practitioners Guide (Draft Final) Prepared for the Environmental Management Authority by Mind Alliance Ltd.
- Air Dispersion Modelling Report and EIA Sections, Proposed Aluminium Complex for Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. April, 2006.

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Review of Supplementary Report, Proposed Aluminium Complex by Alutrint, Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. October 6, 2006.
- Review of Alutrint Responses dated Nov 23, 2006. On the Supplementary Report for the Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea, Trinidad. CEC1033/2005. Jacques Whitford. January 10, 2007.
- Review of Human Health Ecological Risk Assessment. Proposed Aluminium Complex by Alutrint Union Industrial Estate, La Brea Trinidad. CEC1033/2005. Jacques Whitford. March 8, 2007.
- Review of sedimentation and erosion studies for Chatham. CEC0851/2004. ABP Marine. March 2007.
- Review of NGC's response to the Review and Assessment Report. CEC1516/2006. Jacques Whitford. March 06, 2008.
- Environmental Impact Assessment, Ambient Monitoring, Dispersion Modeling, and Quantitative Risk Assessment for the Proposed Ammonia Plant Point Lisas, Trinidad and Tobago. CEC1159/2005. Jacques Whitford. September 8, 2006.
- Peer Review of Applicant's Response to the Review and Assessment Report Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 04th February 2009.
- Peer Review Air Dispersion Modelling and Risk Assessment, CariSal Chlor-Alkali Plant, Point Lisas. Environmental impact CEC No. 1743/2006. 03rd November 2008.
- Critical Review of Risk Assessment Report and Air Modelling for CEC Application Submitted by Westlake Trinidad Unlimited for the Construction and Operation of a Proposed Ethylene and Polyethylene Complex in Point Lisas. CEC1563/2006. CH2MHILL. October 22, 2007.
- Critical Review of Westlake's Supplemental Response to the EMA. June 17, 2008.
- The installation of a natural gas distribution pipeline and pressure regulating facility for the provision of natural gas to Tamana In-Tech Park Cumuto and pipeline upgrade to Unicell Plant O'Meara Industrial Estate. CEC 1627/06. Risk Assessment Expert. 22nd September, 2006.
- The Establishment of a Marine Port and Fish-Landing Facility at Galeota, Trinidad. (CEC 1283/05). Risk Assessment Expert and Oceanography & Coastal Modelling Expert. 12th December, 2005.
- National Hazardous Waste Inventory. EMA/CEHI 2004-2008.
- Reforestation scheme: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Social impact assessment: final report. (Nariva Swamp Restoration Initiative). EMA/Tropical Re-Leaf Foundation. 2008.
- Watershed Vulnerability Assessment using the WRASTIC Approach for Trinidad and Tobago (Presented at 19th CWWA Conference, Grenada, 2010).
- Needs Assessment Consultation Report: EMA Compliance Assistance Programme - Biodiversity. Howard P. Nelson. 19.04.2010.
- Non-point Source Pollution Management Programme. EMA 2011.
- Development of the Ambient Water quality Standards for Trinidad and Tobago, Phase I. final Report, July 2014. University of the West Indies, St. Augustine, 2014. EMA/UWI.
- Environmental Assessment of the Quarry Sector: Final Report to the Environmental Management Authority. Prepared by GISCAD Limited, July 2014. EMA/GISCAD, 2014.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Final Report. August 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Institutional Strengthening Design : Strengthening of EMA's Institutional Capacity For Environmental Management In The Context Of Climate Change, Diagnostic Report. June 2015. EMA / IDB / Environmental Solutions Ltd. / Business Strategies Ltd.
- Review of Legislation and Policy Relevant to Environmental Management And

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED

- Sustainable Development in the Context Of Climate Change, Final Report. February 2015. EMA / IDB / De Romilly & De Romilly /.
- Review and assessment of Mixing Zone Study (MZS). CEC4195/2014. ABP Marine. June 2016.
 - Review and assessment of Mixing Zone Study (MZS). CEC3047/2011. ABP Marine. June 2016.
 - Baseline ecological risk assessment Southwest Peninsula of Trinidad Pointe-A-Pierre to Icacos. Final Report August 2020. CSA Ocean Sciences.
 - National Wildlife Survey Trinidad and Tobago 2014-2018.
 - Final Report: Project to Develop Watershed Improvement Plans for the Arima, Couva and Courland Watersheds, December 2021.
 - Review of Legislation, Regulations, Policies and Programmes (2022).
 - Revised Draft Environmental Code (2021).
 - Report on Critical Review for Qualitative Risk Assessment May 2022 CEC6214/2021
 - Critical Review for CEC Application CEC5601/2018-July 2022 CEC5601/2022
 - Critical Review of a Qualitative Risk Assessment (Appendix E) Procedures for Hazardous Substances-December 2022 CEC5600/2018

Section 9 (1) (g)

Reports prepared within the EMA 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.

- Field Survey Handbook: Matura ESA Participatory Biological Baseline Survey 2005-2007.
- Van den Eynden, V. et al. 2007. Matura National Park ESA Participatory Biological Baseline Survey. The University of the West Indies. St. Augustine.
- Ivan Laughlin 2004. Boundaries of The Aripo Savannas Strict Nature Reserve.
- Ali Deonanan & Associates Ltd 2005. Boundaries of the Nariva Swamp Managed Resource Protected Area.
- Ali Deonanan & Associates Ltd, Boundaries of Proposed Environmentally Sensitive Area Buccoo Reef, 2010.
- Fourth National Report of Trinidad and Tobago to the Convention on Biological Diversity, 2010. The Cropper Foundation.
- Trinidad and Tobago Forest Cover Inventory Maps, 2010. United States Department of Agriculture Forestry Service. International Institute of Tropical Forestry. EMA.

Section 9 (1) (h)

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

The Audit Reports prepared by the Auditor General's Department.

Section 9 (1) (i)

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

- Strategic Plan 2022-2026

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UPDATED PUBLIC STATEMENT 2023 OF THE ENVIRONMENTAL MANAGEMENT AUTHORITY
MINISTRY OF PLANNING AND DEVELOPMENT—CONTINUED**Section 9 (1) (j)****Statements prepared within the EMA and containing policy directions for the drafting of legislation.**

- National Environment Policy, 2018
- National Environmental Action Plan

Section 9 (1) (k)**Report of tests carried out within EMA on a product for the purpose of purchasing equipment.**

At this time, we have no reports of tests carried out within the EMA on a product for the purpose of purchasing equipment.

Section 9 (1) (l)**Environmental impact statement prepared within the EMA.**

At this time, we have no environmental impact statements prepared within the EMA.

Section 9 (1) (m)**Valuation reports prepared for the EMA by a valuator**

Valuation Report of a Property at Lot Nos. 52-52a Mulchan Seuchan Road, Chaguanas.
Valuation Report of a Property at No.8, Elizabeth Street, St. Clair.
Valuation Report of a Property at Lots 4A and 5 Trincity Business Park, Trincity.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO PUBLIC STATEMENT OF AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

UPDATED 2022

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999 the Agricultural Society of Trinidad and Tobago is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

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

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Function and Structure of the Agricultural Society of Trinidad and Tobago

Founded in 1839, the Agricultural Society of Trinidad and Tobago (ASTT) is the only national organization representing farmers. As a statutory body within the Ministry of Agriculture, the ASTT represents every sector of Agriculture.

Vision

- To position the ASTT as the flagship for agricultural development in Trinidad and Tobago.
- To reposition the agriculture sector as the engine of growth in the national economy.
- To achieve food security for all our people by making local foods available and affordable.

Mission

To represent and advocate the interest of all branches in the Agricultural Sector and to consider, encourage and advance the growth and development of Agriculture in Trinidad and Tobago.

Details of Responsibility Centers

1. Committee of Management (COM)

There shall be a committee, to be called the Committee of Management, of the Society, which shall be charged with the general administration of the affairs and funds of the Society, and shall be the governing and executive body of the Society.

2. Secretary's Office

- Implements the policies and decisions of the Board, co-ordinate and directs all activities of the Society.
- Record keeping e.g. Accounts of the ASTT, Membership Listings

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO—CONTINUED

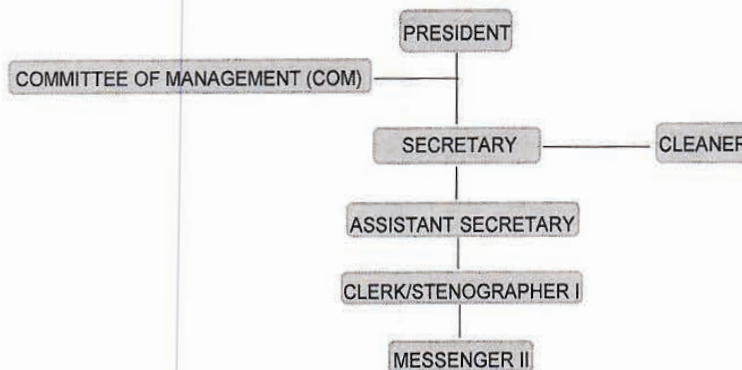
3. Administrative Office

- Provides administrative operational support
- Personnel administrative function
- Maintains financial records
- Internal and External correspondence

Objectives

The objects of the Society shall be the dissemination of agricultural knowledge, and the consideration, encouragement, and advancement of all branches of agriculture in Trinidad and Tobago, and of all matters and things incidental or appertaining thereto, in such manner as the committee shall think advisable.

Agricultural Society of Trinidad and Tobago Organizational Chart



SECTION 7 (1) (a) (ii)

Categories of Documents maintained in the possession of the Agricultural Society of Trinidad and Tobago

1. Files dealing with administrative support and general administrative documents for the operations of the Society.
2. Personnel files, which detail all staff appointments, job specifications, promotions, transfers.
3. Files dealing with the accounting and financial management function of the Society.
4. Financial Records (cheques, vouchers, receipts, journals, etc)
5. Audit Reports.
6. Files dealing with matters relating to the procurement of supplies, services and equipment's.
7. Policy and Procedure Documents.
 - Ordinance and Rules of the ASTT and Protocols for Members of the Committee of Management (COM)
8. Internal and External correspondence files.
9. Membership Files.
10. Documents relating to strategic plan of the Society.
11. Minutes/Agenda of meetings. (October, 2020 to present)
12. Files dealing with circulars, memoranda, notices, bulletins, etc.

SECTION 7 (1) (a) (iii)

Material prepared for Publication or Inspection

The public may inspect and/or obtain copiers of the following material between the hours of 8:00 a.m. to 4:00 p.m. on normal working days at:

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF
TRINIDAD AND TOBAGO—CONTINUED

#80 Abercromby Street,
Port-of-Spain
(868) 624-8924
agrisottsec@gov.tt

- Report
- Guidelines

SECTION 7 (1) (a) (iii)
Literature available by subscription
Not Applicable

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Agricultural Society of Trinidad and Tobago

How to request information:

- **General Procedure**

Our policy is to answer all request, both oral and written for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must make your request in writing. The applicant must, therefore complete the appropriate form (Request for Access to Official Documents) available in our Library/Receptionist/Lobby etc, for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of your request please address it to the Designated Officer of the Public Authority (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 sufficient information is provided clarification will be sought from the applicant.

If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

- **Request not handled under the FOIA**

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- Documents that contain information that is open to public access as part of a public register.
- Documents that contain information that is available for purchase by the public.
- Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority.
- Documents that are stored for preservation or state custody.
- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from this public authority or from another public authority, for example brochures and pamphlets etc.

- **Retrieving Documents**

The Agricultural Society is required to furnish copies of documents only when they are in our possession or if we can retrieve them from storage.

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF
TRINIDAD AND TOBAGO—CONTINUED

Information stored in the National Archives or other storage center, may be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01

- **Furnishing Documents**

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

Please note we are not compelled to do the following:

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

Time Limits:

- **General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that request may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time Allowed**

We will determine whether to grant your request for access to information as soon as soon as practicable but no later than thirty (30) calendar days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies if you so request.

- **Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to a refund of the fees paid in addition to access to the documents requested.

SECTION 7 (1) (a) (vi)**Officers in the Agricultural Society of Trinidad and Tobago responsible for:**

- 1) The initial receipt of an action upon notices under Section 10
- 2) Request for access to documents under Section 13 and
- 3) Applications for corrections of Personal Documents under Section 36 of the FOIA

The Designated Officers is:

Secretary – Mrs. Vashti Persad-Ramdin
Agricultural Society of Trinidad and Tobago
#80 Abercromby Street,
Port-of-Spain
Tel: (868) 624-8924/627-5214, Email: agrisottsec@gov.tt

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF
TRINIDAD AND TOBAGO—CONTINUED

The Alternate Officer is:

Assistant Secretary – Ms. Jacqueline Reason
Agricultural Society of Trinidad and Tobago
#80 Abercromby Street,
Port-of-Spain
Tel: (868) 624-8924/627-5214, Email: agrisottsec@gov.tt

SECTION 7 (1) (a) (vii)

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

- Committee of Management (COM)

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

Not Applicable

Information in the public domain can be accessed through the Ministry of Agriculture Land and Fisheries and Marine Resources website at www.agriculture.gov.tt
You may make general enquires at 220-6253

Policy of the Agricultural Society of Trinidad and Tobago for provision of copies of documents held in the public domain.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws of schemes administered by the Agricultural Society of Trinidad Tobago, not being particulars contained in another written law.

- 1) Ordinance of the Agricultural Society of Trinidad and Tobago

SECTION 8 (1) (a) (ii)

Manuals rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Agricultural Society of Trinidad and Tobago, or similar documents containing rules, policies, guidelines, practices precedents.

- 1) Strategic Plan of the Agricultural Society of Trinidad and Tobago 2020 to 2023
- 2) Rules and Constitution of the Agricultural Society of Trinidad and Tobago
- 3) Protocols for the Committee of Management (COM)
- 4) Dress code Policy
- 5) Time and Attendance Policy
- 6) Code of Conduct Policy

SECTION 8 (1) (a) (b)

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

- 1) Ordinance of Agricultural Society of Trinidad and Tobago

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF
TRINIDAD AND TOBAGO—CONTINUED**SECTION 9 STATEMENTS****SECTION 9 (1) (a)**

A report or statement containing the advice or recommendations, of a body or entity established within the Agricultural Society of Trinidad and Tobago.

Not applicable

SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the Agricultural Society of Trinidad and Tobago 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 Agricultural Society or to the responsible Minister of the Agricultural Society.

Not applicable

SECTION 9 (1) (c)

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

Not applicable

SECTION 9 (1) (d)

A report, or statement containing the advice or recommendations, of a committee established within the Agricultural Society to submit a report, provide advice or make recommendations to the Minister of Agriculture, Land and Fisheries or to another Officer of the Agricultural Society who is not a Member of the Committee.

Not applicable

SECTION 9 (1) (e)

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

Not applicable

SECTION 9 (1) (f)

A report prepared for the Agricultural Society by a consultant who was paid for preparing the report.

Not applicable

SECTION 9 (1) (g)

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

Not Applicable

SECTION 9 (1) (h)

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

1) Audit Reports 2019

UPDATED PUBLIC STATEMENT 2022 OF THE AGRICULTURAL SOCIETY OF
TRINIDAD AND TOBAGO—CONTINUED

2) Administrative Report 2021

SECTION 9 (1) (i)

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

1) Strategic Plan 2020 to 2023

SECTION 9 (1) (j)

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

Not applicable

SECTION 9 (1) (k)

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

Not applicable

SECTION 9 (1) (l)

An environmental impact statement prepared within the Agricultural Society.

Not applicable

SECTION 9 (1) (m)

A valuation report prepared for the Agricultural Society by a valuator, whether or not the valuator is an Officer of the Agricultural Society.

Not applicable

Regards,

Agricultural Society of Trinidad and Tobago (ASTT)



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Under the Freedom of Information Act ("FOIA"), Chapter 22:02, Telecommunications Services of Trinidad and Tobago Limited ("TSTT") is required by law to publish this statement, which lists the documents and information generally available to the public and how members of the public can set out to obtain same.

The FOIA was assented to on November 4, 1999 and came into full effect on August 30, 2001 to "give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto." The Act provides members of the public with:

1. A legal right for each person to access information held by TSTT;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding 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.

TSTT publishes the following statement as approved by the Minister of Public Utilities:

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

TSTT was formed in 1991 with the merger of the domestic telecommunications company, TELCO, and the international carrier, TEXTEL. TSTT is 51% owned by National Enterprises Limited ("NEL") and 49% owned by Cable & Wireless (West Indies) Limited ("C&W"). In 2017, TSTT acquired Amplia Communications Limited, formerly Massy Communications Ltd, as a wholly-owned subsidiary of TSTT.

TSTT's telecommunications business is regulated by the Telecommunications Authority of Trinidad and Tobago ("TATT") established by virtue of the Telecommunications Act 2001, Chapter 47:31. TSTT's product offering includes fixed line services, mobile services on a frequency division duplex (FDD) LTE 4G network and fixed wireless broadband services on a time division duplex (TDD) LTE network, High-Speed Internet and High Definition TV on a next generation fibre optic telecommunications backbone using Fibre to the Home GPON technology. TSTT also provides metro Ethernet network services, video conferencing, subscription-based IP television ("IPTV"), digital terrestrial television, as well as business and home alarm monitoring services. Its business customers include key industry companies in the finance, energy, Government, manufacturing, education, healthcare, and tourism sectors.

Corporate Information

Vision

We will take the lead in the digital transformation of Trinidad and Tobago and the Caribbean by sustainably expanding our reach and continuously innovating our products and services.

Mission

Our mission is to enable all citizens and visitors to Trinidad and Tobago to effectively work, play and communicate everywhere by leveraging technological and digital innovation, delivered by a passionate and dedicated workforce.

TSTT is governed by a Board of Directors and comprises the following members:

- Mr. Sean Roach (Chairman)
- Mr. Wendell Berkley
- Mrs. Nicole De Freitas
- Mr. Howard Dottin
- Ms. Annalean Inniss
- Ms. Ingrid Lashley
- Ms. Judith Soblon

There are three (3) Sub-Committees of the Board of Directors:

- Audit, Finance and Risk Committee
- Human Resources and Compensation Committee
- Regulatory, Legal and Public Policy Committee

Structure of TSTT

TSTT is structured into seven (7) Business Units, with three distinct commercial areas of focus on Consumer Sales, Business Sales and Emerging Services and Innovation. There are also several support functions, of which two (2) report directly to the Board of Directors and have an indirect reporting relationship for administrative purposes to the Chief Executive Officer ("CEO").

Top Level Company Structure

• Office of the CEO

The main function is to provide strategic leadership for the Company by working with the Board of Directors and Corporate Leadership Team to establish and deliver short, medium and long term strategic business targets and grow shareholder value. This includes the provision of strategic direction for the operations of the business to sustain and grow the company's profitability, providing leadership to ensure that the vision, mission, and values of the company are put into practice and leading motivating a high-performance management team while driving the company to achieve and surpass sales, profitability, cash flow, business goals and corporate objectives.



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

• Finance

This Business Unit manages TSTT's financial operations by providing strategic financial guidance. This includes financial planning and analysis, budgeting, forecasting, reporting, treasury and vendor management and long-term financial planning. The Chief Financial Officer reports to the CEO. The following departments fall within this Unit:

- o Financial Controller
- o Treasury and Vendor Management
- o Financial Planning and Analysis

• Internal Audit

This department is responsible for the design and stewardship of TSTT's internal audit function, structure, and processes. The Unit plans, executes and reports on all financial, operational, technology and compliance audits, as well as manages and advises on internal controls for financial authority and reporting, resource utilization and optimization as well as the efficacy of systems and processes.

• Legal and Corporate Secretary

The corporate secretarial function provides advisory services to the Board of Directors (BOD) and facilitates the liaison between the BOD and Management. The legal and compliance support functions include contract management, corporate compliance and governance and risk management. The Corporate Secretary role reports administratively to the CEO, while the General Counsel role reports substantively to the CEO. The following departments fall within this Unit:

- o Legal and Compliance
- o Corporate Secretary

• Networks and Information Technology

This Unit is responsible for the Information Technology strategy and ensuring that the strategic direction is aligned with and supports the business strategy by integrating company processes with the appropriate technologies. This includes technology lifecycle management aimed at transforming the Unit from an operational focus to a customer-centric focus. The General Manager Networks and Information Technology reports to the CEO. The following departments fall within this Unit:

- o Information Technology Support Services
- o Information Technology Infrastructure
- o Network Development
- o Network Operations
- o Field Operations

• Operations and Administration

This Unit is responsible for the overall management of the amalgamation of critical strategic and administrative imperatives, with the objective of increasing the strategic and operational effectiveness, efficiency and speed of these critical functions to support the operations of the Business Units. Areas of responsibility include business intelligence, human resources and industrial relations, corporate support services, health, safety and security, regulatory, risk, corporate environment and social reputation management. The General Manager Operations and Administration reports to the Chief Executive Officer. The following departments fall within this Unit:

- o Chief Human Resources Officer
- o Chief Business Intelligence Officer
- o Environmental, Social and Reputation Management
- o Regulatory Affairs
- o Risk Management

• Customer Experience and Marketing

This Unit establishes and implements customer retention and delivery imperatives that are efficient, effective, and profitable. This includes developing a customer-centric strategy and supporting initiatives. The Unit is also responsible for vendor management, and the organization's marketing initiatives. The General Manager Customer Experience and Marketing reports to the CEO. The following departments fall within this Unit:

- o Service Delivery and Assurance
- o Corporate Customer Experience (CEX)
- o Tobago Operations
- o Contact Support & Credit Vetting
- o Vendor Support



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

• Business and Consumer Sales

This Unit leads the business in developing and executing the organization's strategy related to product/service development and delivery, customer experience management, and marketing as well as the alignment of the Company's Commercial convergence strategy. This includes product/service innovation, pricing, strategy building, and lifetime value management. The following areas fall within this Unit:

o Consumer Sales

The core function of Consumer Sales is to develop and execute the organization's strategy related to product/service development and delivery, customer experience management and marketing. This includes improving user engagement wherever the company has a presence and enhancing value through evaluation and understanding of the customer.

o Business Sales

The core function of Business Sales is to deliver business solutions through digital media and technological innovation.

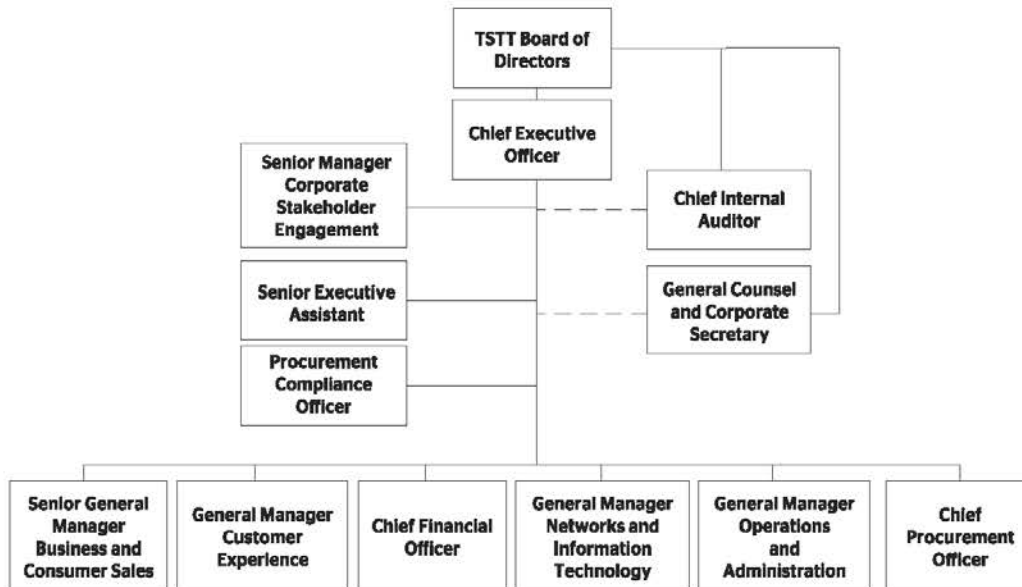
o Emerging Services and Innovation

The core function of Emerging Services and Innovation is to leverage emerging technologies to create solutions that add value, increase customer satisfaction, retention and engagement. This includes identifying, researching, and developing emerging technologies.

• Procurement

The Procurement function is responsible for providing leadership and direction on the procurement function in keeping with the organization's strategic direction while adhering to legislation and industry best practices. This includes mitigating procurement risks by actively monitoring and categorizing these risks to minimize their impact and account for goods and services procured according to risk and spending in a manner as prescribed by the Public Procurement and Disposal of Public Property Act 2015 (and any other applicable legislation and regulations).

Organizational Structure



TSTT's organizational structure has six hundred and seven (607) positions, inclusive of Senior Management.

Head Office

TSTT's Registered Office / Head Office is located at #1 Edward Street, Port of Spain, Trinidad.



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the TSTT

TSTT maintains records that relate to its operations, administrative functions and its support services. These records are categorized as follows:

1. Corporate Documents

- (a) Incorporation documents, inclusive of by-laws
- (b) Minutes and Meeting documents for the Board of Directors and its Sub-Committees
- (c) Minutes and Meeting documents for Annual Meetings of TSTT
- (d) Corporate documents filed with and issued by the Companies Registry
- (e) Registers required to be maintained under the Companies Act
- (f) Documents filed with the Trinidad and Tobago Securities and Exchange Commission
- (g) Charters, Terms of Reference and other governance documents related to the operations of the Board of Directors
- (h) Monthly CEO's Board Report
- (i) Monthly CFO's Board Reports

2. Correspondence with Corporation Sole, Line Ministry, Government and other State Agencies

- (a) Various correspondence addressed to or issued by the Chairman of the Board of Directors
- (b) Various correspondence addressed to or issued by the Chief Executive Officer
- (c) Various correspondence addressed to or issued by the General Counsel and Corporate Secretary

3. Legal Activities

- (a) Legal contracts, deed, leases and other legal instruments
- (b) Legal opinions and related matters
- (c) Copies of Court proceedings/documents
- (d) Internal and external correspondence
- (e) Compliance documents

4. Business Activities

- (a) Strategic Plan Documents
- (b) Records relating to marketing and business promotions
- (c) Consultancy, technical, valuation, assessment and other reports which support business decisions
- (d) Policies, Procedures and Processes
- (e) Procurement Policies and Procedures
- (f) Departmental Reports
- (g) Network Analysis
- (h) Network Quality
- (i) Quarterly Reports submitted to TATT
- (j) Concession for the Operation of a Public International Telecommunications Network
- (k) Concession for the Operation of a Public Domestic Fixed (Wireless) Telecommunications Network
- (l) Concession for the Operation of a Public Domestic Fixed (Wired) Telecommunications Network
- (m) Concession for the Operation of a Public Domestic Mobile Telecommunications Network
- (n) Concession for the Operation of a Public Domestic Broadcasting Network
- (o) Quarterly market data reports submitted to TATT
- (p) Company Issued Mobile Service Policy
- (q) Business Unit/Departmental Reports
- (r) Revenue and Billing Reports
- (s) Collections Report
- (t) Service Order Reports
- (u) Mobile Key Performance Indicator Report
- (v) Salesforce Opportunities Report
- (w) Book of Business
- (x) Churn Report (mobile)



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Section 7 (1) (a) (ii) (continued)

Categories of Documents in the Possession of the TSTT

TSTT maintains records that relate to its operations, administrative functions and its support services. These records are categorized as follows:

5. Financial and Accounting Operations

- (a) Statutory reports such as Annual Report on Operation, Audited Financial Accounts, Regulatory Filings
- (b) Investor call information
- (c) Quarterly financial statistics

6. Commercial Activities

- (a) Records related to vendors, contractors, bidders, purchasers and contract management
- (b) Strategy and Planning Reports
- (c) Retail Operations Manual showcasing TSTT's policy and guide for face-to-face interaction with the general public.
- (d) Query process
- (e) Escalated query resolution steps/stages

7. Human Resources, Environment, Health, Safety and Security

- (a) Personnel Files
- (b) Organizational Chart
- (c) Recruitment and Selection Records
- (d) Performance Management Records
- (e) Risk Appetite
- (f) Risk Reports
- (g) Internal investigative reports

8. Internal Audit

- (a) Internal Audit Charter
- (b) Internal Audit Department Standard Operating Procedures
- (c) Internal Audit Process Maps
- (d) Internal Audit Reports

Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection by the Public

Upon written request to the Senior Manager Corporate, Environmental, Social and Reputation Management at kgeorges@tstt.co.tt the public may obtain copies of the following material:

- 1) bmobile set to award Local Innovator at TT Chamber Champions of Business - dated June 9, 2023
- 2) bmobile's investment inspires schools' basketball bounce back - dated June 1, 2023
- 3) bmobile brings free Public WiFi to Eddie Hart Grounds - dated May 11, 2023
- 4) bmobile launches new mobile app - bmobileGo - dated April 28, 2023
- 5) bmobile helps restore the Tobago Cultural Tradition at the Carnbee/Mt Pleasant Sports Meeting and Goat Races - dated April 24, 2023
- 6) Public Procurement compliance made easier through TSTT's e-Tender - dated April 24, 2023
- 7) Tobago Jazz Experience returns with bmobile as Technology Partner - dated April 18, 2023
- 8) bmobile launches T&T's first Maritime and Local Offshore Data Roaming Plan - dated April 11, 2023
- 9) Tobago's popular Easter cultural events return for their annual celebrations with support from bmobile - dated April 6, 2023
- 10) bmobile supports T&T's CARIFTA games team - dated April 6, 2023
- 11) bmobile supports POSFW's launch of the Fashionverse - dated March 9, 2023
- 12) bmobile sponsors UNICEF U-Report Secondary Schools competition - dated February 14, 2023
- 13) TSTT announces Major Additional Fibre Investment in T&T, Donates IdeaHub to Speyside High School - dated February 13, 2023
- 14) Central Bank awards provisional e-money issuer registration to TSTT Communications provider set to deploy e-wallet - PAYPR - dated February 13, 2023
- 15) bmobile champions the fight against bullying at seventh BI-Annual Secondary Schools' Anti-Bullying Conference - dated February 13, 2023
- 16) 'bmobile B SQUARE' is back The event returns with more Soca for all - dated February 13, 2023
- 17) bmobile Business continues to strengthen data security in the Caribbean Communications provider introduces VMware's carbon black solution to bolster business' security posture - dated February 13, 2023
- 18) Living Water and bmobile Share Christmas with those in Need - Dated February 13, 2023



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Section 7 (1) (a) (iii) (continued)

Material prepared for Publication or Inspection by the Public

Upon written request to the Senior Manager Corporate, Environmental, Social and Reputation Management at kgeorges@tstt.co.tt the public may obtain copies of the following material:

- 19) AMPLIA adopts Sangre Grande Community Aims to Increase Residents' Wellbeing and Raise Community Spirit - dated February 13, 2023
- 20) bmobile launches World Cup streaming app, partners with Guardian Media for 2022 Qatar World Cup - dated February 8, 2023

These publications are also available on TSTT's website: www.tstt.co.tt/copy-of-media-centre

Section 7 (1) (a) (iv)

Literature available by subscription

TSTT does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the TSTT

The following procedures are to be utilized when accessing documents from TSTT, in accordance with Section 7 (1) (a) (v) of the FOIA.

i. General Procedure

In order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The "Request for access to official documents" form under the FOIA which is available at www.foia.gov.tt must be completed.

ii. Addressing Requests

To facilitate prompt handling of a request, all requests should be addressed to the Designated Officer of TSTT [see section 7(1) (a) (vi)].

iii. Details in the Request

Requests should include the following:

- (a) Name of applicant (full name preferred)
- (b) Contact information
- (c) Information requested and format to provide the information
- (d) Date of request
- (e) Signature of applicant

The completed form may be hand delivered, mailed, or emailed to TSTT at the contact information contained in section 7(1) (a) (vi).

If insufficient information is provided, clarification will be sought from the applicant. If the applicant is uncertain how to write his/her request, the applicant should consult TSTT's designated officer.

iv. Requests not handled under the FOI Act

A request under the FOIA will not be processed to the extent that it asks for documents that:

- (a) Contain information that is open to public access
- (b) Contain information that is available for purchase by the public
- (c) is available via a publicly accessible register or from another public authority
- (d) is stored for preservation or safe custody.

Responding to Requests

v. Retrieving Documents

TSTT is required to furnish copies of documents that it has in its possession, or that can be retrieved from its records.

vi. Furnishing Documents

An applicant is entitled to copies of information which TSTT has in its possession, custody or power. TSTT is required to furnish only one copy of a document. If TSTT is unable to make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, TSTT will furnish the best copy possible and note the quality in its reply. Please note that the TSTT is not compelled to do the following:

- (a) Create new documents
- (b) Conduct research for the applicant



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Responding to Requests (continued)

vii. Time Limits

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

v. Refusal of Requests

If it is determined that the information requested cannot be disclosed, the applicant will be informed of the refusal and the rights of the applicant according to the FOIA.

vi. Fees and Charges

In accordance with Section 17 (1) of the FOIA "No fee shall be charged by a public authority for the making of a request for access to an official document." Section 17 (2) states that "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 applicant shall pay the prescribed fee."

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

Section 7 (1) (a) (vi)

Designated Officer in TSTT

The following is the Designated Officer charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOIA.

The Designated Officer:
Compliance Officer
1 Edward Street
Port of Spain
Phone: 1-868-625-9317
Email: compliance@tstt.co.tt

This Officer is responsible for executing the following functions:

- (i) The initial receipt of an action upon notices under Section 10,
- (ii) Requests for access to documents under Section 13, and
- (iii) Applications for correction of personal information under Section 36 of the FOI Act.

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 this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

At the present time, there are no rooms that fall within the meaning of this section of the FOIA. However, the Designated Officer can be contacted to facilitate requests for information and review of documents

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- 1) Companies Act, Chapter 81:01
- 2) Freedom of Information Act, Chapter 22:02
- 3) The Income Tax Act, Chapter 22:02
- 4) Conveyancing and Law of Property Act, Chapter 56:01
- 5) Real Property Act, Chapter 56:02
- 6) Industrial Relations Act, Chapter 88:01
- 7) Interception of Communications Act, Chapter 15:08
- 8) Public Procurement and Disposal of Public Property Act No. 1 of 2015
- 9) Public Procurement and Disposal of Public Property (Amendment) Act No. 5 of 2016



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

SECTION 8 STATEMENTS

Section 8 (1) (a) (i) (continued)

Documents containing Interpretations or particulars of written laws or schemes administered by TSTT, not being particulars contained in another written law:

- 10) Public Procurement and Disposal of Public Property (Amendment) Act No.3 of 2017
- 11) Public Procurement and Disposal of Public Property (Amendment) Act, 2020 Act No. 27 of 2020
- 12) Public Procurement and Disposal of Public Property (Evaluation) Regulations 2021
- 13) Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations 2021
- 14) Public Procurement and Disposal of Public Property (Retention and Disposal) Regulations 2021
- 15) Public Procurement and Disposal of Public Property (Record of Proceedings) Regulations 2021
- 16) Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations 2021
- 17) Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations 2021
- 18) Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-selection) Regulations 2021
- 19) Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations 2021
- 20) Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations 2021
- 21) Public Procurement and Disposal of Public Property (Miscellaneous) Regulations 2021
- 22) Telecommunications Act, Chapter 47:31
- 23) Telecommunications (Access to Facilities) Regulations, 2006
- 24) Telecommunications (Interconnection) Regulations, 2006
- 25) Telecommunications (Universal Service) Regulations, 2015
- 26) Telecommunications (Universal Services) (Amendment) Regulations, 2019
- 27) Telecommunications (Fees) Regulations 2006

Section 8 (1) (a) (ii)

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

- 1) Procurement Policy and Procedures
- 2) Code of Ethics
- 3) Retail and Partner Operations Manual

Section 8 (1) (b)

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

- 1) Procedure for Processing Requests Pursuant to the Interception of Communications Act.

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within TSTT.
There are no reports or statements to be published under this sub-section of the FOIA at this time.

Section 9 (1) (b)

A report or a statement containing advice or recommendations prepared by a body established outside of TSTT by or under any written law, or by a Minister of Government or other public authority.

- 1) 8th Report of the Public Accounts (Enterprises) Committee, Second Session of the Twelfth Republican Parliament on its Examination of the Audited Financial Statements of the Telecommunications Services of Trinidad and Tobago (TSTT) for the years 2017 to 2021 and follow-up on the Implementation of the recommendations in the Committee's Ninth Report from the 11th Parliament.
- 2) 9th Report of the Public Accounts (Enterprises) Committee, Third Session of the 11th Parliament on its Examination of the Audited Accounts, Balance Sheet and other Financial Statements of the Telecommunications Services of Trinidad and Tobago Limited for the financial years 2008-2016.



TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2023 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Section 9 (1) (c)

A report or statement containing advice and recommendations of an Inter-departmental Committee whose membership includes an officer of TSTT. There are no reports or statements to be published under this sub-section of the FOIA at this time.

Section 9 (1) (d)

A report or a statement containing advice or recommendations of a committee established within TSTT to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of TSTT who is not a member of the Committee. There are no reports or statements to be published under this sub-section of the FOIA at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for TSTT by a scientific or technical expert whether employed within TSTT or not, including a report expressing the opinion of such an expert on scientific or technical matters. There are no reports to be published under this sub-section of the FOIA at this time.

Section 9 (1) (f)

A report prepared for TSTT by a consultant who was paid for preparing the report. From time to time, TSTT may hire consultants to prepare reports on the telecommunications industry and otherwise and such reports may be available upon request, and strictly in keeping with the provisions of the FOIA.

Section 9 (1) (g)

A report prepared within TSTT containing 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 reports to be published under this sub-section of the FOIA at this time.

Section 9 (1) (h)

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

- 1) Annual and Quarterly Financial Statements.

Section 9 (1) (i)

A report containing:

- (i) Final plans or proposals for the re-organization of the functions of TSTT
- (ii) The establishment of a new policy programme or project to be administered by TSTT
- (iii) The alteration of an existing policy, programme or project administered by TSTT

Whether or not the plans or proposals are subject to approval by an officer of TSTT, another public authority, the Minister of Public Utilities.

There are no documents to be published under this sub-section of the FOIA at this time.

Section 9 (1) (j)

A statement prepared within TSTT and containing policy directions for the drafting of legislation. There are no statements to be published under this sub-section of the FOIA at this time.

Section 9 (1) (k)

A report of tests carried out within TSTT on a product for the purpose of purchasing equipment. There are no reports to be published under this sub-section of the FOIA at this time.

Section 9 (1) (l)

An environmental impact statement prepared within TSTT. There are no statements to be published under this sub-section of the FOIA at this time.

Section 9 (1) (m)

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

- 1) Charterfields Valuation Reports for Insurance – 2019.

**PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION
LIMITED**

As at December 2022

In Compliance with Section 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public: -

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

PLIPDECO publishes the following statement as approved by the Minister of the Ministry of Works and Transport.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Purpose and Functions of PLIPDECO.

PLIPDECO also referred to as (the Corporation) is a public company owned 51% by the Government of the Republic of Trinidad and Tobago and 49% by private shareholders including banks, insurance companies, financial institutions, company employees and the general public. The Corporation was incorporated on 16th September, 1966.

PLIPDECO's three (3) core activities are:

- Port Operations;
- Warehousing and Logistics Services; and
- Industrial Estate Management.

PLIPDECO is the owner and landlord of the 862.613-hectare Point Lisas Industrial Estate, located on the west coast of central Trinidad. The Estate houses more than one hundred and three (103) tenants comprising a mix of world-class methanol, ammonia and urea plants, a steel plant, a power plant, and smaller light manufacturing and service companies.

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PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

The Port of Point Lisas (Port) consists of six (6) commercial berths. The Port handles a variety of cargo including containerised, break bulk, lumber, paper, consumables, dry bulk and steel.

The Port is the proud winner of the Caribbean Shipping Association's (CSA) Port of the Year Award for three successive years - 2000, 2001, & 2002 and also in the year 2018. The Port was also the recipient of the CSA's Growth and Development Award in 2008. In 2016 and 2017 the Port was the recipient of the CSA's Award in recognition of Excellence in Port Dependability and Flexibility.

PLIPDECO's MISSION

"To develop, market and operate port, logistics and industrial estate infrastructure for optimal economic growth."

PLIPDECO's VISION

"A global Leader in port and estate management - consistently providing superior, innovative service."

PLIPDECO's VALUES

- Integrity
- Innovation
- Equity
- Service Excellence
- Health, Service & Environment

Integrity

"We will act with honesty, without compromising the truth and be personally accountable for the highest standards of behaviour."

Innovation

"We will convert knowledge and ideas to new approaches that will revolutionise the way we work."

Equity

"We are committed to acting with equity when dealing with our employees and other stakeholders, so that we continue to maintain the trust and confidence of those with whom we do business."

Service Excellence

"We will provide our customers with service and professionalism that far surpasses their expectations."

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Health, Safety & Environment

"We are committed to ensuring that the working environment is safe and that all individuals take responsibility for achieving this."

Registered Office

PLIPDECO's Head Office is located at PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva.

BOARD OF DIRECTORS

PLIPDECO is governed by a Board of Directors appointed by the Corporation's shareholders. Its Members are:

Mr. Daniel Dookie	Chairman
Mr. Richardo Garcia	Director
Mr. Haydn Jones	Director
Mr. Ricardo K Lewis	Director
Mr. Sunil Maharaj	Director
Ms. Cindy Manson	Director
Ms. Ayanna Miguel	Director
Mr. St. Clair O'Neil	Director

There are five (5) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board of Directors on matters relating to Tenders, Audit, Finance and Investment, Security and Human Resource.

ORGANIZATIONAL STRUCTURE AND STAFFING

PLIPDECO is headed by the President of the Corporation and has approximately nine hundred and twenty-seven (927) employees. The Corporation is divided into 19 Divisions/Sections/ Units; as outlined in the organizational chart detailed in the subsequent sections.

FUNCTIONS OF THE DIVISIONS OF PLIPDECO**Office of the President**

The President is responsible for the overall management of the Corporation, conformity with policies agreed upon by the Board of Directors, leading the development and implementation of the overall organization's strategy, oversees the ongoing operations of all divisions of the Corporation, formulating and implementing the strategic plan that guides the direction of the Corporation to attain its primary goals and objectives.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Office of the Corporate Secretary

The Corporate Secretary is responsible for ensuring that the Corporation stays in compliance with both regulatory and statutory requirements while also executing all of the decisions, resolutions and changes put forth by the Corporation's Board of Directors.

Cargo Handling

The Cargo Handling Department is responsible for the receipt, storage and delivery of cargo (containerized and general cargo) effectively tracking and monitoring the movement and storage of containers. This entails the loading and discharging of cargo from and to vessels in an efficient and effective manner and providing labour resources required for cargo handling operations.

Planning

The Planning Department is responsible for the planning, execution and monitoring of vessel loading and discharging operations, yard planning and management and gate management at the Port with the use of a terminal operating system.

Harbour & Marine

The Harbour and Marine Department is responsible for efficient berthing and unberthing of vessels in a safe, secure and timely manner. Its functions include the coordination of all movement of vessels at the Port by tracking arrivals to the port, including the specialized berths owned by the National Energy (NE) and the safe mooring and unmooring services for the berthing/unberthing of vessels.

Container Examination Station

The Container Examination Station (CES) is a Customs facility that is managed by PLIPDECO providing cargo handling services for the examination of cargo. CES is supported by Government Agencies namely Plant Quarantine, Bureau of Standards, Public Health and Food & Drugs.

Less-than-Container-Load (LCL) Warehouse

The LCL Warehouse Department is a Customs Bonded facility responsible for the stuffing and unstuffing, storage and delivery of trade and non-trade LCL cargo.

Port Civil Maintenance

The Port Civil Maintenance Department's function is to consistently provide efficient infrastructural and facilities maintenance services to ensure operational continuity.

Engineering & Maintenance

The Engineering & Maintenance Department's function is to optimize equipment reliability and availability to facilitate the provision of services via a proactive maintenance approach.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Health, Safety & Environment

The Health Safety & Environment (HSE) Department ensures a safe and healthy working environment, executes the HSE Management System of the Corporation and ensures regulatory compliance.

Information Technology

The Information Technology Department is responsible for the effective development and maintenance of IT infrastructure in order to ensure confidentiality, integrity, security and availability of the information assets for the Corporation and related stakeholders.

Financial Services

The Financial Services Department provides accurate and timely information that guides the Corporation's performance; and financial reporting in compliance with international financial reporting standards and statutory regulations.

Purchasing

The Purchasing Department is responsible for Purchasing (Goods & Services) and the Storage of Purchased Goods for the Corporation.

Legal Services

The Legal Services Department is responsible for ensuring that there are sufficient legal provisions (written or verbal) to either enforce rights or mitigate risk exposure for PLIPDECO in all its operations.

Internal Audit Services

The Internal Audit Service Department is responsible for assessing the efficacy of risk management, control and governance processes, to achieve the Corporation's objectives.

Security Services

The Security Services Department is responsible for proactively managing all risks associated with personnel, information & physical assets of the Corporation. This process involves anticipating threats and deploying countermeasures to nullify any major risk to the Corporation.

Marketing & Business Development

The Marketing and Business Development Department is responsible for effectively planning and conducting marketing and business development activities to enhance and improve the competitiveness of the Corporation's business. This process consists of enhancing port trade and estate management services; developing and introducing new business and building brand awareness. The Department is also responsible for all communication, event management and corporate social responsibility activities.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Estate & Facilities

The Estate and Facilities Department is responsible for maintenance of the roadway and drainage and lease arrangements with tenants on the Point Lisas Industrial Estate.

Human Resources

The Human Resource Department is responsible for the management of the Corporation's human capital. The functions include the following;

- i. Recruitment
- ii. Performance Management
- iii. Compensation & Benefits
- iv. Industrial and employee relations
- v. Training

SECTION 7 (1) (a) (ii)

Categories of Documents in the possession of PLIPDECO

The following documents are in the possession of PLIPDECO, in accordance with section 7 (1) (a) (ii) of the FOIA;

- Files regarding administrative support and general administrative documents;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to accounting and financial management functions;
- Financial records (cheques, vouchers, receipts, journals, etc.);
- Files relating to the procurement of supplies, services and equipment;
- Cabinet Minutes and supporting documents;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

- Minutes/Agendas of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Corporation;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files; and
- Registers/certificates.

SECTION 7 (1) (a) (iii)

Material prepared for publication, broadcast and/ or inspection if in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

PLIPDECO House
Orinoco Drive
Point Lisas Industrial Estate
Couva
Telephone: (868) 636-2201

- Financial Statements
- Annual Returns
- News letters
- PLIPDECO Handbook
- Standard Operating Guidelines and Procedures for users of the Port and Estate
- Traffic Management Plan
- Emergency Evacuation Procedures
- Incident Reporting
- Claim or Complaint Procedures
- Documents in relation to provision of services
- General marketing and promotional material

SECTION 7 (1) (a) (iv)

Literature available by subscription

- PLIPDECO offers no literature by way of subscription services.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from PLIPDECO.

PLIPDECO intends to respond to all information requests. However, in order to have the rights given to the applicant by the FOIA, the applicant must make the request in writing and the following procedure should be followed when making a request;

How to request Information:

- General Procedure
Obtain a FOIA application Form. The request for access to official documents form can be downloaded from the website www.foia.gov.tt
- Addressing requests
To facilitate prompt handling of the request, please address it to the Designated Officer of the Corporation (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 an applicant is unsure of how to write your request or what details to include, please communicate with the Designated Officer.
- Requests not handled under the FOIA
A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from PLIPDECO or from another public authority, or if the said information is exempted.

Responding to Applicant's Request:

- Retrieving Documents
PLIPDECO is required to only furnish copies when they are in possession or can be retrieved from storage.
- Furnishing Documents
An applicant is entitled to copies of information PLIPDECO has in its possession, custody or power. PLIPDECO is required to furnish only one copy of a document. If a legible copy of the document cannot be released PLIPDECO may not attempt to reconstruct it. Instead, PLIPDECO will furnish the best copy and note its quality in its reply.

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

- Create new documents, for example, PLIPDECO is not required to write a new program so that a computer will print information in the format an applicant prefers; or
- Perform research for an Applicant.

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PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Time Limits:

- General
The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of the request for access to documents. If PLIPDECO fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request was denied. PLIPDECO will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, PLIPDECO 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 PLIPDECO has received the request and to ascertain its status.
- Upon any consultation between the Applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Section 21 (7)) of the FOIA.

Fees and Charges:

- Section 7 (1) of the FOIA stipulates that no fees 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 a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by the duplication of the said material.

SECTION 7 (1) (a) (vi)

Procedure to be followed when a request for access to documents is made to PLIPDECO.

Officers in PLIPDECO are responsible for:

1. The initial receipt of and action upon notices under Section 10 of the FOIA,
2. Request for access to documents under Section 13 of the FOIA, and
3. Applications for corrections of personal information under Section 36 of the FOIA.

The Designated Officer for PLIPDECO is:

Mrs. Deowattee Dilraj-Batoosingh
Manager, Legal Services
PLIPDECO
Orinoco Drive,
Point Lisas Industrial Estate,
Couva
Telephone: 636 2201 Ext 3030
Email: ddbatoosingh@plipdeco.com

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

The Alternate Officer for PLIPDECO is:

Mrs. Kelly Jackson-Baynes
Legal Counsel
PLIPDECO
Orinoco Drive,
Point Lisas Industrial Estate,
Couva
Telephone: 636 2201 Ext 3032
Email: kjbaynes@plipdeco.com

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies (where meetings/ 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

Certain information may be readily available in PLIPDECO's library or through its website at www.plipdeco.com.

The Reading Room at the PLIPDECO is located on the ground floor, PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 3:30 p.m.

Policy of the FOIA for the provision of copies of documents which are readily available to the public

Members of the public may:

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required; and
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Corporation.

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—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.

- Companies Act, Chapter 81:01
- The Income Tax Act, Chapter 75:01
- The Exchequer and Audit Act, Chapter 69:01
- Freedom of Information Act, Chapter 22:02
- Environmental Management Act, Chapter 35:05
- Occupational Safety and Health Act, Chapter 88:08
- Industrial Relations Act, Chapter 88:01
- Shipping Act, Chapter 50:10
- The Public Procurement and Disposal of Property Act No. 1 of 2015
- Customs Act, Chapter 78:01
- Real Property Act, Chapter 56:02
- Conveyancing and Law of Property Act, Chapter 56:01
- Landlord and Tenant Ordinance Chapter 27 No. 16
- Data Protection Act, Chapter 22:04
- Disposal of Uncleaned Goods Act, Chapter 51:05
- Harbours Act, Chapter 50:06
- State Lands Act, Chapter 57:01
- Securities Act, Chapter 83:02

SECTION 8 (1) (a) (ii)

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

- Board and Sub-Committee Minutes
- Quality and Control Policy and Procedures
- HR Policies & Procedures
- Purchasing Policy & Procedures
- Standard Work Procedures
- Records Management Manual
- Guidelines and Procedures for Tenants and users of the Point Lisas Industrial Estate
- Emergency Evacuation Routes
- HSE Policies and Procedures
- Leasing Policy
- Customer Service Policies and Procedures
- UAS (Drone) Policy
- Standard Operating Rules, Guidelines and Procedures to Govern the Port

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

SECTION 8 (1) (b)

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

There are no statements to be published under this sub-section.

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 public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (b)

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

At this time, there are no reports or statements under this sub-section.

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 public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (d)

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

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (e)

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

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

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

At this time, there are no reports under this sub-section.

Section 9 (1) (f)

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

- The PLIPDECO is in possession of Auditor's Report on Financial Statements

Section 9 (1) (g)

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

At this time, there are no reports under this sub-section.

Section 9 (1) (h)

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

At this time, there are no reports under this sub-section.

Section 9 (1) (i)

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

At this time, there are no reports under this sub-section.

Section 9 (1) (j)

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

At this time, there are no statements under this sub-section.

1455—Continued

PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT
CORPORATION LIMITED AS AT DECEMBER 2022—CONTINUED

Section 9 (1) (k)

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

At this time, there are no reports under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time, there are no statements under this sub-section.

Section 9 (1) (m)

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

- PLIPDECO is in possession of Valuation Reports (Property and Pension Plan)

PLIPDECO 2022 FOIA Statement Update.

1456

LICENSING SESSIONS

MUNICIPALITY OF TOBAGO

APPLICATIONS for the Licensing Committee's Certificates for New Licences in the Municipality of Tobago under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at a Licensing Session which will be held at the Scarborough District Court on TUESDAY THE 12TH DAY OF SEPTEMBER, 2023 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Cavin Daniel and Khadine Marcelle	High Lands Road, Moriah Tobago	High Lands Road, Moriah (known as Calvin's Corner) Tobago	For the period ending 31st March, 2024
Eunice Wheeler Mt. Pelier, Scarborough Tobago	Cinnamon Hill, Scarborough Tobago	do.
Ashton Collette 36A, Bricksvale, John Dial Tobago	Light Pole No. 12 Orange Hill Road, Scarborough Tobago	do.
Hyacinth Leander	... Les Coteaux Village Les Coteaux, Tobago	No. 1-5 Providence Road Scarborough, Tobago	do
Special Restaurant			
Ronnie Ryan Store Bay Local Road Crown Point, Tobago	Store Bay Local Road (next to Yellow Apt. Bldg.)	do
Ronnie Ryan Store Bay Local Road Crown Point, Tobago	Store Bay Local Road (Green Bldg.)	do.
Sean Clarke Grafton Beach Villas Grafton, Tobago	Grafton, Tobago	do.
Spirit Grocer's			
Darion Ramsay Bagatelle No. 1 Scarborough Tobago	Sherwood Park, Carnbee Tobago	do
Aaron Baksh Pole 69, Bethany, Mt. Pleasant Tobago	South Office, Lot No. C6, Mt. Pleasant Boulevard, Bon Accord Development Bon Accord, Tobago	do.
Ryan Gibbs Arnos Vale Road, Les Coteaux Tobago	Providence Road, Les Coteaux Tobago	do.
Kemba Duncan Bethel, Tobago	Bethel, Tobago	do.
Rason Edwards North Side Road, Mason Hall Tobago	North Side Road, Mason Hall Tobago	do.
Brain Armstrong	... 54, Wilson Road, Scarborough Tobago	Milford Road, Tobago	do.
Daren Phillips No. 74 Bagatelle, Scarborough Tobago	Main Road, Parlatuvier	do.
Wine Merchant			
Richarda Gason-Johnson and Theron Dave Biggart	No. 74 Milford Road Canaan, Tobago	No. 74 Milford Road, Canaan Tobago	do

Dated this 25th day of August, 2023.

*Secretary
Licensing Committee
for the Municipality of Tobago*

1457

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

PETER PATRICK TOBIAS having made sworn declaration that Policy Number 202372 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 2nd day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1458

VERONICA DILLON having made sworn declaration that Policy Number 225005 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 2nd day of January, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1459

DEOMATIE ARJUNSINGH having made sworn declaration that Policy Number 288609 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of ARJUNSINGH GOBERDHAN (deceased) has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 24th day of August, 2023.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1460

LOSS OF PAN-AMERICAN LIFE INSURANCE OF
TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
TIRZAH LILLIAN GREENE	3483940
MARLON MUIR	3545912
CANDACE JOSEPH	3303662
MARLON MUIR	6877328
KENO KELVIN BRAITHWAITE ...	3368773

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1461

TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the Region of Penal/Debe, by Andell Deonarine of Lot No. 1, Batchyia Branch Trace, Penal, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 7TH DAY OF SEPTEMBER, 2023, at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Allan Deonarine, in respect of premises situate at Lot No. 1, Batchyia Branch Trace, Penal, in the said Region.

Dated this 28th day of August, 2023 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal/Debe*