



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1579

## SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part B—*

Traffic Restriction (Temporary Provisions) (Formal Opening of the 2023–2024 Law Term of the Supreme Court of Judicature of the Republic of Trinidad and Tobago) Order, 2023—(Legal Notice No. 304 of 2023).

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

## NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on WEDNESDAY 25<sup>TH</sup> OCTOBER, 2023 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice Port-of-Spain Convocation Hall on Wednesday 1st November, 2023 at 8.00 o'clock in the forenoon.

All such applications should be made in writing and submitted by emailing it to [JuryHOJ@ttlawcourts.org](mailto:JuryHOJ@ttlawcourts.org) or by delivering it to the Criminal Registry, Hall of Justice, Port-of-Spain.

Applications made after that date may not be entertained.

Dated this 12th day of September, 2023.

C. GERALD  
*Assistant Registrar, Hall of Justice  
Port-of-Spain*

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PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Court Office, No. 271 Naparima-Mayaro Road, Princes Town on WEDNESDAY 25<sup>TH</sup> OCTOBER, 2023 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at a Criminal Session of the San Fernando Assizes to be held on Wednesday 1st November, 2023.

All such applications should be made in writing by emailing it to [JurySFO@ttlawcourts.org](mailto:JurySFO@ttlawcourts.org) or by bringing the same on the date of exemption at the Court Office, Princes Town.

Applications made after that date may not be entertained.

Dated this 13th day of September, 2023.

D. BRIDGELAL  
*Assistant Registrar, Supreme Court  
San Fernando*

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

## NOTICE TO JURORS—CONTINUED

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Bacolet Street, Scarborough, Tobago on WEDNESDAY 25TH OCTOBER, 2023 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Supreme Court, Tobago on Wednesday 1st November, 2023 at 8.00 o'clock in the forenoon and every other hearing after to be held at the Supreme Court, Tobago.

All such applications should be made in writing by emailing it to JuryTGO@ttlawcourts.org or by delivering it to the Criminal Registry, Bacolet Street, Scarborough, Tobago.

Applications made after that date may not be entertained.

Dated this 12th day of September, 2023.

K. ALFONSO  
Assistant Registrar, Supreme Court  
Tobago

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**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999 CHAP 22:02**

**UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS DEVELOPMENT  
AUTHORITY**

**In compliance with Sections 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, ("FOIA") the Chaguaramas Development Authority ("CDA") is required by law to publish the following statement, which lists the documents that are available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Commission;
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; 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.

The following information satisfies the requirements of the FOIA and the CDA publishes the following statement as approved by the Minister of Planning and Development:

**Section 7 Statements**

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

**Function and Structure of the CDA**

**Mission Statement:**

"To provide exceptional customer experiences through eco-friendly business, recreational facilities and services, utilizing a sustainable business model built on good governance, continuous learning and employee development"

The CDA is a statutory body established by the Chaguaramas Development Authority Act, Chapter 35:02, No. 37 of 1972 ("the CDA Act") located on Airway Road, Chaguaramas.

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

The CDA is governed by a Board consisting of a Chairman and six (6) Directors all appointed by the President of the Republic of Trinidad and Tobago. The Chairman of the Board reports to the Minister of the Ministry of Planning and Development.

**Structure of the CDA**

The CDA comprises of a staff of One Hundred and Sixty-Six (166) persons headed by the General Manager (Ag). The CDA is divided into the following divisions:

1. Office of the General Manager;
2. Office of the Corporate Secretary;
3. Corporate Communications;
4. Revenue Optimization and Land Development
  - Legal Services and Lease Revenue
  - National Parks & Customer Services
  - Finance & Accounting
  - Golf Course;
5. Corporate Services
  - Human Resources & Administration
  - Information Technology
  - CDA Estate Police
  - Facilities
  - Project Management
  - Health, Safety and the Environment.

**Office of the General Manager**

This office comprises of the following:

- General Manager (Ag)
- Executive Secretary

The core functions of this office are as follows:

- Directing and overseeing organisational reviews, strategic plans and related strategic imperatives
- Driving strategic initiatives and supporting the development of long-term growth plans and profitability goals
- Ensuring the creation and implementation of a strategy designed to grow the CDA while containing the cost base of the CDA
- Coordinating the development of key performance goals
- Directing, coordinating, integrating and guiding all the activities at the CDA to ensure achievement of revenue targets
- Ensuring the ongoing review of the business environment that affects the CDA and making recommendations to the Board of Directors
- Ensuring that operational plans are developed for all functional areas in keeping with the approved strategic plan

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Ensuring the effective management key stakeholder relationships with clients, suppliers and potential investors to ensure customer satisfaction, value for money purchases
- Promoting and ensuring the maintenance of an organizational culture
- Overseeing organisational reviews
- Ensuring the prudent management of the CDA's resources

**Office of the Corporate Secretary**

This office comprises of the following:

- Corporate Secretary (Ag)

The core functions of this office are as follows:

- The scheduling of regular and special Board meetings in accordance with directives of the Board
- The upkeep of minutes from all meetings of the Board and any sub-committees
- Having possession of and keeping current the CDA's records (including minute books, agendas, notices of meeting, proxies, filings with regulators, reports required by law) and correspondence with external auditors
- Maintaining custody of the CDA's seal and other instruments of its authority and attesting to and executing documents on behalf of the CDA
- Ensuring the CDA is compliant with all applicable laws and regulations
- Developing and periodically reviewing the CDA's corporate governance policies and practices
- Advising the Board on aspects of the CDA's operations, relevant legislation and rules affecting the functioning of the Board
- Administering the CDA's tendering process to ensure that goods and services required by the CDA are procured in accordance with established rules and authorities
- Developing, implementing and managing procedures pertaining to the Freedom of Information Act

**Corporate Communications**

This office comprises of the following:

- Manager, Corporate Communications
- Business Support Officer II
- Marketing Assistant
- Marketing Specialist

The core functions of this office are as follows:

- Developing communication polices and plans for internal and external communications
- General internal communications
- Upkeep of bulletin boards, notice boards etc.

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- External releases and publications
- Relations with stakeholders
- Management of social media platforms
- Idea generation
- Creation of pamphlets, brochures, magazines etc.
- Public awareness campaigns
- Development and implementation of marketing and communication strategies
- Coordinating events

**Revenue Optimization and Land Development**

**i. Legal Services and Lease Revenues**

This office comprises of the following:

- Legal Manager
- Legal Officer I
- Legal Officer II
- Business Support Officer I
- Tenancy Officer (2)
- Customer Service Officer
- On the Job Trainee – Paralegal Officer

The core functions of this office are as follows:

- The provision of legal services and advice to the CDA
- Lease Management
- Litigation Management
- Legal Research
- Documentation, preparation, drafting and negotiating of legal documents such as contracts, leases, licenses, agreements, briefs, opinions, policies and procedures
- Ensuring tenants are compliant with their leases
- Reviewing external contracts and/or documents in connection with the CDA
- Reviewing internal policies, documents etc.
- Management of legal risks
- Representing the CDA externally and internally in negotiations, disputes, consultations and other proceedings that require legal representation

**i. National Parks & Customer Services**

This office comprises of the following:

- Manager, National Parks & Customer Services
- Customer Relations Officer
- Clerk Stenographer III
- National Park Assistant I/Tour Guide
- Senior Car Park Attendant (3)
- Car Park Attendant (3)

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

The core functions of this office are as follows:

- Ensuring protection of the environment and the promotion of adventure and eco-tourism through relevant strategies as collaborated with the EMA and Tourism Trinidad Ltd
- Ensuring the application of environmental law and the fighting of poaching in order to maintain the conditions of the CDA's National Parks
- Development of revenue earning from events on the Chaguaramas peninsula
- Ensuring that customer service satisfaction objectives are reached
- Developing customer relationship management policies, systems and processes to ensure retention of key customers
- Maintaining customer satisfaction levels of key customers through regular meetings, visiting operational environments, conducting surveys and forming focus groups
- Improving customer service quality results by studying, evaluating and redesigning processes
- Promotion of events in collaboration with Corporate Communications
- Managing customer complaints

iii. **Finance & Accounting**

This office comprises of the following:

- Assistant Accountant
- Accounting Assistant (2)
- Clerk VI/Cashier
- Purchasing Officer
- Procurement Specialist
- Inventory Officer

The core functions of this office are as follows:

- Developing, implementing and monitoring financial and accounting strategies, policies and procedures
- Management of financial risks
- Preparation and submission of reports on budgets, estimates and expenditure
- Reviewing operating models for use and ownership of assets
- Managing the accounts receivable
- Managing the accounts payable
- Managing the investment portfolio
- Payroll
- Preparation of management and external accounts
- Collection of rental income
- Ensuring tenants are compliant with rental obligations
- Cash flow forecasting

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

iv. **Golf Course**

The Golf Course comprises of the following:

- Customer Service Representative
- Maintenance Assistant (4)
- Maintenance Contractor
- Green Keeper (2)
- Range Hand

The core functions of this Golf Course are as follows:

- Upkeep and maintenance of the Golf Course in keeping with health and safety Policies
- Management of the golf course
- Development of the Golf Club Business Plan
- Development of golf tournaments, special events, activities, marketing and promotion programs
- Training courses
- Turf maintenance
- Development of operating procedures
- Maintaining the golf course membership

**Corporate Services**

Managed by the Head of Corporate Services

i. **Human Resources & Administration**

This office comprises of the following:

- Human Resource Generalist
- Human Resource Assistant
- On the Job Trainee – Human Resource Admin Assistant

The core functions of this office are as follows:

- Administration of human resource plans and procedures
- Implementation of the employee handbook, other policies and procedures
- Recruitment and new employee orientation
- Counseling and exit interviewing sessions
- Training and development of employees
- Performance review of employees
- Leave administration
- Represents CDA in Industrial Relations matters and matters including collective bargaining and conflict resolution
- Employee relations
- Administration of collective agreements
- Man power planning
- Retirement process
- Termination

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

ii. **Information Technology**

This office comprises of the following:

- Assistant Manager

The core functions of this office are as follows:

- Development, implementation and monitoring of IT strategies, policies and procedures
- IT operations
- Network administration
- Disaster recovery
- Contingency planning
- Implements ICT security policy and procedure
- Minimizes risks of external security threats
- Oversee daily operational activities of the technology system
- Coordinate IT support
- Provision of advice, assistance and training to staff

iii. **Estate Police**

This division comprises of the following:

- Superintendent
- Inspector
- Corporal (2)
- Sergeant (2)
- Constable (43)
- Business Support Officer II
- CCTV Team Leader
- CCTV Operator (2)

The core functions of this division are as follows:

- Maintains law and order and ensures security of the CDA's assets, its employees and all other users of the Peninsula and offshore islands
- Performs all duties assigned in accordance with the Police Standing Orders
- Conduct of personal searches as required
- Investigation on theft or any other irregularities
- Patrolling
- Control movement in and out of the CDA's office
- Service as an arm escort where required

iv. **Facilities**

This division comprises of the following:

- Engineer/Manager of Operations
- Business Support Officer I
- Sanitation Worker (17)



UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Tradesman Assistant
- Labourer (14)
- Semi Skilled Labourer (17)
- Driver Heavy Equipment
- Lifeguard (5)
- Woodsman (2)
- Handy Man (3)
- Foreman (6)
- Checker (2)
- Cost Steward Checker (2)
- Carpenter
- Semi Skilled Carpenter
- Stores Hand
- Nursery Man
- Oiler/Greaser
- Plumber
- Mechanic
- Operator Light Equipment (Drivable Mower)
- Operator heavy equipment (Backhoe)
- Operator heavy equipment (Tractor Driver)

The core functions of this office are as follows:

- Developing, implementing and monitoring strategies and procedures for the facilities of the CDA
- General upkeep and maintenance of the Chaguaramas Peninsula and offshore islands

v. **Project Management**

This office comprises of the following:

- Draughtsman/Estimator
- Project Administrator

The core functions of this office are as follows:

- Planning of work schedules to support full scale project plans
- Management of budget allocation
- Develop and implement internal projects
- Develop and implement PSIP projects
- Provision of progress reports on projects
- Project evaluation and assessment of results
- Ensure policies and practices are implemented

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

**vi. Health, Safety and the Environment**

This office comprises of the following:

- HSE Officer (2)

The core functions of this office are as follows:

- Ensuring health and safety measures are put in place
- Hazard identification
- Risk assessment
- Compliance visits
- Conducting investigations
- Covid-19 safety management
- Public access areas safety management
- Liaising with regulatory bodies to ensure compliance
- Development and implementation of HSE Policies

**Effect of Functions on Members of the Public**

The CDA Act mandates the CDA to provide for the establishment and operation of the CDA for the development of the North-West Peninsula in the interest of the People of Trinidad and Tobago.

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

**Categories of Documents in the Possession of the CDA:**

**1. Legislative Documents**

- The CDA Act
- The Chaguaramas Development Plan, 1974
- Legal Notice No. 127 of 2021 – The Chaguaramas Development Authority Divesting (Guave Road Triangle) Order, 2021

**2. Corporate Documents**

- Minutes of Board Meetings and Sub-Committee Meetings
- Board Notes and other documents presented to the Board and Sub-Committees
- Strategic Plans
- Policies pertaining to the internal operations of the CDA
- Corporate Governance Handbook
- Tendering Documents

**3. Correspondence with Line Ministry**

- Reports to the Ministry of Planning and Development

**4. Legal Documents**

- Tenants' Leases
- Licenses

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Contracts/Agreements
- Land Leasing Policy
- Applications for Lease of Land
- Litigation Documents inclusive of intended legal actions, judgments, decisions etc.
- Legal Opinions
- Compliance Reports
- Survey Plans
- Valuation Reports

**5. Financial Documents**

- Accounting and Financial Records (cheques, vouchers, receipts, journals etc.)
- Annual Financial Reports
- Reports to Governments, audited financial reports laid in government and other public financial entities
- Records in relation to budgeting, investments, financial planning and reporting, taxation, cash management etc
- Financial Statements of Tenants
- Files dealing with procurement of supplies, services and equipment
- Customer Financial Information

**6. Human Resource Documents**

- HR Policies
- Collective Agreements
- Templates/forms such as medical forms, pension forms etc.
- Personal files of employees of the CDA

**7. HSE Documents**

- Environmental impact assessments
- HSE Policies

**8. Documents within National Parks & Customer Services**

- Tours Booking Forms
- Vending Forms
- Gazebo Renting Forms
- Terms and Conditions for approved events
- Post Covid 19 Tours' Policy
- Post Covid 19 Beach Policy
- Books, Brochures, newspaper clippings

**9. Miscellaneous**

- Maps/charts/photographs

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

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

**Documents prepared for publication and inspection**

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

Address: Chaguaramas Development Authority  
Airway Road, Chaguaramas

Telephone: 225-4232

Email: [gmdesk@chaguaramas.com](mailto:gmdesk@chaguaramas.com)

Website: [www.chaguaramas.com](http://www.chaguaramas.com)

- i. The CDA Act;
- ii. 1974 Chaguaramas Development Plan;
- iii. General Information in the form of publications, booklet, magazines, brochures etc;
- iv. Various Application Forms;
- v. Procurement/Tender Rules and Procedures;
- vi. Reports.

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

**Literature available by subscription**

The CDA does not possess any literature available by subscription.

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

**Procedure to be followed when accessing a document from the CDA**

How to Request Information:

- **General Procedure: -**  
The Applicant must complete the appropriate form (Request for Access to Official Documents) as mentioned in the FOIA and available at the CDA for information that is not readily available to the public
- **Addressing Requests: -**  
To facilitate prompt handling of your request, please address it to the Designated Officer of the CDA
- **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,

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

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 the CDA or from another public authority, for example brochures, pamphlets, reports etc.

**Responding to your Request**

- *Retrieving Documents: -*  
The CDA is required to furnish copies of documents only when they are in our possession or they can be retrieved from storage.
- *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 documents. For example, we are not required to write a new programme that a computer will print it in the format you prefer; or
- b. Perform research for you.

**Time Limits**

- *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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.

- *Time Allowed*

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

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

**Officers in the CDA responsible for:**

- The initial receipt of and action upon notices under Section 10;

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- **Requests for access to documents under Section 13; and**
- **Applications for correction of personal information under Section 36 of the FOIA, are:**

**The Designated Officer:**

Ms. Olivia Ramesar

Job Title: Corporate Secretary (Ag)/Legal Officer II

Chaguaramas Development Authority

Airway Road

Chaguaramas

Phone: 225-4232 ext. 241

Email: [oramesar@chaguaramas.com](mailto:oramesar@chaguaramas.com)

**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)**

**Library/Reading Room Facilities**

Certain information may be readily available in our library or through our website at [www.chaguaramas.com](http://www.chaguaramas.com).

The Library/Reading Room at the CDA is located on the ground floor, Airway Road, Chaguaramas and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m.

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

Members of the public may:

- 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
- 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 CDA.

**Section 8 Statements**

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

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

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- The CDA Act;
- 1974 Chaguaramas Development Plan;
- Legal Notice No. 127 of 2021 – The Chaguaramas Development Authority Divesting (Guave Road Triangle) Order, 2021
- Cabinet Minutes

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

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

- Board Minutes
- Sub-Committee Minutes
- Corporate Governance Handbook
- Leasing Policy
- Covid-19 Policy
- HR Policies
- HSE Policies
- Tender Rules

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

Documents containing information on the procedures to be employed or the objectives to be pursued in the environment of the written laws or schemes.

At this time, there exist no such documents.

**Section 9 Statements**

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

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

N/A

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

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

N/A

**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 CDA.

N/A

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

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

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

N/A

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

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

N/A

**Sections 9 (1) (f)**

Reports prepared for the CDA by a consultant who was paid for preparing the report.

-Reports prepared by an Actuary for pension calculations

-Yearly Financial Reports

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

Reports prepared within the CDA 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.

N/A

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

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

-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 CDA, (2) the establishment of a new policy, programme or project to be administered by the CDA, whether or not the plans or approvals are subject to approval by an officer of the CDA, another public authority, the responsible Minister of the CDA, or Cabinet.

N/A



UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

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

**Statements prepared within the CDA and containing policy directions for the drafting of legislation**

N/A

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

**Report of tests carried out within the CDA on a product for the purpose of purchasing equipment**

N/A

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

**Environmental impact statement prepared within the CDA**

N/A

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

**Valuations reports prepared for the CDA by a valuator.**

- The CDA contains numerous valuation reports as prepared by valutors in the CDA's approved panel of valutors for the purpose of leasing land in the Chaguaramas region.
- These reports can be requested through the process mentioned hereinabove.



**Public Statement of the Trinidad and Tobago Civil Aviation Authority as at December 31, 2022  
in compliance with Section 7(4) of The Freedom of Information Act (FOIA) Chap. 22:02  
Reasons for the failure to publish statements as required under Section 7 for the period 2015  
– 2022**

The Trinidad and Tobago Civil Aviation Authority (TTCAA) regrets to advise that for the period 2015 – 2022, it did not publish statements as required under Section 7(1) of the Freedom of Information Act, Chap. 22:02 (the Act). The non-compliance was due to the following reasons:

1. The TTCAA provides an essential service on a 24/7 basis which is necessary for the safety, security and economy of the Republic of Trinidad and Tobago. It is required to attain and maintain international standards of safety and efficiency in the civil aviation system as prescribed by the Chicago Convention to which Trinidad and Tobago is a party. During the period TTCAA's resources were dedicated to maintaining compliance with the Convention and the Trinidad and Tobago Civil Aviation Act Ch. 49:03.
2. The International Civil Aviation Organization (ICAO) has delegated to Trinidad and Tobago the responsibility for the provision of Air Traffic Services within an airspace, known as, the Piarco Flight Information Region (FIR), of some seven hundred and fifty thousand (750,000) square miles that includes the airspace over the entire group of Eastern Caribbean islands from north of Antigua to south of Trinidad and stretching eastward to halfway across the Atlantic. The Trinidad and Tobago Civil Aviation Authority provides services within this FIR on behalf of the Government of Trinidad and Tobago. The

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
CIVIL AVIATION AUTHORITY AS AT DECEMBER, 2022 —CONTINUED

successful delivery of these services requires inter alia, a coordinated system of equipment procurement and maintenance, engagement, training and retention of very specialised staff, contract negotiation and management, and continuous preparation for international audits which occur every 2-3 years which have consequences in the event of negative findings.

3. In 2016 a new Board of the TTCAA was installed and a new Director General of Civil Aviation took office. The process of selecting and installing the new Board and of recruiting the Director General significantly impacted the operation of the Authority. Additionally the new leadership of the Authority introduced critical changes to the workflow in the TTCAA.
4. On 31<sup>st</sup> day of January 2020, Her Excellency Paula-Mae Weekes ORTT President of the Republic of Trinidad and Tobago declared the 2019 Novel Coronavirus (2019-nCoV) to be a dangerous infectious disease. On the 27<sup>th</sup> day of March 2020, the Honourable Terrence Deyalsingh Minister of Health, announced the Public Health [2019 Novel Coronavirus (2019-nCoV)] (No. 4) Regulations, 2020, which placed restrictions on access to places of work effective the 30<sup>th</sup> day of March 2020.
5. In response to the measures imposed by the Government of the Republic of Trinidad and Tobago, TTCAA implemented alternative work arrangements to mitigate against the spread of the virus. These measures included inter alia remote work arrangements, stay at home orders for persons presenting flu-like symptoms and staff rotation. As an essential service, attention was focused on supporting the critical areas of operation with the reduced staff capacity.
6. The duty of preparing the FOIA publication falls within the remit of the Corporate Communications Officer, a position which remained vacant until March 2023, and prior to that time the responsibility was non-assigned. Given the onerous and continuous

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duties of the TCAA's 24/7 responsibilities the FOIA requirements were unfortunately not completed.

The TCAA sincerely apologises for any inconvenience occasioned by the non-publication of its required statements for the period 2015 – 2022 and assures that its statement for 2023 will be published at the earliest opportunity.

Francis Regis

Director General of Civil Aviation



**Public Statement 2023 of the  
TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY  
in compliance with sections 7, 8 and 9 of the Freedom  
of Information Act Chap. 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") the Trinidad and Tobago Civil Aviation Authority ("TTCAA" or "the Authority") 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 the Authority;
- 2) A legal right 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 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.

**SECTION 7 STATEMENTS**

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

**Particulars and Function**

The TTCAA is a statutory authority established under the Trinidad and Tobago Civil Aviation Authority Act, No. 33 of 2000. This Act was

replaced by the Civil Aviation Act, No. 11 of 2001 ("the Act"), which came into force on November 01, 2001. Its registered office is situated at Caroni North Bank Road, Piarco.

The primary functions of the Authority are:

- to maintain a standard of safety, security and efficiency in the civil aviation system that is at least equal to the standard of safety prescribed by the International Convention on Civil Aviation ("Chicago Convention") and any other aviation convention, agreement or understanding to which Trinidad and Tobago is a party;
- to regulate, in accordance with the Act or other written law:
  - i. civil aviation operations in Trinidad and Tobago;
  - ii. the operation of Trinidad and Tobago aircraft; and
  - iii. the operation of maintenance organisations in respect of aircraft on the Trinidad and Tobago register;
- to license aerodromes with or without conditions to regulate the same;
- to provide technical advice, assistance or training for any person in respect of any matter in which the employees of the

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Authority have the requisite skill or training;

- to issue, renew, vary, extend and amend licences and other aviation documents in respect of Trinidad and Tobago aircraft in any part of the world, and to collect fees in respect thereof;
- to provide an adequate system of air traffic services in the Piarco Flight Information Region (“FIR”) and such other airspace as may be the subject of a treaty or an agreement between Trinidad and Tobago and any other State or organisation;
- to carry out an investigation of any aircraft accident occurring in or over Trinidad and Tobago or in relation to any Trinidad and Tobago aircraft;
- the development of civil aviation and the maintenance of a civil aviation system that is consistent with national security policy;
- to advise the Minister on matters relating to civil aviation;
- to utilise the property of the Authority in such a manner as may appear to the Authority to be requisite, advantageous or convenient with a view to making the best use if any of the property of the Authority in relation to its functions under the Act.

The services offered by the TCAA are:

- Provision of air traffic services in the Piarco FIR, the airspace that Trinidad and Tobago is mandated to service and maintain. The Authority’s subsidiary, Caribbean Air Navigation Advisory

Services (CANAS), collects the revenue for this service.

- Safety oversight services for the aviation industry in Trinidad and Tobago such as aviation security, flight operations inspections and airworthiness audits.
- Training Services – The Authority’s Training Centre provides air traffic control courses and other aviation related courses.

As a regulatory body, the Authority is required to interact with various stakeholders in the aviation industry including:

- Aerodrome service providers
- Airlines
- Aircraft personnel
- The Airports Authority of Trinidad and Tobago
- The Ministry of Works and Transport
- Other governmental bodies
- Members of the public

#### Decision-making Powers

TCAA is governed by the Board of the Trinidad and Tobago Civil Aviation Authority (“the Board”) appointed by the President pursuant to the First Schedule of the Act and the Director-General of Civil Aviation (“the Director-General”) who is an ex officio member of the Board. The current constitution of the Board is as follows:

- Capt. Thomas E. Lawrence (Chairman)
- Mr. Nigel Pantin (Deputy Chairman)
- Mr. Ravindra Nanga
- Mr. Alex Browne
- Mrs. Nadra Nathai-Gyan
- Mr. Sheldon Baptiste
- Ms. Sonia Francis-Yearwood

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- Mr. Francis Regis (Director General)

There are three (3) sub-committees of the Board that assist in the formulation of policies and guiding the business of the TTCAA. These are:

- The Operations Committee
- The Finance and Audit Committee
- The Human Resource Committee

The Corporate Secretary attends all meetings of the Board.

TTCAA's leadership team comprises of the Director-General and three (3) Executive Managers:

- Mr. Francis Regis – Director-General of Civil Aviation
- Mr. Kingsley Herreira – Executive Manager Safety Regulations
- Mr. Rohan Garib – Executive Manager Air Navigation Services
- Mr. Felix Pearson – Executive Manager Corporate Services

**The Vision:**

To be a global leader in the sustainable development of civil aviation.

**The Mission:**

The provision of a regulatory framework to facilitate a safe, secure and effective aviation industry and air navigation services within the Piarco Flight Information Region.

**Structure of the TTCAA**

The TTCAA consists of three major divisions, Safety Regulation Division, Air Navigation Services Division and Corporate Services Division, each headed by an Executive Manager.

**Safety Regulation Division**

The Safety Regulation Division of the TTCAA provides safety and security oversight of civil aviation in Trinidad and Tobago pursuant to the country's obligations as a signatory to the Chicago Convention and other aviation conventions, agreements and/or understandings to which Trinidad and Tobago is a party.

The Safety Regulations Division is responsible for certification, authorisation and surveillance of aircraft operations, aerodromes, airmen and air navigation services, as well as general oversight of all aviation-related functions. The departments of the Safety Regulation Division are:

- Aviation Security and Facilitation
- Flight Standards – Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods
- Licensing – Personnel Licensing, Aerodromes, Air Navigation Services, Unmanned Aircraft Systems,
- Regulations and Compliance

**Air Navigation Services Division**

The Air Navigation Services Division is responsible for efficiently managing and operating air navigation services within the Piarco Flight Information region. There are four primary lines of operation that work together to ensure a safe, efficient and responsive aviation system and to enable aircraft to safely and efficiently fly from one destination to another. These lines of operation are:

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- ANS Planning and Development
- Air Traffic Control
- Communication, Navigation and Surveillance
- Aeronautical Information Management

#### Corporate Services Division

The Corporate Services Division provides internal business support services to the TCAA to enable it to fulfil its core functions of Safety Regulation and Air Navigation Services. These services include:

- **Human Resources** is responsible for the development and implementation of human resources and industrial relations policies and strategies. The Department also oversees the Health, Safety and Environmental Unit which has responsibility for the development and implementation of occupational safety and health policies, plans and programmes.
- **Finance and Accounting** is responsible for the management, stewardship, and safe-keeping of the TCAA's resources and financial records in accordance with the Finance and Accounting Policy Manual and the Act.
- **Corporate Planning** manages the contract administration, insurance and Enterprise Risk Management programmes and administers the planning, budgeting and corporate reporting functions of the Authority as prescribed in the Act.
- **Department of Air Transport Economic Regulation** performs regulatory oversight functions pertinent to the Flight Information Region and is responsible for

industry analysis and the issuing of international and domestic commercial air transport licenses and permits.

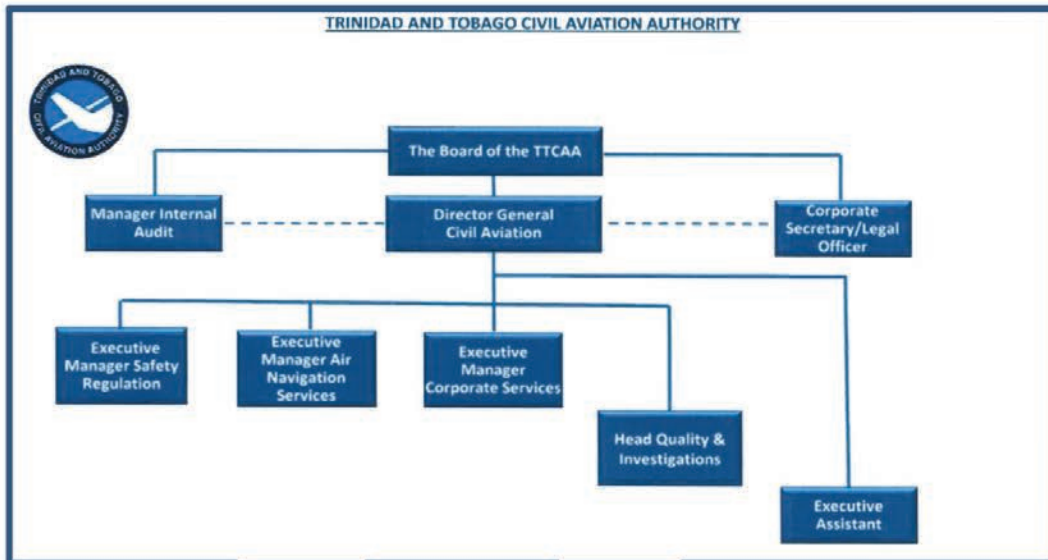
- **Information Technology** is responsible for maintaining an Information and Communication Technology system to support the operations of the TCAA using state of the art equipment.
- **Property Maintenance and Engineering** is responsible for ensuring that the TCAA's assets and infrastructure are fit and reliable for the execution of their functions and are maintained and operated safely and at the highest standard.
- **Civil Aviation Training Centre** provides training in Air Traffic Control and Aeronautical Information Management. The Centre also provides technical, operational and management training in support of the development of the local and regional aviation industry.

#### The Head Quality and Investigations

The Quality and Investigations Unit receives and analyses all Incident Reports, carries out investigations of any aircraft accident or incident and also conducts audits of the Safety Regulation Division as well as the Civil Aviation Training Centre.



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

**Categories of documents maintained in the possession of the TCAA:**

1. Accreditation and certification documentation
2. Advisory circulars
3. Application forms for aircraft, personnel etc.
4. Communique (internal and external)
5. Contracts
6. Corporate plans
7. Documents relative to the Piarco Flight Information Region
8. Financial records
9. Legislation, regulations, legal opinions
10. Minutes and meetings and resolutions
11. Notices
12. Personnel records
13. Policies and procedures (administrative and technical)

14. Procurement and tender documents and records
15. Records (administrative and technical)
16. Registers, permits and licences
17. Reports (administrative, technical, incident and investigation)
18. Training material
19. TCAA aeronautical knowledge examinations

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

**Material prepared by the TCAA for publication or inspection by members of the public:**

The following documents are available on the TCAA’s website <https://caa.gov.tt>

1. Advisory circulars
  - a. Aerial work
  - b. Aerodrome
  - c. Air navigation services

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- d. Air operator
  - e. Airworthiness
  - f. Aircraft
  - g. Approved maintenance organisations
  - h. Aviation security
  - i. General
  - j. Personnel licensing
2. Aeronautical Information Circulars (AIC)
  3. Aeronautical Information Publication (AIP)
  4. Aircraft on TTCAA register
  5. Annual reports
  6. Corporate plan
  7. Forms
  8. Informational material
  9. Notices
  10. Notice to Airmen (NOTAM)
  11. Piarco Flight Information Charts
  12. Regulations
    - a. CAA Act and Regulations Consolidated to 2016
    - b. TTCAR Nos. 1, 2, 3, 5, 6, 7, 9, and 12
  13. Security Directive – List of Prohibited Items
  14. TTCAA Authorised Medical Examiners
  15. Unmanned Aircraft Systems (UAS)/ Drones Restrictions

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

**Literature available by subscription**

The Authority 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 Authority**

The policy of the TTCAA is to respond to all requests for information. All requests must be made in writing and addressed to the Office of the Director General of Civil Aviation. Such requests may be submitted directly to the TTCAA head office or sent via email to [ttcaa@caa.gov.tt](mailto:ttcaa@caa.gov.tt).

However in order to access the rights conferred on applicants under the FOIA (for example the right to challenge a decision if the request for information is refused), or to request official documents that have not already been made available for public access, the request must be made in accordance with the FOIA, i.e the request must be made in writing on the prescribed form (section 13(1) FOIA). The request must be submitted to the Designated Officer or the Alternate Designated Officer.

1. The prescribed form (Request for Access to Official Document(s) form) is available on the website of the Office of the Prime Minister – Communications, Freedom of Information Unit (<http://www.foia.gov.tt>).
2. The relevant information that **must be provided** to the Authority includes:
  - Name of applicant (full name preferred)
  - Contact information
  - Information requested and format to provide the information
  - Date of request

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- Signature of applicant
- Applications should be addressed to the Designated Officer of the Authority (see Section 7 (1) (a) (vi) below).
- documents the disclosure of which would likely to prejudice defence and security
- documents the disclosure of which would prejudice international relations
- internal working documents
- documents containing trade secrets
- documents containing material obtained in confidence

#### Addressing Requests

To facilitate the prompt handling of a request, please address all requests to the Designated Officer or the Alternate Designated Officer of the Authority (see section 7(1)(a)(vi) below).

#### Details in the Request

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

#### Requests not handled under the Act

A request under the FOIA will not be processed to the extent that it asks for information either from the TTCAA or from any other public authority, that is:

- open to public access, as part of a public register
- available for purchase by the public
- available for public inspection in a registry maintained by the Registrar General or other public authority
- stored in a document for preservation or safe custody

Further, certain classes of documents are exempt pursuant to the FOIA. These include inter alia:

- documents prepared for Cabinet

#### Responding to your Request

##### Retrieving Documents

The Authority is only required to furnish copies of documents that it has in its possession or that can be retrieved from storage.

##### Time Limits

###### General

The FOIA sets a time limit of thirty (30) calendar days, from the date the official request was received, for the public authority to notify the applicant whether or not their request has been approved, or partially approved. If the TTCAA fails to meet this deadline the Act gives the applicant the right to proceed as though his/her request has been denied.

The TTCAA will acknowledge all requests and determine whether to grant access to the information, within the thirty day period set out in the Act. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

###### Time Allowed

The Authority will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to

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grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. If it is determined that the requested information cannot be disclosed, then the applicant will be informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

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

**Officers in the Authority responsible for:**

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

**The Designated Officers of the Authority are:**

**Kendall Reid (Designate)**

**Corporate Communications Officer**

Trinidad and Tobago Civil Aviation Authority

Caroni North Bank Road

Piarco, Trinidad and Tobago.

Telephone number: (868) 668-8222 ext. 2208

Fax number: (868) 669-0589

Email address: [kreid@caa.gov.tt](mailto:kreid@caa.gov.tt)

**Bridgid Sutherland (Alternate Officer)**

**Legal Officer**

Trinidad and Tobago Civil Aviation Authority

Caroni North Bank Road

Piarco, Trinidad and Tobago.

Telephone number: (868) 668-8222 ext. 2190

Fax number: (868) 669-0589

Email address: [bsutherland@caa.gov.tt](mailto:bsutherland@caa.gov.tt)

**Section 7 (1) (a) (vii)**

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

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

**Section 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

Any applicant requesting to view information can make general enquiries by calling the Designated Officers under section 7(1) (a) (vi). The necessary arrangements will be made to accommodate the applicant.

Information in the public domain may also be accessed through the Authority's website at <https://caa.gov.tt>

**Policy of the Authority for provision of copies of documents in the public domain.**

The Policy of the Authority for the provision of copies of documents that are readily available to the public is as follows:

- Provision of documents may be subject to a charge to cover administrative costs;
- No smoking, eating or drinking is allowed in the space provided;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure that there is no disruption to the activities of the Authority; and
- The applicant shall comply with the instructions of the Designated Officers at all times.

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**Section 8 Statements**

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

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

- Civil Aviation Act, No. 11 of 2001
- The Civil Aviation Regulations
- The Convention on International Civil Aviation

**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.

- Aeronautical Information Management (AIM) Quality Policy
- Corporate Plan
- Draft Trinidad and Tobago Air Navigation Plan
- Facilities Manual
- Health, Safety, Security and Environment Policy and Procedures Manual
- Human Resource Policy Manual
- International Civil Aviation Organisation Standards and Recommended Practices
- Notice(s) to Air Operators, Air Charterers and Handlers
- Notice(s) of Flight prohibition
- Tender Rules
- Trinidad and Tobago Civil Aviation Authority Operations Directive

**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 reports or statements to be published under this subsection at this time.

**Section 9 Statements**

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

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

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

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

A report or a statement containing the advice or recommendations, of a body or entity established outside the public authority 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 public authority or to the responsible Minister of that public authority.

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

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

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

There are no reports or 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 public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or

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CIVIL AVIATION AUTHORITY —CONTINUED

to another officer of the public authority who is not a member of the committee.

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

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

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

Indoor Air Quality Report(s).

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

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

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

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

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

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

**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.

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

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

A report containing

(1) final plans or proposals for the re-organisation 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.

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

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

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

Proposed amendments to the Civil Aviation Act and Trinidad and Tobago Civil Aviation Regulations.

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

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

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

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

An environmental impact statement prepared within the public authority.

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

**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.

– Insurance Valuation Report

(868)668-8222 <https://caa.gov.tt>