



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

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ERRATUM

In the *Trinidad and Tobago Gazette Extraordinary*, Vol. 61, No. 43, dated Friday 18th March, 2022, Page Nos. 519, Item No. 331, under the heading “APPOINTMENT OF MEMBERS TO THE BOARD OF THE PUBLIC TRANSPORT SERVICE CORPORATION” the appointment date was incorrectly published as 11th January, 2021 and should have read “with effect from 11th January, 2022”. The error is regretted.

1923

REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from the evening of 7th December, 2023, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 1st December, 2023, to perform the functions of the Prime Minister.

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

11th December, 2023.

1924

APPOINTMENT OF OFFICERS OF THE REGISTRAR GENERAL'S DEPARTMENT

NOTICE is hereby given that pursuant to section 3(1) of the Registrar General Act, Chap. 19:03, the Registrar General has authorised the undermentioned officers of the Registrar General's Department to issue Certificates and to certify copies of any document received pursuant to:

- (a) The Companies Act, Chap 81:01;
- (b) The Registration of Business Names Act, Chap 82:95;
- (c) The Non-Profit Organisations Act, (No.7 of 2019); and
- (d) The Newspapers Act, Chap 20:01; as well as Authorisation to affix the seal of the Registrar General to certificates and certified copies produced and issued pursuant to the above-mentioned pieces of legislation.

<i>Name</i>	<i>Position</i>	<i>Date of Commencement of Authorisation</i>
Ms. THALEEMA JUMAN	... Legal Officer I 28th November, 2023
Ms. ALISHA ROBERTS	... Legal Officer I 4th December, 2023

This authority continues for the period during which these officers perform the duties as aforesaid in the Registrar General's Department and may be revoked at any time before the expiration thereof.

Dated this 4th day of December, 2023.

K. BRIDGEWATER
Registrar General



**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF
TRINIDAD AND TOBAGO (COSTAATT) – AS AT
JANUARY 2016**

In accordance with **Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA)**, the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is required by law to publish the following statements that 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 COSTAATT.
- 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 under the Freedom of Information Act.

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) publishes the following statement as approved by the Ministry of Education and the Board of Trustees of the College.

Section 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the College of Science, Technology and Applied Arts of Trinidad and Tobago:

COSTAATT commenced operations as a body corporate in 2000, pursuant to Act No. 77 of 2000. However, it was only fully operationalized in October 2002 with the appointment of the Board of Trustees.

COSTAATT was established in order to:

1. Increase enrollment in tertiary education

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

2. Rationalise academic programmes, policies and procedures across the constituent campuses in order to contribute to the development of a seamless national system of tertiary education
3. Improve the quality of programmes and services
4. Increase the relevance of programmes to labour market needs
5. Broaden access to tertiary education for previously underserved groups
6. Improve the efficiency and effectiveness of college and campus operations
7. Diversify and increase revenue streams

COSTAATT'S VISION:

To be a student-centred, dynamic, and innovative, world-class, multi-campus college, promoting excellence in teaching and learning, serving diverse communities and producing lifelong learners who can compete globally.

COSTAATT'S MISSION:

To be the premier educational institution in providing high quality, affordable and accessible educational programmes serving the needs of business, industry and the diverse campus communities, and facilitating the personal and professional development of its students, faculty and staff.

COSTAATT'S BOARD OF TRUSTEES

The Board of Trustees is appointed by the President of the Republic of Trinidad and Tobago and has responsibility for the policy direction of the College. There are four (4) sub-committees of the Board of Trustees which make recommendations to the board on matters relating to:

ACADEMIC AND STUDENT AFFAIRS

AUDIT

HUMAN RESOURCES

TENDERS

At present, COSTAATT employs a workforce of approximately four hundred and seventy-eight full time staff and an average of 325 adjunct staff per trimester at all six of its programme delivery sites. The College is headed by a President.

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

COSTAATT falls under the Ministry of Education. It comprises six (6) major divisions which are further sub-divided into departments and units:

OFFICE OF THE PRESIDENT

Quality Assurance and Institutional Research

ACADEMIC AFFAIRS

School of Liberal Arts and Human Services

Department of Languages, Literature and Caribbean Studies

Department of Mathematics

Department of Social and Behavioral Sciences

Department of Fine and Performing Arts

Department of Criminal Justice and Legal Studies

School of Nursing, Health and Environmental Studies

Department of Nursing

Department of Health Science Technologies

Department of Environmental Studies

Department of Natural and Life Sciences

School of Business and Information Technologies

Department of Management and Entrepreneurship

Department of Information Science and Technology

School of Continuing Education and Lifelong Learning

Department of Continuing and Professional Education

COMPASS Centre

Translation and Interpretation Unit

Ken Gordon School of Journalism and Communication Studies

Department of Communication Studies

Department of Journalism and Media

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

STUDENT AFFAIRS

Enrollment Management
Office of the Registrar
Career Management Services
Health and Counseling Services
Student Life and Athletics

FINANCE AND ADMINISTRATION

Finance
Procurement
Public Safety and Security
Facilities Management
Technology Services

INSTITUTIONAL ADVANCEMENT

Marketing and Public Relations
Publications and Communications
Alumni Affairs
Foundation and Fundraising
Community Outreach

HUMAN RESOURCE MANAGEMENT

Planning and Employment
Organizational Effectiveness

The College's programmes and services are variously delivered at the following sites:-

Chaguanas Campus
City Campus
El Dorado Campus
North Learning Centre
Sangre Grande Campus

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

South Campus

Tobago Campus

Section 7(1) (a) (ii)

Statement of categories of documents maintained in the possession of COSTAATT:

Minutes of meetings of the Board of Trustees and its various sub-committees

Policy and Procedures Circulars and Manual

Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.

Financial Records - including cheques, receipts, vouchers

Un-audited financial statements

Student records including records of grades and attendance

Contracts, including contracts of employment and contracts of services and leases

Files dealing with matters related to the Academic Affairs such as curriculum documents, accreditation reports and programme evaluations

Files dealing with correspondence from the Ministry of STTE and other government agencies including the Ministry of Finance

Books

Brochures, pamphlets

Institutional data including tracer studies

Reports of consultants

Tender documents

Internal circulars and reminders

Time sheets of adjunct staff

Legislation relating to the organization

Promotional videos

College catalogue

Section 7(1) (a) (iv)

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from COSTAATT:

How to Request Information:

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED***General Procedure***

COSTAATT's policy is to answer all requests, both oral and written. To access a document that is not readily available to the public, the applicant must make a request in writing by the following procedures:

- (1) Obtain the 'Request for Access to Official Documents' which forms the back portion of the FOIA Act and is available at the Government Printery or from the FOIA web site @www.foia.gov.tt
- (2) These forms should be addressed to the designated officer of the College (*see section 7 (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 a request or what details to include, he should 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 this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to Requests for Information:***Retrieving Documents***

The College is required to furnish copies of documents only when they are in its 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. The College is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, the College may not be able to reconstruct it. Instead, the best copy possible will be furnished and person making the request will be so notified.

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

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

Create new documents or re-format documents to meet the specifications of the applicant.

Perform research at the request of an applicant under the FOIA.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the College fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The College will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, COSTAATT will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the College has received the request and to determine its status.

Section 7 (1) (a) (vi)

Officers in COSTAATT are responsible for:

- (1) Initial receipt of, and action upon notices under Section 10
- (2) Requests for access to documents under Section 13 and
- (3) Applications under Section 36 of the Freedom of Information Act

The designated Officer for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

Ms. Lisa Solomon
Corporate Secretary

Officer can be located at:
COSTAATT Chaguanas Campus
Pierre Road Connector
Charlieville, Chaguanas
Tel No: 625-5030

Section 7 (1) (a) (vii)

Committees/Boards/Meetings that are Open to the Public
Opening of public tenders

1925—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016—CONTINUED

Section 7 (1) (a) (viii)

Library Reading Room Facilities

COSTAATT Chaguanas Campus

Pierre Road Connector

Charlieville, Chaguanas

Reading and reference facilities are subject to availability of space

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Copies of legislation, laws, regulations

Financial regulations and instructions

Freedom of Information Act No 26 of 1999

Some copies of the Trinidad and Tobago Gazette

Section 8 (1) (a) (ii)

Medium Term Planning Framework

Public Sector Investment Programme

SECTION 9 – STATEMENTS

This section is not applicable at this time.





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Library Reading Room Facilities

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PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
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Section 8 (1) (a) (ii)

Medium Term Planning Framework

Public Sector Investment Programme

SECTION 9 – STATEMENTS

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TRANSFORMING LIVES, TRANSFORMING COMMUNITIES, TRANSFORMING THE NATION...ONE STUDENT AT A TIME.