



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Wednesday 20th December, 2023—Price \$1.00

No. 184

## CORRIGENDUM

In the *Trinidad and Tobago Gazette (Extraordinary)*, Vol. 62, No.114, dated Monday 31st July, 2023, Page No. 1447, Item No. 1283, under the page heading, “PROMOTION OF REGULAR COMMISSIONED OFFICERS OF THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)”, the ranks of the undermentioned officers were incorrectly stated as Lieutenant to Acting Sub Lieutenant and should have read, “Lieutenant to Acting Lieutenant Commander”. The error is regretted.

### PROMOTION OF REGULAR COMMISSIONED OFFICERS OF THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

IN ACCORDANCE with the provisions of section 13, of the Defence Act, Chap. 14:01 of the Laws of Trinidad and Tobago, it is notified for general information, that Her Excellency the President has promoted the following Regular Commissioned Officers of the Trinidad and Tobago Defence Force (Coast Guard) to the ranks listed against their names, with effect from the dates indicated:

1. LIEUTENANT TO LIEUTENANT COMMANDER							
No.	Name					Rank	Recommended Date of Confirmation
7070	SHERISSE MOORE	...	...	...	...	Lieutenant	10th October, 2021
7076	DANIEL CASTAGNE	...	...	...	...	Lieutenant	22nd April, 2022

  

2. LIEUTENANT TO ACTING LIEUTENANT COMMANDER							
No.	Name					Rank	Recommended Date of Appointment
7079	JEDD CORBIE	...	...	...	...	Lieutenant	18th January, 2023
15024	LEON RICHARDSON	...	...	...	...	Lieutenant	do.
7095	AMIT RAMLAL	...	...	...	...	Lieutenant	do.
7096	JULIO VANCE	...	...	...	...	Lieutenant	do.
7098	JULIANNA STRAKER	...	...	...	...	Lieutenant	do.
15036	MICHALENE CHADEE	...	...	...	...	Lieutenant	do.
15039	ADRIAN AMPSON	...	...	...	...	Lieutenant	do.
15040	EDRIC HARGREAVES	...	...	...	...	Lieutenant	do.
15009	RENE CLEMENT	...	...	...	...	Lieutenant	do.
15041	SHERWIN WHITE	...	...	...	...	Lieutenant	do.
15043	GERALD CHARLES	...	...	...	...	Lieutenant	do.
15044	JEAN-PAUL BARTHOLOMEW	...	...	...	...	Lieutenant	do.
15015	KEERON ARMOOGAM	...	...	...	...	Lieutenant	do.
15017	TRISTAN MOHIP	...	...	...	...	Lieutenant	do.



**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF  
TRINIDAD AND TOBAGO (COSTAATT)- AS AT J  
ANUARY 2018**

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

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—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.

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—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

**STUDENT AFFAIRS**

Enrollment Management

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—CONTINUED

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  
South Campus  
Tobago Campus

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—CONTINUED

**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:**

**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:

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—CONTINUED

- (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:

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.

1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—CONTINUED

**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

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

Library Reading Room Facilities



1927—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2018—CONTINUED

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.***



**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF  
TRINIDAD AND TOBAGO (COSTAATT) – AS AT  
JANUARY 2019**

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

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—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.

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—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

**STUDENT AFFAIRS**

Enrollment Management

Office of the Registrar

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—CONTINUED

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  
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

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—CONTINUED

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:**

***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](http://www.foia.gov.tt)

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—CONTINUED

- (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:

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 docu-

1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—CONTINUED

ments. 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

***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



1928—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2019—CONTINUED

**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.*





**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF  
TRINIDAD AND TOBAGO (COSTAATT) – AS AT  
JANUARY 2020**

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

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—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.

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

COSTAATT falls under the Ministry of Education. It comprises six (6) major divisions which are further subdivided 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

**STUDENT AFFAIRS**

Enrollment Management

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

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  
South Campus  
Tobago Campus

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

*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:**

*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:

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

- (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:

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.

1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

**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  
Charlottesville, Chaguanas  
Tel No: 625-5030

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

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

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

Library Reading Room Facilities



1929—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020—CONTINUED

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.***



**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF  
TRINIDAD AND TOBAGO (COSTAATT) – AS AT  
JANUARY 2021**

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
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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

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

FINANCE & 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.

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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

**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

**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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

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:-

City Campus

North Learning Centre

Sangre Grande Campus

Chaguanas Campus

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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

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:**

**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](http://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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

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:

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

1930—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS  
OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2021—CONTINUED

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

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

**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.**



info@costaatt.edu.tt | 625-5030 | www.costaatt.edu.tt

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