



TRINIDAD AND TOBAGO GAZETTE

VOL. 62

Caroni, Trinidad, Thursday 21st December, 2023—Price \$1.00

No. 185

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THE FOLLOWING HAVE BEEN ISSUED:

ACT No. 15 of 2023—“An Act to make provisions of a financial nature and other related matters”—(\$3.60).

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Trustees Ordinance, Chap. 4 of 1939, Exchequer and Audit Act, Chap. 69:01, the Minister of Finance (Incorporation) Act, Chap. 69:03, Proceeds of Crime Act, Chap. 11:27 Income Tax Act, Chap. 75:01 the Companies Act, Chap. 81:01, the Partnerships Act, Chap. 81:02, the Securities Act, Chap. 83:02, the Tax Information Exchange Agreements Act, No. 5 of 2020, the Non-Profit Organisations Act, No. 7 of 2019 and the Mutual Administrative Assistance in Tax Matters, No 7 of 2020”—(\$36.90).

BILL entitled “An Act to amend the Registrar General’s Act, Chap. 19:03, the Companies Act, Chap. 81:01, the Registration of Business Names Act, Chap. 82:85, and the Non-Profit Organisations Act, No. 7 of 2019”—(\$45.50).

1931

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part A—

Act No. 15 of 2023—“An Act to make provisions of a financial nature and other related matters.”

Legal Supplement Part B—

Traffic Control (Experimental Scheme) (San Fernando Overpass) Regulations, 2023—(Legal Notice No. 382 of 2023).

Notification of Pensionable Offices—(Legal Notice No. 383 of 2023).

Common External Tariff (Suspension) (No. 5) Order, 2023—(Legal Notice No. 384 of 2023).

Common External Tariff (Variation of Duty) (No. 5) Order, 2023—(Legal Notice No. 385 of 2023).

Common External Tariff (Suspension) (No. 6) Order, 2023—(Legal Notice No. 386 of 2023).

Common External Tariff (Variation of Duty) (No. 6) Order, 2023—(Legal Notice No. 387 of 2023).

Immigration (Exemption From Work Permit) (Venezuelan Nationals) (Amendment) Order, 2023—(Legal Notice No. 388 of 2023).

Corrigendum—(Legal Notice No. 389 of 2023).

1931—Continued

SUPPLEMENTS TO THIS ISSUE—CONTINUED

Legal Supplement Part C—

Bill entitled “An Act to amend the Trustees Ordinance, Chap. 4 of 1939, Exchequer and Audit Act, Chap. 69:01, the Minister of Finance (Incorporation) Act, Chap. 69:03, Proceeds of Crime Act, Chap. 11:27, Income Tax Act, Chap. 75:01, the Companies Act, Chap. 81:01, the Partnerships Act, Chap. 81:02, the Securities Act, Chap. 83:02, the Tax Information Exchange Agreements Act, No. 5 of 2020, the Non-Profit Organisations Act, No. 7 of 2019 and the Mutual Administrative Assistance in Tax Matters, Act No. 7 of 2020.”

Bill entitled “An Act to amend the Registrar General’s Act, Chap. 19:03, the Companies Act, Chap. 81:01, the Registration of Business Names Act, Chap. 82:85, and the Non-Profit Organisations Act, No. 7 of 2019.”

1932

ASSENT TO ACT

THE UNDERMENTIONED ACT enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by Her Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

<i>Number of Act</i>	<i>Short Title of Act</i>	<i>Date of Assent</i>
15 of 2023 	The Finance Act, 2023 	20th December, 2023.

21st December, 2023.

B.CAESAR
Clerk of the House

1933

PUBLICATION OF BILLS

NOTICE is hereby given that the following Bills are published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Misellenous Provisions (Trustees, Exchaquer and Audit Act, the Minister of Finance (Incorporation) Act, Proceeds of Crime, Income Tax, Companies, Partnerships, Securities, Tax Information Exchange Agreements, the Non-Profit Organisations Act and Mutual Administrative Assistance in Tax Matters) Bill, 2023.

The Miscellaneous Provisions (Registrar General, Companies, Registration of Business Names and Non-Profit Organisations) Bill, 2023.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

20th December, 2023.

K. JACOB-MOTTLEY
acting Clerk of the Senate

1934

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of **JEAN BLACKMAN-PARRIS** otherwise **JEAN MONICA BLACKMAN** otherwise **JEAN BLACKMAN** of 36, Crichlow Street, San Fernando, Trinidad, who died on the 5th day of September, 2006, by **Judy Ruth Kinsale** of the same place, her daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 27th day of March, 2013, of **ELCIDA JOSEFINA CLARK** of 6, Awang Private Road, Saddle Road, San Juan, St. Ann’s, Trinidad, who died on the 10th day of March, 2023, by **Anna Carmen Clark** of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 14th day of December, 2017, of **GAILANN ROBERTS** of Light Pole No. 3, Apartment 10, Davies Street, Tunapuna, Tacarigua, Trinidad, who died on the 19th day of December, 2017, by **Wendy Browne** of 42, Tecoma Boulevard, La Horquetta, Arima, Trinidad, the sole executrix named in the Will;

PROBATE of the Will dated the 19th day of November, 2018, of **WILLIAM VICTOR** otherwise **WILLIE** of Light Pole No. 69, Second Caledonia Road, Vegas, Morvant, St. Ann’s, Trinidad, who died on the 16th day of March, 2021, by **Crystal Baptiste** otherwise **Crystal Thomas Baptiste** of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 24th day of January, 1983, of **ENA MOOSAI** of 5, Lord Street, San Fernando, Trinidad, who died on the 26th day of January, 1989, by **Sharda Bunsee Moosai** and **Jaideo Moosai** of 185, Main Road, Duncan Village, San Fernando, Trinidad, two of the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of **INGRID ANDREWS** otherwise **INGRID VERONICA SINGH** otherwise **INGRID SINGH** of 15, Finch Drive, Bon Air Gardens, Arouca, Tacarigua, Trinidad, who died on the 23rd day of June, 2012, by **Sherwin Singh** otherwise **Sherwin Richard Singh** of the same place, her son and one of the persons entitled to share in the estate;

1934—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **AINSLEY QUASH** of 6, Frank Hart Street, Santa Rosa Gardens, Arima, Trinidad, who died on the 25th day of November, 2022, by **Valentina Quash** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ANGELA PETERSON** of 22, Stoer Drive, Petit Valley, Diego Martin, Trinidad, who died on the 30th day of April, 2022, by **George Peterson** of the same place, her lawful husband;
- PROBATE of the Will dated the 17th day of October, 2012, of **HUDSON MITCHELL** of Lot 8, Hayes Cul de Sac, Southern Main Road, Carapichaima, Chaguana, Trinidad, who died on the 20th October, 2012, by **Whinfield Mitchell** of 42, Quest Crescent, Harmony Hall, Marabella, Naparima, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **FARZAN ALI** otherwise **FURJANALLIE** otherwise **FUJANALLIE** otherwise **FARZON ALI** of 26, Ciperro Street, San Fernando, Trinidad, who died on the 3rd September, 1961, by **Roma Ali** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 18th day of April, 1984, annexed of the estate of **JOCELYN PAMPELLONNE** otherwise **JOCELYN MARGUERITE MARIE PAMPELLONNE** otherwise **JOCELYN PAMPELLONE** otherwise **JOCELYN MARGUERITE MARIE PAMPELLONE** otherwise **MARGUERITE-MARIE JOCELYN HERRERA** of 25, Shell Camp Clarke Road, Penal, Siparia, Trinidad, who died on the 22nd day of July, 2002, by **Francis Edghill** of Light Pole No. 8/1, La Resource Road, North d'Abadie, Arima, Trinidad, one of the residuary devisees and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RYAN JOSHUA** of 17, Paul Street, Reform Village, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 15th day of March, 2020, by **Patrick Joshua** of the same place, his father and one of the persons entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **ADOLPHUS PETERS** otherwise **JUNIOR ADOLPHUS PETERS** of 11, Sandalwood Avenue, Boys Lane, d'Abadie, Arima, Trinidad, who died on the 19th day of April, 1989, by **Riza Raquel Peters** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MICAH KEVIN ANDERSON THOMAS** otherwise **MICAH THOMAS** of 29, 17th Street, St. Andrews Park, Chaguana, Trinidad, who died on 4th day of February, 2022, by **Maxine John-Thomas** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 20th day of March, 2022, of **RIA GOPIE** of 30 Lendore Village, Enterprise, Chaguana, Trinidad, who died on the 16th day of August, 2022, by **Tisha Kanhai**, of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION *de Bonis Non* of the estate of **LANCELOT SKEENE** of La Vida, 67, Pierre Road, Charleville, Chaguana, Trinidad, who died on the 5th day of May, 2006, by **Colin Lancelot Skeene** of 20, Misty Crescent, Sunrise Park, Trincity, Tacarigua, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of **LINCOLN MARTIN CAMPBELL** otherwise **LINCOLN CAMPBELL** of 6, Myra Lane, Sherwood Park, Arima, Trinidad, who died on the 2nd day of August, 2018, by **Ian Ignatius Campbell** otherwise **Ian Campbell** of the same place, his brother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **WAYNE CHARLES** otherwise **WAYNE CELESTIN CHARLES** of 60, Cocorite Road, Arima, Trinidad, who died on the 8th day of January, 2020, by **Donna-Murree Gale Charles-Welch** of 16, Santa Rosa Springs, off Tumpuna Road, Arima, Trinidad, his sister and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION with Will dated the 5th day of October, 1989, annexed of the estate of **RUBY BEHARRY** of Southern Main Road, Rousillac, La Brea, Trinidad, who died on the 22nd day of May, 2000, by **Premchand Beharry** of 7, Soldado Road, Lange Park, Chaguana, Trinidad, the lawfully appointed attorney of **Sonja Annette Beharry**;
- LETTERS OF ADMINISTRATION of the estate of **ALBERTHA ADRIANA PHILLIPS** otherwise **ALBERTHA PHILLIPS** otherwise **ALBERTHA ADRIANA ALLEYNE** of 135, Windward Main Road, Hope Village, Tobago, who died on the 28th day of June, 1993, by **Kathleen Marguerite Harris** of the same place, her daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 8th day of April, 2010, of **RUFFIEK AYOUB MOHAMMED** otherwise **RUFFIEK MOHAMMED** otherwise **RUFFIEK IOUB MOHAMMED** otherwise **RUFFICK MOHAMMED** of Golden Grove Road, Arouca, Tacarigua, Trinidad, who died on the 9th day of January, 2018, by **Nazeed Mohammed** of 145, Golden Grove Road, Arouca, Tacarigua, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SANDRA HOLDER-YEARWOOD** of Light Pole No. 10/2, Moonan Road Extension, Wallerfield, Arima, Trinidad, who died on the 15th day of August, 2019, by **Inez Roslyn Holder** of the same place, her mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **RENÉE ALICIA INNISS** of 35, Carpenter Crescent, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 3rd day of April, 2016, by **Wilfred Anthony Inniss** of the same place, her father and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RANDOLPH EMMANUEL BAPTISTE** otherwise **RANDOLF EMANUEL BAPTISTE** of 72, Springvale, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 13th day of August, 2003, by **Jacqueline Christebell Baptiste** of the same place, his lawful widow and relict;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 21st day of December, 2023.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 13TH DECEMBER, 2023

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
37,906,207	Balances, Investments, etc.	37,355,885
4,227,519	Subscriptions to I.M.F.	4,227,519
6,987,986	I.M.F.—S.D.R. Holdings	6,987,986
49,121,712		48,571,390
	Trinidad and Tobago Government Securities:	
9,192	Treasury Bills (Face Value)	8,392
25	Marketable Securities	25
9,217		8,417
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
14,237	Advances to Government Authorities	14,237
2,662,803	Other Assets	2,459,715
2,680,540		2,477,452
107,408	Fixed Assets	105,479
51,918,877		51,162,738
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,908,616	Notes	8,980,762
268,463	Coins	268,673
9,177,079		9,249,435
	Demand Liabilities:	
18,766,517	Commercial Banks	18,217,348
420,968	Financial Institutions (Non-Banking)	414,852
(7,738,198)	Government and Governmental Organisations	(8,345,809)
47,941	International Organisations	47,822
728,542	Foreign Currency	729,059
895,246	Other	889,080
13,121,016		11,952,352
	Other Liabilities:	
6,941,636	Government S.D.R. Allocations	6,941,636
16,083,765	Other Liabilities	16,307,733
4,995,381	Specific Provisions	5,111,582
28,020,782		28,360,951
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
51,918,877		51,162,738

G. BACHAN-SAHADEO
Senior Accountant
Finance and Accounting



PUBLIC STATEMENT OF QUEEN'S HALL

UPDATED PUBLIC STATEMENT OF QUEEN'S, HALL 2023

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 Queen's Hall is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access official documents (with exemptions) held by the Queen's Hall.
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect, or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Functions and Structure of the Queen's Hall

The Queen's Hall Act, Chap 40:50 provides for "the establishment of a Concert Hall in the Ward of St. Ann's and for the management and control thereof." Chap 40:50 also establishes Queen's Hall as a body corporate and places responsibility for its management, control and maintenance with the Queen's Hall Board.

CORPORATE STRUCTURE

Queen's Hall is a semi-autonomous agency which reports to the Ministry of Tourism, Culture and The Arts ("MTCA"). Queen's Hall was built in 1959 through the efforts of the music community led by Mrs. May Johnstone, a music teacher and is partially funded by the Government of Trinidad & Tobago. It is designed as a multi-purpose facility to accommodate theatrical presentations and various community activities.

The Hall is managed by the Queen's Hall Board led by the Chairman and supported by a General Manager. The Board carries out its mandate through the establishment of policy direction. Implementation of Board Policy and direction is the responsibility of the Executive.

The composition of the Queen's Hall Board with effect from April 21st 2021 was as follows:

Dr. Helmer Hilwig	-	Chairman
Ms. Nisa Suepaul	-	Deputy Chairman
(*resigned 30th April 2023)		
Ms. Charlene Griffith	-	Member
Mr. Victor Prescod	-	Member
Ms. Michelle Joy Cato	-	Member
Ms. Karla Gonzales	-	Member
Mr. Brian Wood	-	Member
(*vacated 23rd June 2023)		
Mr. John Thomas	-	Member

The current Board composition is as follows:

Dr. Helmer Hilwig	-	Chairman
Ms. Candice Hicks	-	Deputy Chairman
(*appointed 21st June 2023)		
Ms. Charlene Griffith	-	Member
Mr. Victor Prescod	-	Member
Ms. Michelle Joy Cato	-	Member (deceased)
23rd August 2023)		
Ms. Karla Gonzales	-	Member
Mr. John Thomas	-	Member

The Executive is comprised of the General Manager, the Operations Manager and the Heads of Department – Lead Security, Administrative Co-ordinator, Accounts Co-ordinator, Maintenance Co-ordinator, Front of House Co-ordinator and Technical Co-ordinator.

VISION

"Our Vision is to be recognized internationally as the Caribbean region's premier theatre, contributing to nation building and the advancement of all genres of the performing arts."

MISSION

"To provide the necessary canvas for showcasing local and international performing arts; supported by a highly trained, cohesive, professional and service-oriented staff."

The Board has set up the following Committees through which it functions:

- 1) Finance and Investment
- 2) Tenders (*vacated due to proclamation of Act No. 1 of 2015)
- 3) Human Resources
- 4) Projects/Strategic Planning
- 5) Marketing/Bookings
- 6) Legal

SERVICES/PRODUCTS PROVIDED

Queen's Hall operates as a rental facility in that clients book Queen's Hall and present and promote their productions. Queen's Hall strives to maintain a high quality of service to clients and makes every effort to provide the following facilities and equipment for rental to its clients:

- An enclosed Auditorium and Lobby area with seating for 750 persons
- A semi-covered Garden Theatre with seating capacity for 1,800 persons
- A Helen May Johnstone Room with seating capacity for 60 persons
- Landscaped Grounds with Outdoor Fountain
- State of the art theatre equipment for Stage, Lighting and Audio
- Parking facilities for one hundred and ninety-seven (197) vehicles

REPORTING FUNCTIONS

Monthly financial reports are submitted to the Queen's Hall Board, the MTCA and to the Ministry of Finance. Quarterly Development Programme reports are sent to the MTCA.

OVERALL STRATEGIC OBJECTIVE

To ensure a financial system that facilitates the financial viability and sustainability of Queen's Hall in accordance with Government's rules and within the framework of its Government given mandate.

PROCUREMENT OF RESOURCES

Strategic Objective

- To ensure that all technology (theatre-related and otherwise) procured and implemented at Queen's Hall remains up-to-date and that the physical plant is safe, maintained and enhanced to the benefit of all users of Queen's Hall.
- To ensure that all equipment, goods and services, etc. procured by Queen's Hall are accounted for and that the procedures used for their procurement are in accordance with the applicable procurement laws, regulations and Government procedures.

Tendering Procedures

Queen's Hall's procurement procedures are governed by the prevailing public procurement laws, policies, procedures and good practice with a view to ensuring transparency, accountability and value for money.

MARKETING

Strategic Objectives

- To promote Queen's Hall as a Concert Hall of choice for the performing arts
- To provide communications to the wider community on the role of Queen's Hall in the enrichment of the lives of the nation and the performing arts community of Trinidad and Tobago

HUMAN RESOURCE

Strategic Objective

To create an organization with highly trained personnel that are capable of providing managerial, technical, administrative and physical support to clients, which mirrors international best practices, while preserving the integrity of the facility and optimizing its use.

FUNCTIONS OF THE UNITS OF THE QUEEN'S HALL

CORE UNITS

The Structure comprises:

- Office of the General Manager
- Office of the Operations Manager
- Administrative Support Units
- Technical Units

THE GENERAL MANAGER has overall responsibility for managing Queen's Hall in accordance with the policies approved by the Board. The General Manager implements the decisions of the Board, supervises the administrative and technical operation of the facility organizing and directing the work of supervisory staff. The General Manager manages the approved budget and monitors the accounting procedures.

THE OPERATIONS MANAGER will be responsible for managing and directing the Administrative Services of the Organisation which includes the functions of Human Resources, Industrial Relations, Accounting, Information Technology, General Administrative Services, Front of House Services, (Cleaning Services i.e. contracted Janitorial Services), Security and Bar Services. This is a senior management position and the incumbent acts as General Manager in his/her absence.

THE ADMINISTRATIVE SUPPORT UNITS consist of Bookings, Human Resource, Accounts, Information Technology, General Administrative Services, Health and Safety which provide support to the office of the General Manager and Operations Manager in planning, organizing, directing and coordinating the technical and administrative support functions of the organization.

THE MARKETING & BOOKINGS UNIT is responsible for the Queen's Hall corporate image, education and awareness, branding, advertising and public relations. This includes the provision of information to key internal and external stakeholders on a timely basis.

THE HUMAN RESOURCE UNIT is responsible for managing all Human Resources and Industrial Relations functions relative to manpower planning; staff compensation; training and development and employee relations.

THE ACCOUNTING UNIT is responsible for the financial management of Queen's Hall. It ensures that accurate financial information is reported to the Board and Queen's Hall stakeholders in a timely manner.

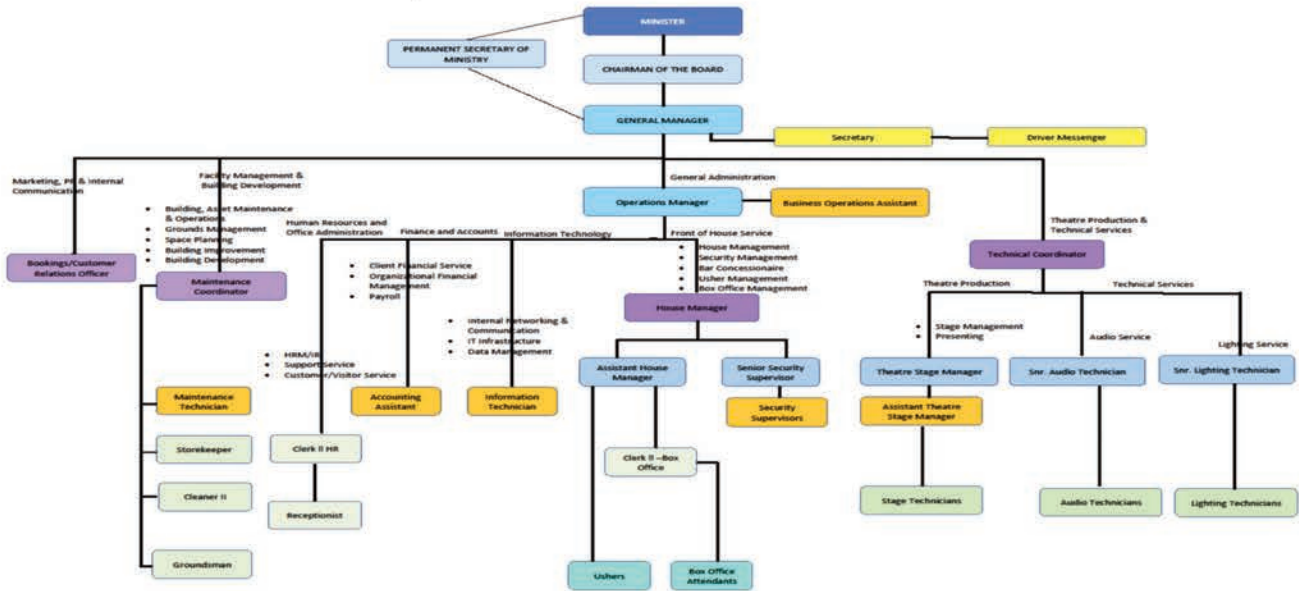
THE GENERAL ADMINISTRATIVE SERVICES UNIT provides front of house services, which includes Ushers, Box Office and Cleaning services.

THE INFORMATION TECHNOLOGY UNIT provides technical and network support services to Queen's Hall. The IT Unit is also responsible for keeping abreast of the use of data and new technologies by remaining at the forefront of digital technology, understanding our audiences to provide live video streaming services for interaction with real and virtual spaces to connect the performers with their audience.

THE HEALTH AND SAFETY AND SECURITY SERVICES UNIT is responsible for all health and safety systems, equipment, procedures, compliance with the OSH Act and Health and Safety Standards. The Unit is responsible for conducting annual risk assessments, internal audits, emergency response drills and safety training for staff. This Unit also oversees all security services provided in-house and by external contractors.

UPDATED PUBLIC STATEMENT OF THE QUEEN'S HALL 2023—CONTINUED

QUEEN'S HALL ORGANIZATIONAL CHART 2023



THE TECHNICAL UNITS are responsible for the coordination and operation of the technical facilities in particular the sound, lighting and rigging of the theatre in keeping with the technical requirement of the clients.

THE AUDIO UNIT is responsible for all sound production shows held at Queen's Hall, including the configuration of microphones, speakers and control equipment, as well as the production of any necessary tracks.

THE LIGHTING UNIT is trained to work safely with electricity and to work closely with Queen's Hall Clients in interpreting the ideas of the Director, the Designer and other departments such as Make-up and Costume.

THE STAGE UNIT provides all technical assistance from rehearsals right through to performances. The stage crew liaises with the lighting, sound, wardrobe and make-up departments and works closely with the director and producer to ensure the smooth running of the productions.

THE MAINTENANCE UNIT is responsible for conducting routine inspections of Queen's Hall's premises and equipment. They perform preventative maintenance and handle basic repairs and maintenance, oversee contractors when professional repairs are required and diagnose mechanical issues with a view to correcting them.

THE STORES UNIT monitors and maintains current inventory levels, initiate requisitions to the Named Procurement Officer to ensure that goods are purchased in a timely manner. The Unit also records purchases, maintains dataset, performs physical count of inventory and reconciles actual stock count to Computer Maintenance Management System (CMMS) reports.

The major stakeholders of the Queen's Hall include:

- Patrons of Arts Foundation
- All Performing Arts Groups
- Cultural Organisations
- Local and International Artists
- Government Ministries
- Non-Profit Organisations
- Faith-Based Organisations
- Corporate organisations
- Producers
- The Copyright Music Organisation of Trinidad and Tobago
- Members of the Public
- Local, Regional and International Visitors
- Trinidad and Tobago Police Service
- Trinidad and Tobago Fire Services
- Contractors
- Members of the Media
- Schools

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of the Queen's Hall

The official documentation of the Queen's Hall relates to a diverse range of policy matters, administration and other matters that fall under the scope of the Queen's Hall and are as follows:

- Files dealing with administrative support and general administrative documents for the operations of the Queen's Hall;
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc;
- Files dealing with Accounting and Financial Management functions of the Queen's Hall;
- Financial Records (cheques, vouchers, vote books, pay records etc.);
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Cabinet documents;
- Maps, charts, photographs/Compact Discs/Diskettes/Tapes/Catalogues/ Forms;
- News Releases and Speeches;
- Policy, plans, guidelines, position papers and procedure documents;
- Registers of internal and external correspondence files;
- Legislation and legal instruments;
- Reports –Statistical, Annual/Quarterly, Audit, Consultants/Technical, Valuation and Accidents;
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- Files dealing with Training;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
- Files dealing with Functions, Conferences and Events hosted at Queen's Hall;
- Inventories and Listings; and
- Minutes of Meetings of the Queen's Hall Board.

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of event flyers, playbills and programmes on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

Queen's Hall, 1-3 St. Ann's Road, St. Ann's

SECTION 7 (1) (a) (iv)

Literature Available by Subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Queen's Hall

How to Request Information

• **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the Designated Officer of the Queen's Hall or at the website www.foia.gov.tt) 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 Queen's Hall. See Section (7) (1) (a) (vi).

Details in the Request

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

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

• **Responding to your Request**

Retrieving Documents

The Queen's Hall is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

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

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of

UPDATED PUBLIC STATEMENT OF THE QUEEN'S HALL 2023—CONTINUED

a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

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

Time Limits

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. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by Queen's Hall to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, the Queen's Hall will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies. Applicants whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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

SECTION 7 (1) (a) (vi)

OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES

Officers in the Queen's Hall responsible for:

- The initial receipt of an action upon notices under Section 10
- Requests for access to documents under Section 13
- Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: General Manager
 Name: Mr. Garfield George
 Address: 1-3 St. Ann's Road, St. Ann's
 Telephone: 298-9089 ext 2220
 Fax Number: 624-2619
 Email address: ggeorge@queenshalltt.com

The Alternative Officer is:

Job Title: Bookings/Marketing Officer
 Name: Mrs. Colleen Cameron
 Address: 1-3 St. Ann's Road, St. Ann's
 Telephone: 298-9089 Ext 2430
 Fax: 624-2619
 Email address: ccameron@queenshalltt.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 within the Queen's Hall that fall within the meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

Queen's Hall documents that exist in the public domain can be accessed through the Reading Room facility. This facility is open to members of the public on Tuesdays and Thursdays from 9:00a.m. to 3:00p.m. and is located in the Queen's Hall Administrative Building at 1-3 St. Ann's Road, St. Ann's. Additionally, information in the public domain can also be accessed from the Queen's Hall's Home Page at website <http://www.queenshalltt.com>

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:

- Observance of any and all applicable Regulations/protocols/guidelines issued by the Ministry of Health
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Reading Room facility.

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:

- Queen's Hall Act Chap 40:50
- Theatres and Dance Halls Act, Chapter 21:03
- Freedom of Information Act, Chap. 22:02
- Guidance on FOIA Implementation
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Public Health Regulations, Guidelines and Protocols
- Occupational Safety and Health Act, Chap. 88:08
- Public Procurement and Disposal of Public Property Act No. 1 of 2015 (as amended) and its Regulations

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.

- Queen's Hall Booking Policy
- Minutes of Meetings of the Queen's Hall Board
- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

SECTION (8) (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public may 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.

- Queen's Hall Occupational Health and Safety Guidelines for Clients and Contractors

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

A report of a statement containing the advice or recommendations, of a body or entity established within the Queen's Hall.

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

SECTION 9 (1) (b)

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

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

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 Queen's Hall.

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

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the Queen's Hall to submit a report, provide advice or make recommendations to the responsible Minister of Tourism, Culture and the Arts or to another officer of the Queen's Hall who is not a member of the committee.

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

SECTION 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the 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.

Feasibility Study for a High-Tech Multi-Purpose Art & Culture Facility in the City of Port of Spain - Vision Works Solutions

SECTION 9 (1) (f)

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

A Strategic Visioning Exercise Report - Vision Works Solutions - Rawle Rullocks

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.

Feasibility Study for a High-Tech Multi-Purpose Art & Culture Facility in the City of Port of Spain - Vision Works Solutions

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.

The Queen's Hall Trinidad and Tobago Administrative Reports for Fiscals 2001-2023

SECTION 9 (1) (i)

A report containing (a) fiscal plans or proposals for the re-organization of the functions of the public authority (b) the establishment of a new policy, programme or project to be administered by the public authority, or (c) 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.

Feasibility Study for a High-Tech Multi-Purpose Art & Culture Facility in the City of Port of Spain - Vision Works Solutions

SECTION 9 (1) (j)

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

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

SECTION 9 (1) (k)

A report of a test carried out within the Queen's Hall on a product for the purpose of purchasing equipment.

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

SECTION 9 (1) (l)

An environmental impact statement prepared within the Queen's Hall.

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

SECTION 9 (1) (m)

A valuation report prepared for the Queen's Hall by a valuator, whether or not the valuator is an officer of the Queen's Hall.

Annual Fixed Assets Register (2023)
 Annual Administrative Reports (2001-2023)



FREEDOM OF INFORMATION ACT

The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations

FOIA Public Statement 2022

Under the Freedom of Information Act, Chapter 22:02 ("FOIA"), Heritage Petroleum Company Limited ("Heritage") is required by law to publish this statement, which lists the documents and information generally available to the public and how members of the public can set out to obtain same. Heritage last published its statement in April 2022. This statement has been updated reflecting changes at Heritage for the year 2022.

The FOIA gives members of the public:

1. a legal right for each person to access information held by Heritage;
2. a legal right for each person to have personal information relating to himself/herself amended where it is held by Heritage and such information is incomplete, incorrect or misleading;
3. a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; 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 Heritage publishes the following statement as approved by the Minister of Energy and Energy Industries:

SECTION 7 STATEMENTS

SECTION 7(1)(a)(i)

Heritage is a wholly owned subsidiary of Trinidad Petroleum Holdings Limited which is wholly owned by the State. Heritage was incorporated on 5th October 2018 as a limited liability company under the Companies Act, Chapter 81:01 of the laws of Trinidad and Tobago, with its registered office at #9 Queen's Park West, Port of Spain. It has one subsidiary, Trinidad and Tobago Marine Petroleum Company Limited, in which it has the majority shareholding. Heritage's main area of business activity is exploration, development, production and marketing of crude oil. As such our business model focuses on safe, responsible, and efficient exploration, production, and marketing of crude oil to the international market.

Corporate Information

Heritage is governed by a Board of Directors appointed by the company's shareholder, Trinidad Petroleum Holdings Limited. The following persons are on the said board:

- Mr. Michael A.A. Quamina S.C. – Chairman
- Mr. Reynold Ajodhasingh – Deputy Chairman
- Mr. Vincent Bartholomew
- Mr. Peter Clarke
- Mr. Newman George
- Mr. Joel Harding
- Mr. Selwyn Lashley
- Mr. George Leonard Lewis
- Mr. Antonio Ross
- Mr. Reza Salim
- Mr. Ryan Toby

There are five (5) Board Sub-Committees:

- The Audit & Risk Sub-committee;
- The Finance, Investment & Strategy Sub-committee;
- Human Resources and Corporate Communications Sub-committee;
- The Operations & Safety Sub-committee; and
- The Procurement & Tenders Sub-committee.

Company Structure

Heritage is divided into four (4) main Business Units and twelve (12) support functions:

- **Offshore Business Unit (Offshore Central and Offshore South West):** This Business Unit is charged with the responsibility of operating the company's offshore acreage in the southern Gulf of Paria.
- **Land Business Unit:** This Business Unit is charged with the responsibility of operating the company's onshore acreage primarily located in the southern part of Trinidad spanning from Galeota to Point Fortin.
- **Midstream Business Unit:** This Business Unit is charged with responsibility of handling all produced fluids (crude oil, natural gas, condensate and produced water) from the company's Land and Offshore operations, as well as crude oil, natural gas and condensate from joint venture, production alliances and third-party purchases, and processing to saleable quality for export, while maintaining our assets and ensuring projects are engineered to ensure same. In order to fulfill this mandate, this Unit operates and maintains a vast, intricate network of trunk pipelines spanning several hundred kilometers, as well as seven (7) Tank Farm facilities.
- **Business Development Unit:** This Business Unit is charged with the responsibility of managing all non-operated assets including joint ventures and sublicense agreements and pursuing and executing new business development opportunities for the company.
- **Engineering Department:** This department: (1) provides technical assurance within each engineering discipline, (2) is responsible for delivering complex and large-scale projects and (3) ensures that Process Safety fundamentals are applied across the business.
- **Drilling Department:** This department is responsible for executing drilling, workover, well servicing and well abandonment operations.
- **Logistics Department:** This department is responsible for the coordination of Marine Logistics, Land Logistics and the Company's Warehouse facilities.
- **Subsurface:** This department plans and assists in setting the direction on strategies to optimize production, enable production growth and achieve reserve replacement in a safe and cost effective manner and in alignment with the Company's overall business objectives.
- **Finance:** This department provides accounts payable and receivable, payroll, financial reporting, statutory reporting and compliance, treasury and risk, taxation, control and systems optimization, asset and value optimization, information and communications technology, property and administration. This Department also includes the Commercial Department that provides sales and purchase arrangements for crude oil and natural gas and other ancillary services.
- **Procurement Department:** This department provides procurement services to the Company.
- **Law Department:** This Support Unit provides legal and land management services.
- **Health, Safety, Environment Department (HSE):** This department provides oversight for health, safety and environment issues, and is broken down to provide support as it relates to Control of Work; Crisis and Continuity Management & Emergency Response; Environmental & Regulatory Compliance; Occupational Health and Operational HSE.
- **Security Department:** This department provides security management for the Company.

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FREEDOM OF INFORMATION ACT

The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations
FOIA Public Statement 2022

- **Human Resources Department:** This department provides recruitment and talent management; compensation and benefits; organizational development; performance and training; industrial and employee relations; and office management services.
- **Internal Audit Department:** This department provides independent, objective assurance and consulting services designed to add value and improve the Company's operations. The Unit assists the Company in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Risk Management, Control, and Governance processes.
- **Corporate Communications Department:** This department is responsible for developing and maintaining a framework to build and manage the company's reputation supported by strong policies and rooted in transparency, accountability, fairness and responsibility to its stakeholders. Corporate Communications is also the main implementation arm for stakeholder engagement and social sustainability.

Heritage's Executive Leadership Team consists of the following positions:

- Chief Executive Officer;
- Chief Operating Officer;
- Chief Financial Officer;
- Chief Legal Counsel;
- Chief Procurement Officer;
- Chief Audit Executive;
- Offshore Leader;
- Drilling Leader;
- Land Leader;
- Midstream Leader;
- Engineering Leader;
- Subsurface Leader;
- Business Development Leader;
- HSE Leader;
- Human Resources Leader;
- Corporate Communications Manager; and
- Corporate Security Manager

Heritage has hired a total of 441 permanent employees as at December 31st, 2022. Please see attached organizational chart for further details.

Effect of Scope of Business on Members of the Public:

In the course of its business, Heritage considers feedback from members of the public but this does not have an impact in relation to the formulation of policy in or the administration of Heritage. The Company will engage in forms of stakeholder engagement as and when required.

SECTION 7(1) (a) (ii)

Categories of documents in the possession of Heritage:

Heritage maintains records that relate to its operations (exploration and production), administrative functions and its support services. These records are categorized as follows:

1. **Corporate Documents**
 - a. Incorporation documents inclusive of bye-laws.
 - b. Minutes and reports of the Board and any committees of the Board.
 - c. Board Notes and other documents presented to the Board.
2. **Correspondence with Corporation Sole, Line Ministry, Government and other State Agencies**
 - a. Communication with Ministries and other public authorities. e.g., reports to the Ministry of Energy and Energy Industries on operational performance, activities and issues of non-operated assets.
 - b. Reports to the Central Statistical Office and other governmental financial management institutions.
3. **Committee Deliberations**
 - a. Minutes and reports of Committees.
 - b. Notes and other documents presented to the Committees.
4. **Legal Activities**
 - a. Records of decisions, legislation, policies and procedures, contracts inclusive of documents relating to the transfer, licensing or leasing of lands.
 - b. Documents pertaining to litigation and other legal proceedings inclusive of intended legal action and decisions or judgements in relation to concluded matters.

5. Business Activities

- a. Business plans, proposals, reviews, reports.
- b. Records related to development, planning and general management of projects.
- c. Records relating to human resource management operations.
- d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities.
- e. Records relating to information resource management facilities, services and technology.
- f. Records relating to marketing and business promotions.
- g. Performance and audit assessments and analyses.
- h. Consultancy, technical, valuation, assessment and various reports which support business decisions.
- i. Policies, procedures and manuals, e.g., safety manual, evacuation procedures.
- j. Speeches and presentations to public forums, conferences.
- k. Records related to the management of corporate events.
- l. Documents related to the management of non-operated assets.
- m. Procurement policies and procedures.

6. Financial and Accounting Operations

- a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
- b. Reports to Government, audited financial accounts laid in Parliament and other public financial entities.
- c. Accounting records.
- d. Records related to control and systems optimization.
- e. Annual Financial reports.

7. Commercial Activities

- a. Records related to vendors, contractors, bidders, joint ventures, purchasers, sellers and contract management.
- b. Records related to asset and value management.
- c. Strategy and Planning records.

8. Environment, Health, Safety

- a. Investigation reports related to reportable accidents.
- b. Register of incidents, accidents and reportable injuries.
- c. Records of monitoring of discharges and emissions.
- d. Operating Management Systems Policies & Procedures.
- e. Annual Risk Assessments.
- f. Medical/Health Surveillance.
- g. Training Records.
- h. Emergency / Evacuation Drill Reports.
- i. Confined Space Testing.
- j. HSSE performance of Leading and Lagging Key Performance Indicators.

9. Internal Audit

- a. Internal Audit Manual.
- b. Internal Audit training programmes.
- c. Internal Audit Plans and Reports.

SECTION 7(1) (a) (iii)

Documents prepared for publication and inspection:

If in print and available, the public may inspect or obtain copies of the following material by contacting the Corporate Communications Manager, Corporate Communications Department at 649-6751 Ext. 6699, Monday to Thursday from 8:00 am to 4:00 pm.

- a. Advertisements for Recruitment of Personnel.
- b. Advertisements for Procurement on behalf of Supply Chain Management Department.
- c. General information in the form of leaflets, brochures or the like on the Company and its operations.
- d. Audited Financial Statements.
- e. Speeches and presentations to public forums, conferences.
- f. Procurement/Tender rules and procedures.
- g. Information related to Corporate Credit Cards.
- h. RFPs to secure banking/brokerage services.

General information is also available on Heritage's website:
www.heritage.co.tt

SECTION 7(1) (a) (iv)

Documents available by way of subscription:

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



FREEDOM OF INFORMATION ACT

The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations
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SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the FOIA:

1. How to request information

- a. All requests for access to documents under the FOIA that are not readily available in the public domain shall be made on the Request for Access to Official Documents(s) Form that is available from the Designated Officer or from the FOIA Unit (in person or via its website: www.foia.gov.tt).
- b. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.

2. Addressing Requests and Details

- a. To ensure prompt handling of requests, please address requests to the Designated Officer of Heritage.
- b. Requests will be acknowledged as official when made on the prescribed form.
- c. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant.
- d. Should the applicant be uncertain as to how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.
- e. Applicants should note that requests for access to information that is readily available to the public, either from this public authority or from another public authority would not be processed however correspondence indicating same would be issued.
- f. Applicants should also note that in order to derive the rights given to the applicant under the FOIA, the applicant must make such requests for information in writing.

3. Time allowed

- a. Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- b. Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
- c. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.
- d. An applicant whose request for documents is refused will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will inform the applicant of alternative recourses that are open to him/her.
- e. If it appears that processing the applicant's request may take longer than the statutory limit, Heritage will acknowledge receipt and advise the applicant of its status, inclusive of such delay.
- f. The Applicant during the thirty (30) day period may call or write the Designated Officer to confirm receipt of the request and to ascertain its status.

4. Fees and Charges

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

SECTION 7(1) (a) (vi)

Officer in Heritage responsible for the initial receipt of and action upon notices under Section 10; requests for access to documents under Section 13; and application for correction of personal information under Section 36 of the FOIA:

The Designated Officer is:

Mr. McCaster Julien
Senior Legal Counsel
Heritage Petroleum Company Limited
Administration Building
S.S. Erin Road, Santa Flora
Phone: 649-6751 ext. 6104
Email: foia@heritage-tt.com

Alternate Designated Officer:

Ms. Anika Sarah Farmer
Legal Counsel
Heritage Petroleum Company Limited
Administration Building
S.S. Erin Road, Santa Flora
Phone: 649-6751 ext. 6104
Email: foia@heritage-tt.com

SECTION 7(1) (a) (vii)

Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public):

Currently, there are no bodies that fall within the limits of this Section of the FOIA.

SECTION 7(1) (a) (viii)

Reading room facilities:

Information in the public domain can be accessed through our website at www.heritage.co.tt. General information enquiries can be made to the Corporate Communications Manager, 649-6751 Ext. 6699. Heritage will provide a room and suitable space for members of the public who have been granted access to inspect specific documents. Such space would be accessible during the hours of 8:00am to 4:00pm from Monday to Thursday and is located at Administration Building, S.S. Erin Road, Santa Flora. All members of the public will be required to adhere to all rules and regulations outlined for the use of this facility.

SECTION 8 STATEMENTS

The following in-house documents can be made available for inspection upon request at this time:

- a. Recruitment and Selection Policy.
- b. Schedule of Financial Authorities.
- c. Credit Card Policy & Procedure.
- d. Overseas Travel Policy.
- e. Investment Policy.
- f. Internal Audit Code of Conduct.
- g. Internal Audit Charter.
- h. Internal Audit Confidentiality Statement.
- i. Internal Control Policy.
- j. Enterprise Risk Management Policy
- k. Insurance Claim Policy.
- l. Cash Conversion Policy.
- m. Dividend Policy.
- n. Unsolicited Proposals Procedure.
- o. Performance Management Policy.
- p. Leave Policy.
- q. Overtime/Call Duty/Call Out/Call Back Policy.
- r. Vacation Leave Accrual Policy.
- s. Mobile Device Usage Policy.
- t. Wireless Communications Policy.
- u. Third Party Software Policy.
- v. Internet Access Policy.
- w. End User Device Policy.
- x. Supply Chain Management Policy.
- y. Conflict of Interest Policy.
- z. Gift and Entertainment Policy.
- aa. Heritage Control of Work Procedure
- bb. Vehicle Fleet Policy
- cc. Safe Driving Policy and Procedure
- dd. Risk Management Standard
- ee. Process Safety Fundamental Guideline
- ff. Pre-Start-up Safety Review
- gg. PPE Procedure
- hh. Management of Change
- ii. HSE Contractor Requirements
- jj. HSE Committee Procedure
- kk. Contractor HSE Management Procedure
- ll. CCMER Philosophy
- mm. Behaviour-Based Safety Programme
- nn. Hazard and Operability Study
- oo. Drug Alcohol and Substance Abuse
- pp. Scaffolding Management
- qq. HSE Minimum Training Procedure for Heritage and Contractors
- rr. Pregnant and Nursing Mothers Policy



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The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations.
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- ss. HSE Roles and Responsibilities Procedure
- tt. Process Safety Manual
- uu. Fatigue Management Procedure
- vv. Fit for Work Procedure
- ww. Safety Moment Guidance
- xx. Incident Investigation and Management Procedure
- yy. Benzene Management Procedure
- zz. Journey Management Procedure
- aaa. Safe Transportation of Cargo
- bbb. In Vehicle Monitoring System Procedure
- ccc. SIMOPS
- ddd. Medivac / Medi Move
- eee. Refusal to Work
- fff. No Smoking Policy
- ggg. HSSE OMS Manual
- hhh. HSSE Audit Management Procedure (EMS)
- iii. HSSE Document Control Procedure
- jjj. Chemical Management Procedure
- kkk. Indoor Air Quality Procedure
- lll. Waste Management Procedure
- mmm. Office Ergonomics Procedure
- nnn. Manual Handling Procedure
- ooo. Hearing Conservation Procedure
- ppp. Environmental Impacts Assessment (EIA) & CEC Application Procedure
- qqq. Management of Environmental Noise Procedure
- rrr. Management of Biodiversity and Ecological Conservation Procedure
- sss. Management of Soil and Groundwater Protection Procedure
- ttt. HSSE Goals Targets and KPIs Procedure
- uuu. HSSE OMS Management Review Procedure
- vvv. HSSE Training and Competency Procedure
- www. HSSE OMS Internal External Communication
- xxx. Stop Work Procedure
- yyy. Heritage Risk Management Policy
- zzz. Dangerous Animal Encounters Procedure
- aaaa. Process Safety Metrics Guide
- bbbb. Identification of Compliance Obligations
- cccc. Interested Parties Procedure
- dddd. Identification and evaluation of Environmental Aspects
- eeee. Gas Detection Equipment Management Procedure
- ffff. Succession Management Policy.
- gggg. Education Assistance Policy.
- hhhh. Training and Development Policy.
- iiii. Progressive Disciplinary Policy.
- jjjj. Promotion Policy.
- kkkk. Acting Policy.

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.

"Not Applicable at this time"

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.

"Save as mentioned at pages 3 and 4 above, not Applicable at this time"

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, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

"Not Applicable at this time"

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

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

Recommendations made by the Heritage Procurement, Disposal and Advisory Committee to the Chief Executive Officer

SECTION 9(1) (b)

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

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

SECTION 9(1) (c)

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

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

SECTION 9(1) (d)

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

Minister of Finance Report on Contracts Awarded - produced by the Procurement Department

SECTION 9(1) (e)

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

1. Environmental, Social and Governance Report 2020 - 2021
2. Environmental Survey of Soldado Fields
3. Prior and Post Ambient Air Quality Monitoring at Drilling Sites
4. Effluent monitoring for drilling pits.
5. Monthly effluent monitoring for three (3) Water Pollution Permits
6. Annual Report of Progress for three (3) Water Pollution Permits
7. Venting Emissions Survey
8. Annual Greenhouse Gas Emissions Report

SECTION 9(1) (f)

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

1. Environmental, Social and Governance Report 2020 - 2021
2. Environmental Survey of Soldado Fields
3. Prior and Post Ambient Air Quality Monitoring at Drilling Sites
4. Effluent monitoring for drilling pits.
5. Venting Emissions Survey
6. Annual Greenhouse Gas Emissions Report

SECTION 9(1) (g)

A report prepared within Heritage 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, programmes or projects.

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

SECTION 9(1) (h)

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

Consolidated Financial Statements of Heritage for the year ended 30 September 2022 and Unaudited Interim Condensed Consolidated Financial Statements of Heritage for the period ended 31 March 2023.



FREEDOM OF INFORMATION ACT

The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations
FOIA Public Statement 2022

SECTION 9(1) (i)

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

"At this time there are no reports under this sub-section"

SECTION 9(1) (j)

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

"At this time there are no statements under this sub-section"

SECTION 9(1) (k)

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

"At this time we have no such reports"

SECTION 9(1) (l)

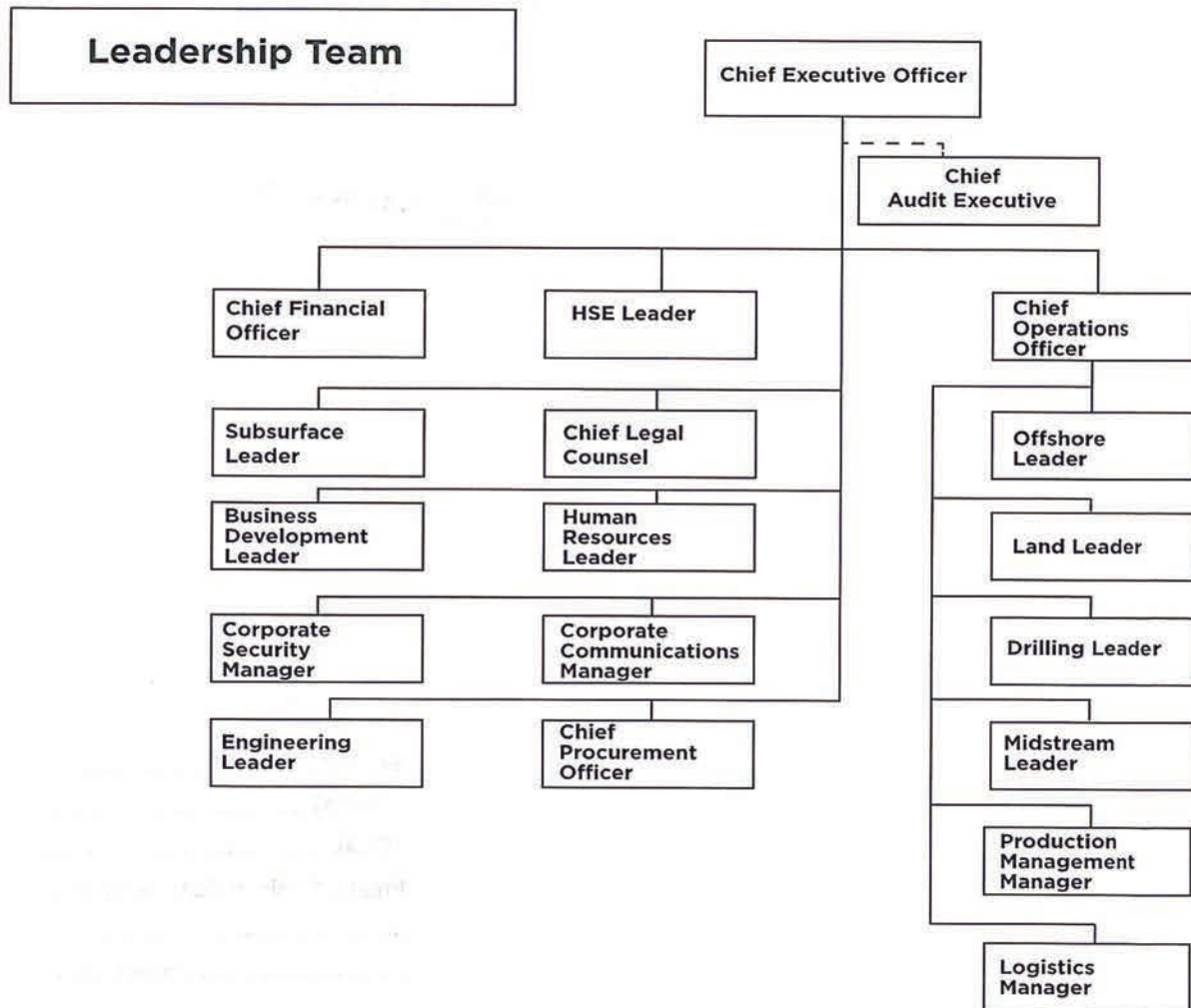
An environmental impact statement prepared within Heritage.

"At this time we have no such statements"

SECTION 9(1) (m)

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

"At this time there are no reports under this sub-section"





**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF
TRINIDAD AND TOBAGO (COSTAATT) –AS AT
JANUARY 2022**

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

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—CONTINUED

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

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 subdivided into departments and units:

OFFICE OF THE PRESIDENT

Quality Assurance and Institutional Research

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—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

Technology Services

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—CONTINUED

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
Reports of consultants
Tender documents
Internal circulars and reminders

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—CONTINUED

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
- (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.

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—CONTINUED***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

1938—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2022—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
Charlottesville, 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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TRINIDAD AND TOBAGO (COSTAATT) –AS AT
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1939—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
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1939—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
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1939—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2023—CONTINUED

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PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2023—CONTINUED

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PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2023—CONTINUED***Furnishing Documents***

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Ms. Lisa Solomon
Corporate Secretary

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

1939—Continued

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS
OF TRINIDAD AND TOBAGO (COSTAATT)—AS AT JANUARY 2023—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
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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.



1940LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

DERICK EUGENE JACK having made sworn declaration that Policy Number 249818 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 14th day of November, 2023.

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

1941

KAVEETA MARAJ having made sworn declaration that Policy Number 417500 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 14th day of November, 2023.

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

1942

CAROLINE CHIN-SANEY having made sworn declaration that Policy Number 377532 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 14th day of November, 2023.

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

1943

ANTHONY CRICHLAW having made sworn declaration that Policy Number 288386 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 14th day of November, 2023.

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

1944LOSS OF THE DEMERARA LIFE ASSURANCE COMPANY
OF TRINIDAD AND TOBAGO LIMITED POLICY

DANIYELLE MEESHELL TROTMAN BENNETT having made sworn declaration that THE DEMERARA LIFE ASSURANCE COMPANY OF TRINIDAD AND TOBAGO LIMITED, Policy Number T23726 on the life of DANIYELLE MEESHELL TROTMAN BENNETT has been lost and having made application to the Company for a duplicate, notice is hereby given that unless any objection is raised within one month of the date thereof, the duplicate policy requested will be issued.

THE DEMERARA LIFE ASSURANCE COMPANY OF
TRINIDAD AND TOBAGO LIMITED

136–138, St. Vincent Street
Port-of-Spain.

1945TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

TOBAGO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said District by Tinesha Beckles of 3A, Back Hill, Whim, Tobago, that it is her intention to apply to the Licensing Committee at the Scarborough District Court on THURSDAY THE 28TH DAY OF DECEMBER, 2023 at 1.00 o'clock in the afternoon for a transfer of the Licence to carry on the trade of a Spirit Retailer now held by Michael Hector in respect of premises situate at Mount St. George, Main Road, Tobago.

Dated this 12th day of December, 2023 at the Scarborough Magistrate's Court, Tobago.

J. LINDSAY
*Secretary, Licensing Committee
Tobago*