



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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## APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by sections 44(1)(a) and 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed TIM GOPEESINGH, to be temporarily a member of the Senate, with effect from 12th December, 2023 and continuing during the absence from Trinidad and Tobago of Senator Wade Mark.

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

12th December, 2023.

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## REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from the evening of 14th December, 2023, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 14th December, 2023, to perform the functions of the Prime Minister.

C. MAHADEO  
*Secretary to Her Excellency  
the President*

19th December, 2023.

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## MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

### CONFIRMATION OF APPOINTMENT

IN ACCORDANCE with part (1) of the Director of Personnel Administration's Circular memorandum E/18 of 2006, the following arrangement is published for general information:

#### Confirmation

Name	Rank of Officer	Date
Mrs. Crystal Aberdeen ... ..	Clerk 1 ... ..	1st December, 2020





NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
 THE 2023 UPDATED PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED  
**IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA), the **National Information and Communication Technology Company Limited** (hereinafter referred to as **iGovTT**), is required by law to publish the following statement which lists the documents and information available to the public.

**THE FOIA GIVES MEMBERS OF THE PUBLIC:**

1. A legal right for each person, corporation, association, public interest group or media to access information held by iGovTT save and except *inter alia* internal working documents, documents that may affect any legal proceedings and personal data;
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**SECTION 7 STATEMENTS:**

Section 7 (1) (a) (i)  
 Function and Structure of iGovTT

**MISSION STATEMENT (Strategic Plan 2020 – 2023):**

To be the leading ICT solution enabler to the Government of Trinidad and Tobago (GoRTT).

**VISION (Strategic Plan 2020 – 2023):**

To deliver service excellence and value to GoRTT in support of advancing the National ICT transformation agenda.

**SCOPE OF BUSINESS:**

iGovTT is a wholly owned State Enterprise which was incorporated on July 20, 2009 in accordance with the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago. The Company acts as the implementation arm of GoRTT in the execution and administration of Government enterprise-wide information and communication technology (ICT) strategies and programmes. iGovTT provides support and consulting services to the MDAs for ICT related projects and initiatives. Additionally, iGovTT establishes policies and guidelines to prescribe the integration of Government-wide systems into a common ICT architecture leading to a connected Government. The Company is also charged with the responsibility for maintaining the Itconnect programme, which is a suite of six (6) alternative service delivery channels for Government to interface with Citizens. The objective of Itconnect is to bring Government information closer to citizens and make public services significantly more convenient and accessible through the medium of ICT.

Additionally, the Company's mandate has been recently expanded to provide technical support to its Line Ministry in the implementation of GoRTT's National Digital Transformation Project. This project is categorised under three Pillars namely: Digital Government, Digital Economy and Digital Society and includes the following initiatives:

- A National unique e-Identifier program;
- An interoperability services solution;
- A government data centre and hybrid cloud solution;
- A GoRTT cyber security roadmap;
- A Developers' Hub;
- Implementation of connected communities;
- An integrated service centre;
- Initiatives to support software development including open source software development;
- Initiatives to support change management throughout GoRTT; and
- Management of overall ICT support to MDAs including the provision of data cleansing services to guide compliance by MDAs.

**ORGANISATIONAL STRUCTURE**

The Company is headed by a Board of Directors ("the Board") which is responsible for controlling the overall direction of the Company. The Board comprises eight (8) Directors:

- Mr. Charles A. Carter (Chairman)
- Ms. Kelly-Anne Amlin
- Ms. Jiselle Renaud-De Silva
- Mr. Hans Des Vignes
- Ms. Chandrakali Maharaj
- Mr. Kurt G. Scolland
- Dr. Ken Sooknanan
- Ms. Kandysse Trancoso

As of 30 September, 2023, one hundred and thirty-four (134) staff members were in the Company's employ. The organisational structure, comprising eleven (11) functional Units as overseen by the CEO and the Deputy CEO is illustrated hereunder at Figure 1.

**RESPONSIBILITY CENTRES:**

**Office of the Chief Executive Officer (CEO)**

The CEO ensures the sustainable growth and relevance of the Company. The CEO has the overall responsibility for the efficient operation of all line functions and is accountable for strategic management. The CEO ensures that Board approved strategies, plans, policies and systems are implemented and that the Company is in compliance with all laws and regulations governing its operation. The CEO reports to the Board and ensures widespread collaboration with key stakeholders. The CEO directly oversees the Strategy and Risk Unit, responsible for driving strategy and risk management functions. The Strategy and Risk Team Lead reports directly to the CEO. The function is further supported by a Strategy and Risk Management Committee.

**Policy, Research & Measurement Team (PRM)**

The Office of the CEO also directly oversees the Policy, Research and Measurement Team which is responsible for ensuring the provision of evidence-based ICT policy, advisory and research services to the GoRTT. Additionally, the PRM Team is responsible for setting up measurement frameworks and developing metrics and key performance indicators (KPIs) related to ICT Usage at the national and government levels.

**Office of the Deputy Chief Executive Officer (DCEO)**

The DCEO supports and advises the CEO on the affairs of the Core units. The DCEO directly oversees the operations of the Company's core lines of business, comprising Consulting, Delivery, Operations, and Itconnect.

**DESCRIPTION OF UNITS**

**1. Internal Audit Unit**

This Unit is responsible for independent risk-based audits on all of the Company's operational functions to ensure compliance with approved and published Company policies and processes and compliance with statutory requirements. The Internal Audit Unit reports functionally to the Audit Committee of the Board and administratively to the CEO of the Company. A representative of the Internal Audit Unit is also required to attend and participate in the meetings of the Audit Committee of the Board.

**2. Legal Unit/Corporate Secretariat**

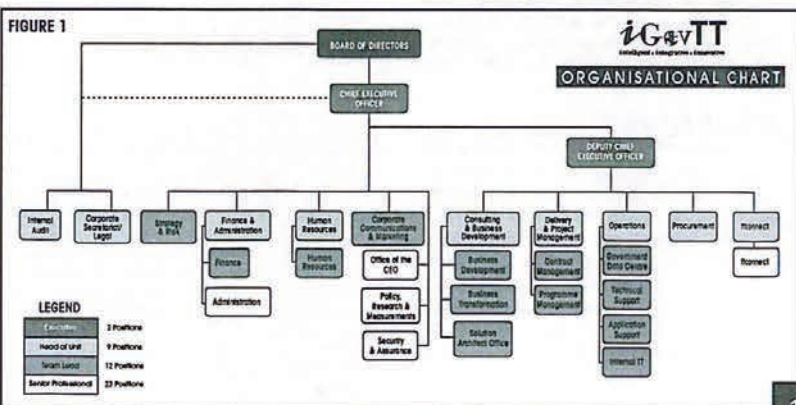
The Legal Unit/Corporate Secretariat is accountable to the Board through the Chairman for all matters relating to Corporate Governance, the Company's Corporate Secretarial duties and legal matters which concern the Board. In addition, the Legal function reports to the CEO for all Company related legal matters including the preparation and execution of contracts. The Unit serves as the secretariat for Board meetings and meetings of the committees of the Board.

**3. Corporate Communications & Marketing Unit (CCM Unit)**

The CCM Unit is responsible for strategic communications and marketing initiatives, as well as internal and external communication with stakeholders.

The CCM Unit is also responsible for:

- Managing iGovTT's corporate identity and developing corporate collateral such as brochures, annual reports, speeches and press releases;
- Managing the content and design for all iGovTT web-based platforms;
- Organizing and executing Internal and external stakeholder events;
- Coordinating market research;
- Developing and implementing marketing strategies for iGovTT's products and services;
- Developing and implementing communication strategies and initiatives to support the Company's overall business objectives and goals; and
- Managing corporate brand and reputation.





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**4. Human Resources Unit (HR Unit)**

The HR Unit is responsible for:

- Working with iGovTT's leadership and lines of business to plan and perform HR recruitment and selection (including performing HR research on competitive rewards and recognition systems);
- Developing, implementing and maintaining HR policies, procedures and process flows;
- Planning and organizing staff development programmes and training;
- Planning, implementing and maintaining a performance management system for iGovTT;
- Developing and implementing organisational development programmes; and
- Managing the employee relations and industrial relations functions of the Company.

A designated representative of the HR Unit is also required to attend and participate in the meetings of the Human Resources Committee of the Board.

**5. Finance & Administration Unit**

The Finance & Administration Unit comprises two (2) sub-teams; namely, the Finance Team and the Administration Team. A designated representative of the Finance and Administration Unit is also required to attend and participate in the meetings of the Finance Committee of the Board.

**Finance Team**

This team is responsible for:

- Leading the Company's budgetary process;
- Developing and maintaining a financial management framework (Payables, Receivables, General Ledger, Payroll, and Financial Reporting); and
- Financial reporting to the Board, Management, Corporation Sole and other Stakeholders.

**Administration Team**

This team is responsible for:

- Strategizing and operationalizing office management policies and procedures;
- Ensuring the development of facilities management and health and safety policies, standards and procedures;
- Providing oversight to the development and implementation of preventive maintenance schedules, upgrades and remodels, relocations and new renovations and related projects;
- Managing the provision of security, janitorial, hospitality and other ancillary services; and
- Providing oversight on compliance with OSHA regulations to promote, implement and maintain high standards of health and safety measures in all its operations.

**6. Security & Assurance Unit**

The Security & Assurance Unit monitors, measures and assesses risks and vulnerabilities associated with Government's Information, ICT projects and ICT infrastructure assets. This Unit's main focus is to ensure that iGovTT and GoRTT's ICT assets are adequately protected from risk through policies, initiatives and programmes that seek to maintain the confidentiality, availability and integrity of information that is processed, stored and transported by GoRTT.

**7. Consulting Unit**

The Consulting Unit engages Ministries, Divisions and Agencies to ensure alignment with enterprise-wide ICT initiatives and provides strategic and advisory support for their ICT programmes and projects. Specific areas of consulting include ICT strategic planning, business process reengineering, change management, human capital development, ICT policy development and monitoring and evaluation. The Consulting Unit works closely with the Line Ministry to ensure consistency with the current holistic ICT policy framework as articulated by GoRTT.

This Unit is divided into three (3) teams:

- Business Development Team;
- Business Transformation Team; and
- Solutions Architect Office.

**Business Development Team (BD)**

The BD Team is responsible for co-ordination of the usage of Government's ICT assets by GoRTT Ministries Departments and Agencies while aligning to the overall iGovTT strategic objectives.

**Business Transformation Team (BT)**

The BT Team performs digital transformation to support Ministries, Departments and Agencies in the efficient realization of GoRTT's national strategy and vision.

**Solutions Architect Office Team (SAO)**

The SAO sets the National ICT infrastructure, technology direction and standards. It drives programmes and projects for GoRTT in support of the goals of the National ICT Plan.

**8. Delivery Unit**

The Delivery Unit focuses on the successful implementation of ICT projects through the provision of Project Management and Contract Management Services and Procurement Management. The Programme Management Office (PMO) manages and drives the execution of projects by following a standard and proven Project Management Methodology. The Contract Management Office (CMO) negotiates, manages and executes all relevant ICT contractual arrangements and offers support in the ICT procurement process. The Procurement Unit Manages the overall direction, coordination and evaluation of procurement for iGovTT.

**Programme Management Office (PMO)**

The PMO is responsible for:

- The successful implementation of programmes/projects undertaken by iGovTT within an approved timeframe and budget;
- Providing regular consultation services, progress reports and programme dashboards to programme/project stakeholders;
- Ensuring compliance with iGovTT's Project Management Methodology & Standards, and Government-wide ICT policies;
- Performing programme/project risk management and issue management; and
- Performing vendor management tasks including first line response to vendors as it relates to project execution.

**Contract Management Office (CMO)**

The CMO is responsible for:

- The provision of contract management services to various Ministries and Agencies;
- The management of all ICT contracts for the GoRTT.
- The maintaining records of contractual activities and issues;
- Client/supplier relationship management;
- In-contract negotiations;
- Risk management;
- Monitoring of contract deliverables; and
- Vendor performance measurement.

**Procurement Unit**

The Procurement Unit is responsible for:

- Managing the overall direction, coordination and evaluation of procurement for iGovTT;
- Managing the purchasing process within iGovTT by ensuring that all third party purchases are covered by purchase orders
- Implementing procurement strategies to maintain the security of supply and optimum value for money; Performing all procurement and contracting activities (in conjunction with the Contract Management Office of the Delivery Unit) including pre-qualification and tender management;
- Setting policies and guidelines for delivering a transparent, commercial and cost-effective procuring process for iGovTT; and

- Providing periodic reporting to the iGovTT Executive Management and the Board on procurement activities, controls and processes.

The Procurement Unit is also required to attend and participate in the meetings of the Procurement and Disposal Advisory Committee.

**9. Operations Unit**

The Operations Unit comprises four (4) Teams namely the Government Data Centre, Technical Support Team, Application Support Team and Internal IT.

**Government Data Centre (GDC)**

The GDC team is responsible for:

- Managing the Government Wide Area Network (GovNetTT) which provides network connectivity and ICT services to GoRTT Ministries, Agencies and Departments for email, directory services, filtered internet and secured communications;
- Ensuring the design, setup, operation and maintenance of the Data Centre facilities and other hosting services according to relevant internationally recognized governance and service standards;
- Utilizing an International Standards-Compliant Operations Management Framework (ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation.

**Technical Support (TS)**

The Technical Support team is responsible for:

- Managing the GoRTT Enterprise Software Contracts for productivity and endpoint security;
- Ensuring the proper installation, setup and maintenance of client's centralized applications and other desktop services according to relevant internationally recognized governance and service standards;
- Engaging in and facilitating research on new technologies and applications and plans for capacity, growth and technology refresh for installed applications; and
- Provide approvals for the procurement of computer hardware and software to GoRTT agencies, in accordance with the Ministry of Finance Annual Call Circular which state that requests for computer equipment should be supported by the recommendation of iGovTT.

**Application Support (AS)**

The Application Support Team is responsible for:

- Managing the GoRTT Enterprise Portal (tconnect Portal) solution and the tconnect ID, as the single authentication service for accessing GoRTT eServices;
- Ensuring the design, setup, operation and maintenance of the GoRTT centralized applications and other business related application services according to relevant internationally recognized governance and service standards; and
- Engaging in and facilitating research on new technologies and applications, and planning for capacity growth and technology refresh for installed services and applications related to the tconnect Portal.

**Internal IT**

The Internal IT Team is responsible for the Internal ICT and information systems of iGovTT. This includes:

- Managing vendors and suppliers of IT goods and services to ensure quality and value of services;
- Managing the transition of IT services to minimize the impact on business processes;
- Developing and maintaining policies, procedures and guidelines governing the use of ICT tools and information systems within the Company;
- Ensuring compliance of iGovTT with the approved IT standards and legislation;
- Planning for and maintaining systems to mitigate against the loss of corporate information in the event of infrastructure failure or disaster; and
- Providing operational support to Company stakeholders in their use of ICTs.



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**10. Itconnect Unit**

The Itconnect Unit is responsible for:

- Operating under the brand of "Itconnect" and providing to the public, information on the services of GoRTT and access to said GoRTT services as agreed upon by the participating Ministries, Divisions and Agencies. This Unit focuses on efficiently and effectively optimising its public interfaces, and delivers customer-facing information and services to citizens and businesses on behalf of its clients (such as Government Entities, Non-Government Organizations and Commercial Merchants where feasible);
- Operating multiple service delivery channels namely the Service Centres, Express Buses, the Itconnect website, the kiosks and the Virtual Contact Centre which includes web chat services with live agents and artificial intelligence, a toll-free number of 800-8826 and email services which are all used to provide information on Government services;
- Working with the BD team to expand its current client base of Government entities and the services they provide to the public via Itconnect's multiple channels as appropriate;

**EFFECTS OF SCOPE OF BUSINESS  
ON MEMBERS OF THE PUBLIC:**

The Company's operating policies and procedures are developed in accordance with the rules and guidelines established by the State Enterprises Performance Monitoring Manual (SEPM) and relevant Laws and Regulations as well as national policies. The scope of iGovTT's operations focuses on the support of digital transformation/Public Sector transformation through the adoption and implementation of ICT solutions. These transformation solutions are aimed at either improving the effectiveness of the respective Ministries, Departments or Agencies (MDAs), implementing platform solutions that could be shared by multiple organisations, reducing duplicate expenditure and capitalising on economies of scale through shared platforms; or in the delivery of citizen centric government services through the Itconnect forward facing citizen interface solutions and services to especially to underserved areas. Each of these types of solutions are aimed at reducing government expenditure, ensuring compliance with legislation, regulations and policies while enabling a more effective government service and increasing the reach of government services to the citizens through digital and online media to increase the ease of doing business with government. Since iGovTT's target stakeholders are the MDAs, through the company's Business Development Team focus is placed on direct engagements or through established forums such as the Government IT Leadership and Advisory Council (GILAC) to address their specific needs; the company relies on their sector expertise to guide the system requirements. As a result, in the matter of operating policies and procedures, the Company does not hold public consultations.

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

Categories of Documents in the possession of iGovTT:

- Files regarding administrative support and general administrative documents for the operations of the Company;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers,
- Disciplinary letters, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to the accounting and financial management function of the Company;
- Financial records (cheques, vouchers, receipts, journals);
- Files relating to the procurement of supplies, services and equipment and other technical requests from MDAs;
- Procurement performance and planning reports;
- Reports on contracts awarded for ongoing tenders;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;

- Contract Administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to the Board of Directors including but limited to Integrity Commission submissions and Conflict of Interest Declarations;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents;
- Files pertaining to official functions, conferences and events hosted and attended by the Company;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files;
- Registers/certificates;
- Itconnect performance reports;
- Itconnect customer interaction reports;
- Portal and GovNetTT performance reports; and
- Other stakeholder reports.

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

Material prepared for publication or inspection.

Educational and Informational Material:

- iGovTT Company Brochure;
- Itconnect Services Brochure
- Mobile winning CANTO Project of the Year 2010;
- iGovTT – Providing Public Sector ICT Solutions;
- GovNetTT – The Platform for Connected Government;
- iGovTT Annual Reports for the financial years ended 2011- 2022;
- Customer Satisfaction Survey Reports (2011, 2012, 2014, 2016, 2017, 2018, 2019, 2020, 2021 and 2022);
- ICT Business & Innovation Symposium documents (2012, 2014 and 2018);
- Microsoft Home Use Program-Software Download Instructions (for Government Employees);
- Microsoft Home Use Program Microsoft Office Professional Installation Guide (for Government Employees);
- The National ICT Plan 2014 to 2018 (smartTT);
- The draft National ICT Plan 2017 – 2021 (Fastforward II);
- National ICT Plan 2018 – 2022 (ICT Blueprint);
- Accelerating Digital Transformation: Covid-19 Response Report;
- *Pioneering a Digital Future for Trinidad and Tobago* – an article published in the local newspaper on the commemoration of World Telecommunication and Information Society Day (WITSD) – May, 2023; and
- *Celebrating Our Digital Journey: Over a Decade of Innovation, Transformation and Empowerment* – an article published in the local newspaper to celebrate iGovTT's 14th anniversary –July, 2023.

In addition to the details in Section 7 (1) (a) (viii) below, the abovementioned documents are also available viewing via iGovTT's website at [www.igovtt.tt](http://www.igovtt.tt) or GoRTT's Open Data website at [www.data.gov.tt](http://www.data.gov.tt). Additional information on Digitising Government can also be found at <https://bit.ly/2RKMORh>.

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

Literature available by subscription

The Company does not publish material to which members of the public may subscribe. However, members of the public may wish to subscribe to iGovTT's social media pages:

Facebook: [www.facebook.com/IGovTT](https://www.facebook.com/IGovTT)

Twitter: @IGovTT

Instagram: [www.instagram.com/igovtt](https://www.instagram.com/igovtt)

LinkedIn: <https://t1.linkedin.com/company/igovtt>

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

Procedure to be followed when accessing a document from iGovTT.

**HOW TO REQUEST INFORMATION****General Procedure**

iGovTT's policy is to answer all written requests for information. In order to utilize the rights granted under the Freedom of Information Act (FOIA) (for example the right to challenge a decision if a request for information is refused) the request must be made in writing. The applicant must therefore, complete the appropriate form entitled **Request for Access to Official Documents**, for information that is not readily available to the public. These forms can be obtained from the receptionist at iGovTT's Head Office, Lord Harris Court, No. 52 Pembroke Street, Port of Spain or online at [www.foia.gov.tt](http://www.foia.gov.tt).

**Addressing Requests**

To facilitate prompt handling of your request, please address your correspondence to **The Designated Officer of National Information and Communication Technology Company Limited**.

(See Section 7 (1) (a) (vi) for further details)

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure of how to write a request or what details should be included, communication should be initiated with the **Designated Officer** who will then provide guidance and direction.

**Requests not handled under the FOIA**

A request under the FOIA will not be processed if it asks for information which is readily available to the public, either from iGovTT or from another public authority, for example, brochures, pamphlets, reports including online publications.

**Responding to your Request****Retrieving Documents**

iGovTT is required to furnish copies of documents only when they are in the Company's possession or if they can be retrieved from storage. iGovTT will also access information stored in the National Archives or another storage center in order to process requests.

**Furnishing Documents**

An applicant is entitled to copies of documents that iGovTT has in its possession or documents that are published under the organisation's custody or power. iGovTT is required to furnish at least one copy of a document. If a legible copy cannot be located, iGovTT may not attempt to reconstruct the document. Instead, the best copy possible will be furnished and iGovTT will inform the applicant via official correspondence.

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

- (a) Create new documents.
- (b) Perform research on behalf of the applicant.

**Time Limits****General**

The FOIA sets a time limit of thirty (30) days for determination of requests for access to documents. If an organisation fails to meet this deadline, the FOIA grants the applicant the right to proceed as though the request has been denied. In this regard, iGovTT will be diligent in complying as closely as possible with the time limit. If processing of the request seems to be stretching beyond the statutory limit, iGovTT will advise the applicant of the delay. It is important to note that requests may sometimes be incorrectly addressed or misdirected. Consequently, applicants are welcome to call or write to iGovTT to confirm that the request was received and to ascertain its status.

**Time Allowed**

iGovTT will determine whether requests for access to information will be granted within the statutory timeframe "as soon as practicable but no later than thirty (30) calendar days" as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.



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

Officers in iGovTT responsible for:

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

The Designated Officer is:  
**Corporate Secretary/Head, Legal**  
 Level 1, Lord Harris Court  
 52 Pembroke Street  
 Port of Spain  
 Tel: (868) 627-5600 Ext. 3065  
 Fax: (868) 624-8001  
 E-mail: [FOIAOfficer1@igovtt.tt](mailto:FOIAOfficer1@igovtt.tt)

The Alternate Officer is:  
**Chief Executive Officer**  
 Level 3, Lord Harris Court  
 52 Pembroke Street  
 Port of Spain  
 Tel: (868) 627-5600 Ext. 3001  
 Fax: (868) 624-8001  
 E-mail: [FOIAOfficer2@igovtt.tt](mailto:FOIAOfficer2@igovtt.tt)

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

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

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

Library/Reading Room Facilities

The Company provides a room and suitable space for the inspection of documents and persons will also be able to obtain copies of specific material which will be made available between the hours of 8 a.m. – 4 p.m. on normal working days at the National Information and Communication Technology Company Limited, Ground Floor, Lord Harris Court, 52 Pembroke Street, Port of Spain.

**Policy of iGovTT for provision of copies of documents**  
 A fee of fifty (50) cents per page will be incurred for photocopies. However, a fee of twenty-five (25) cents per page will be charged if applicants provide their own paper.

**SECTION 8 STATEMENTS:**

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

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

**Section 8 (1) (a) (II)**

Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the National Information and Communication Technology Company Limited, or similar documents containing rules, policies, guidelines, practices or precedents.

The Company produced the following documents for public access:  
 • Procurement Rules and Procedures - September, 2009  
 • Itconnect Customer Service Charter  
 • iGovTT – 2011 – 2022 Annual Reports  
 • GovNetT – The Platform for Connected Government;  
 • iGovTT – Providing Public Sector ICT Solutions;  
 • Procurement Rules and Procedures - September, 2015;  
 • Office of the Procurement Regulator Handbook and Guidelines

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

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

**Section 8 (2)**

Copies of all documents listed under Section 8 are available for inspection and for purchase (where applicable) by members of the public between the hours of 8 a.m. – 4 p.m. on normal working days at the National Information and Communication Technology Company Limited, Ground Floor, Lord Harris Court, 52 Pembroke Street, Port of Spain and on the Company's website : [www.igovtt.tt](http://www.igovtt.tt)

**SECTION 9 STATEMENTS:**

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

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

No such documentation has been formulated by iGovTT for disclosure to members of the public.

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

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

- State Enterprises Performance Monitoring Manual, July 2011.
- A Guide to the 1999 Freedom of Information Act Chapter 22:02, 2011.
- Public Procurement and Disposal of Property Act, 2015;
- Office of the Procurement Regulator Handbook and Guidelines

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

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

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

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

On 17 November 2021 the Company established an ICT Strategy and Steering Committee tasked with the responsibility of providing ICT related advice and/or recommendations to the Board of Directors, Line Minister and stakeholder Ministries on a variety of matters. Meetings were held on:

- 03 December, 2021;
- 24 February, 2022;
- 28 March, 2022;
- 10 May, 2022;
- 26 April 2023; and
- 14 August 2023.

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

Please refer to Section 9 (1) (f) below.

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

A report prepared, and paid for by iGovTT, by a Consultant who was paid for preparing the report.

- Procurement reports;
- Requirements Study Report for e-Birth Certificate application - March, 2010;
- Requirements Study Report for Population Registry - March, 2010;
- Project plan for Fastforward Stock Take;
- iGovTT structure and design SWOT analysis report - December, 2009;
- Compensation Benchmark Report;
- Recruitment Reports;
- Report assessing the Business and Financial implications to support the National Broadband Implementation Plan for Trinidad and Tobago and analyzing the estimated Capital and Recurring Costs associated with the implementation of the initiatives under the National Broadband Implementation Plan;
- Job Evaluation Report;
- Perception and Needs Analysis Report; and
- Report on Itconnect Mystery Shopper Experience;
- Audited Financial Statements 2011 – 2022;
- Security Assessment and Post-incident review report

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

A report prepared within iGovTT 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.

- Customer Satisfaction Survey Report (2011, 2012, 2014, 2016, 2017, 2018, 2019, 2020, 2021 and 2022);
- Itconnect performance reports;
- Itconnect customer interaction reports;
- Portal and GovNetT performance reports;
- Procurement performance and planning reports; and
- Reports on contracts awarded for ongoing tenders.

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

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

- The Company prepares the following reports on its performance and/or efficiency:
- Board Performance Appraisal Reports – 2011 – 2022
- Administrative Reports – 2011 - 2022

**Section 9 (1) (I)**

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

Reports and Policies approved by the Board:

- Accounts Receivables Policy
- Accounts Payable Policy
- Anti-Fraud Policy
- Asset Management Policy
- Alternative Workplace Arrangement Policy
- Banking Policy
- Board and Executive Overseas Travel Policy
- Board and Executive Local Travel Policy
- Board Governance and Protocol Policy
- Bonus Policy
- Borrowing Policy
- Cash Management Policy
- Code of Compliance Policy
- Corporate Credit Card Policy
- Corporate Social Responsibility Policy
- Contract Management Policy
- Consulting Policy
- Delegation of Authority Policy
- Data Classification Policy
- Emergency Leave Policy
- Enterprise Security Policy
- Empanelment of Attorneys Policy
- Extended Sick Leave Policy
- Finance and Accounting Policy Manual
- Fixed Asset Policy
- Human Resources Policy Manual
- Addendum to the Human Resources Policy Manual- Extra Duty Allowance provision
- Addendum to the Human Resources Policy Manual – Payment of Pro-Rated Gratuity provision
- Internal Audit Policy
- IT Policy Manual
- Key Management Policy
- Mobile Phone Policy
- Non-Executive Local Travel Policy
- Non-Executive Overseas Travel Policy
- Occupational Health & Safety Policy
- Petty Cash Policy
- Procurement Policy
- Procurement Procedures
- Project Management Policy
- Revenue and Subvention Policy
- Security Incident Management Policy
- Supplier Code of Conduct Policy
- Supplier Pre-qualification and Registration Procedures
- Itconnect Customer Service Code, Standards and Practice
- Itconnect Policy Manual
- Whistle Blowing Policy

**Section 9 (1) (J)**

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

**Section 9 (1) (K)**

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

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

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

An environmental impact statement prepared within the iGovTT.

There are no documents within the possession of the Company at this time, that fall within the meaning of this section of the Act.

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

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

- Valuation Report on property located at Lord Harris Court, 52 Pembroke Street, Port of Spain.

Submitted 20 December, 2023





**udecott**

Urban Development Corporation of  
Trinidad and Tobago Limited

## UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

Pg. 1

### UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Urban Development Corporation of Trinidad and Tobago Limited (hereinafter referred to as "UDCOTT"), is required by law to publish the following statements which lists 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 UDeCOTT;

(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 decisions made under the FOIA.

#### SECTION 7 STATEMENTS

##### Section 7(1)(a)(i)

##### Function and Structure of UDeCOTT

UDeCOTT is a wholly-owned state enterprise incorporated on the 29th December 1994 as a limited liability company under the Companies Ordinance Chapter 31, No. 1 and continued as a company on 5th March 1998, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at #38-40 Sackville Street, Port of Spain 100622.

The following companies are subsidiaries of UDeCOTT:

- ❖ Port of Spain Waterfront Development Limited
- ❖ Rincon Development Limited
- ❖ International Waterfront Resources Limited
- ❖ Urban Development Company of San Fernando Limited

##### Vision Statement:

To be the zenith of innovative, service driven, self-sustaining urban development and management, igniting and inspiring our national, regional and global communities.

##### Mission Statement:

UDeCOTT's mission is that we stimulate national development by transforming our urban landscapes in a sustainable manner through value driven conceptualization, planning, construction and facilities management.

##### Main Departments/ Offices

- ❖ Office of the Chief Executive Officer

- ❖ Office of the Corporate Secretary
- ❖ Construction & Engineering Division
- ❖ Finance Division
- ❖ Legal Division
- ❖ Facilities Division
- ❖ Human Resources Division
- ❖ Procurement
- ❖ Internal Audit

##### Sub-Committees of the Board of Directors

- ❖ Tenders Committee
- ❖ Construction Projects Committee
- ❖ Tobago Projects Steering Committee
- ❖ Human Resources Committee
- ❖ Finance Steering Committee
- ❖ Audit Committee
- ❖ Hyatt Committee

##### Services

UDeCOTT is responsible for providing the following Construction, Project Management & Facilities Management Consultancy Services:

- ❖ Project Development  
Planning & Conceptual Design  
Project Management  
Construction Management

- ❖ Facilities Management  
Facilities Planning  
Preventative Maintenance  
Conditional Assessment

- ❖ Commercial Space Management  
Car Parks  
Rental of Commercial Spaces  
Event Space Rentals

##### Section 7(1)(a)(ii)

##### Categories of Documents in the possession of UDeCOTT.

1. Files relating to administrative support and general administrative documents for the operations of UDeCOTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.
3. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.).
4. Files relating to matters relating to the procurement of supplies, services and equipment.
5. Maps/ Charts/ Photographs/ Compact Discs/ Removable Media.
6. News Releases, speeches originating in

UDeCOTT.

7. Policy and Procedure Documents
8. Internal and External Correspondence files.
9. Documents relating to strategic review of UDeCOTT
10. Legislation and legal instruments regulating the operations of UDeCOTT.
11. Legal Opinions on matters affecting the operations of UDeCOTT.
12. Files relating to Training/ Performance Management.
13. Minutes/ Agenda of Meetings of the Board of Directors and Sub-Committees of the Board and Subsidiaries.
14. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.
15. Periodic Reports (annual, monthly and/ or quarterly) prepared by UDeCOTT, Consultants/ Technical Reports etc.
16. Environmental Impact Assessments
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on the operations of UDeCOTT
18. Files dealing with official functions, conferences and events hosted and attended by UDeCOTT.
19. Inventories, Fixed Assets Register.
20. Periodicals and Publications.
21. Surveys.
22. Reports.
23. Complaints - Customer complaints and Comment Forms.
24. Registers/ Certificates/ Permits/ Licenses etc.
25. Tender Documents.
26. Contracts for the provision of Goods and Services to UDeCOTT.
27. Files dealing with Disaster Management, Risk Management and Safety within UDeCOTT and in general.
28. Reports from Consultants for services provided to UDeCOTT.





# UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

Pg. 2

## UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

**Section 7(1)(a)(iv)**  
**Documents available by way of subscription**

This section is not applicable.

**Section 7(1)(a)(v)**  
**Procedure to be followed accessing a Document from UDeCOTT**

**How to Request Information**

**● General Procedure**

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

**● Addressing Requests**

To facilitate prompt handling of the request, please address it to the Designated Officer of UDeCOTT. (see Section 7(1)(a)(vi) for further details).

**● Details in the Request**

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

**● Request not handled under to 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 UDeCOTT or another public authority, for example, brochures, pamphlets, reports etc.

**● Time Limits**

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the requests may be incorrectly addressed, or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

**● Time Allowed**

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

**Responding to your Request**

**● Retrieving Documents**

UDeCOTT is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, Chapter 22:02 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

**● Furnishing Documents**

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

Please note we are not compelled to do the following:

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

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

Officers in UDeCOTT are responsible for:

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

**The Designated Officer is:**

**Corporate Secretary**  
**Ms. Kimberly Carr-Hamilton**  
**Urban Development Corporation of**  
**Trinidad and Tobago Limited**  
**4th Floor**  
**#38-40 Sackville Street**  
**Port of Spain 100622**

**The Alternate is:**

**Corporate Governance**  
**Ms. Mekisha Richardson**  
**Urban Development Corporation of**  
**Trinidad and Tobago Limited**  
**4th Floor**  
**#38-40 Sackville Street**  
**Port of Spain 100622**

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

**Advisory Boards, Councils, Committee, and Other Public Bodies**

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

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

At present there are no library or reading room facilities.

**SECTION 8 STATEMENTS**

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

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

There are no statements to be published under this section of the FOIA.

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

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

**Standard Operating Procedure for Freedom of Information Requests**

- ❖ Procurement Policy and Procedure
- ❖ Bond Policy
- ❖ Vendor Pre-Qualification Policy and Procedure
- ❖ Advertising Policy for the Publication of Tender Notices
- ❖ Government to Government Nominated Contractor Procurement Policy and Procedure
- ❖ Private Financing Procedure
- ❖ Policy and Procedures for UDeCOTT Construction Department
- ❖ Lessons Learned Policy and Procedure Notice for UDeCOTT's Construction and Engineering Division
- ❖ Facilities Management Plan- International Waterfront Centre
- ❖ Emergency Response Plan- International Waterfront Centre
- ❖ Facilities Management Plan- Victor E. Bruce Financial Building
- ❖ Facilities Management Plan Customs and Excise Building
- ❖ Tenant Services Manual- Government Campus Plaza
- ❖ Security Post Instructions for Tower C and D
- ❖ Emergency Response Plan Customs and Excise Building
- ❖ Employee Assistance Programme Policy
- ❖ Additional Duties Policy
- ❖ Procedure for the Re-Engagement of Persons on Contract
- ❖ Leave Policy
- ❖ Employee Handbook
- ❖ Legal Department Policy and Procedure
- ❖ Procedure for Disposal of Assets
- ❖ Document Style Guidelines
- ❖ Company Motor Vehicle Policy
- ❖ Petty Cash Policy and Procedures
- ❖ Finance Policies and Procedures
- ❖ HSE Policy
- ❖ Short Term Employment Policy
- ❖ Records Management Policy
- ❖ Time and Attendance Policy



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Urban Development Corporation of  
Trinidad and Tobago Limited

## UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

Pg. 3

### UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

- ❖ Time and Attendance Policy
- ❖ Disciplinary Procedures Policy
- ❖ Business Code of Ethics Policy
- ❖ Coaching and Mentoring Policy
- ❖ Electronic Signature Policy
- ❖ Promotion Policy and Procedures
- ❖ UDeCOTT Workplace Visitor Policy
- ❖ UDeCOTT Flexi Time Policy and Procedure
- ❖ Social Media Policy and Procedures
- ❖ Record Management Policy
- ❖ UDeCOTT Internship Policy
- ❖ Recruitment and Selection Policy and Procedures
- ❖ Overseas Business Travel Policy and Procedures
- ❖ Receivables Management Strategy Policy and Procedures
- ❖ UDeCOTT Orientation Policy and Procedures
- ❖ Payroll Policy and Procedures
- ❖ Corporate Social Responsibility Policy
- ❖ Private Sector Financing Procedure
- ❖ General Administrative Policy
- ❖ Litigation and Claims Policy
- ❖ Related Parties Policy
- ❖ Capital Contributions Policy
- ❖ Revenue Policy
- ❖ Accounts Payable and Cash Disbursements Policy
- ❖ Cash Policy
- ❖ Borrowing and Interest Policy
- ❖ Investment Property Policy
- ❖ Inventory Policy
- ❖ Property, Plant and Equipment Policy
- ❖ Investment in Subsidiary Policy
- ❖ Accrual Accounting Policy
- ❖ Budget Preparation and Monitoring Policy
- ❖ Financial Reporting Policy
- ❖ Personal Protective Equipment (PPE) Policy
- ❖ Compensation Policy
- ❖ Succession and Planning Policy
- ❖ Gym Policy

#### Section 8(1)(b)

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

This section is not applicable to UDeCOTT at present.

#### SECTION 9 STATEMENTS

##### Section 9(1)(a)

A report or statement containing the advice or recommendations of a body or entity established within UDeCOTT

At present there are no such reports or statements.

##### Section 9(1)(b)

A report or statement containing the advice or recommendations, (1) of a body or entity established

outside UDeCOTT 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 UDeCOTT or to the responsible Minister of UDeCOTT

- First Report from the Public Accounts (Enterprises) Committee; Examination of the Audited Financial Statements of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) for the Financial years 2014 and 2015, First Session, Twelfth Parliament.

- Verification of the Reimbursement Claim Report for the Brian Lara Cricket Academy

##### Section 9(1)(c)

A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of UDeCOTT.

At present, there are no such reports or statements.

##### Section 9(1)(d)

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

At present, there are no such reports or statements.

##### Section 9(1)(e)

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

- ❖ Feasibility Studies
- ❖ Risk Assessments
- ❖ Environmental Impact Assessments
- ❖ Surveys
- ❖ Engineering and Technical Studies

##### Section 9(1)(f)

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

- ❖ Environmental Impact Assessments
- ❖ Consultancy Reports
- ❖ Financial and Audit Reports
- ❖ Health, Safety and Environment Reports
- ❖ Risk Assessment
- ❖ Feasibility Reports
- ❖ Engineering and Technical Studies Reports

##### Section 9(1)(g)

A report prepared within UDeCOTT and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of

recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project

- ❖ Feasibility Studies
- ❖ Business Development Report
- ❖ Engineering Report

##### Section 9(1)(h)

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

- ❖ Financial Reports
- ❖ Audit Reports

##### Section 9(1)(i)

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

- ❖ Budgets
- ❖ Business Plans
- ❖ Strategic Plans
- ❖ Approved Organization Charts and Structural Changes

##### Section 9(1)(j)

A statement prepared within UDeCOTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

##### Section 9(1)(k)

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

##### Section 9(1)(l)

An environmental impact statement prepared within UDeCOTT.

At present, there are no such reports.

##### Section 9(1)(m)

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

- ❖ Valuation Reports



# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA) 1999

## Updated Public Statement 2023 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1) b, 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), the Water and Sewerage Authority (WASA) is required by law to publish the following **Updated Statement for 2023** which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by WASA;
- 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 to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

### SECTION 7 STATEMENTS

#### SECTION 7 (1) (a) (i)

##### Function and structure of WASA

#### Mission Statement:

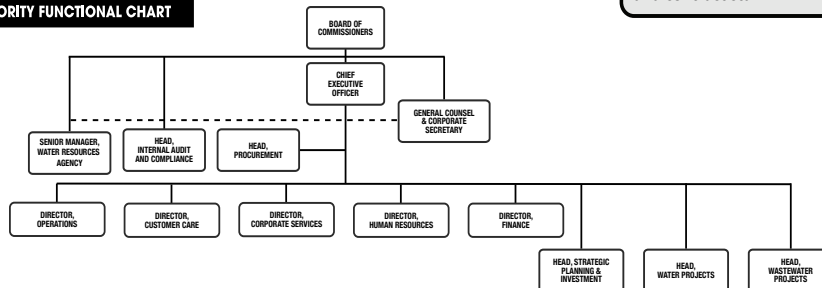
WASA's Mission as a Customer Service Business is:

- To be a leading provider of water and wastewater services
- To deliver customer service along the highest internationally recognised and accepted standards
- To continuously develop best business practices utilizing advanced technology and a well developed and motivated workforce
- To leverage on industry expertise to offer global water and wastewater services
- To sustain a commercialised business while remaining sensitive to our stakeholders and the environment

WASA is a statutory body established in 1965 by an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago.

It comprises a Board of Commissioners headed by the Chairman, an Executive Management Team headed by the Chief Executive Officer and permanent and contract staff.

### WATER AND SEWERAGE AUTHORITY FUNCTIONAL CHART



### DETAILS OF RESPONSIBILITY CENTRES

#### Office of the Chief Executive Officer

#### Head, Internal Audit & Compliance

#### Internal Audit & Compliance

- Independent Objective Consulting/Advisory Services
- Promote and enhance Governance, Risk Management and Internal Controls
- During audit engagements monitor compliance with organizational policies, standard operating procedures, relevant laws, regulations and professional standards including international best practice guidelines
- Administer the Authority's Whistle Blowing System
- Special Investigations and Exercises relating to Irregularities and Fraud
- Risk Assessment including Fraud Risk Assessment
- Compliance, Financial, Operational and IT Auditing
- Ethics and Values Promotion
- Business Process Reviews
- Risk Mitigation - Protection against Fraud and Theft of the Organisation's Assets
- Policies' Review
- Evaluate risk management and control and communicates risk and control information to appropriate areas of the organization
- Co-ordinate the activities of, and communicate information among the board, external and internal auditors, other assurance providers and management
- Verify records of service and relevant termination calculations

#### Head, Procurement

#### Purchasing

- Minor Procurement
  - Award of low-risk/low-value purchases
  - Generation of Purchase Orders
- Major Procurement
  - Award of high-risk/high-value purchases
  - Management of comprehensive file per tender
- Contracts Management
  - Monitors active contracts for delivery status
- Invoicing and Receipting
  - Reconciliation of Purchase Orders with Delivery Notes and Invoices to facilitate payments
- Stakeholder Relationship Management
  - Pre-Qualification of Suppliers/Contractors
  - Development and management of supplier relationships

#### Inventory

- Warehousing
  - Strategic Geographical Storage
  - Issuing of Recurrent & Capital Stock
  - Maintenance of Stock Holding Levels per Location
- Stock Control
  - Analysis of Min, Max & Re-order Levels.
  - Technical/Specification Compliance Monitoring
  - Stock Obsolescence Review
  - VFM & Cost Benefit Analyses
- Stores Accounting
  - Conducting of 100%, Cycle & Random Counts
  - Variance Investigation/Review with resulting Adjustments
  - Stock Valuation Reporting
  - Reporting on Provisions for Obsolete & Slow-Moving Stock
  - Data provision for Financial Reporting & Audits

- Materials Management
  - Reviews of Materials Reconciliation for Usage Efficiency
  - Random Stock Delivery Confirmations
  - Monitoring of Excess Materials Returns from Completed Projects
  - Provision of advice to Regional Operating Units on Best Practices

#### Senior Manager, Water Resources Authority

#### Water Resources Management

- Watershed Management
- Adopt a River Programme
- Planning and Investigations (Groundwater, Surface Water, Climatic)
- Licensing and Allocation
- Monitoring and Data management
- Instrumentation and Telemetry
- Water Resources Tobago

#### General Counsel & Corporate Secretary

#### Corporate Secretariat

- Board & Committees
- Corporate Governance
- Statutory Compliance (FOIA, Securities Act, WAS Act)
- Contracts
- Office Services





**Updated Public Statement 2023 of  
THE WATER AND SEWERAGE AUTHORITY (WASA)  
In compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999**

**Legal Services**

- Land and Property Administration
- Commercial and Contract Management
- Claims Management
- Litigation
- Arbitration
- Alternative Dispute Resolution
- Legal Advisory and Opinions

**Director, Operations****North, South & Tobago Regions**

- Water Treatment and Production
- Water Distribution and Transmission (Scheduling, Pipeline maintenance, System Management and Road Restoration)
- Wastewater Management (Collection, Treatment and Disposal)
- Asset Maintenance (Routine, Preventative, Predictive)
- Water Quality Monitoring and Management
- Operations Administration
- Pipeline Repair (In-House & Contractor)

**Technical Services**

- Wells Maintenance
- Emergency Systems
- Quality Monitoring and Assurance
- Cost control and Budgeting
- Management of the Operation and Maintenance of Wastewater Contracts
- Management of the Operation and Maintenance of Water Contracts (Desalco) Major Pipeline Installation

**Director, Customer Care****New Services Department**

- Infrastructure and Plumbing Approval (Commercial, Building and Developments)
- Compliance Monitoring
- Approval of interconnections (New Development)
- Engineer Drawing and Designs Review

**Corporate Communications**

- Brand Management
- Public Education
- Event Planning/Management
- Stakeholder Feedback
- Social Responsibility
- Call Center Management

**Customer Business Services**

- Service Centers Management
- Business Enhancement
- Corporate Customer Account Management
- Customer Information Management
- Customer Interface
- Metering
- Billing and Collections

**Customer Response**

- Customer Care Outreach
- Service Level Monitoring
- Community Relations

**Director, Corporate Services****Facilities Management**

- Grounds and Building Maintenance
- Accommodation Management
- Land and Risk Management
- Insurance Portfolio Management
- Building & Office Renovations and Expansions

**Security**

- Security Services
- Inter-Agency Relations
- Investigations

**Information Communication Management**

- Application Development, Administration and Support
- Network Maintenance

**Digital Risk Management**

- Telecommunications
- Information Systems Support and Services
- Database Administration
- Systems Administration (Security, Network, Email, Server)
- Strategy and Administration (Solutions Evaluations, IT Contract Management)

**Transport Services**

- Fleet Management and Maintenance
- Fleet Contract Management

**Records Management**

- Mail Management
- Document Management
- Document Preservation
- Document Retention
- Records and Information Management

**Surveys**

- Surveys
- Research and Data Capture

**Director, Human Resources****Workforce Planning & Organizational Development**

- Organizational Structure Design and Implementation
- HR Policy and Standard Operating Procedures Development, Monitoring and Review
- HR Risk Identification, Monitoring and Reporting
- HR Measurements
- HR Auditing and Compliance Monitoring
- HR Strategic / Corporate Reporting
- Manpower Cost Monitoring
- Employee Engagement Strategy Development
- Job Evaluations, Classification and Job Description Development
- Manpower Demand and Supply Forecasting
- Performance Management
- Succession and Career Planning and Management
- Knowledge and Talent Management
- Recognition and Reward Program, Monitoring and Reporting
- Coaching and Mentoring
- Organizational Overtime Monitoring and Reporting
- Attendance Monitoring and Management
- Realignment of Departmental Structures

**Training and Development**

- Training Needs Assessment
- Training Programme Design, Delivery, Facilitation and Monitoring
- Talent Development, Planning and Monitoring
- Internship and Apprenticeship Programme Management
- Learning Resources, Membership and Subscription to Professional Organizations
- Training Awards
- Workforce Assessment and Certification
- Water and Wastewater Occupational Standards Development
- Training Programmes for potential Licensed Sanitary Constructors
- School-Based Research, Administration and Management
- Study Leave and Time-Off for Study, Administration and Monitoring

**Administrative Services**

- Employee Resourcing (Selection and Placement)
- Wages, Salaries and Benefits Administration
- HR File Management
- HR Services
- HR Information Management
- Leave Administration and Management
- Group Life and Medical Plan Administration
- Pensions Administration and Management
- Exit Management

**Workforce Wellness**

- Employee Support Services
- Workforce Wellness Programmes Administration
- Workforce Wellness Educational Workshop and Seminars

**Industrial and Employee Relations**

- Employee Relations and Grievance Management
- Collective Bargaining and Negotiations
- Employee Discipline Management and Workplace Investigations

- Industrial Relations Research, Training and Development
- Trade Disputes (Ministry of Labour, Industrial Court and Court of Appeal)
- Equal Opportunity Commission (EOC) and Occupational Safety and Health Authority (OSHA) Matters
- Industrial Relations, Training Programme Design and Facilitation
- Mediation and Dispute Resolution
- Facilitation of Code of Ethics and Business Conduct/Sexual Harassment/ Dress code information sessions

**Director, Finance****Project Accounting**

- Project & Fund Management
- Project Accounting & Reconciliation
- Compliance, Cost Control and Monitoring

**Management Services**

- Preparation of Authority's Draft Estimates of Expenditure
- Mid – Term Review of the Authority's Expenditure
- Budget Compliance and Cost Control
- Management of Recurrent and Internal Capital Expenditure Budgets

**Financial Services**

- Preparation of Monthly Management Accounts
- Preparation of Financial Statements
- Maintenance of a Fixed Assets Register
- Preparation of Bank/Cash/Supplier Reconciliation Statements
- Management queries of Creditors' Accounts

**Exchequer Services**

- Creditor Payments for Goods and Services
- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Cheques
- Preparation of Statutory Deductions
- Foreign payments

**Treasury**

- Loan Portfolio Management
- Cash Flow Management
- Foreign Currency Management
- Compliance, Control and Monitoring
- Funds Management and Investment

**Head, Strategic Planning and Investment****Project Portfolio Management**

- Project Portfolio Assessment and (Financial, Social and Economic Analysis) Feasibility) Preparation
- Acquisition of Project Funding (Implementation Plan and Cash Flows) for Project Implementation (Water and Wastewater related Infrastructural Developments) (Assets)
- Project Portfolio Monitoring, Risk Identification and Reporting (Mandatory Board and MPU Reports)
- Project Portfolio Cost Monitoring, Accounting, Reporting and Control
- Project Document Management and Control

**Strategy and Change Management**

- Corporate Performance Management (Planning, Monitoring, Evaluation and Reporting)
- Corporate Performance Indicators Monitoring (Regulatory, Utility Benchmarking)
- Executive Performance Planning and Evaluation
- Change Management (Organisational Assessment of Internal Environment)
- Regulatory and Statutory Reporting (RIC, SEC, MPU, CSO)





**Updated Public Statement 2023 of  
THE WATER AND SEWERAGE AUTHORITY (WASA)  
In compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999**

**Head, Water Projects**

**Project Implementation**

- Pipeline Repair and Installation
- Management of Contracted Projects
- Management of Self-Help Projects

**Water Projects**

- Project Feasibility and Appraisal
- Project Planning, Design and Review
- Wells Designs and Development
- Network Designs
- Contracts Negotiations
- Project Monitoring and Control
- Project Auditing and Compliance
- Project Support and Administration
- Stakeholder Management

**Head, Wastewater Projects**

**Wastewater Projects**

- Project Feasibility and Appraisal
- Project Planning, Designs and Review
- Contracts Negotiations
- Project Monitoring
- Project Support and Administration
- Project Finance Monitoring
- Stakeholder Management

**EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment.

**SECTION 7 (1) (a) (ii)**

**Categories of documents in the possession of WASA**

**General Administration Documents**

- Documents relating to the Office of the Chief Executive Officer (CEO)
- Divisional/Departmental Monthly Reports
- Documents relating to all Divisional Operations

**Documents relating to Board and Executive Leadership Team**

- Board and Committee Notes
- Minutes of Board and Committee Meetings
- Ministerial and/or other Communication with Chairman and/or Board of Commissioners
- Communiqué to staff
- Notes of the Meetings of the Leadership Team/Management

**Documents relating to Union Matters**

- Collective Agreements
- Documents and minutes relating to Disciplinary Tribunal matters
- Documents relating to Memoranda between Unions and Management

**SECTION 7 (1) (a) (iii)**

**MATERIALS PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. Monday – Friday at Water and Sewerage Authority, Head Office, Farm Road, St. Joseph 662-2302/7 ext. 2208 Fax 645-6443 Website : [www.wasa.gov.tt](http://www.wasa.gov.tt)

- Collective Agreements
- Monthly Reports/ News releases
- Water and Sewerage Act and other legislation
- Performance Bonds
- Application Forms
- Guidelines/ Policy Documents

- Audited Financial Statements
- Verification Forms
- Administrative Policies and Procedures
- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Annual Dry Season Plan

**MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC**

The following documents are available as indicated. Unless noted otherwise publications are free and available from the Designated Officer.

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

- Correspondence from the various Ministries and external agencies
- Documents, reports and correspondence from Divisions within the Authority
- Monthly Reports/ News Releases

**GENERAL COUNSEL & CORPORATE SECRETARY**

**CORPORATE SECRETARIAT**

- Documents relating to Board and Committee Meetings
- Correspondences - Board Members
- Documents relating to Sanitary Constructors License
- Freedom of Information Act (FOIA) - Applications and correspondence relating to requests for information

**LEGAL SERVICES**

- Contracts and Agreements
- Claim Documents and Reports
- Filed documents in Court or Legal Proceedings
- Performance Securities
- Deeds, Leases and Licences
- Policies: Claims and Risk Management Policy

**DIRECTOR, OPERATIONS**

**OPERATIONS**

- Distribution Schedules
- Dry Season Management Plan
- Press Releases – Plant Shutdown & Disruption of Service

**DIRECTOR, CUSTOMER CARE**

**CORPORATE COMMUNICATIONS**

- News Releases
- Published Advertisements
- Secondary School Quiz Competition Documentation
- Water, Wastewater, Environmental and Conservation Information Brochures

**DIRECTOR, CORPORATE SERVICES**

**CORPORATE SERVICES**

- IT Policy
- Security Procedures
- Fleet documentation

**DIRECTOR, HUMAN RESOURCES**

**HUMAN RESOURCES**

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding

**DIRECTOR, FINANCE**

**FINANCE**

- Audited Financial Statements
- Management Accounts
- Aged Analysis of Debtors

**HEAD, WATER PROJECTS**

**PROJECTS**

- Project Reports
- Tender Documents
- Contracts
- Operations & Maintenance Manual
- Consultancy

**HEALTH SAFETY AND ENVIRONMENT**

- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports
- Reports related to regulatory requirements

**SECTION 7 (1) (a) (iv)**

**Literature available by subscription**

Members of the public may subscribe for the following material: **The Authority's Newsletter-"Daily Update"** Please contact or write to: Corporate Communications Division WASA, Farm Road, St. Joseph Tel. 662-2302/7 Website: [www.wasa.gov.tt](http://www.wasa.gov.tt)

**SECTION 7 (1) (a) (v)**

Procedure to be followed when accessing a document from the Public Authority

**HOW TO REQUEST INFORMATION:**

**General Procedure**

Our policy is to respond to all written requests for information. In order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. These forms are available for download from the website [www.wasa.gov.tt](http://www.wasa.gov.tt) and from the designated officer.

**Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of WASA. *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 clarification on what details to include is needed, applicants are advised to 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 public authority or from another public authority, for example brochures, pamphlets, reports etc.

**Responding to your Request**

**Retrieving Documents**

WASA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

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





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THE WATER AND SEWERAGE AUTHORITY (WASA)  
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**Furnishing Documents**

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

Please note we are not compelled to do the following:

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

**Time Limits**

**General**

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

**Time Allowed**

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

**SECTION 7 (1) (a) (vi)**

The Designated Officer in WASA is responsible for:

- (a) The initial receipt of and action upon notices under Section 10,
- (b) Requests for access to documents under Section 13 and
- (c) Applications for corrections of personal information under Section 36 of the FOIA

The Designated Officer is:

**Donna Friday-Cole**  
Senior Manager  
WASA, Farm Road, St. Joseph  
662-2302/7 ext. 2227  
Website : www.wasa.gov.tt

**SECTION 7 (1) (a)(vii)**

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

- Public Tender Openings

**SECTION 7 (1) (a) (viii)**

Library/Reading Room Facilities

You may make general enquiries to our General Counsel & Corporate Secretary at 662-2302 ext. 2208. The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Room/Library area.

**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

- Water and Sewerage Act, Chap. 54:40
- Regulated Industries Commission Act, No. 26 of 1998
- Collective Agreements

**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.

- Training Policy
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Environmental Management System (EMS) Policy Document
- The National Plumbing Code of Trinidad and Tobago
- Health and Safety Code and Policy
- Code of Ethics & Business Conduct

**SECTION 8 (1) (b)**

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

- At this time, we have no information.

**SECTION 9 STATEMENTS**

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

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

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

**SECTION 9 (1) (b)**

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

- Water Resources Management Strategy Documents

**SECTION 9 (1) (c)**

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

- Evaluation Reports of Tenders/Quotations

**SECTION 9 (1) (d)**

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

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

**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.

- Tobago Groundwater Assessment and Wells Development Programme

**SECTION 9 (1) (f)**

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

- London Economics Study on Tariff.
- Greater Port of Spain Sewerage System Study (GPOSSS)

**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.

At this time, we have no reports.

**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.

- Ombudsman Annual Reports
- Audit Reports

**SECTION 9 (1) (i)**

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

- Business Plan

**SECTION 9 (1) (j)**

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

- Amendment of the Water and Sewerage Act

**SECTION 9 (1) (k)**

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

- At this time we have no reports.

**SECTION 9 (1) (l)**

An environmental impact statement prepared within the public authority.

- At this time we have no statements.

**SECTION 9 (1) (m)**

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

- Valuation Reports of Properties for Acquisition/Sale/Lease.

800-4H20 (800-4420/4426) wasa.gov.tt 9272

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