



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 Prime Minister, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. NDALE YOUNG, to be temporarily a member of the Senate, with effect from 31st January, 2023 and continuing during the absence from Trinidad and Tobago of Senator the Honourable REGINALD T. A. ARMOUR.

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

30th January, 2023.

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MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 18th October, 2022 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purpose of the Marriage Act, Chap. 45:01.

By Command

R. ARMOUR
Attorney General

18th October, 2022.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
The Church on the Rock	Basil Edwards	Pentland Trace, Plymouth Tobago	The Church on the Rock Les Couteaux, Bamboo Hill, Les Couteaux, Tobago
Pentecostal Assemblies of the West Indies	Joseph Caines	No. 19 First Caledonia Road, Laventille	Crossroad Pentecostal Assembly Naparima-Mayaro Road Princes Town

REPUBLIC OF TRINIDAD AND TOBAGO

NOTICE OF HEARING OF THE FIREARMS APPEAL BOARD

PUBLIC NOTICE is hereby given that the next five (5) hearings of the Firearms Appeal Board are carded for 15th February, 21st March, 26th April, 24th May and 28th June, 2023 at 10:30 o'clock in the forenoon.

The Board therefore wishes to advise persons desirous of lodging new appeals, to address their correspondence to the Chairman, Firearms Appeal Board, Ministry of National Security, 31-33, Abercromby Street, Port-of-Spain.

Additionally, appellants can contact the Secretariat to the Board at Telephone Number 623-4822 or 623-2441-5 Ext. 12343.

F. MOHAMMED
Chairman
Firearms Appeal Board



Government of the Republic of Trinidad and Tobago
Ministry of Tourism, Culture and the Arts

**STATEMENT FROM SENATOR THE HONOURABLE RANDALL MITCHELL, MINISTER OF
TOURISM, CULTURE AND THE ARTS IN ACCORDANCE WITH SECTION 7(4) OF THE
FREEDOM OF INFORMATION ACT, CHAP. 22:02**

By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated 9th day of September, 2020*, the Culture and the Arts Division of the former Ministry of Community Development, Culture and the Arts (“the MCDCA”) was merged with the Ministry of Tourism, into a single new entity, the Ministry of Tourism, Culture and the Arts (“the MTCA”). It is from this date that responsibility for the following Culture and the Arts Entities fell under the remit of the MTCA: Queen’s Hall, Naparima Bowl, National Carnival Commission, National Museum and Art Gallery, the National Academy for the Performing Arts and the Southern Academy for the Performing Arts (hereinafter collectively referred to as “the Entities”).

Further to enquiries conducted concerning the period 2016 to 2020, it was discerned that the Entities inadvertently omitted to institute the sections 7, 8, and 9 statement requirements of the Freedom of Information Act, Chap. 22:02 (“FOIA”); an oversight which the Entities are taking immediate steps to rectify.

The MTCA places the utmost importance on the statutory duties under the FOIA and undertakes to cause accordant publication by the Entities for the aforementioned period.

Senator the Honourable Randall Mitchell
Minister of Tourism, Culture and the Arts



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF THE NAPARIMA BOWL
FOR THE PERIOD 2016 TO 2020
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (“the Act or FOIA”), the Naparima Bowl, as a statutory body, is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The FOIA gives members of the public a general right (with exceptions and exemptions) to access official documents of public authorities and for matters related thereto. The Act provides members of the public with:

1. A legal right for each person to access information held by the Naparima Bowl;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding 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 made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (A) (I)

Functions and Structure of the Naparima Bowl

Naparima Bowl is established as a body corporate by the Naparima Bowl Act, Chapter 40:51 (“the Naparima Bowl Act”). The Naparima Bowl Act provides for the establishment of a Concert Hall in the City of San Fernando and for the management and control thereof. The Naparima Bowl Act also outlines the establishment of a Board which is responsible for the management, control and maintenance of the Naparima Bowl, procedures and meetings of the Board, vesting of property

PUBLIC STATEMENT OF THE NAPARIMA BOWL
FOR THE PERIOD 2016 TO 2020—CONTINUED

in the Board, administration and financial provisions are also articulated in the Act. The Naparima Bowl previously reported to the Ministry of Community Development, Culture and The Arts (January 2016 – August 2020) and reports to the Ministry of Tourism, Culture and The Arts (September to December 2020).

The Naparima Bowl opened its doors on August 27th, 1962, rapidly becoming the home of many arts organizations and practitioners from South Trinidad. Members of the dance, music, theatre and visual art community have fully utilized the facility for the preparation and presentation of their creative work. The Naparima Bowl continues to contribute to the development of the creative sector by providing a quality service for the production of events whilst facilitating best practices in the entertainment industry, quality assurance, accountability mechanisms, integrity and transparency.

NAPARIMA BOWL CORE FUNCTIONS:

- Rental of Facilities, such as:
 - a. Auditorium
 - b. Amphitheatre
 - c. Courtyard
 - d. Meeting/Production Room
- Provision of technical support in the areas of:
 - a. Stage/Theatrical Lighting
 - b. Audio Enhancement
 - c. Stage equipment
 - d. Front of House Management

MISSION:

“To make the Naparima Bowl a true centre for the arts where artists can be supported and encouraged to pursue their dreams and where the community can access the beauty and truth that the arts can provide for their enjoyment and the enrichment of their lives.”

VISION:

“To establish the Naparima Bowl as a premier arts centre that will be the forum for the expression and celebration of culture”.

The CORE VALUES include the following:

- Accountability
- Transparency
- Integrity

PUBLIC STATEMENT OF THE NAPARIMA BOWL
FOR THE PERIOD 2016 TO 2020—CONTINUED

- Teamwork
- Collaboration
- Trust and Mutual respect
- Service Excellence
- Growth and Development

Organizational structure of the Naparima Bowl

Boards of the Naparima Bowl

The composition of the Board over the period 2016 – 2020 are as follows:

2016 - 2017

Mr. Reynold Bassant	-	Chairman
Mr. Mohammed Hosein	-	Deputy Chairman
Ms. Patricia Lans-Zürcher	-	Member
Ms. Anita Smith-Henze	-	Member
Mr. William Chen	-	Member
Mr. Wayne Poliah	-	Member
Mr. Rooplal Samaroo		Member

2017 - 2019

Ms. Avion Crooks	-	Chairman
Ms. Lois Lewis	-	Deputy Chairman
Ms. Erica Ashton	-	Member
Mrs. Juliana Chung	-	Member (*September 14 th , 2017 to June 12 th , 2019)
Mr. William Chen	-	Member
Mr. Hollis Clifton	-	Member
Mr. Rajkavir Singh	-	Member
Ms. Lalita Ramdhan	-	Member (*replaced Mrs. Juliana Chung effective 8 th August, 2019)

2020

Ms. Avion Crooks	-	Chairman
Ms. Lois Lewis	-	Deputy Chairman
Ms. Lalita Ramdhan	-	Member
Ms. Erica Ashton	-	Member
Mr. Siddiq Hosein	-	Member
Mr. William Chen	-	Member
Mr. Hollis Clifton	-	Member

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FOR THE PERIOD 2016 TO 2020—CONTINUED

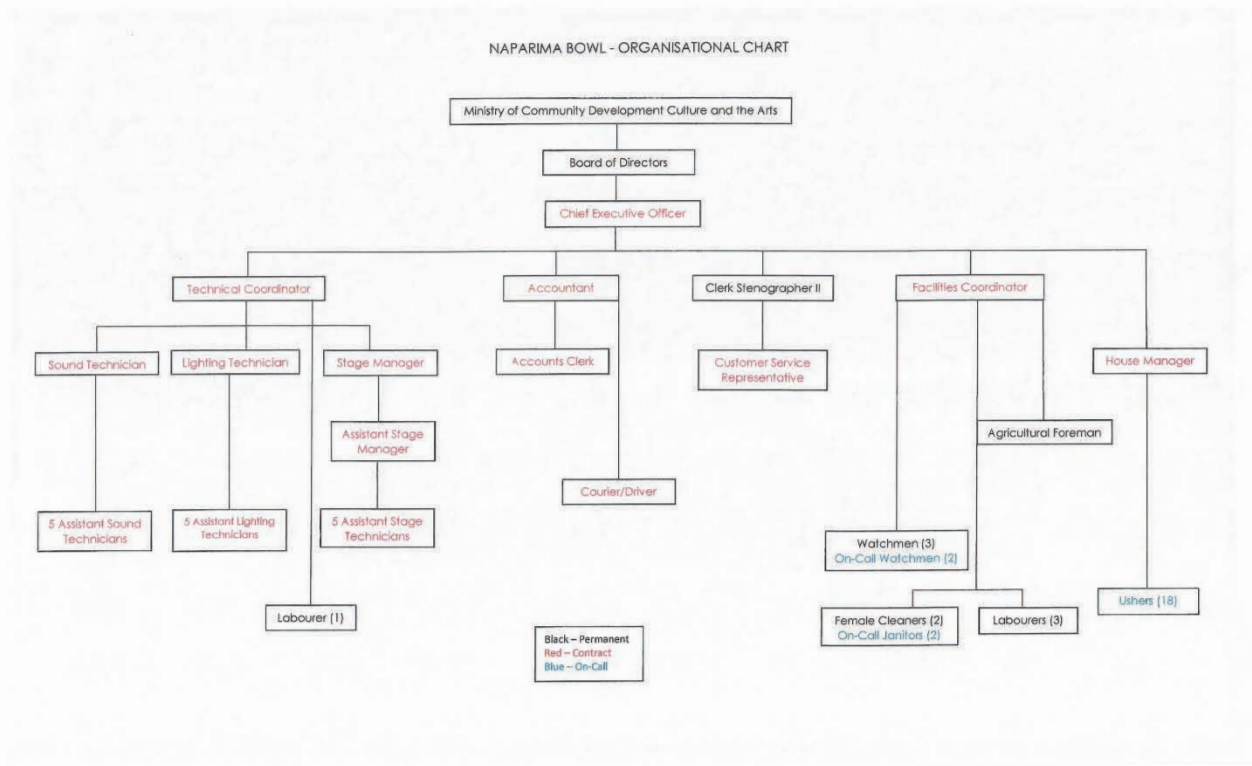
The Board convenes monthly statutory meetings to conduct the affairs of the Naparima Bowl. Sub-Committees of the Board meet as required. According to the Naparima Bowl Act, the Board may appoint committees to examine and report to it on any matter arising out of or connected with any of its powers and duties under the Act. There are three (3) Sub-Committees, which make recommendations to the Board on matters relating to:

- Finance
- Building and Tenders
- Human Resources

The Core Units of the Naparima Bowl comprises of:

- Executive Management
- Operations Management
 - i. Facilities Management
 - ii. Technical Production
- General Administration
- Financial Management

Naparima Bowl Organisational Chart 2016-2020



PUBLIC STATEMENT OF THE NAPARIMA BOWL
FOR THE PERIOD 2016 TO 2020—CONTINUED

- A. **Executive Management** is conducted through the Chief Executive Officer (CEO) who is responsible for the overall leadership, management and strategic operations of the Naparima Bowl. This office is also responsible for executing marketing strategies to achieve the Naparima Bowl's financial and artistic objectives. As the accounting officer, the CEO works closely with the Accountant to ensure prudent financial management in compliance with public service standards. The Board of Directors provides governance and the CEO acts as the interface between the Board and its stakeholders.
- B. **Operations Management** is executed through two main arms of the organization, the Facilities Department and the Technical Department.
- I. **Facilities Management** is responsible for the overall maintenance of the physical infrastructure of the organization to ensure the optimal operation and efficiency of the building as well as all electrical and mechanical systems. The department oversees the health, safety and security requirements of the organization and ensures compliance with local and international standards.
 - II. **Technical and Production** determines the necessary technical requirements in the area of lighting, audio, staging and multi-media for performances and events at the Naparima Bowl. It is central to the core function and operations of the organization. Technical and Production work closely with producers to ensure that the creative and artistic objectives are met through collaboration and the application of industry standards related to event management, theatre production and occupational health and safety.
- C. **General Administration** is responsible for overseeing the day-to-day operations of the office and administrative components within Naparima Bowl. This department is the primary interface for staff and the public with responsibility for managing multiple business operations. In addition to general administrative duties, it provides support for the maintenance of human resource management and operational guidelines in compliance with public service regulations.
- D. **Financial Management** is conducted via the Accounting Unit which is responsible for the computation of payroll, statutory deductions, customer payments, and the timely preparation of financial reports, in compliance with public service regulations. The Unit communicates with and responds to requests from the Ministry of Community Development, Culture and the Arts, the Ministry of Finance and other state agencies with respect to all financial matters.

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FOR THE PERIOD 2016 TO 2020—CONTINUED

SECTION 7 (1) (A) (II)

Categories of documents that are maintained by the Naparima Bowl

The official documents of the Naparima Bowl relate to a diverse range of policy, administration and other matters that fall under the scope of the responsibilities of the Naparima Bowl. These documents are as follows:

- (1) Organization and Management
 - a. Annual Reports
 - b. Health and Safety Policies and Guidelines
 - c. Minutes of Board meetings

- (2) General Administration
 - a. Circulars, Memoranda, Cabinet documents and Notices
 - b. Register of Internal and external correspondence
 - c. Guidelines on Public Service Operations

- (3) Finance and Accounts
 - a. Records on budgeting and financial management
 - b. Draft Estimates (Income and Expenditure, Development Programme)
 - c. Fixed Assets inventory listing
 - d. Audited Financial Statements

- (4) Human Resources
 - a. Records of staff appointments, job descriptions, job application, resignations, deaths, retirement and leave (vacation, sick and casual).
 - b. Organizational chart

- (5) Technical Operations / Facilities
 - a. Inspection Reports and Certifications (Equipment, building, health and safety)
 - b. Inventory
 - c. Front of House Management Report
 - d. Records related to Public Procurement
 - e. Projects (Proposals and Reports)

SECTION 7 (1) (A) (III)

Documents prepared for publication or inspection

The public may inspect and/or obtain copies of event flyers, programmes, concert brochures as well as rental rates and booking/rental policy between the hours of 9:00 a.m. and 3:00 p.m. on Mondays and Wednesdays at Naparima Bowl's office, located at:

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Naparima Bowl
19-21 Paradise Pastures,
San Fernando.
Phone: 657-4704, 653-6166
Email address: secretary@naparimabowl.net

SECTION 7 (1) (A) (IV)

Documents available by way of subscription

There are no documents available by subscription at this time.

SECTION 7 (1) (A) (V)

Procedure to be followed when accessing documents from the Naparima Bowl.

How to request information

▪ **General Procedure**

The Naparima Bowl's policy is to answer all requests, both oral and written, for information. However, in order to have 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 Naparima Bowl or at the website www.foia.gov.tt) for public 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 at Naparima Bowl. (See Section 7 (1) (a) (vi) for further details).

Details for requests

Applicants should provide sufficient details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If an applicant is unclear of how to write a request or the relevant details required to be filled in, do communicate with the Designated Officer.

Requests not handled under the FOIA

A request under the FOIA would not be processed if it seeks information which is readily available to the public either from Naparima Bowl or from another public authority or is readily available in the public domain, for example, in brochures, pamphlets, reports, etc.

▪ **Responding to your Request**

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Retrieving Documents

The Naparima Bowl is required to furnish copies of documents only when they are in its possession or they could be retrieved from our storage.

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 in our possession, custody or power. We are required to furnish 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 the quality in our reply.

Please note that the Naparima Bowl is not compelled to do the following:

- Create new documents (for e.g. we are not required to write a new programme so that a computer will print information in the format you prefer); and
- Perform research for the applicant.

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 to clarify 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 the Naparima Bowl to comply with the timeframe set out in the FOIA, but where the processing of a request may unavoidably take longer than the statutory limit, the Naparima Bowl will duly advise the applicant by letter, requesting an additional period of time within which to provide the information. 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. Applicants whose requests for documents are refused, will be notified by the Designated Officer, in writing, of the reasons for refusal. The Designated Officer of the Naparima Bowl will consult the applicant on alternative recourses that are open to him/her.

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FOR THE PERIOD 2016 TO 2020—CONTINUED

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 at Naparima Bowl are responsible for:**

- The initial receipt of and action upon notices under Section 10;
- The requests for access to documents under Section 13; and
- Making applications for correction of personal information under Section 36 of the FOIA.

Requests should be submitted to the under mentioned persons:

For the period 2016 to 2019**Designated Officer:**

Ms. Camille Ramjohn
Chief Executive Officer
NAPARIMA BOWL
19-21 Paradise Pasture
San Fernando
Phone: 653-6166 / 652-4704 Ext. 12
Email: ceo@naparimabowl.net

For the period 2020**Designated Officer:**

Mr. Marlon De Bique
Operations Manager
NAPARIMA BOWL
19-21 Paradise Pasture
San Fernando
Phone: (868) 653-6166 / (868) 652-4704 Ext. 12
Email: ceo@naparimabowl.net

For the period 2016 to 2019**Alternative Officer:**

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FOR THE PERIOD 2016 TO 2020—CONTINUED

Mrs. Kerry Ann Sahadath-Kennedy
Clerk Stenographer II
NAPARIMA BOWL
19-21 Paradise Pasture
San Fernando
Phone: 653-6166 / 652-4704 Ext. 11
Email: secretary@naparimabowl.net

SECTION 7 (1) (A) (VII)

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

At this time, there are no bodies in the Naparima Bowl that fall within the meaning of this Section of the FOIA.

SECTION 7(1) (A) (VIII)

Library/Reading Room Facilities

Naparima Bowl's documents that exist in the public domain can be accessed through the Naparima Bowl Archive. The facility is open to members of the public, via appointment, on Mondays and Wednesdays between the hours of 9:00am to 3:00pm.

The Policy of the Naparima Bowl for provision of copies of documents that are readily available to the public. Examples are:

- Observance of all COVID-19 Regulations and protocols (2020);
- Provision of documents may be subject to a charge to cover administration costs; and
- 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 Naparima Bowl, not being particulars contained in another written law.

- Naparima Bowl Act, Chapter 40:51
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Hall Licence
- Copyright Act, Chapter 82:80
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Estimates of Expenditure, Recurrent and Development Programme

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FOR THE PERIOD 2016 TO 2020—CONTINUED

- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)

SECTION 8 (1) (A) (II)

Manuals, rules of procedure, statements of policy, records of decisions, non-personal letters of advice to persons outside the Naparima Bowl, or similar documents containing rules, policies, guidelines, practices or precedents

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration, Ministry of Community Development Culture and the Arts (January 2016–August 2020), Ministry of Tourism, Culture and the Arts (September to December 2020) and other Departments.
- Estimates of Recurrent Expenditure and Development Programmes.
- Public Health Regulations (2020)
- Collective (Trade Union) Agreements
- Naparima Bowl Health and Safety Policy and Manual
- Naparima Bowl Risk Assessment and Work Instructions

SECTION 8 (1) (B)

In enforcing written laws or schemes administered by the Naparima Bowl 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.

- Naparima Bowl COVID-19 Standard Operating Procedures (2020)
- Guidelines for Performers, Arts Organizations and Producers
- Naparima Bowl COVID-19 Backstage Guidelines for Performers (2020)

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 Naparima Bowl.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the Naparima Bowl.

SECTION 9 (1) (B)

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

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FOR THE PERIOD 2016 TO 2020—CONTINUED

providing advice or making recommendations to Naparima Bowl or to the Minister with responsibility for the Naparima Bowl.

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

SECTION 9 (1) (C)

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

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 Naparima Bowl to submit a report, provide advice or make recommendations to the Minister with responsibility for the Naparima Bowl or to another officer of Naparima Bowl 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 Naparima Bowl by a scientific or technical expert, whether employed within Naparima Bowl or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

SECTION 9 (1) (F)

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

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

SECTION 9 (1) (G)

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

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

SECTION 9 (1) (H)

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

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FOR THE PERIOD 2016 TO 2020—CONTINUED

Naparima Bowl Annual Administrative Reports (2016 -2020).

SECTION 9 (1) (I)

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

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

SECTION 9 (1) (J)

A statement prepared within the Naparima Bowl 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 Naparima Bowl 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 Naparima Bowl.

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

SECTION 9 (1) (M)

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

- Annual Fixed Assets Register (2016-2020)