



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Friday 17th February, 2023—Price \$1.00

No. 29

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Trinidad and Tobago Netball Association (Incorporation) Act, 1979”—\$2.70.

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## SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part C—*

BILL entitled “An Act to amend the Trinidad and Tobago Netball Association (Incorporation) Act, 1979”.

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## PUBLICATION OF BILL

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

An Act to amend the Trinidad and Tobago Netball Association (Incorporation) (Amendment) Bill, 2023.

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

14th February, 2023.

J. SAMPSON-MEIGUEL  
*Clerk of the House*

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## MINISTRY OF TRADE AND INDUSTRY

### CONFIRMATION OF APPOINTMENTS

IN ACCORDANCE with Circular Memorandum P: 39/19 Vol. IV Temp. 1 dated 25th August, 2006, the following arrangement is published for general information:

#### Confirmations

Name	Rank of Officer	Date
Mrs. Crissy Toussaint-Edwards ... ..	Clerk 1 ... ..	1st October, 2020
Ms. Norvette Alexander ... ..	Clerk 1 ... ..	1st October, 2020



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

**(AMENDED) 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 9<sup>th</sup> day of September, 2020*, the Culture and the Arts Division of the former Ministry of Community Development, Culture and the Arts was merged with the Ministry of Tourism (“the MOT”), 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’ Statutory Bodies 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 Statutory Bodies”).

Further to enquiries conducted concerning the period 2016 to 2020, it was discerned that the Statutory Bodies inadvertently omitted to institute the sections 7, 8, and 9 statement requirements of the Freedom of Information Act, Chap. 22:02 (“FOIA”). Further, Tourism Trinidad Limited (TTL) then under the MOT, inadvertently omitted same for 2017 to 2020. An oversight which the Statutory Bodies and TTL 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 Statutory Bodies and TTL for the aforementioned period.

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



## PUBLIC STATEMENT OF QUEEN'S HALL PUBLIC STATEMENT OF QUEEN'S HALL FOR 2016 TO 2020

IN COMPLIANCE WITH SECTIONS 7, 8, and 9 OF  
THE FREEDOM OF INFORMATION ACT, Chap. 22:02

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Queen's Hall is required by law to publish and annually update 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 official documents (with exemptions) held by the Queen's Hall.
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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

### SECTION 7 STATEMENTS

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

#### Functions and Structure of the Queen's Hall

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

#### CORPORATE STRUCTURE

Queen's Hall is a semi-autonomous agency which previously reported to the Ministry of Community Development, Culture and The Arts (January 2016 – August 2020) and currently reports to the Ministry of Tourism, Culture and The Arts (September to December 2020). Queen's Hall was constructed in 1959 through the efforts of the music community led by Mrs. May Johnstone, a music teacher and is partially funded by the Government of Trinidad & Tobago. It is designed as a multi-purpose facility to accommodate theatrical presentations and various community activities.

The Hall is managed by the Queen's Hall Board led by the Chairman and supported by a General Manager. The Board carries out its mandate through the establishment of policy direction. Implementation of Board Policy and direction is the responsibility of the Executive. The Executive is comprised of the General Manager, the Operations Manager and the Heads of Department – Lead Security, Administrative Co-ordinator, Maintenance Co-ordinator, Front of House Co-ordinator and Technical Co-ordinator.

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

#### 2016:

Dr. Helmer Hilwig - Chairman  
Ms. Nisa Suepaul - Deputy Chairman  
Mrs. Heather Henderson-Gordon - Member

Mr. Earl Knight - Member (resigned April 26th 2016)

Ms. Charlene Griffith - Member

Mr. Frank Persad - Member

Mr. Richard Ramlakhansingh - Member

Mr. Kenneth Andrew Richardson - Member

Ms. Judy Matthew - Member

Ms. Judy Matthew - Member

#### 2017-2019:

Dr. Helmer Hilwig - Chairman

Ms. Nisa Suepaul - Deputy Chairman

Ms. Charlene Griffith - Member

Mr. Victor Prescod - Member

Ms. Zaida Rajnauth - Member

Ms. Karla Gonzales - Member

Mr. Brian Wood - Member

Mr. Raymond Choo Kong - Member (Jan1st to July 15th 2019)

Mr. Raymond Choo Kong - Member (Jan1st to July 15th 2019)

#### 2020:

Dr. Helmer Hilwig - Chairman

Ms. Nisa Suepaul - Deputy Chairman

Ms. Charlene Griffith - Member

Mr. Victor Prescod - Member

Ms. Zaida Rajnauth - Member

Ms. Karla Gonzales - Member

Mr. Brian Wood - Member

#### VISION

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

#### MISSION

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

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

- 1) Finance
- 2) Tenders
- 3) Human Resources
- 4) Strategic Planning
- 5) Marketing/Bookings

#### SERVICES/PRODUCTS PROVIDED

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

- An enclosed Auditorium and Lobby area with seating for 750 persons
- A Courtyard & Greens with seating capacity for 1,800 persons
- A Helen May Johnstone Room with seating

capacity for 60 persons

- Landscaped Grounds
- State-of-the-art theatre equipment for Stage, Lighting and Audio
- Parking facilities for one hundred and ninety seven (197) vehicles

#### REPORTING FUNCTIONS

Monthly financial reports are submitted to the Queen's Hall Board, the Ministry of Community Development, Culture and The Arts (January 2016 – September 2020) Ministry of Tourism, Culture and The Arts (September to December 2020) and to the Ministry of Finance. Quarterly Development Programme reports are sent to the relevant line Ministry.

#### OVERALL STRATEGIC OBJECTIVE

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

#### PROCUREMENT OF RESOURCES

##### Strategic Objective

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

##### Tendering Procedures

Queen's Hall's procurement procedures are governed by its Tender Committee Rules which are based on the prevailing public procurement laws, policies, procedures and good practice with a view to ensuring transparency, accountability and value for money. These rules delineate the composition of the Queen's Hall Tenders Committee, the power and duties of the committee, the recording of decisions, the method of invitation of tenders, the contents of the invitation to tender etc.

#### MARKETING

##### Strategic Objectives

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

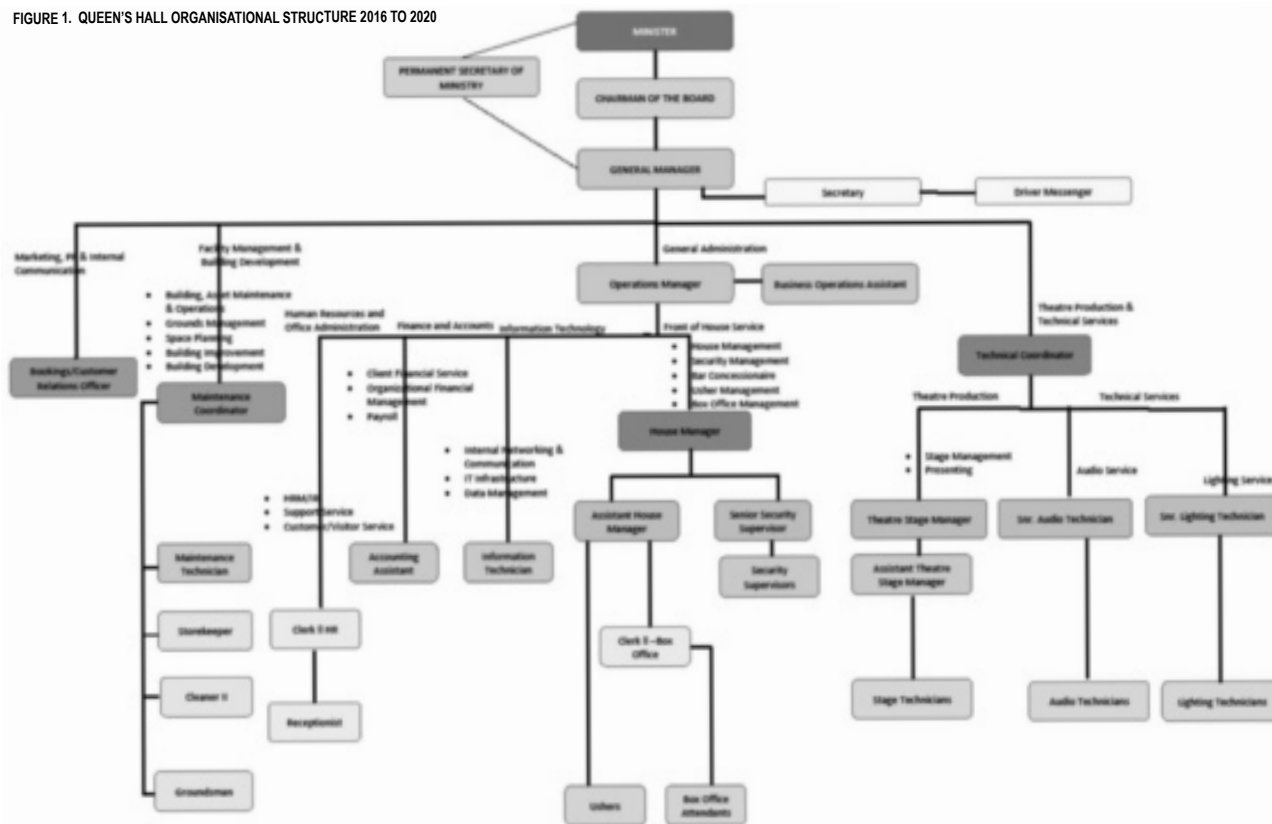
#### HUMAN RESOURCE

##### Strategic Objective

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

## PUBLIC STATEMENT OF QUEEN'S HALL FOR 2016 TO 2020—Continued

FIGURE 1. QUEEN'S HALL ORGANISATIONAL STRUCTURE 2016 TO 2020



### FUNCTIONS OF THE UNITS OF THE QUEEN'S HALL CORE UNITS

The Structure comprises:

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

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

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

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

**THE BOOKINGS/CUSTOMER RELATIONS UNIT** is responsible for liaising with customers and booking events for Queen's Hall as well as Marketing, Public Relations and all Internal Communications.

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

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

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

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

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

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

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

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

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

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

**THE STORES UNIT** monitors and maintains current inventory levels, initiates requisitions to ensure that goods are purchased in a timely manner, records purchases, maintains dataset, performs physical count of inventory and reconciles actual stock count.

The major stakeholders of the Queen's Hall include:

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## PUBLIC STATEMENT OF QUEEN'S HALL FOR 2016 TO 2020—Continued

- Patrons of Queen's Hall
- All Performing Arts Groups
- Cultural Organisations
- Local and International Artistes
- Government Ministries
- All departments within Queen's Hall
- Trinidad Hotels
- Non-Profit Organisations
- Faith-Based Organisations
- Corporate Organisations
- Producers
- The Copyright Music Organisation of Trinidad and Tobago
- Members of the Public
- Visitors
- Trinidad and Tobago Police Service
- Trinidad and Tobago Fire Services
- Contractors
- Members of the Media
- Schools

**SECTION 7 (1) (a) (ii)****Categories of Documentation in the possession of the Queen's Hall**

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

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

**SECTION 7 (1) (a) (iii)****Material Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of event flyers, playbills and programmes on Tuesdays and

Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office: **Queen's Hall, 1-3 St. Ann's Road, St. Ann's**

**SECTION 7 (1) (a) (iv)****Literature Available by Subscription**

We currently have no material available for subscription.

**SECTION 7 (1) (a) (v)****Procedure to be followed when accessing a document from the Queen's Hall****How to Request Information****• General Procedure**

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

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are unsure of how to write your request or what details to include, communicate with your Designated Officer.

**Requests not handled under the FOIA**

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

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

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

**Note**

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

**Furnishing Documents**

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

Please note we are not compelled to do the following:

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

**Time Limits**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

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

**Fees and refunds**

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

**SECTION 7 (1) (a) (vi)****OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers in the Queen's Hall responsible for:**

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

**2016 to February 2020****The Designated Officer is:**

Job Title: General Manager  
Name: Ms. Yvonne Roberts-White  
Address: 1-3 St. Ann's Road, St. Ann's  
Telephone: 624-1284 ext. 222  
Fax Number: 624-2619  
Email address: [yrobertswhite@queenshalltt.com](mailto:yrobertswhite@queenshalltt.com)

**March to December 2020****The Designated Officer is:**

Job Title: General Manager  
Name: Mr. Garfield George  
Address: 1-3 St. Ann's Road, St. Ann's  
Telephone: 624-1284 ext. 222  
Fax Number: 624-2619  
Email address: [ggeorge@queenshalltt.com](mailto:ggeorge@queenshalltt.com)

**The Alternative Officer is:**

Job Title: Bookings/Marketing Officer  
Name: Mrs. Colleen Cameron  
Address: 1-3 St. Ann's Road, St. Ann's  
Telephone: 624-1284 ext. 243  
Fax: 624-2619  
Email address: [ccameron@queenshalltt.com](mailto:ccameron@queenshalltt.com)

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## PUBLIC STATEMENT OF QUEEN'S HALL FOR 2016 TO 2020—Continued

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

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

For period 2016 to 2020, there are no bodies within the Queen's Hall that fall within the meaning of this section of the FOIA.

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

**Library/Reading Room Facilities**

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

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

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

**SECTION 8 STATEMENTS****SECTION 8 (1) (a) (i)**

**Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law:**

- Queen's Hall Act Chap 40:50
- Theatres and Dance Halls Act, Chapter 21:03
- Guidance on FOIA Implementation
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Tendering Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme

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

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.**

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

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

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

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

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

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

There are no statements to be published under this subsection for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

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

**A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Queen's Hall.**

There are no statements to be published under this subsection for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

**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.**

There are no statements to be published under this subsection for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

**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.**

There are no statements to be published under this subsection for 2016 to 2020.

**SECTION 9 (1) (h)**

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

The Queen's Hall Trinidad and Tobago Administrative Reports Fiscal 2001-2020

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

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

The Queen's Hall has no such documents for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

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

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

There are no statements to be published under this subsection for 2016 to 2020.

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

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

Annual Fixed Assets Register (2020)

Annual Administrative Reports (2001 to 2020)



**NMAG**

The Government of the Republic of Trinidad and Tobago  
 Updated Public Statement of the  
 National Museum and Art Gallery

2022

IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT,  
 CHAP 22:02 ("FOIA")

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, the National Museum and Art Gallery (hereinafter referred to as "NMAG") is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by NMAG;
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; and
4. A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**SECTION 7 STATEMENTS**

**Section 7 (1) (a) (i): Functions and structure of NMAG**

NMAG is a body corporate established by the National Museum and Art Gallery Act, Chapter 40:52 of the Laws of the Republic of Trinidad and Tobago. In May of 2019, a Museum Board was appointed to oversee operations for a term of three (3) years in keeping with the stipulations of the Act. NMAG reports to the Ministry of Tourism, Culture and the Arts.

Section 12 (1) of Chap 40:52 sets out the functions of the NMAG Board which are to:

- (a) operate a National Museum and Art Gallery in accordance with Chap 40:52;
- (b) establish a National Collections Policy and all other policies required for the facilitation of the operations of the Museum;
- (c) conduct, arrange for, or assist in research of, or in relation to, historical and cultural material relevant to the national collection;
- (d) collect and disseminate information relating to the national collection, and to the museum and its functions in Trinidad and Tobago and abroad; and
- (e) exhibit in Trinidad and Tobago historical and cultural material from abroad and exhibit abroad, historical and cultural material from Trinidad and Tobago.

NMAG has its roots in the Royal Victoria Institute, one of the oldest buildings in Port of Spain. The building was constructed in 1892 in commemoration of the Jubilee of Queen Victoria as part of a general British colonial policy to build cultural institutions throughout the Commonwealth.

NMAG was established to care for the material culture of Trinidad and Tobago. It is an institution in the service of society and its development. NMAG acquires, conserves, researches, interprets and exhibits, for the purpose of education and enjoyment, the material culture of the people of Trinidad and Tobago and their environment.

The Museum temporarily closed for restoration and refurbishment in August 2022. The restoration and refurbishment project is estimated to take one (1) year. NMAG personnel, in the interim, have been relocated to the Head Office of the Ministry of Tourism, Culture and the Arts, Castle

Killarney and the La Brea Pitch Lake Facility. During this time, the work of NMAG will be facilitated through, inter alia, community outreach programmes.

**NMAG's Vision, Mission and Strategic Objectives are as follows:**

**Vision:** To be the leading resource for enabling the exploration, interpretation and preservation of the cultural heritage of Trinidad and Tobago.

**Mission:** Through our network of museums and heritage sites, we will acquire, preserve, interpret, develop, share and make accessible collections. We will be a trusted voice in the national conversation on cultural heritage management and exercise the power of museums and heritage sites to transform, promote, appreciate, empower as well as, represent, the values and issues of national and international concern. We will support exhibitions, publications and education through research and discussion.

We will create spaces and experiences that inspire and celebrate an understanding of ourselves and our world.

We will cultivate a sustainable ecosystem of the museums and heritage sites that nurtures new talent and inspires future generations of cultural practitioners and audience.

**STRATEGIC OBJECTIVES OF NMAG:**

- To establish a policy that governs the management of the National Museum of Trinidad and Tobago.
- To maintain and promote open, transparent, informed and knowledgeable communication with all our stakeholders.
- To amplify the power of museums as influencers in the national landscape.
- To construct purpose-built and develop appropriate venues to commemorate and inspire.
- To support and empower cultural practitioners, artists, scholars and audiences.
- To develop and implement a robust, sustainable fundraising strategy that directly supports the purpose and priorities of the National Museum of Trinidad and Tobago.

**Functions of the Staff and Divisions of NMAG**

NMAG is led by a Board and daily operations are executed by the Curator and the Assistant Curator who share responsibility for the areas of Human Resources, Accounts, Facilities Management, Museum Programming and Office Administration.

The Board is primarily responsible for the establishment, recommendation and review of operational, financial and technical policies and procedures for NMAG. The composition of the Board is as follows:

Mr. Kenwyn Crichlow	Chairman
Mr. Edric Murray	Deputy Chairman
Ms. Nicole Gopalsingh	Member
Ms. Barbara Jenkins	Member
Ms. Brianna McCarthy	Member
Mr. Tomley Roberts	Member
Mr. Clayton De Freitas	Member
Mrs. Nimah Muwakil-Zakuri	Member

The core workforce of NMAG is divided into the following sections as outlined in the Organizational Chart below:

- The Curator & Assistant Curator: The office of the Curator and Assistant Curator is tasked with the responsibility for overseeing the operations of the NMAG by the policy directives of the Board and the Government of the Republic of Trinidad and Tobago.

The Assistant Curator reports directly to the Curator. The Curator reports to the Board and the Permanent Secretary of the relevant line Ministry.

- Curatorial Staff: The Curatorial staff plans and executes all events and activities relating to the exhibitions, workshops, lectures and publications of NMAG.

- Administrative Staff: The Administrative staff performs tasks in areas of Human Resources, Procurement, Facilities Maintenance and Accounting.

- Clerical Staff: The Clerical staff provides clerical and administrative support to all areas of NMAG.

- Museum Attendants: Museum Attendants conduct tours of NMAG's galleries and exhibitions.

- Security: Estate Constables attached to NMAG are responsible for the safety and security of all artefacts, personnel and visitors to NMAG.

- Cleaning Staff: The Cleaning staff provides daily cleaning to museum galleries and offices.

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

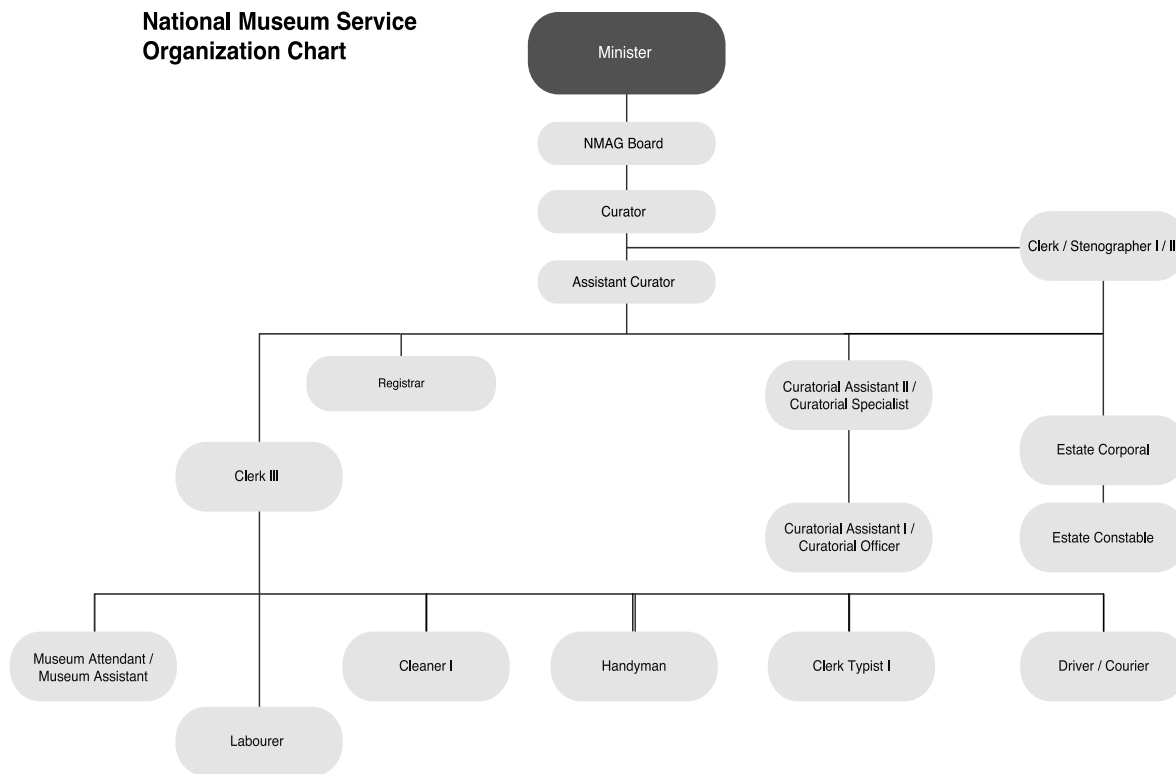
**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NMAG**

NMAG maintains records that relate to its administrative functions, support services and its technical operations. These records are generally categorized as follows:

- 1) Organization and Management
  - a) Legislation and legal documents;
  - b) Cabinet documents;
  - c) NMAG Board Minutes;
  - d) Proposals, reviews, reports; and
  - e) Policies, procedures and manuals.
- 2) Finance and Accounts
  - a) Records related to budgeting and financial management of the museum; and
  - b) Accounting records.
- 3) General Administration and Support Services
  - a) Records dealing with administrative support and general administrative documents for the operations of NMAG.
- 4) Personnel
  - a) Records which detail all staff appointments, job applications, job specifications, promotions, transfers, retirements, leave and vacation.
- 5) Technical Operations
  - a) Records related to exhibitions, outreach activities and other museum programs executed by the NMAG.

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## UPDATED PUBLIC STATEMENT OF THE NATIONAL MUSEUM AND ART GALLERY 2022—Continued

**Section 7 (1) (a) (iii)****MATERIAL PREPARED FOR PUBLICATION AND INSPECTION BY MEMBERS OF THE PUBLIC AND PLACES AT WHICH PERSONS MAY INSPECT OR OBTAIN THAT MATERIAL**

NMAG maintains copies of museum brochures, exhibition booklets and catalogues.

The public may request to inspect and/or obtain copies of this material on Tuesday to Friday 10:00 a.m. to 4:00 p.m. at the NMAG offices (temporary) located at Levels 8-10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

**Section 7 (1) (a) (iv)****DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION**

The NMAG currently has the following publications which are available by subscription:

- *"The Letters of Margaret Mann"*
- *"Eye Haiti... Cries Everywhere"*
- *"Cazabon and His National Legacy"*

**Section 7 (1) (a) (v)****PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS FROM NMAG****How to Request Information****General Procedure**

It is our policy 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 NMAG or at the website [www.foia.gov.tt](http://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 of the NMAG. See Section (7) (1) (a) (vi).

**Details in the Request**

Applicants should provide sufficient information to enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with your Designated Officer.

**Requests not handled under the FOIA**

A request under the FOIA will not be processed if the information asked for is readily available to the public, being, either from the NMAG or from another public authority or is otherwise within the public domain, for example brochures, pamphlets, reports etc.

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

NMAG is required to furnish copies of official documents only when they are in our possession or we can retrieve them from 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 we have in our possession, custody or power in accordance with FOIA provisions. NMAG is required to furnish only one copy of a document. If NMAG cannot make a legible copy of a document to be released, NMAG may not attempt to reconstruct it. Instead, NMAG will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

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

**Time Limits**

- 1) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 2) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant for consultation with a view to clarifying the request.
- 3) 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 NMAG to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, NMAG will advise the applicant by letter and ask for an additional period of time to provide the information.
- 4) If a decision is taken to grant access to the information requested, you will be provided with copies, or if you so request, permitted to inspect the document/s. Applicants whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her.

**Fees and refunds**

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



UPDATED PUBLIC STATEMENT OF THE NATIONAL MUSEUM AND ART GALLERY 2022—Continued

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

Officers in NMAG are responsible for:

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

The Designated Officer is:

**ADMINISTRATIVE & CURATORIAL MANAGER**  
**LORRAINE JOHNSON**  
 The National Museum & Art Gallery  
 Levels 8-10, Tower C  
 International Waterfront Complex  
 1A Wrightson Road, Port of Spain  
 Phone: (868) 624-1403 or (868) 226-8687  
 Email: Lorraine.Johnson@gov.tt

The Alternate Officer is:

**EDUCATION AND PUBLIC PROGRAMS COORDINATOR**  
**ANITA WALDROPT-CARACCIOLLO**  
 The National Museum & Art Gallery  
 Levels 8-10, Tower C  
 International Waterfront Complex  
 1A Wrightson Road, Port of Spain  
 Phone: (868) 624-1403 or (868) 226-8687  
 Email: anita.waldropt@gov.tt

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

**ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

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

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

**LIBRARY/READING ROOM FACILITIES**

Notwithstanding the temporary restoration of the Museum, certain NMAG information can still be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at Levels 8-10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain. Appointments will be given from Tuesday to Friday between the hours of 10:00 a.m. to 4:00 p.m.

**The Policy of NMAG for provision of copies of documents that are readily available to the public**

The public is required to adhere to the rules and regulations outlined for use of the designated area.

- Observance of all COVID-19 Regulations and protocols
- Provision of documents may be subject to a charge to cover administration costs
- No smoking, eating or drinking is allowed in the designated 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.*

- National Museum & Art Gallery Act, Chap 40:52
- Public Service Regulations
- Financial Regulations and Instructions

- COVID-19 Operating Policies for the National Museum & Art Gallery
- Occupational Health and Safety Act, Chap. 88:08
- Freedom of Information Act, Chap. 22:02
- Procurement Policies and Guidelines

**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 procedures.*

- Collections and Management Policy
- Ethics and Code of Conduct Policy
- Exhibition/Project Proposal Form
- Outgoing and Incoming Loan Contract
- Deed of Gift Form
- Exhibition Agreement(s)

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

*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 statements to be published under this subsection at this time.

**STATEMENTS UNDER SECTION 9 OF THE ACT**

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

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

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

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

*A report, or statement containing the advice or recommendations, (1) of a body or entity established outside NMAG by or under 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 NMAG or to the responsible Minister.*

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

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

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

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

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

*A report, or statement containing the advice or recommendations, of a committee established within NMAG to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the NMAG 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 NMAG by a scientific or technical expert, whether employed within the NMAG 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 NMAG 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 the NMAG 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.*

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 the NMAG, or of an office, division or branch of NMAG, whether the report is of a general nature or concerns a particular policy, programme or project administered by the NMAG.*

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

**Section 9 (1) (i)**

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

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

**Section 9 (1) (j)**

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

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

**Section 9 (1) (k)**

*A report of a test carried out within the NMAG 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 NMAG.*

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

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

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

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