



TRINIDAD AND TOBAGO GAZETTE

VOL. 62

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No.	GAZETTE NOTICE	PAGE	No.	GAZETTE NOTICE	PAGE
288	Notice <i>re</i> Supplement	441	294	Probate and Letters of Administration— Applications	443
289	To act as Minister of Energy and Energy Industries	441	295	Central Bank, Weekly Statement of Account as at 1st March	448
290	To act as Minister of Rural Development and Local Government	441	296–97	Licensing Sessions	449
291	Notice to Jurors	442	298	Updated Public Statement of the Office of the Parliament 2022	450
292–93	Applications for Certification of Recognition ...	442	299	Updated Public Statement of the Statutory Authorities Service Commission Department 2023	464

288

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Motor Vehicles and Road Traffic (Extension of Period for Payment of Fifty Percent of Fixed Penalty) Order, 2023—(Legal Notice No. 73 of 2023).

Defence (Pensions, Terminal and other Grants) (Amendment) Regulations, 2023—(Legal Notice No. 74 of 2023).

289

APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

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 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE COLM IMBERT, a member of the House of Representatives who is a Minister, to act in the office of the Honourable STUART YOUNG, Minister of Energy and Energy Industries, with effect from 5th March, 2023 and continuing during the absence from Trinidad and Tobago of the said the Honourable Stuart Young, M.P., in addition to the discharge of his normal duties.

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

3rd March, 2023.

290

APPOINTMENT TO ACT AS MINISTER OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

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 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE KAZIM IMTIAZ HOSEIN, a member of the Senate who is a Minister, to act in the Office of the Honourable FARIS AL-RAWI, Minister of Rural Development and Local Government, with effect from 2nd March, 2023 and continuing during the absence from Trinidad and Tobago of the said the Honourable Faris Al-Rawi M.P., in addition to the discharge of his normal duties.

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

3rd March, 2023.

291

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on MONDAY 27TH MARCH, 2023 at 8:00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at a Session to be held at the Hall of Justice Port-of-Spain Convocation Hall on Monday 3rd April, 2023 at 8 o'clock in the forenoon.

All such applications should be made in writing and submitted by emailing it to JuryHOJ@ttlawcourts.org or by delivering it to the Criminal Registry, Hall of Justice, Port-of-Spain.

Dated this 16th day of February, 2023.

*Assistant Registrar, Hall of Justice
Port-of-Spain*

292

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: SEAMEN AND WATERFRONT WORKERS TRADE UNION
1D, WRIGHTSON ROAD
PORT-OF-SPAIN

Name and Address of Employer: G4S SECURE SOLUTION (TRINIDAD) LIMITED
7-13A, ARANGUEZ SOUTH ACCESS ROAD
EL SOCORRO EXTENSION
EL SOCORRO

TAKE NOTICE that on the 14th February, 2023 the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognized Majority Union in respect of a Bargaining Unit for "All Monthly Paid" employees of G4S Secure Solution (Trinidad) Limited.

Dated this 22nd day of February, 2023.

*B. TAITT
Secretary, Registration Recognition
and Certification Board*

293

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union: TRINIDAD AND TOBAGO REGISTERED NURSES ASSOCIATION
ALLEYNE-RAWLINS BUILDING
39, WARREN STREET
ST. AUGUSTINE
TUNAPUNA

Name and Address of Employer: EASTERN REGIONAL HEALTH AUTHORITY
SUPREME BUILDING
EASTERN MAIN ROAD
SANGRE GRANDE

TAKE NOTICE that on the 1st February, 2023 the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognized Majority Union in respect of a Bargaining Unit for the "Senior District Health Visitors (SDHV), Nursing Supervisors" of the Eastern Regional Health Authority.

Dated this 22nd day of February, 2023.

*B. TAITT
Secretary, Registration Recognition
and Certification Board*

PROBATE AND LETTERS OF ADMINISTRATION

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

- PROBATE of the Will dated the 25th day of November, 2009, of **SYBIL FRANCIS** of 39, Kangalee Street, Valencia, Sangre Grande, Manzanilla, Trinidad, who died on the 1st day of March, 2016, by **Devon Phillip** of 7, First Street East, Cazabon Avenue, Trincity, Tacarigua, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 8th day of October, 2020, of **RAMKUMAR JAGDEO** of 33, Williamsmith Mantacool Road, George Village, Tableland, Ortoire, Trinidad, who died on the 27th day of March, 2022, by **Ricardo Danny Jagdeo** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ZELDA H. MULLER** otherwise **ZELDA MULLER** of 6, 2nd Street East, Cane Farm Avenue, Trincity, Tacarigua, Trinidad, who died on the 29th day of May, 2013, by **Juliana Quintilla Landeau** of 13, 2nd Street West, De La Marre Avenue, Trincity, Tacarigua, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **JANELLE MARY ALI** otherwise **JANELLE ALI** of 100, Amazon Drive, Riverview Park, Dam Road, Longdenville, Chaguanas, Trinidad, who died on the 17th day of June, 2021, by **Adil Ali** of the same place, her lawful husband;
- PROBATE of the Will dated the 8th day of December, 2016, of **LEROY WILLIAMS** otherwise **LEROY KARL WILLIAMS** of 109, Aquamarine Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 30th day of January, 2019, by **Shelly Dawn Fletcher** otherwise **Shelly Fletcher** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 7th day of June, 1993, annexed of the estate of **SYLVIA ROWLEY** of 34, Morvant Avenue, Morvant, St. Ann's, Trinidad, who died on the 30th day of December, 1995, by **Brenda Rondon** otherwise **Brenda Barbara Rondon** of the same place, the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAFI MOHAMMED** of 34, Palm Avenue, Calcutta 3, Mc Bean, Couva, Trinidad, who died on the 11th day of January, 2022, by **Amanda Alicia Mohammed-Ali** of 32, Palm Avenue, Calcutta 3, Mc Bean, Couva, Trinidad, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 2nd day of July, 2016, of **MERVYN JOSE SENA RODULFO** otherwise **MERVYN RODULFO** of 3, Prithwi Avenue, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 12th day of June, 2019, by **Gregory Rodulfo** of the same place, one of the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **NIKHORAN GANESH** otherwise **NIKHORAN LEWIS GANESH** of 91-36, Lefferts Boulevard, Richard Hill, Queens, New York, 11418, United States of America, who died on the 15th day of July, 2011, by **Jabez Ganesh** of Light Pole No. 4, San Juan Street, San Juan, St. Ann's, Trinidad, his son and the only persons entitled to the estate;
- PROBATE of the Will dated the 11th day of July, 2019, of **VERNON HUGH AKAI** of 11, Rosslyn Street, Belmont, Port-of-Spain, Trinidad, who died on the 2nd day of May, 2021, by **Seeta Sookdeo** of 7, Rosslyn Street, Belmont, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ERROL CHRISTOPHER** of 85, Hindustan Road, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 31st day of March, 2013, by **Garth-Wayne Errol Nissan Christopher** of 224, Donald Taylor Place, Malabar, Phase IV, Section 11, Arima, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DIRK ANTHONY D'URVILLE GEORGE** otherwise **DIRK GEORGE** of 132, Mahogany Circular, Timberland Park, d'Abadie, Arima, Trinidad, who died on the 10th day of October, 2021, by **Tara Louisha Seebreth** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 13th day of September, 2007, of **ROSALIND PILGRIM** of 25, Hibiscus Arch Road, Rio Claro, Charuma, Trinidad, who died on the 9th day of August, 2008, by **Valarie Theresa Pilgrim** of 57, Nadira Gardens, Freeport, Chaguanas, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KRISHNA RAMOUTAR** otherwise **KRISHNA YOORAJ RAMOUTAR** of 591E, 84th Street, Kings, Brooklyn, New York, 11236, United States of America, who died on the 27th day of April, 2020, by **Judy Deotie Ramoutar** of Gobin Avenue, 8th Don Miguel Road, San Juan, St. Ann's, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **GEERDHARRY KHADAN** of 1058, Columbus Road, Lange Park, Chaguanas, Trinidad, who died on the 26th day of June, 2020, by **Deborah Gilbert-Khadan** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 8th day of September, 1992, of **SYLVIA DUKHEDIN-LALLA** of 54, Erin Road, Siparia, Trinidad, who died on the 11th day of August, 2021, by **Annabell Lalla-Ramkhelawan** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JOAN HICKS** otherwise **JOAN ABRAHAM** otherwise **MOONIRAN NAGIR** otherwise **MOONIRAN ALI** of 26, Nice Street, La Romain, Naparima, Trinidad, who died on the 7th day of April, 2016, by **Yussuff Ali** of the same place, her son and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **BOYSIE SEELAL** otherwise **HARAI SEELAL** of 177, New Settlement, Dow Village, California, Couva, Trinidad, who died on the 1st day of December, 1997, by **Indar Seelal** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **HERALAL BOODOOSINGH** otherwise **HERALAL BOODOO SINGH** of 3, Boodram Lane, Santa Clara Road, Preysal, Montserrat, Trinidad, who died on the 18th day of May, 2021, by **Jassodra Boodoosingh** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **IAN JOHN BOYCE** of 67, Viceroy Crescent, Bon Air Gardens, Arouca, Trinidad, who died on the 22nd day of October, 2019, by **Marcia Ann Stewart** of 5, Third Avenue, Bon Air Gardens, Arouca, Trinidad, the lawfully appointed attorney of **Kimaada Ianna Kimkya Mary Boyce**;
- PROBATE of the Will dated the 3rd day of August, 2017 of **ANDREW CHARLES** of 17, Ramkissoon Street, Pasea Extension, St. Augustine, Tacarigua, Trinidad, who died on the 29th day of May 2018, by **Kathleen Rampersad** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BERNADINE WILSON** of Light Pole No. 10, Cameron Road, Petit Valley, Diego Martin, Trinidad, who died on the 13th day of April, 1992, by **Joyce Constantine** of 3, Lopinot Road, Arouca, Tacarigua, Trinidad, her daughter and one of the person entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **BISSOONDATH RAMKISSOON** of Light Pole No. 52, Lootoo Street, El Socorro Road, San Juan, Trinidad, who died on the 8th day of June, 2014, by **Lisa Shamila Ramkissoon** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **HUBERT CHRISTOPHER LEWIS** otherwise **HUBERT LEWIS** of Light Pole No. 11, Irvine Street, Petit Bourg, San Juan, St. Anns, Trinidad, who died on the 9th day of October, 2021, by **Helen Carmeline Joseph** of 186, Seagull Avenue, Maloney Gardens, d'Abadie, Arima, Trinidad, his sister and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 14th day May, 2022, of **ALBERT HERNANDEZ** of 3, Viceroy Crescent, Bon Air Gardens, Arouca, Trinidad, who died on the 23rd day of May, 2022, by **Ryan Hernandez** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMHAJAN** otherwise **RAMBAGHAN** of 193, Siparia Old Road, Avocat, Fyzabad, Siparia, Trinidad, who died on the 5th day of January, 1982, by **Ramgattie Rambhajan** of 242, Siparia Old Road, Avocat Fyzabad, Siparia, Trinidad, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 12th day of July, 2020, of **VAUGHN DAVIDSON JOHNSON** of East Dry River, Picton Road, Laventille, Trinidad, who died on the 13th day of November, 2021, by **Dianne Johnson-Arrindell** of 28, Second Street, East Cane Farm Avenue, Trincity, Tacarigua, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KEN ANSELM PALMER** otherwise **KEN PALMER** of Apartment 18, Building 6, Olera Heights, Vistabella, San Fernando, Trinidad, who died on the 15th day of March, 2018, by **Ka-Che T'Neka K'en Palmer** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **OLGA FRANCIS** of 8, Chapel Street, Victoria Village, San Fernando, Trinidad, who died on the 24th day of April, 2009, by **Glen Ian Hassanali**, of the same place, her son and the only person entitled to the estate;
- PROBATE of the Will dated the 29th day of August, 2021, of **RAJPATI MOTILAL** of 116, Pierre Road, Felicity, Chaguanas, Trinidad, who died on the 31st day of August, 2021, by **Nandrani Neela Motilal** of 152, Pierre Road, Felicity, Chaguanas, Trinidad, the sole executrix in the Will;
- LETTERS OF ADMINISTRATION of the estate of **NEIL SURUJBALLY** of 156, Mon Desir Road, Dow Village, South Oropouche, Siparia, Trinidad, who died on the 20th day of January, 2022, by **Felisha Abraham** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 21st day of January, 2015, of **CLIVE ROY ST. ROSE** of 86, Savannah Drive, Orange Grove, Tacarigua, Trinidad, who died on the 15th day of January, 2022, by **Mitzi St. Rose** of 11, Hilltop Drive, Champs Fleurs, St. Ann's, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 25th day of June, 2019, of **RADICA BALLIRAM** of Light Pole No. 9, Dry River Trace, St Augustine, Tacarigua, Trinidad, who died on the 26th day of December, 2021, by **Annabella Boodoo** of 128, Annette Street, Point Pleasant Park, Cunupia, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated 22nd day of June, 2020, annexed, of **ALSTON MC GOWAN** of 18, King Street, Princes Town, Savana Grande, Trinidad, who died on the 27th day of January, 2021, by **Sheneley Mc Gowan** otherwise **Sheneley Camille Mc Gowan** of the same place, one of the residuary devisee and or legatee named in the Will;
- PROBATE of the Will dated the 23rd day of July, 2020, of **ANN MARIE WALCOTT-GOPAUL** of 269, Aerides Drive, Orchid Gardens, Pleasantville, San Fernando, Trinidad, who died on the 7th day of August, 2020, by **Schae Walcott Alleyne** of the same place, the sole executrix named in the Will;

294—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of estate of **NATASHA CLARKE** otherwise **NATASHA LAQUETLA CLARKE** of 5, Naparima-Mayaro Road, Mon Repos, San Fernando, Trinidad, who died on the 8th day of August, 2020, by **Crystal Cudjoe** otherwise **Crystal Christine Cudjoe**, of the same place, her daughter and the only person entitled to the estate;
- PROBATE of the Will dated the the 26th day of April, 2021, of **JOYCE MASCURINE** of 9, Farida Gardens, Orange Field Road, Carapichaima, Chaguana, Trinidad, who died on the 6th day of July, 2021, by **Pamela Ramkellawan** otherwise **Pamela Susan Ramkellawan** of 443B, Naparima-Mayaro Road, New Grant, Princes Town, Savana Grande, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 30th day of November, 2011, of **GABY BELLEMARE** otherwise **GABY CELESTINE BELLEMARE** of 37A, Schneider Gardens, Petit Valley, Diego Martin, Trinidad, who died on the 26th day of April, 2022, by **Leonie Bellemare** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JUNIOR ANDALL** 21A, Arena Road, Todd's Road, Chaguana, Trinidad, who died on the 15th day of July, 2021, by **Lenette Andall** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 17th day of September, 2020, of **GREGORY DOWNES** of 12, Upper Bournes Road, Ross Land, St. James, Port-of-Spain, Trinidad, who died on the 21st day of November, 2021, by **Joanne Juliette Downes** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 15th day of May, 2018, of **JOSEPH MOHAMMED RATTAN** otherwise **JOSEPH RATTAN** of 12, Thompson Trace, Palmiste, Chaguana, Trinidad, who died on the 21st day of July, 2022, by **Kathy Ann Ramrattan** of 59, Hassarath Road, Cunupia, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 13th day of April, 2019, of **MADHAN MOHAN RAMSAHAI** otherwise **MADHAN RAMSAHAI** of 3, Second Street, St. Joseph Tacarigua, Trinidad, who died on the 28th day of December, 2019, by **Anil Ramsahai** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **AVANASH JAGASAR** of Light Pole No. 96, Cumuto Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 23rd day of February, 2021, by **Kathrina John** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **LIONEL PIERRE** otherwise **LIONEL GUILBERT PIERRE** otherwise **LIONEL GAULBERT PIERRE** of Cashew Park, Abercromby Street, St. Joseph, Tacarigua, Trinidad, who died on the 24th day of June, 1999, by **Rucita Catherine Pierre** otherwise **Rucita Catherin Alexander** otherwise **Rucita Pierre** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 19th day of July, 201, of **CECIL HOWARD** otherwise **CECIL ERROL HOWARD** otherwise **CECIL ERROL ABDUL HOWARD** of 62, Warren Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 25th day of November, 2021, by **Gary Howard**, of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RANJIT JAGRAM** of 60, Singh Street, Bamboo No. 1, Valsayn, Tacarigua, Trinidad, who died on the 21st day of June, 2021, by **Chandra Jagram** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 15th day of December, 2019, of **SIEUCHAN HEERALAL** of 83, Cacandee Road, Felicity, Chaguana, Trinidad, who died on the 27th day of July 2020, by **Narien Rampersad** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SHADRACH PHILLIP VALDANO PALTOO** of 8, Kowlessur Road, Sangre Chiquito, Sangre Grande, Manzanilla, Trinidad, who died on the 25th day of May, 2017, by **Solomon Paltoo** of the same place, his father and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **CAROL BENARD** otherwise **CAROL ANN BENARD** of Light Pole No. 25B Mt. d'Or Road, Champs Fleurs, San Juan, St. Ann's, Trinidad, who died on the 10th day of June, 2021, by **Nadia Camille Benard** of the same place, her daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **LLOYD FRANCIS** of Light Pole No. 72, Junction Road, Boys Town, Sangre Grande, Manzanilla, Trinidad, who died on the 25th day of September, 2021, by **Alana Rahel Francis** of Light Pole No. 51, Charles Avenue, Pinto Road, Arima, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **JOHNSON OGIESTE** of 62–72A, Jacobin Avenue, Building 20, Unit 2–1N, Maloney Gardens, Maloney, Arima, Trinidad, who died on the 26th day of January, 2020, by **Gemma Pantin** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 31st day of July, 2019, of **ELYSE NOEL** otherwise **ELYSE NICOLE NOEL** of 26, Villabrera Street, Siparia, Trinidad, who died on the 30th day of July, 2020, by **Cheryl Noel** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMDASS RAMDIN** of Bartlette Trace, Palmiste, Longdenville, Chaguana, Trinidad, who died on the 6th day of September, 2010, by **Tetari Girlie Ramdin** otherwise **Girlie Ramdin** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 30th day of December, 2014, of **IVY RAMKISSOON** of 186, Jaipaulsingh Road, Lengua Village, Barrackpore, Naparima, Trinidad, who died on the 3rd day of January, 2019, by **Janak Moonilal** of the same place, the sole executor named in the Will;

294—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 14th day of March, 2018, of **SHEILA ROBERTS** otherwise **SHEILA GLORIA ROBERTS** of Light Pole No. 69, First Street, Arouca, Tacarigua, Trinidad, who died on the 8th day of January, 2022, by **Cynthia Joseph** of 211, Sandstone Extension, East Demerara Heights, Wallerfield Gardens, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JOHN CLINTON CLARKE** otherwise **JOHN CLARKE** of Light Pole No. 59, Jordan Trace, Lendore Village, Chaguanas, Trinidad, who died on the 4th day of December, 2021, by **Akil Charles** of the same place, his son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **ANN MARIE GRANGER** of 186, San Fabien Road, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 11th day of July, 2016, by **Lavaughn Granger** of 31C, Edinburgh South, Chaguanas, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **JACQUELINE CECELIA THOMAS-LOGIE** otherwise **JACQUELINE THOMAS-LOGIE** otherwise **JACQUELINE THOMAS-COOPER** otherwise **JACQUELINE COOPER** of 33, Canaan Road, Mahaica, Point Fortin, La Brea, Trinidad, who died on the 7th day of October, 2021, by **Edward Logie** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **ALMA GREAVES** otherwise **CALDETH GLENDOR GREAVES** of 5, Fletcher Street, Mt. Lambert Circular Road, Mt. Lambert, St. Ann's, Trinidad, who died on the 8th day of November, 2018, by **Larry Bradley Greaves** of 36, Second Street East, Cane Farm Avenue, Trincity, Tacarigua, Trinidad, her nephew and the only person entitled to the estate;
- PROBATE of the Will dated the 20th day of March, 2010, of **LANCELOT GLASGOW** of 6, La Union Road, St. Francis Village, Erin, Trinidad, who died on the 27th day of August, 2010, by **Edroy Eson Glasgow** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CITA BURTON** of 70, Mission Road, Freeport, Chaguanas, Trinidad, who died on the 8th day of August, 2020, by **Lenny Burton** of the same place, her lawful husband;
- PROBATE of the Will dated the 20th day of January, 2011, of **VIOLET BARTHOLOMEW** of Light Pole No. 96, Fullerton Village, Cedros, Trinidad, who died on the 31st day of December, 2011, by **Esther Mc Intosh Moore** otherwise **Joan Mc Intosh Moore** of St. Cecelia Trace, Concordia, Tobago, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **WILMA JUDITH STEWART** otherwise **WILMER JUDITH STEWART** otherwise **WILMA STEWART** of 4, Queen Elizabeth Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 13th day of November, 2016, by **Cewrf-Benneth Montgomery Anthony Stewart** of the same place, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **GEORGE LAI LEUNG** otherwise **GEORGE ROGER LAI LEUNG** otherwise **ROGER LAI LEUNG** of 2412, Phase 2, La Horquetta, Arima, Trinidad, who died on the 28th day of July, 2021, by **Don Nigel Lai Leung** of 94, Jasper Avenue, Diamond Vale, Diego Martin, Trinidad, his brother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 15th day of October, 2019, of **ALIFF MOHAMMED HOSEIN** of 69, Rivulett Road, California, Couva, Trinidad, who died on the 11th day of April, 2021, by **Alice Ramkissoon** otherwise **Alice Mohammed Hosein** of 59, Starlin Street, Dow Village, California, Couva, Trinidad and **Alfaaz Mohammed Hosein** of Light Pole No. 61, A6B Hosein Avenue, Calcutta Road, No. 3, Freeport, Chaguanas, Trinidad, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **STEPHEN GREAVES** of 118, La Sieva Road, Maraval, Diego Martin, Trinidad, who died on the 6th day of April, 2014, by **Joy Lynette Greaves** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 22nd day of March, 2018, of **GEORGE CATO** of 30, Sapphire Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 15th day of May, 2022, by **Karen Harris** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 28th day of March, 2019, of **MAUREEN CHARLES** of 26, Banana Boulevard, Santa Rosa Heights, Arima, Trinidad, who died on the 31st day of August, 2019, by **Sharon Burris** of 32, Banana Boulevard, Santa Rosa Heights, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMZAN ALI** of 574, Sisters Road, New Grant, Ortoire, Trinidad, who died on the 13th day of August, 2021, by **Lucille Ali** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MITRA BOODOOSINGH** otherwise **METRA BOODOOSINGH** of Light Pole No. 51A, Sunset Drive, Lopinot, Arouca, Tacarigua, Trinidad, who died on the 12th day of February, 2021, by **Doolin Boodoosingh** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **DAVID EDWARD AGARD** otherwise **DAVID AGARD** of 36, Railroad Avenue, La Brea, Trinidad, who died on the 16th day of September, 2012, by **Dana Claudia Anya Agard** of the same place, his daughter and the only person entitled to the estate;
- PROBATE of the Will dated the 16th day of April, 2020, of **ROOPCHAND NANAN** of Light Pole No. 115, Family Drive, Endeavour, Chaguanas, Trinidad, who died on the 19th day of April, 2020, by **Soondrie Ramesar** of the same place, the sole executrix named in the Will;

294—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

PROBATE of the Will dated the 24th day of December, 2020, of **VISHNUDAT BALROOP** of 2, Saroop Lane, Don Miguel Road, San Juan, St. Ann's, Trinidad, who died on the 9th day of December, 2021, by **Seetamatti Marajh** of Light Pole No. 34, Don Miguel Road, San Juan, St. Ann's, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **JUNIOR DAVID MOHAMMED** otherwise **DAVID MOHAMMED** of 2, Trace, 24A, Carolina Village, Couva, Central, Couva, Tabaquite, Talparo, Trinidad, who died on the 14th day of October, 2021, by **Bhaminie Mohammed** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 11th day of May, 2017, of **FEROZA ALI** otherwise **FEAROSA ALI** of 21, Joanne Avenue, Hillsboro, Maraval, Diego Martin, Trinidad, who died on the 23rd day of November, 2019, by **Sara Nathasha Mohamed** otherwise **Sara Nathasha Ali** otherwise **Sara Mohamed** otherwise **Sara Natasha Ali** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SHASTRI RAMPERSAD** of 184, Rivulet Road, Milton, Couva, Trinidad, who died on the 6th day of July, 2014, by **Geeta Rampersad** of the same place, his mother and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 29th day of June, 2020, of **RAMDEO GAJADHAR** of Light Pole No. 10, Factory Road Extension South, Off Golden Grove Road, Arouca, Tacarigua, Trinidad, who died on the 30th day of January, 2021, by **Ramcharan Gajadhar** of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SAMDEY JOSEPH** otherwise **SAMDAYE JOSEPH** of 6, Narine Street, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, who died on the 21st day of October, 2012, by **Cousil Joseph-Rajnath** of Light Pole No. 23, Shivan Drive, Sangre Chiquito, Manzanilla, her daughter and the only person entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **ELLERIE APPLEWHITE** otherwise **ELLERIE HERRICK APPLEWHITE** of 37, Pineapple Drive, Valencia, Trinidad, who died on the 23rd day of December, 2021, by **Ellron Joshua Applewhite** and **Leah Alana Applewhite** both of 112, Saddle Road, San Juan, St. Ann's, Trinidad, his son and daughter respectively and two of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION with Will dated the 20th day of October, 2005, annexed of the estate of **CECIL CROSBY** of 54, Western Main Road, St. James, Port-of-Spain, Trinidad, who died on the 7th day of August, 2017, by **Victor Crosby** of the same place, one of the surviving residuary devisees and/or legatees named in the Will;

PROBATE of the Will dated the 12th day of July, 2006, of **ROY LUTCHMAN** of 9A, Bombay Street, St. James, Port-of-Spain, Trinidad, who died on the 1st day of February, 2007, by **Anthony Lutchman** of 37, Mahogany Boulevard, Homeland Gardens, Cunupia, Trinidad, the other executor named in the Will;

PROBATE of the Will dated the 13th day of February, 2019, of **KALAWATI ARJOON** of 25, Ophan Street, Phoenix Park Road, California, Couva, Trinidad, who died on the 11th day of April, 2020, by **Roger Arjoon** of Lot No. 2, Ablack Trace, Beaucarro Road, Freeport, Chaguanas, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **GORDON BISSOON RAMSUNDAR** otherwise **GORDON BISSOON MUNILAL RAMSUNDAR** otherwise **GORDON MOONILAL BISSOON RAMSUNDAR** otherwise **GORDON RAMSUNDAR** otherwise **GORDON M. B. RAMSUNDAR** otherwise **BISSOON GORDON RAMSUNDAR** of 56, First Street, Union Park East, Gopaul Lands, Marabella, Naparima, Trinidad, who died on the 30th day of July, 2011, by **Marlene Harsharun Ramsundar** otherwise **Marlene Ramsundar** otherwise **Harsharun Ramsundar** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **SUBRAT ALI** of 20, Kallou Trace, Warrenville, Cunupia, Trinidad, who died on the 16th day of January, 2022, by **Zakiyyah Ali** of the same place, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JOSEPH OU HING WAN** of Light Pole No. 50, Gookool Street, Diego Martin, Trinidad, who died on the 13th day of January, 2015, by **Marilyn Ann Ou Hing Wan** of the same place, his lawful widow and relict;

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

Dated the 9th day of March, 2023.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 1ST MARCH, 2023

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
42,835,008	Balances, Investments, etc.	42,723,218
4,183,735	Subscriptions to I.M.F.	4,183,735
6,885,031	I.M.F.—S.D.R. Holdings	6,885,031
<hr/>		<hr/>
53,903,774		53,791,984
	Trinidad and Tobago Government Securities:	
279,928	Treasury Bills (Face Value)	281,452
25	Marketable Securities	25
<hr/>		<hr/>
279,953		281,477
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
28,196	Advances to Government Authorities	28,196
1,870,655	Other Assets	1,598,745
<hr/>		<hr/>
1,902,351		1,630,441
101,842	Fixed Assets	101,842
<hr/>		<hr/>
56,187,920		55,805,744
<hr/>		<hr/>
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,760,236	Notes	8,751,741
263,131	Coins	263,313
<hr/>		<hr/>
9,023,367		9,015,054
	Demand Liabilities:	
19,636,779	Commercial Banks	19,801,389
347,129	Financial Institutions (Non-Banking)	349,282
(3,301,831)	Government and Governmental Organisations	(3,673,292)
38,303	International Organisations	37,847
686,122	Foreign Currency	686,193
990,625	Other	1,239,282
<hr/>		<hr/>
18,397,127		18,440,701
	Other Liabilities:	
6,869,742	Government S.D.R. Allocations	6,869,742
15,235,410	Other Liabilities	14,830,250
5,062,274	Specific Provisions	5,049,997
<hr/>		<hr/>
27,167,426		26,749,989
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
<hr/>		<hr/>
1,600,000		1,600,000
<hr/>		<hr/>
56,187,920		55,805,744
<hr/>		<hr/>

I. MARSHALL
Assistant Manager
Finance and Accounting

296

LICENSING SESSIONS

BOROUGH OF ARIMA

APPLICATIONS for the Licensing Committee's Certificates for the issue of New Licences in the Licensing Borough of Arima, under the provisions of the Liquor Licences Act, Chap. 84:10, for the sale of Intoxicating Liquor to be considered at the Licensing Session which will be held at the Arima District Court on WEDNESDAY THE 15TH DAY OF MARCH, 2023 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer			
Carlos Guerra	No. 152 Bregon Park d'Abadie	Corner Devenish and Cocorite Streets, Arima	From 1st April, 2023 31st March, 2024
Special Restaurant			
Colvin Alleyne	No. 72 Heliconia Crescent La Horquetta, Arima	No. 6 Farfan Street, Arima	do.

Dated this 22nd day of February, 2023.

*Secretary, Licensing Committee
Borough of Arima*

297

CITY OF SAN FERNANDO

RETURN OF Applications for Licensing Committee's Certificates for New Licences in the Licensing District of Victoria West, San Fernando Area, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session to be held at the San Fernando Magistrates' Court on WEDNESDAY THE 15TH DAY OF MARCH, 2023 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Clint Beroog	48, Tarouba Road, Marabella	50, Union Road Marabella	From 1st April, 2023 to 31st March, 2024
Special Restaurant			
Christopher Nigel Mitchell	18, Azurite Crescent, Union Hall San Fernando	63, Mucurapo Street San Fernando	do.

Dated this 24th day of February, 2023 at the San Fernando Magistrates' Court.

*Deputy Chairman, Licensing Committee
City of San Fernando*



Parliament of the Republic of Trinidad and Tobago

Updated Public Statement of the Office of the Parliament – 2022

In accordance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chap. 22:02 the Office of the Parliament of the Republic of Trinidad and Tobago (hereinafter referred to as “the Parliament”) 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 the Parliament;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 - STATEMENTS

Section 7 (1)(A)(I)

Structure and Function of the Parliament

The offices of the Parliament have their origins in the Department of the Colonial Secretary’s Office, which was in existence up to the attainment of Independence in 1962. The Trinidad and Tobago (Constitution) Order in Council, 1961 created the bicameral Legislature that is in operation today. The Legislature today is supported by an organization comprising over 300 members of

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

staff, known as the Office of the Parliament, the administrative management of which is exercised by the Clerk of the House.

The Mission of the Office of the Parliament is: -

“To provide Parliamentarians and other stakeholders with high quality professional support services”

The key objectives of the Office of the Parliament are:

1. Ensuring that the Houses of Parliament and their Committees have the necessary procedural, administrative and research support to effectively carry out their functions;
2. Providing all Members with the requisite advice and assistance regardless of party or office;
3. Providing efficient and effective service delivery while at the same time ensuring that resources are allocated responsibly and utilized to their maximum capacity;
4. Increasing public understanding of Parliament and its institutions;
5. Developing its physical and human resources so that the organization will be equipped to anticipate and manage changes in the organization's environment.

The Office of the Parliament is divided into the following responsibility areas:

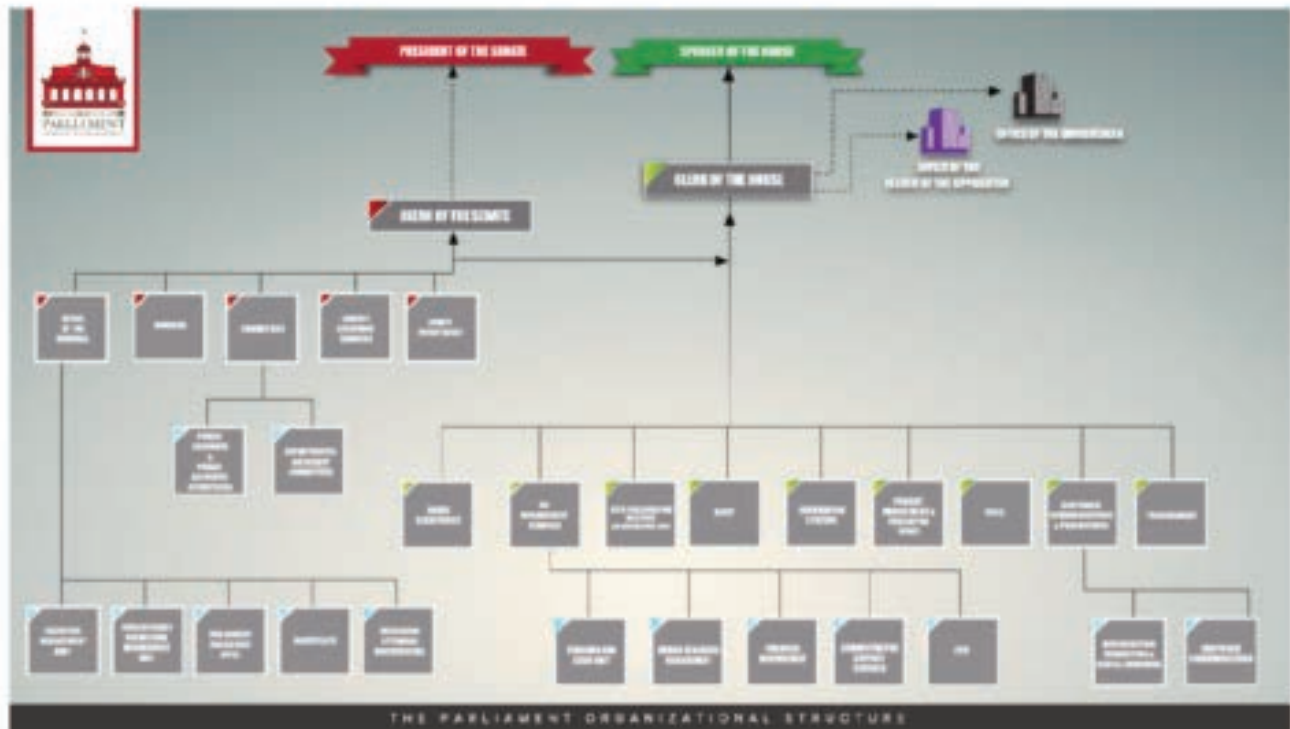
1. Parliament Secretariat:
 - Offices of the Presiding Officers (President of the Senate and Speaker of the House of Representatives)
 - Office of the Clerk of the House
 - Office of the Clerk of the Senate
 - Office of Committees
 - Financial Scrutiny Unit
 - Inter Parliamentary Relations Unit
2. Legal Services
3. Office of the Marshal of the Parliament
4. Financial Services
5. Administrative Support Services
6. Auditing
7. Pension and Leave
8. Corporate Communications and Productions
9. Hansard

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

- 10. Human Resource Management
- 11. Information Systems
- 12. Parliament Library
- 13. Procurement
- 14. Monitoring and Evaluation

The Offices of the Leader of the Opposition and the Ombudsman fall under the jurisdiction of the Parliament but maintain separate operations.



PARLIAMENT SECRETARIAT

Purpose: To provide professional advice and assistance to the Presiding Officers and Members of Parliament in support of their parliamentary duties.

Responsibilities include:-

- Providing professional and accurate advisory support to the Houses of Parliament
- Ensuring that the Houses of Parliament have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing parliamentary papers and other documents
- Researching matters of procedure and practice

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

- Maintaining manual and computerized records of all the legislative and other activities of the Office of the Parliament
- Preparing Bills passed by both Houses, for Presidential assent (and proclamation)
- Responding to requests for information and advice from Members of Parliament. Response is also made to requests from the public and private sectors, the general public, other Parliaments, regional and international organizations
- Providing secretariat services to the Presiding Officers
- Providing secretariat services to the Trinidad and Tobago Branch of the Commonwealth Parliamentary Association.
- Providing support to the Parliament in its inter parliamentary relations and in its interactions with regional and international bodies.

Committees for which the Secretariat is responsible: -

Sessional Select Committees

- **Standing Orders Committee:** Considers and reports on such matters relating to standing orders referred by Houses of the Parliament
- **House Committee:** Considers and advises the Presiding Officers on all matters connected with the comfort and convenience of Members of Parliament
- **Committee of Privileges:** Considers and reports on matters which affect the powers or privileges of the Houses of Parliament
- **Statutory Instruments Committee:** Scrutinizes and reports whether powers to make regulations, rules, sub-rules and bye-laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation.
- **Business Committee:** Considers such matters as may arise from time to time in connection with the business of the Houses, including the composition of Members to serve on Committees

OFFICE OF COMMITTEES

Purpose: To provide secretariat services to Select Committees of the Parliament other than Sessional Select Committees.

Responsibilities include:-

- Ensuring that the Committees have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the agenda and notices of meetings, reports, minutes and other documents following meetings of Committees

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

- Advising Members of Parliament on parliamentary practice and procedure

Committees for which the Office of Committees is responsible:

Special Select Committees

(Appointed on an ad hoc basis to consider specific matters. Comprises Members from one House)

Joint Select Committees

(Appointed on an ad hoc basis to consider specific matters. Comprises Members of both Houses)

Joint Select Committees (Standing)

- The Public Accounts Committee
- The Public Accounts (Enterprises) Committee
- Departmental Committees appointed pursuant to Section 66A of the Constitution
 - National Security
 - Energy Affairs
 - Foreign Affairs
 - Human Rights, Equality and Diversity
 - Finance and Legal Affairs
(includes Finance, Planning, Trade, Tobago Affairs, Office of the Prime Minister, Attorney General, Justice and Legal Affairs)
 - Land and Physical Infrastructure
(includes Land, Agriculture, Marine Resources, Housing, Public Utilities, Transport and Works)
 - Social Services and Public Administration
(includes Education, Health, Gender, Tourism, Public Administration, Labour, Culture, Community Development and other Social Services)
 - Local Authorities, Service Commissions and Statutory Authorities (including the THA)
 - State Enterprises

Other Committees

- Public Administration and Appropriations Committee
- Parliamentary Broadcasting Committee
- Committee on Government Assurances

FINANCIAL SCRUTINY UNIT

This Unit functions as the secretariat of the aforementioned Public Accounts Committee (PAC), the Public Accounts (Enterprises) Committee (PA(E)C) and the Public Administration and Appropriations Committee (PAAC), and provides professional advice to the Members of these Committees. Established under our Republican Constitution (1976), the PAC and PAEC respectively, are mandated to consider and report to the Houses of Parliament on appropriation accounts of monies expended out of sums granted by Parliament to meet public expenditure and

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

audited accounts, balance sheets and other financial statements of all enterprises that are owned or controlled by, or on behalf of the State.

LEGAL

The Legal Unit provides legal services to Parliamentarians, parliamentary committees, the Clerk of the House, the Clerk of the Senate and other officials of the Office of the Parliament, in furtherance of the organization's strategic objectives.

OFFICE OF THE MARSHAL OF THE PARLIAMENT

The office of the Marshal of the Parliament is responsible for leading and directing the operations related to the safety and security of the Parliament, its precincts and staff. It manages the Parliamentary Police Department, ceremonial functions connected with the sittings of the Houses and protocol duties in relation to the Presiding Officers and parliamentary dignitaries. This office also oversees the Constituency Operations Management Unit, Mail Room and Courier Services, Food and Beverage Services, Facilities Management and Support Services.

FINANCIAL SERVICES

The Financial Services Unit provides financial and accounting services to the Office of the Parliament, and ensures that the financial functions are conducted in compliance with the Exchequer and Audit Act and with financial regulations and instructions.

ADMINISTRATIVE SERVICES

This Unit provides administrative support services for the Office of the Parliament. Responsibilities include coordinating the preparation and timely production of annual Estimates of Expenditure, maintaining a reliable system of record and registry management, and providing up-to-date and accurate information, particularly on administrative matters to facilitate decision-making by the Clerk of the House.

INTERNAL AUDIT

The Internal Audit Unit plans, organizes and implement the internal audit function in the Office of the Parliament, including the office of the Ombudsman and Office of the Leader of the Opposition.

PENSION AND LEAVE

The Pension and Leave Unit is a small but critically important unit within the Human Resources Management Unit charged with the responsibility of ensuring that Members of Parliament,

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

Employees and their dependents and Constituency Staff receive their retirement benefits accurately and promptly.

CORPORATE COMMUNICATIONS AND PRODUCTIONS

The Corporate Communications and Productions (CCP) Unit provides the public and other stakeholders with information relating to parliamentary affairs both in print and electronic format. Responsibilities include liaising with the public, the media, Government agencies and schools and providing information requested, arranging group tours for visiting schools and the publication of up-to-date informative material on Parliament. The CCP Unit also maintains the Parliament website. Additionally, the CCP Unit is responsible for the operation and management of the Parliament Channel and Radio as well as all other platforms.

HANSARD

The Hansard Unit provides a permanent and accurate record of the proceedings of both Houses of Parliament as well as verbatim transcripts of meetings of parliamentary committees. Responsibilities include the production of the official Hansard and facilitating its printing by the Government Printer.

HUMAN RESOURCE MANAGEMENT

The Human Resource Management Unit carries out the processes of recruitment and selection, performance management and training and development for the staff of the Office of the Parliament. It is also charged with functions relating to staff compensation/benefits and industrial relations matters.

INFORMATION SYSTEMS

The Information Systems Unit determines the platforms and technology necessary to facilitate the Parliament's Information Systems strategy. It is responsible for the administration, management and maintenance of the Information Systems infrastructure and related technologies of the Parliament. The office of the Leader of the Opposition and the forty-one (41) Constituency Offices. The Information Systems Unit also manages the technology systems that support the security, audio, IP clocks, internal television, internet and the intranet (intranet) systems of the Parliament.

PROJECT MANAGEMENT

The mission of the Project Management Office is to introduce and maintain a consistent approach to managing projects of the Parliament. It oversees the administration of projects to ensure support of the standards, methodology and technology defined by the Office of the Parliament. This Unit is responsible for ensuring compliance with the operations of the Public Procurement and Disposal of Public Property Act as well as Monitoring and Evaluation.

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

THE PARLIAMENT LIBRARY

Purpose: To provide high-quality information resource services to Members of Parliament and their research staff, officers of the Parliament and their assistants in a timely, accurate and nonpartisan manner.

Responsibilities include: -

- Ensuring that books, journals and other printed documents which may be required by Members of Parliament, in support of their legislative duties, are available.
- Responding promptly to requests from Members, officers of both Houses and other authorized users, for such relevant documents that are considered necessary for the performance of parliamentary duties.
- Maintaining a definitive collection of sessional papers and other documents related to the business of proceedings of the Senate and House of Representatives.
- The digitization of parliamentary records
- Assisting Members' research staff to make effective use of parliamentary and other sources in their work for the Members.

SECTION 7 (1)(a)(ii)

Categories of documents in the possession of the Office of the Parliament:

1. Administrative files dealing with general matters for the operations of the organization
2. Personnel files of employees of the organization
3. Accounting files and financial records dealing with the financial management of the organization
4. Files dealing with the purchase of supplies, services and equipment.
5. Inventory files
6. Minutes/Agenda of Parliament and Committee meetings
7. Order Papers of the Houses of Parliament
8. Papers laid in Parliament
9. Debates of the Houses of Parliament

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

10. Standing Orders of the Houses of Parliament
11. Internal and External correspondence files
12. Legislation and legal instruments
13. Commonwealth Constitutions and other historical and current documents
14. Files dealing with circulars, memoranda, notices and bulletins
15. Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.
16. Files dealing with official functions, conferences and events hosted and attended by Parliamentarians and Staff
17. Books, booklets and newspaper clippings of matters relating to parliamentary government
18. Periodicals and publications on matters relating to parliamentary government
19. Other multimedia resources relating to parliamentary government

SECTION 7 (1)(a)(iii)**Material prepared for inspection**

- Order Papers of the House of Representatives and Senate 1961 - Present
- Debates of Parliament
 - Legislative Council 1901 – 1961
 - House of Representatives, 1961 -Present
 - Senate 1961 - Present
- Reports of the Committees of Parliament

Material not prepared for inspection but which can be inspected:

- Debates of Parliament (British)
 - House of Commons 1980 – 1994
 - House of Lords 1977 - 1980
- Reports: Annual/monthly/quarterly
 - Annual Reports (State-owned enterprises) 1960 – Present
 - Auditor General's Reports (State-owned enterprises) 1960- Present
 - Central Statistical Office Statistical Reports
 - Central Bank Reports

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

- Minutes of Legislative Council 1865 – 1961
- Papers laid in Parliament 1874 -Present
 - These include Green Papers, White Papers, Reports of Commissions of Enquiry, Committee Reports *et al*
- Standing Orders of the House of Representatives and the Senate
- Legislation and legal instruments (Acts, Bills and Legal Notices) 1901-Present
- Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.
- Commonwealth Parliamentary Association documents
- Books, booklets and newspaper clippings of matters relating to government
 - Books relating to governmental and parliamentary procedure, Caribbean history, philosophy, management etc.
 - Vertical file newspaper clippings 1994 – 1997: parliamentary and general topics
 - Newspapers from 1997- :
 - Trinidad Guardian
 - Express
 - Newsday
 - Selected weeklies
- Periodicals and publications
 - Royal Gazette, Trinidad Gazette 1874- Present
 - The Parliamentarian 1960-Present
 - Other Periodicals relating to general matters such as health, accounting, government, current events etc.

The Parliament Library is the repository for papers laid in Parliament and a source for reference material on parliamentary and related topics. The public may inspect and/ or obtain copies of certain material between the hours of 8:00 am to 4:00 pm on normal working days at the Parliament's Library located at:

Office of the Parliament
 Parliamentary Complex
 Cabildo Building
 St. Vincent Street
 Port-of-Spain

The following rules for the use of the Parliament Library apply:

1. Read-only access to material - No photocopying or scanning of resources
2. Public users are not allowed to remove or borrow items from the library shelves

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

3. Cellular phones are to be silenced or switched off
4. No eating, drinking or smoking allowed
5. No music or group discussions allowed

SECTION 7 (1)(A)(IV)

Literature is not available by way of subscription.

SECTION 7(1) (a) (v)**Procedure to be followed to access official documents under the Act****How to request information**

1. Requests for public documents and public services under the Act will be entertained between the hours of 8:00 a.m. and 4:00 p.m. Monday to Friday (except on public holidays). Selected legislation, debates and general parliamentary information are available on our website, www.ttparliament.org.
2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the Request for Access to Official Documents(s) Form (pursuant to Section 13 of the Act) that is available from the Designated Officer or Alternate Designated Officer or from the FOI Unit, Ministry of Communications at their website: www.foia.gov.tt
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer or Alternate Designated Officer, in writing, in the form of a letter.
4. To ensure prompt handling of requests, please address all requests to the Designated Officer or Alternate Designated Officer of the Office of the Parliament. Contact information for the Designated Officer or Alternate Designated Officer is always available on the Parliament's website.
5. Requests will be acknowledged as official only when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer or Alternate Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).
8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or the FOI Unit, Ministry of Communications, at their website: www.foia.gov.tt is recommended.
10. A request under the Act 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,

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

for example, by way of brochures, reports, etc. Where possible, the applicant will be directed to these public sources.

Time Permitted

1. Applicants will be notified within thirty (30) calendar days or before whether or not their request is approved. Requests may also be partially approved.
2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer or Alternate Designated Officer who will make arrangements to consult with the applicant, 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 will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified, in writing, of the reasons for refusal. The applicant will be informed of alternative recourses that are open to him/her in light of the refusal.
5. Subject to the above item 3, if Parliament fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the thirty (30)-day statutory limit, Parliament will acknowledge the receipt and advise the applicant of its status and may request a formal extension of time to deliver the requested information (which must be approved by the applicant).
7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer or Alternate Designated Officer has received the request and to ascertain its status.
8. The delivery date of the request will be calculated as the date it was received by mail or the date it was delivered to the Designated Officer or Alternate Designated Officer via e-mail.

Fees and Charges

1. 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.
2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.

SECTION 7 (1)(a)(vi)

Requests must be addressed to the Designated Officer or in his absence the Alternate Officer:

Designated Officer: Mr. Jason Elcock – Manager, Corporate Communications

Office of the Parliament
Parliamentary Complex

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

Cabildo Building
St. Vincent Street
Port-of-Spain

Tel: 624-7275 ext. 2302;
Fax: 625-4672

Email: jelcock@tparliament.org

There is no application fee, however, there may be charges for time spent on searches, photocopies etc., as outlined in the Freedom of Information Fees and Regulations.

SECTION 7 (1)(a)(vii)

There are no bodies which fall under this section of the Freedom of Information Act that have been established for the purpose of advising the organization and whose meetings are open to the public.

SECTION 7(1) (a) (viii)
Reading room facilities

Information in the public domain can be accessed through our website at www.tparliament.org
General information enquiries can be made to the Manager - Corporate Communications at (868) 624-7275 Ext. 2302.

Due to COVID-19 safety precautions and/or health and safety restrictions implemented by the Office of the Parliament and by the Government of Trinidad and Tobago, access to the Parliamentary precincts is restricted. However, for the purposes of the Act reference, and subject to any existing COVID-19 safety protocols in existence at the time, documents may be viewed between 8:00 a.m. and 4:00 p.m. Monday to Friday (except public holidays) in the designated reading area located at:

Office of the Parliament
Parliamentary Complex
Cabildo Building
St. Vincent Street
Port-of-Spain

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

SECTION 8 (1) and (2)

Documents provided by the Office of the Parliament for use by its Officers

298—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE PARLIAMENT 2022—CONTINUED

- Standing Orders of the House of Representatives and the Senate. These are rules of procedure pertaining to the conduct of the Offices of the Presiding Officers and Members of Parliament only and the procedure in the Chambers and in the Parliament generally. These Standing Orders are available for purchase from the Government Printery Sales Section and can be downloaded from the Parliament website.
- Desk manuals for Parliament staff outlining duties and responsibilities
- Strategic Plan of the Office of the Parliament
- Constituency Relations Assessment Report
- Outreach and Communication Strategy
- Committee Baseline Assessment

SECTION 9**SECTION 9 (1) (a) to (c) and (e) to (m)**

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

Section 9 (1) (d)

All reports of Special Select Committees and Joint Select Committees of Parliament. Recent reports (2008-Present) are all available for download on the Parliament's website, www.ttparliament.org. All reports are accessible via the Parliament library.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT 2023

IN COMPLIANCE WITH SECTIONS 7, 8 & 9 OF THE FREEDOM OF
INFORMATION ACT, CHAPTER 22:02
THE STATUTORY AUTHORITIES SERVICE COMMISSION DEPARTMENT (SASC)
A STATUTORY BOARD UNDER THE MINISTRY OF FINANCE

1. The following is published with the approval of the Honourable Minister of Finance.

2. In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA) the Statutory Authorities' Service Commission Department, being a public authority is required by law, to publish and annually update a statement listing the documents held and the information available to the public.

3. The Freedom of Information Act gives members of the public: -

- (1) A legal right for each person to access information held by the Statutory Authorities' Service Commission Department.
- (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

**Section 7 (i) (a) (ii) and (iii)-
Categories of Documents Held by the Statutory
Authorities Service Commission Department**

These documents pertain to –

- i. the operations of the Commission with respect to the Statutory Authorities under its jurisdiction; and
- ii. the administration of the Statutory Authorities Service Commission Department

A. Operational Records

- The Statutory Authorities Act, Chap. 24:01
- The Statutory Authorities Service Commission Regulations, Chap. 24:01
- Policies and decisions of the Commission
- Organizational Structure for each Statutory Authority
- Annual Reports
- Master list and Establishment for all Statutory Authorities
- Job specifications for all positions of each Statutory Authority
- Job applications for all positions of each Statutory Authority
- Personal files of employees of Statutory Authorities

Copies of the Statutory Authorities Act and the Statutory Authorities Service Commission Regulations can be obtained from the Government Printer.

- B. Administrative Records of the Statutory Authorities' Service Commission Department**
- Policies pertaining to the internal operations of the SASC

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

<p>to challenge adverse decisions made under the FOIA.</p> <p>4. Section 7- Statements</p> <p>Section 7 (1) (a) (i)- Structure, Role and Function of the SASC</p> <p>The Statutory Authorities’ Service Commission was established by Act #16 of 1966, which was amended by Acts #45 of 1979, #8 of 1983, #19 of 1987, #21 of 1990 and #5 of 2011.</p> <p>According to sections 4 (1) and 5 (1) of the Statutory Authorities Act, Chapter 24:01, the Commission has the power to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed. An officer is defined as a person holding a pensionable office in the service of a Statutory Authority and whose remuneration is paid on a monthly basis.</p> <p>The Commission pursuant to Section 60 of the Municipal Corporations Act has the responsibility to make Regulations providing for the classification of officers in a Municipal Police Service, including qualifications, duties and remuneration and providing generally for the discipline, good order and government of the Municipal Police Service.</p> <p>The following nine (9) Statutory Authorities fall under the purview of the Commission –</p> <ul style="list-style-type: none"> ▪ The Agricultural Society of Trinidad and Tobago. ▪ The Zoological Society of Trinidad and Tobago. ▪ The National Lotteries Control Board. ▪ St. Mary’s Children’s Home. ▪ St. Jude’s School for Girls. ▪ Point Fortin Borough Corporation. ▪ Arima Borough Corporation. ▪ Port of Spain Corporation. ▪ San Fernando City Corporation. 	<ul style="list-style-type: none"> ▪ Establishment Records of all Statutory Authorities ▪ Accounting files and registers of the SASC ▪ Personal files of employees of the SASC <p><u>Material for Inspection</u></p> <ul style="list-style-type: none"> ▪ The Statutory Authorities Act and the Statutory Authorities’ Service Commission Regulations ▪ Appointments, promotions, transfers and separations published in the Trinidad and Tobago Gazette ▪ Job Specifications <p>Section 7 (1) (a) (v) <u>Procedure to be followed to access documents from the Statutory Authorities Service Commission Department</u></p> <p>In order to gain access to a document or other information, an applicant must submit a ‘Request for Access to Official Documents’ form providing sufficient information to enable the Department to determine what document is required.</p> <p>Efforts will be made to reply promptly to all requests or at least within thirty (30) calendar days of receipt of request as specified in the Freedom of Information Act.</p> <p>Section 7(1)(a)(iv) – Literature by Subscription The Commission has no literature available by subscription at this time.</p> <p>Section 7(1) (a)(v) – Procedure to be followed when accessing a document from the Commission</p> <p>General Procedure- The Policy of the Commission is to answer all requests made in writing using the appropriate form under the Freedom of Information Act in order to access information that is not readily available in the public domain. Applicants should provide details that will allow for the proper identification of the requested document. If insufficient information is provided clarification would be sought from the applicant.</p> <p>Requests not handled under the FOIA- An applicant who is uncertain how to write a request or what details are to be included may make enquiries with our Designated Officer.</p> <p>How the Commission responds to the Applicant’s Requests- The Commission shall furnish one (1) copy of the requested document once the said document is in the possession of the</p>
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299—Continued

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

The Commission comprises the following Members, who were appointed by the President for a period of three (3) years with effect from September 20, 2022 -

- Dr. Gloria Edwards Joseph – Chairman
- Dr. Sterling Frost – Deputy Chairman
- Mr. Eric James – Member
- Ms. Judith Murrain - Webb – Member
- Ms. Arlene MC Comie – Member

The Commission normally meets once every two (2) weeks on a Friday to conduct its regular business.

The Commission's Secretariat comprises the Statutory Authorities' Service Commission Department, which is headed by the Executive Officer. The Department's mandate is as follows:-

“To provide information and assistance to the Statutory Authorities' Service Commission on Human Resource Management matters under its purview thus enabling the Commission to efficiently and effectively carry out its mandate”.

“To provide service and advice to Statutory Authorities, to officers of those Authorities and to Members of the Public on matters within the Commission's jurisdiction”

The Department is located on the 2nd and 3rd floors of the General Building and Loan Association Building, 81-83 Abercromby Street, Port of Spain.

Vision Statement –

An innovative body utilizing best modern HR Practices for the placement of qualified and competent personnel at our Authorities in a timely manner.

Commission. The Commission shall not create new documents or perform any research for the applicant.

Time Limit-

The Freedom of Information Act mandates that the Commission shall have thirty calendar (30) days to respond to the request made. In the event that the Commission is of the view that additional time is required to obtain the information for the applicant, the Commission shall request for an extension of time in writing from the applicant.

Fees and Charges –

Section 17 of the Freedom of Information Act stipulates that no fee shall be charged by a public authority for making of a request for access to an official document.

Section 7 (1) (a) (vi)

Requests for access to information should be submitted to the undermentioned persons:

Designated Officer

Ms. Nafesha Ali-Mohammed
Administrative Officer IV
Statutory Authorities
Service Commission
Department
2nd Floor, General
Building & Loan
Association Building
81-83 Abercromby Street
Port of Spain
Phone: 623-0972
Ext. 1204
Nafesha.Ali-Mohammed@gov.tt

Alternate

Ms. Vahini Jainarine
State Counsel II
Statutory Authorities
Service Commission
Department
3rd Floor, General
Building & Loan
Association Building
81-83 Abercromby Street
Port of Spain
Phone: 623-0972
Ext. 1102
vahini.jainarine@gov.tt

5. Section 8 - Statements

Section 8 (1) (a) (i)

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

The following High Court decision provided an interpretation of the laws governing the Department:

- SASC v Jaqueline Solomon Sankar
- Carmel Smith v SASC
- Gary Rahamut v SASC
- Camille Forde v SASC
- Joan Chee v SASC

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

<p>Mission Statement- To be the most efficient and effective public sector human resource agency, providing innovative services to our Authorities.</p> <p>The Organizational Structure of the Statutory Authorities Service Commission Department as demonstrated below comprises of the following sections:</p> <p><u>The Office of the Executive Officer (EO)-</u> The EO is responsible for planning, organizing, coordinating activities and resources to ensure the operational function of the Commission.</p> <p><u>Secretariat-</u> The role and function of the SASC secretariat is to provide secretarial support to the Commission and the Executive Officer as well as to assist in the dissemination of information to the various Authorities under the SASC’s purview. The Secretariat prepares the Agenda and the Minutes for the Commission Meetings. Assistance and support are also provided to the Commission Members when necessary.</p> <p><u>The Legal Unit-</u> The Legal Unit provides legal support to the Commission by providing legal opinions and interpretation of relevant pieces of legislation.</p> <p><u>Information Technology Unit-</u> The Information Communication Technology Unit (ICTU) is responsible for the implementation and management of the enterprise network infrastructure, information systems, business applications and all communication technologies with the overall objective of providing an efficient and reliable service to the Commission.</p> <p><u>Accounting Unit-</u> The general function of the Accounting Section is to oblige to all financial management practices and procedures of the department in accordance with the financial regulations. The Accounting Section is responsible for processing the Department's</p>	<p>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.</p> <p>The Department is guided by the following:</p> <ul style="list-style-type: none"> • Decisions of the Commission from the periods January 5, 1971- present • Guidelines and Procedures for the Exercise of Delegated Functions <p>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.</p> <p>This section is not applicable to the Statutory Authorities’ Service Commission Department at this time.</p> <p>6. 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.</p> <p>This section is not applicable to the Statutory Authorities’ Service Commission Department at this time.</p> <p>Section 9 (1) (b) A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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.</p> <p>This section is not applicable to the Statutory Authorities’ Service Commission Department at this time.</p> <p>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 Judiciary. This section is not applicable to the Statutory Authorities’ Service Commission Department at this time.</p>
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299—Continued

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

<p>payroll and payment of expenses after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance. The Unit also provides support to the Accounting Officer to ensure the effective discharge of accounting functions and responsibilities by providing information and relevant accounting statements.</p>	<p>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.</p> <p>The section is not applicable to the Statutory Authorities' Service Commission Department at this time.</p>
<p><u>Human Resource Unit-</u> The Human Resource Unit of the Statutory Authorities Service Commission Department provides quality Human Resource Management Services to staff members. The Unit is also responsible for various areas such as Performance Management, Training and Health and Safety. The Unit is an integral part of the organization dealing with the overall management of our most valuable assets, those being the employees. These are done while simultaneously performing developmental and administrative functions within the internal environment.</p>	<p>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.</p> <p>This section is not applicable to the Statutory Authorities' Service Commission Department at this time.</p> <p>Section 9 (1) (f) A report prepared for the public authority by a consultant who was paid for preparing the report.</p> <p>This section is not applicable to the Statutory Authorities' Service Commission Department at this time.</p>
<p><u>Procurement/Office Management</u> This Unit is responsible for facilities and office management. It handles the procurement of goods and services, as well as making official travel arrangements for officers. The following areas fall under this unit:</p> <ul style="list-style-type: none"> • To review/assess quotations and make recommendations for purchase • To facilitate maintenance of the building by liaising with the Landlord, Ministry of Works and PRES D • Monitor furniture and materials requirement. • Maintenance of the Fleetcard and imprest registers • To manage drivers, hospitality attendant, messengers, and transportation services for the department. 	<p>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.</p> <p>This section is not applicable to the Statutory Authorities' Service Commission Department at this time.</p> <p>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.</p> <p>There are no reports or statements to be published under this section at this time.</p> <p>Section 9 (1) (i)</p>

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

<p><u>Registry-</u> To manage activities in training, planning, creation, maintenance, preservation and the disposition of organisational records. This Section also maintain record-keeping and registry systems and procedures.</p> <p><u>Section II-</u> The preparation of Notes to the Commission concerning the staff of the Arima Borough Corporation, San Fernando City Corporation, St Mary’s Children’s Home, St. Jude’s Children’s Home, National Lotteries Control Board and Municipal Police.</p> <p><u>Section I-</u> This Department is responsible for the following:</p> <ol style="list-style-type: none"> 1. The recruitment process of Clerical, Secretarial and Manipulative staff for the Statutory Authorities. 2. The preparation of notes to the Commission for the transfers, appointments and promotions of the staff of the Statutory Authorities. 3. The preparation of notes to the Commission concerning the staff of the Port of Spain Corporation with respect to Acting Appointments, Temporary appointments, Medical Board, Retirements, Resignations and other related matters. 4. The Monitoring and Auditing of the Return of the Exercise of Delegated Powers of the Port of Spain Corporation with respect to Temporary Appointments, Acting Appointments and Confirmation. 	<p>A report containing (1) final plans or proposals for the re-organization 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 or Cabinet.</p> <p>This section is not applicable to the Statutory Authorities’ Service Commission Department at this time.</p> <p>Section 9 (1) (j) A statement prepared within the public authority and containing policy directions for the drafting of legislation.</p> <p>There are no statements to be published under this section at this time.</p> <p>Section 9 (1) (k) A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.</p> <p>There are no reports to be published under this section at this time.</p> <p>Section 9 (1) (l) An environmental impact statement prepared within the public authority.</p> <p>There are no environmental impact statements to be published under this section at this time.</p> <p>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.</p> <p>There are no reports to be published under this section.</p>
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299—Continued

UPDATED PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES SERVICE COMMISSION
DEPARTMENT 2023—CONTINUED

