



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Tuesday 21st March, 2023—Price \$1.00

No. 42

376

REPUBLIC OF TRINIDAD AND TOBAGO

In the matter of

THE LEGAL PROFESSION ACT, 1986

And

In the matter of

THE APPOINTMENT OF MEMBERS OF THE DISCIPLINARY COMMITTEE

AFTER consulting with the Council of the Law Association pursuant to section 1(1) of the Fourth Schedule of the Legal Profession Act, 1986, I hereby appoint the following persons to be members of the Disciplinary Committee for a period of three (3) years from the 4th day of March, 2023:

Ms. Devi Ramnarine
Mr. Roger Kawalsingh
Mr. Bernard Shepherd
Ms. Hazel Thompson-Ahye
Ms. Ruth Eudora Van Lare

Mrs. Sonji Pierre Chase
Ms. Sashi Indarsingh
Ms. Bijili Lalla
Mr. Frank Bunsee
Ms. Jessica Maicoo

AFTER consulting with the Council of the Law Association pursuant to section 1(1) of the Fourth Schedule of the Legal Profession Act, 1986, I hereby appoint the following persons to be members of the Disciplinary Committee for a period of eighteen (18) months from the 4th day of March, 2023:

Ms. Marcelle Ferdinand
Ms. Jo-Anne Julien
Ms. Barbara Lodge-Johnson

AFTER consulting with the Council of the Law Association, I hereby appoint MR. GILBERT PETERSON, S.C. and MR. IAN BENJAMIN S.C. to be respectively the Chairman and Vice-Chairman of the Disciplinary Committee for a period of eighteen (18) months as from the 4th day of March, 2023 pursuant to section 1(4) of the Fourth Schedule of the Legal Profession Act.

Dated this 16th day March, 2023

Ivor Archie
Chief Justice

377

MINISTRY OF PLANNING AND DEVELOPMENT

CONFIRMATION OF APPOINTMENTS

IN ACCORDANCE with Legal Notice No. 105 of 24th May, 2006, the following arrangements are published for general information:

Confirmations

Name	Rank of Officer	Date
Ms. Neela Maharaj	Planning Officer I	2nd December, 1994
Ms. Taramatee Balramsingh	Statistical Officer I	22nd November, 2006
Mr. Davidson Heanly	Chauffeur/Messenger	6th September, 2011
Ms. Ria Tisoo	EDP Data Conversion Equipment Operator	3rd November, 2011
Ms. Vanessa Hyacinth-Ash	Statistical Officer II	27th October, 2015
Ms. Caron London	Statistician II	27th October, 2015
Ms. Cheryl Ann Dennis	Clerk Typist I	1st November, 2015
Ms. Roopmatee Narine	Cleaner I	1st September, 2016
Ms. Julianne Jones	Statistical Assistant II	13th December, 2016
Ms. Alisha Kalloo Mc Calman	Statistician II	27th September, 2017
Ms. Sally Ann Lucas	Senior Statistician	31st October, 2019
Ms. Iesha Walcott-Mitchell	Draughting Assistant	16th July, 2020
Mrs. Sally Jagroo-Poliah	Development Control Supervisor	20th August, 2020
Mr. Andre Nestor	Development Control Supervisor	27th January, 2021

378

MINISTRY OF PUBLIC ADMINISTRATION

CONFIRMATION OF APPOINTMENTS

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

Confirmations

Name	Rank of Officer	Date Confirmed
Ms. Dhalia Richardson	Public Management Consultant I	7th July, 2015
Ms. Helga Samuel	Maid I	9th May, 2018
Ms. Rampiarie Dindial	Public Management Consultant III	1st May, 2020
Mr. Joel Johnson	Public Management Consultant III	4th May, 2020
Ms. Kathy Ann Bailey-Boneo	Public Management Consultant III	5th May, 2020
Ms. Carol Morain	Public Management Consultant III	6th May, 2020
Ms. Bridget De Peza	Public Management Consultant III	7th May, 2020
Ms. Cathyann Boland	Clerk IV	2nd September, 2020
Ms. Rachel Adharsingh	Public Management Consultant III	3rd December, 2020
Ms. Jo Ann Wyllie-Suite	Public Management Consultant III	7th December, 2020
Ms. Trisha Thompson	Public Management Consultant III	8th December, 2020
Ms. Sasha Pancham-Bentinck	Public Management Consultant I	22nd December, 2020

379

TRINIDAD AND TOBAGO POLICE SERVICE

NOTIFICATION OF SUSPENSION OF FIREARM USER'S LICENCE

WHEREAS the Commission of Police considers it necessary and expedient for the purpose of safe guarding the safety of the public to temporarily suspend *Firearm User's Licence No. 91/2015*.

Notice is hereby given in accordance with section 22(1) of the Firearm Act, Chap. 16:01, that *Firearm User's Licence No. 91/2015* is temporarily suspended.

Dated this 17th day of March, 2023.

E. HAREWOOD-CHRISTOPHER
Commissioner of Police

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Death Claims to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2022.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **24th May, 2023**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
ALLISON	SAMUEL	ADDRESS UNKNOWN	DT90001753
ALLISON	SAMUEL	ADDRESS UNKNOWN	8000004054
ALLISON	SAMUEL	ADDRESS UNKNOWN	DT88875284
ANDREW	BECKLES	12 PARADISE GARDENS, TACARIGUA	8000014530
ANGELA	MARTINEZ-AUDAIN	46 B'VE PASS ROAD, ARIMA	8000017075
ANNETTE	BISHOP	C/O JACQUELINE FOURMILLER	DT00001420
BARBARA	JAMES	COUNTRY TRACE, FANNY VILLAGE, POINT FORTIN	8000239078
BERNARDINE	ASHBY	6 GERIOTT CRESCENT, DIAMOND VALE, DIEGO MARTIN	8000132371
CARL	BAPTISTE	144 MAIN ROAD, TABAQUITE	8000041707
CARLYLE	DOMAN	31 FOREST AVENUE, COCOVEA, SAN FERNANDO	8000339854
CATHERINE	ALVAREZ	37, BOURNES ROAD, ST JAMES	8000047110
CHERYL	FORTUNE-VENDOR	C/O ANTHONY ST LEWIS, GUARDIAN LIFE, CHAGUANAS	8000123430
DEBRA	TEELUCKSINGH	7 ROAD RESERVE, ELIZABETH GARDENS, ST JOSEPH	DT90073327
DENIS	COX	WOODROSE DRIVE, LYNTON GARDENS, D'ABADIE	DT90016097
DESMOND	PARKER	MINISTRY OF FOREIGN AFFAIRS, KNOWSLEY, QPW, POS	DT90023424
DEWAN	SINGH	60 ENDEAVOUR ROAD, CUNUPRIA	8000007576
DILLION	CONNELL	75 BAMBOO VILLAGE, LA ROMAIN	8000253381
DOUGLAS	AMMON	C/O PC SYSTEMS, 43 ARIARITA AVENUE, WOODBROOK	8000120054
DRUV	PERSSAD	LP #18 DOOKIESINGH STREET, ST AUGUSTINE	8000277361
ELMO	BELFONTE	HARPER CIRCULAR, REID LANE, D'ABADIE	8000456958
GORDON	WILSON	4 LAXAN HILL, BELMONT	8000166321
HARRIET	MARTINEAU-FREDERICK	PATIENCE HILL, TOBAGO	8000350670
HELEN	REGS-ANTONIE	1997 SCHENECTADY AVENUE, BROOKLYN, NY 11234	DT90130261
HENRY	CHIN	CORNER CARLIBAY & WATERLOO ROAD, COUVA	8000004097
IQBAL	ACKBAR	NO ADDRESS	DT90093293
JACQUELINE	GREENE	4 OLEANDER DRIVE, PLEASANTVILLE, SAN FERNANDO	8000056682
JEMMA	WIGGINS	ADDRESS UNKNOWN	DT90006199
JEMMA	WIGGINS	ADDRESS UNKNOWN	DT88863951
KEITH	GITTENS	CROWN TRACE, ENDEAVOUR, CHAGUANAS	DT90036741
LENNUS	HINDS	EL REPOSO OROPOUCHE ROAD, SANGRE GRANDE	DT88863631
LESLIE	BOODHAN	LP #13 DOOKIESINGH STREET, ST AUGUSTINE	8000080541
MARGARET	GOODING-CHASE	56 COLORADO CRESCENT, EDINBURGH 500, MONTROSE, CHAGUANAS	8000310708
RAZID	GHANY	OPPOSITE LP #23, EDWARD STREET, PRINCES TOWN	8000882329
ROBERT	THOMPSON	C/O EDUCARE LIMITED, 103 ST VINCENT STREET, PORT OF SPAIN	8000232821
ROBERTA	CLARKE	9 HILLSIDE AVENUE, CASCADE	DT90019523
RUDRADEO	SINGH	ADDRESS UNKNOWN	DT90024181
RUSSELL	MITCHELL	MARAJ AVENUE, OPPOSITE POLE#2, MISSION ROAD, SAN JUAN	DT90057021
SHAFFERR	MOHAMMED	143 CASUARINA CRESCENT, LANGE PARK, CHAGUANAS	8000011298
SHELLEY	COLLYMORE	12 BANK HILL, BELMONT	DT90071104
TERRENCE	REGIS	POLE #67 PELICAN EXTENSION ROAD, MORVANT	DT90117668
WINIFRED	HEWITT	333 E 92ND STREET, APARTMENT 1B, BROOKLYN, NEW YORK 11212	8000115344
YVETTE	MOUTTET-FULLER	31 BUCCAANEER DRIVE, WESTMOORING BY THE SEA, WESTMOORINGS	8000066742
CLAUDE	BENJAMIN	ADDRESS UNKNOWN	GT10027916
ESTATE OF CLYDE	THOMPSON	CAMP OGDEN LONG CIRCULAR ST JAMES	GT10134256
GEM YVONNE	WALKER	810 BRYAN POINT RD ACCOKEEK MARYLAND 20607	ET60328936
GENE LARRY	BELLO	43A SYDENHAM ST ANNS	ET60105372
JACQUELINE	GREENE	4 OLEANDER DRIVE PLEASANTVILLE, SAN FERNANDO	ET60345024
NATRAM	ROORCHAN	1/4 MM WILLIAM TRACE MORUGA ROAD ST MARYS VILLAGE	8000119207
THE ESTATE OF KRISHNA	RAMCHARAN	THE ESTATE OF KRISHNA RAMCHARAN BUNGALOW#6 CLIFTON HILL POINT FORTIN	8000016068
THE ESTATE OF KRISHNA	RAMCHARAN	THE ESTATE OF KRISHNA RAMCHARAN BUNGALOW#6 CLIFTON HILL POINT FORTIN	8000016149
TRICIA NATASHA	CAMPO	86 DARCEUIL ARIMA	8000762975

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Death Claims to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2022.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **24th May, 2023**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
ADRIAN	SUCHIT	LP 440 LAS LOMAS , CUNUPIA	8000930374
ANN-MARIE	MC NICOL-HYPOLITE	2 BARTON LANE , BELMONT	5000484118
ANN-MARIE	MC NICOL-HYPOLITE	2 BARTON LANE , BELMONT	5000484151
DANIEL	BOSTIC	34 DRAYTON , STREET , SAN FERNANDO	8000633167
DEXTER	REASON	APARTMENT 203, BUILDINGH, EMBALADERE , SAN FERNANDO	8000420881
DIANA	LATHUILLERIE	CIPRIANI TRACE , TUMPUNA ROAD , ARIMA	8000664101
HYDI PAULENE	NURSE	204 CHICKLAND VILLAGE , UPPER CARAPICHAIMA , FREEPORT	8000562723
JOEL	GARRAWAY	APT 3-2E BUILDING ,MALONEY, D'ABADIE	5002302513
KEITH ORMISTON	LAURENCE	SANTA MARGARITA CIRCULAR, AT POLE 25 , ST AUGUSTINE	T 09000221
KHEMRAJ	RAGHUBIR	LP 73 JERNINGHAM JUNCTION , CUNUPIA	5002422365
LILLAWATTEE	CHANDLER MARAJH	335 JOHNATHAN STREET , CUNUPIA WEST , CUNUPIA	8001072916
LYNDA	RAMSOOK	24 WOODFORD STREET , CALVRY HILL, ARIMA	5001332788
NICHOLAS	ROGET	TRINIDAD AND TOBAGO SOLID WASTE , PORT OF SPAIN	8000938065
PETER LAWRENCE	HEMLEE	16 TATECO AVENUE , HARMONY HALL , GASPARILLO	GT 10238553
RAKESH	NEPAUL	LP GOORDEEN CHIN CHIN ROAD, CUNUPIA	5001500281
RAYWAT	BUDHU	SULTAN LANE , EL SOCORRO ROAD, SAN JUAN	8000675803
TRINITY EXPLORATION AND PRODUCTION SERVICES LIMITED		LA ROMAIN	8001055949
SADE	HERNANDEZ	3E THOMAS STREET, SAN FERNANDO	5002177492
SHAIK SAJARD	HOSEIN JR	C/O AMERICAN STORES , 6-8 DUNCAN STREET , PORT OF SPAIN	5000265475
SOOROOJDEO	RAMPERSAD	NO 76 EASTERN MAIN ROAD , LAVENTILLE	8000484994
VERNON CLYDE	JOHN	25 REYNOLDS AVENUE , CHELSEA , MS 02150 , UNITED STATES	TJ55540338
VILYA JOVITA	MODESTE	13 MOONSTONE DRIVE DIAMOND VALE , DIEGO MARTIN	5001672511
VILYA JOVITA	MODESTE	13 MOONSTONE DRIVE DIAMOND VALE , DIEGO MARTIN	8000252627
ZAHEER ABDUL	SATTAR	103 HIGH STREET , PRINCES TOWN	8000343878

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Bancassurance Policies to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2022.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **24th May, 2023**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY/BOND NUMBER
ANN MARIE	RAMASAR-MAHARAJ	14 RAPSEY STREET, CUREPE	DT00001749
ANTONIO	SANTO	12 CRONEY TERRACE, BLUE RANGE, DIEGO MARTIN	BW089
CAROL	GIBSON	17 5TH STREET EAST, BEAULIEU AVE, TRINCITY	TA9258
ELVERLEE	GORDON	LA CROIX AVE, MALABAR, ARIMA	TA5522
IVAN	SAHADEO	257 LALTOO TRACE, PENAL	TA7965
JANEY	VALERE	29 NEWALLOVILLE, FRANCESTA AVENUE #6, SAN JUAN	TA8030
KENNETH	LEE	16 AMETHYST AVE, DIAMOND VALE, DIEGO MARTIN	TA832
MONICA	ARCHIBALD	13-7TH STREET WEST, DINSLEY AVENUE	TA4077
NEVILLE	BYAM	3 HILLCREST AVENUE, CASCADE	TA5408
VICTOR	LALLA	#8 TUNAPUNA ROAD, TUNAPUNA	TA5455
WINSTON	WILSON	69 CHRISTIAN DRIVE, PLAISANCE PARK. POINTE-A-PIERRE	TA991

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Bancassurance Policies to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2022.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **24th May, 2023**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
RAMJAS	NANAN	4 CEDAR HILL VILLAGE , PRINCES TOWN	CT20106019
SUSAN	RUIZ	4 SUNSPRING CRESCENT , ST LUCIEN ROAD ,	CT20256581
CHARLES A	BEARD	BACOLET STREET , SCARBOROUGH TOBAGO	CT05907970
RAMNATH	SOOKNANAN	9 RYAN STREET, ESPERANCE , VIA LA	CT16021642
SHURLAND PATRICK	TAYLOR	C/O MAUREEN STRAW,N , UPPER ST FRANCOIS VALLEY ROAD , BELMONT	CT20040036



The Government of the Republic of Trinidad and Tobago
 Public Statement of the
 National Academy for the Performing Arts
 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 National Academy for the Performing Arts ("NAPA") is required by law to publish and annually update statements 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 NAPA.
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 Organisational Structure of NAPA

NAPA formally opened its doors on November 9th, 2009 as a facility for the development of the performing arts in Trinidad and Tobago. The space serves as a performance and teaching academy, as well as an entertainment venue. It is charged with, inter alia, renting the Lord Kitchener (Aldwyn Roberts) Auditorium to promoters and organisations for shows/events.

NAPA also provides, for students, through the University of Trinidad and Tobago's (UTT) Academy for the Performing Arts, opportunities to apply what was learnt in the multidisciplinary arts classrooms to a real live performing environment.

The management and control of NAPA for the period 2016 to September 8th, 2020 was assigned to the Ministry of Community Development, Culture and the Arts. In recognition of the need for a designated committee to coordinate its affairs, a Multi-Disciplinary Management Committee was established to manage and serve in an advisory capacity for NAPA.

The composition of the Management Committee over the period 2017 to 2020 are as follows:

2017-2019:

- Ms. Gillian Bishop - Chairman
- Ms. Margaret Farray - Deputy Chairman
- Mr. Jules Sobion - Member
- Mr. Robert Green - Member
(resigned 28th September, 2018)
- Ms. Margaret Parillion - Member
- Ms. Jennifer Joseph - Member
- Ms. Dominique Inniss - Member
(resigned 11th May, 2018)

2019-2020:

- Ms. Gillian Bishop - Chairman
- Ms. Margaret Farray - Deputy Chairman
- Mr. Jules Sobion - Member
- Ms. Margaret Parillion - Member
- Ms. Jennifer Joseph - Member

By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, the responsibility for NAPA was assigned to the Ministry of Tourism, Culture and the Arts ("the Ministry").

Vision

To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.

Mission

To maintain a world-class facility that provides a stage for works of excellence in all the performing arts and provides the opportunity for the development of skills and talent through collaboration and partnerships with a range of local, regional and international artists and organisations.

Main Features of NAPA

The main features of NAPA include:

Theatre:

- One thousand and two hundred (1,200) seating capacity, one VIP Lounge Room with a capacity for ten (10) persons, one (1) Box Office, and one (1) 1,089m² stage capable of moving in sections.

Academy Area:

- Ten (10) small classrooms and three (3) large classrooms; and
- Two (2) multi-function halls which are conference rooms to host functions.

Hotel Area:

- Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites;
- Two (2) restaurants, one specialised in Western cuisine with a capacity of 80-100 persons and the other in Chinese cuisine with a capacity of 130-150 persons.

Atrium Area:

- Waterscape and garden feature; and
- Bridge connecting the hotel to the Academy area.

Outdoor Area:

- Parking facilities with one hundred and seventy-five (175) outdoor spaces and forty-four (44) basement spaces within the compound; and
- Musical fountain.

STRATEGIC OBJECTIVES

- Provide high quality cultural experiences for our audiences/the National community.
- Maintain NAPA as the premiere performing space in the Caribbean.
- Strengthen the organisational infrastructure (physical, technological, and staffing) of NAPA.
- Establish NAPA as a financially independent and viable organisation.

Functional Units of NAPA

NAPA is comprised of the following Units:

Core Units:

- Administration
- Technical

Support Units within Administration & Technical:

Administration

- Bookings
- Business Operations
- Front of House

Technical

- Stage
- Lights
- Audio

These Units' staff are led by an Administrative Manager, who directs, oversees and coordinates the daily operations of NAPA which include accounts, information technology, general office services, cleaning services, (including contracted janitorial services & grounds keeping), security and bar services, facilities management and all Front of House operations (ushering & box office). The incumbent is in charge of the coordination of staff productivity, and formulates and implements strategies that determines and achieves performance of the organisational goals.

See the Organisational Chart below:

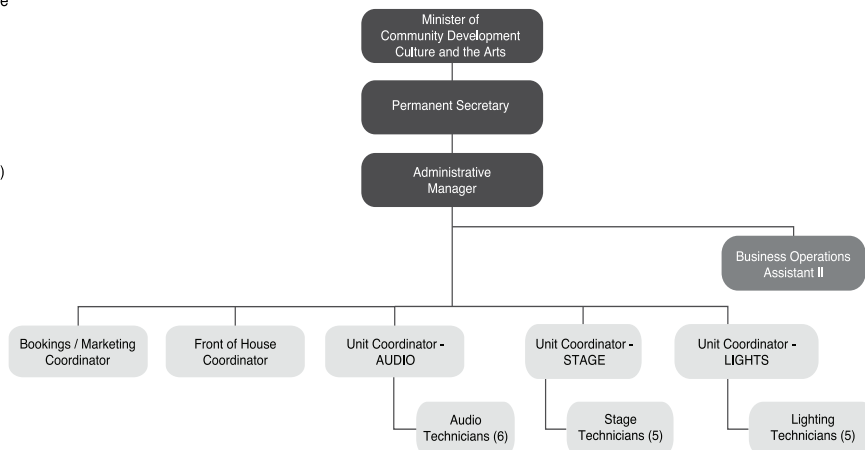


Figure 1. Internal Organizational Chart of NAPA 2016

PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED

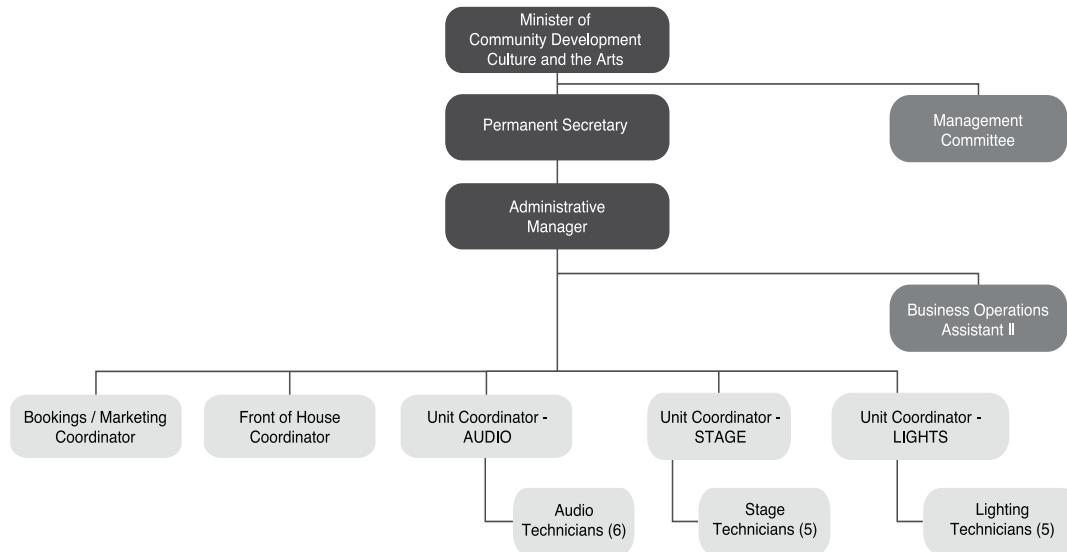


Figure 2. Internal Organizational Chart of NAPA 2017 - 2020

CORE AND SUPPORT UNITS

ADMINISTRATION UNIT UNIT is comprised of three (3) sections: Bookings, Front of House and Business Operations.

Bookings Unit is responsible for coordinating the booking of rentals for shows/events that take place at the Auditorium. The Booking/Marketing Coordinator handles all requests for rentals, provides quotations, prepares the documents for Ministry approval, updates the Bookings Calendar, issues receipts to NAPA clients and updates the Cashbook. This Unit is also responsible for providing promotional information on the Auditorium to clients and promoting the shows on the Auditorium’s social media platforms.

Front of House Unit is responsible for all activities pertaining to the event/show/performance as it relates to the front of house operations. This includes meeting with the client to get tickets instructions, seating arrangements, security, janitorial, box office operations and ushers. This Unit ensures that all personnel are informed about the dates and times of all events, preparation and distribution of rosters for box office personnel and ushers. The Front of House Coordinator also coordinates box office sales and ensures the smooth operation and coordination all activities relative to the event/show/performance.

Business Operations Unit manages the day-to-day operations for the Administration Unit. The Business Operations Assistant handles all calls, recording, distribution of mail, prepares memoranda for purchase approvals as well as cheque distribution to suppliers and contractors. Human Resource matters are also handled by this Unit in collaboration with the Ministry’s Human Resources Unit including the maintenance of employee files.

TECHNICAL UNIT is comprised of three (3) sections: Stage, Lights and Audio units.

Stage Unit is responsible for coordinating the activities on stage for all shows/events that take place at the Auditorium. This Unit is responsible for stage safety as well as the implementation of client stage requirements, placement of stage curtains, placement of ramps, chairs, tables, podiums and the observance of Auditorium rules and guidelines.

Lighting Unit handles the lighting design for shows/event/performance through lighting plots or client instructions. The Unit is also responsible for lighting console programming to ensure on cue operation as well as the maintenance of fixtures to ensure good working order.

Audio Unit handles the sound design for their shows/events/performance which involves matters such as microphone set up which is guided by the Sound Engineer. This Unit is also responsible for sound balancing and cues as well as the maintenance of sound equipment to ensure good working order.

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of the NAPA:

The official documentation of the NAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of NAPA. These documents include:

- Client Rental files, licence agreements and procedure rate cards;
- Policies, plans, guidelines, and procedure documents;
- Reports—Annual, Audit, Consultants’, Technical, Valuation and Accidents;
- Files dealing with administrative support and general administrative documents for operations;
- Financial Records (cheque registers, disbursement vouchers, deposit vouchers receipt books, revenue reports);
- Personnel files, which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Registers of internal and external correspondence files;
- Training Files;
- Brochures, Newspaper Clippings and Posters
- Periodicals and Publications;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.; and
- Inventories and Listings.

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection:

The Public may inspect and/or obtain copies of brochures, procedures rate cards, licence agreement templates, bookings and waiver, cancellation and equipment rental policies (covering the Auditorium) on Tuesdays and Thursdays between the hours of 10:00a.m. – 4:00 p.m. at the NAPA office located at 119 Frederick Street, Port of Spain.

SECTION 7 (1) (a) (iv)

Literature Available by Subscription:

NAPA has no material available by way of subscription.

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from NAPA:

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 (the Request for Access to Official Documents is available from NAPA’s Designated Officer or at the website www.foia.gov.tt for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to NAPA’s Designated Officer. See Section (7) (1) (a) (vi).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with NAPA’s 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 already available within the public domain.

Responding to your Request

Retrieving Documents

NAPA 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.

PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED

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, subject to the provisions of the FOIA, entitled to copies of official documents 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 NAPA's 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 NAPA 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, NAPA 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 requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. NAPA's 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 NAPA 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

2016-2020

The Designated Officer is:

Job Title: Administrative Manager
 Name: Ms. Eleanor Wells
 Address: 119 Frederick Street, Port of Spain
 Telephone: 623-2375 Ext 3001
 Email: napatt.manager@gmail.com

The Alternative Officer is:

Job Title: Bookings/Marketing Coordinator
 Name: Mrs. Natasha Gittens-Lamy
 Address: 119 Frederick Street, Port of Spain
 Telephone: 623-2375 Ext 3003
 Email: napattbookings@gmail.com

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 no statements to be published under this subsection.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

NAPA documents in the public domain can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at NAPA. The Reading Room facility is open to members of the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m. located at 119 Frederick Street, Port of Spain.

The Policy of NAPA for provision of copies of documents that are readily available to the public.

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 administrative 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 NAPA, not being particulars contained in another written law:

- Theatres and Dance Halls Act, Chapter 21:03
- Occupational Health and Safety Act, Chap 88:08
- Financial Regulations and Instructions
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Copyright Act, Chap 82:80

SECTION 8 (1) (a) (ii)

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

- Policies and procedures documents
- The Ushers' Handbook
- Internal directives
- Strategic Plans

SECTION (8) (1) (b)

In enforcing written laws or schemes administered by NAPA 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.

- Bookings and Waiver Policy
- Cancellation Policy
- Equipment Rental Policy

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

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

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 NAPA 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 NAPA or to the responsible Minister of NAPA.

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 NAPA.

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 NAPA to submit a report, provide advice or make recommendations to the responsible Minister of NAPA or to another officer of NAPA 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 NAPA by a scientific or technical expert, whether employed within NAPA 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 NAPA by a paid consultant.

- Structural Assessment Report (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Risk Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Electrical Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Air Quality Assessment (2017).

SECTION 9 (1) (g)

A report prepared within NAPA 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.

384—Continued

PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR
THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED**SECTION 9 (1) (h)**

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

Administrative Reports of the National Academy for the Performing Arts, Fiscal 2013 - 2020.

SECTION 9 (1) (i)

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

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

SECTION 9 (1) (j)

A statement prepared within NAPA 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 NAPA 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 NAPA.

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

SECTION 9 (1) (m)

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

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



The Southern Academy for the Performing Arts

The Government of the Republic of Trinidad and Tobago
Public Statement of the
Southern Academy for the Performing Arts
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 Southern Academy for the Performing Arts ("SAPA") is required by law to publish and annually update statements which list 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 SAPA.
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 SAPA

SAPA formally opened to the public on the 28th September, 2012 in keeping with the Government of the Republic of Trinidad and Tobago's holistic plan for the development of the Performing Arts, Arts' education, and promotion of our nation's vibrant culture. SAPA serves as a premiere facility in southern Trinidad for the hosting of various events, including but not limited to, cultural events, theatre productions, musicals, conferences, workshops and graduation ceremonies.

The management and control of SAPA for the period 2016 to 2020 fell under the purview of the Ministry of Community Development, Culture and the Arts. Matters relating to the marketing and public relations of SAPA were guided by a Management Committee. The composition of the Management Committee over the period 2016 to 2020 are as follows:

2016 – 2017

Mr. Rana Mohip	- Chairman
Ms. Marissa Bubb	- Deputy Chairman
Mr. Faria Khan	- Secretary
Mr. Junior Bisnath	- Member
Mr. David Sammy	- Member
Ms. Indira Mahatoo	- Member
Mr. Sonilal Kanhai	- Member
Ms. Gloria Calliste	- Member
Mr. Doodnath Mayrhoos	- Member

2018

Mr. David Sammy	- Chairman
Mr. Roy Gomez	- Deputy Chairman
Ms. Aneshia Beach	- Member
Ms. Joy Caesar	- Member
Mr. Junior Bisnath	- Member
Mr. Rondell Donawa	- Member
Mr. Micheal Salickram	- Member

2019 -2020

Mr. David Sammy	- Chairman
Mr. Roy Gomez	- Member
Ms. Dianne Saunders	- Member
Ms. Joy Caesar	- Member
Mr. Junior Bisnath	- Member
Mr. Rondell Donawa	- Member
Mr. Micheal Salickram	- Member

By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158* dated September 9, 2020, responsibility for SAPA was assigned to the newly formed Ministry of Tourism, Culture and the Arts.

Vision and Mission Statements

Vision Statement:

Honoring the past, showcasing the present, and building the future of our cultural industry.

Mission:

To provide an opportunity for all people to experience, understand and fully enjoy the best in the arts and performance through its programmes, events and activities.

Main Features of SAPA

The main features of SAPA include:

- a main theatre area (Sundarlal Popo Bahora Theatre ("SPBT") with a seating capacity of 730);
- the "Little Theatre" (with a seating capacity of 160);
- the Lobby of the SPBT (with a standing capacity of 300);
- the VIP Reception Area and Art Exhibition Hall;
- the Courtyard;
- Classrooms (10);
- Dance Studio; and
- Atrium (with a capacity for 100 standing and 60 seated).

Strategic Objectives

The strategic objectives of SAPA are to:

- Allows access to all sectors of the national community.
- Ensures fairness, transparency and accountability in all customer transactions.
- Allows for the creativity of clients within the framework of the Laws of the Republic of Trinidad and Tobago.
- Acknowledges, strengthens and fosters the spirit of unity in diversity.
- Supports the showcasing of our creative products/services to the National community

and the rest of the world.

- Supports the generation of sustainable livelihood for persons directly involved in the Performing and the Visual Arts.

Core Units

The Administration Unit's role is to provide timely and efficient administrative services in the following areas:

- Accounting (receivables and payables)
- Records Management
- Document Controls
- Customer Service
- Inventory Management
- Purchasing
- Human Resource assistance
- Bookings and Marketing

The Technical Theatre Unit is responsible for the following areas:

- Efficient management of Stage, Audio and Lighting Technicians
- Technical support to clients utilizing the facilities for events which include but are not limited to:
 - Theatre Productions
 - Concerts
 - Annual General Meetings
 - Graduation Ceremonies
 - Workshops/Seminars
 - Pop up shops and public markets

The Front of House Unit is responsible for the following areas:

- Effective and efficient management of the client's Front of House needs which include but are not limited to:
 - Security services
 - Ushering Services
 - Cleaning services before, during and after event
 - Event assistance
 - Parking arrangements

The Facilities Unit is responsible for the following areas:

- Procurement
- General maintenance/Contractor Management
 - Landscaping
 - Cleaning
 - Repairs and maintenance of the built environment
 - Security
- Project management support
- Document controls
- Outsourcing
- Facility Management
 - Occupancy and human factors
 - Risk Management
 - Space planning
 - Workspace strategies
 - Inventory Management

PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED

- Health, Safety and Environment (HSE) support/consultations

These Units' staff are led by an Operations Manager (*from 2020 General Manager), who directs, oversees and coordinates the daily operations of SAPA. The Operations Manager (*from 2020 General Manager) is in charge of the coordination of staff productivity, and formulates and implements strategies that determines and achieves performance of the organizational goals.

See the Organisational Chart

SAPA ORGANISATIONAL STRUCTURE 2016-2020

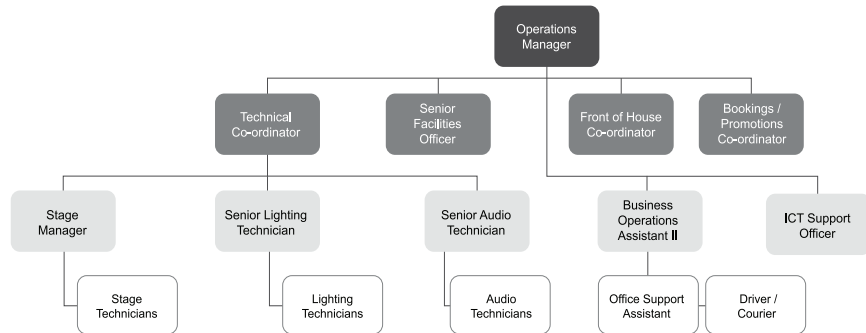


Figure 1: Internal Organizational Structure of SAPA 2016-2020

* In 2020, the contract position of Operations Manager expired and was replaced with the position of General Manager.

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of SAPA:

The official documentation of the SAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of SAPA. These documents include:

- Bookings and client files and records
- Files dealing with administrative support and general administrative documents for the operations of SAPA
- Accounting files and records/Financial Records:
 - Cash books
 - Deposit Records
 - Final Invoice Letters/Refunds
 - Invoice register
 - Cheque register
 - Usher paysheets
 - Management Committee stipend records
- Reports:
 - Drafts estimates
 - Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) submissions
 - Annual Performance
 - Expense reports
 - Revenue Statements
- Files dealing with Call Circulars, policies, notices and bulletins
- Facilities Management:
 - Reports from the Urban Development Corporation of Trinidad and Tobago
 - Checklists
 - Contractor Performance reports
 - Asset Management records
 - Equipment repairs
 - Monitoring and Evaluation reports
- Minutes of meetings
- Legislation and Legal instruments
- Stationery Inventory
- Personnel Files:
 - Employee information
 - Job letters
 - Performance Appraisal forms
 - Leave applications
 - Contractual agreements

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

SAPA maintains copies of the following documents for inspection. The public may inspect and/or obtain copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. at the Administration Office, The Southern Academy for the Performing Arts, Corner Todd Street and Rienzi Kirton Highway, San Fernando:

- Collections and Management Policy
- Ethics and Code of Conduct Policy
- Project Proposal Form
- Rental and Licensing Forms
- Lists of national and cultural events

SECTION 7 (1) (a) (iv)

Literature available by subscription

SAPA had no material available for subscription for 2016 to 2020.

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from SAPA.

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 SAPA's Designated Officer or at the website www.foia.gov.tt for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of SAPA. See Section (7) (1) (a) (vi).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the

applicant. If you are not sure how to write your request or what details to include, communicate with SAPA's 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 already available within the public domain.

Responding to your Request

Retrieving Documents

SAPA 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, subject to the provisions of the FOIA, entitled to copies of official documents SAPA has in its 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.

PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED

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 SAPA's 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 SAPA 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, SAPA 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 requests for documents are refused, will be notified by SAPA's Designated Officer in writing of the reasons for refusal. SAPA's 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

Designated Officers in SAPA are responsible for:

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

The Designated Officer is:

2016

Job title: General Manager
 Name: Ms. Paula St. George
 Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando
 Telephone: 868-657-4380
 Email: Paula.stgeorge@sapatt.org

2017 -2020

Job title: General Manager
 (*Operations Manager from 2020)
 Name: Mr. Ian King
 Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando
 Telephone: 868-657-4380
 (*from 2019 868-219-7272 Ext 6001)
 Email: ian.king@gov.tt

The Alternative Officer is:

2016

Job title: Office Support Assistant
 Name: Ms. Kelly Ramdeen
 Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando
 Telephone: 868-657-4380
 Email: Kelly.ramdeen@sapatt.org

2017

Job title: Business Operations Assistant Administrative Coordinator
 Name: Ms. Merlisa Gayah
 Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando
 Telephone: 868-657-4380
 Email: Merlisa.gayah@sapatt.org

2018 to 2020

Job title: Business Operations Assistant II
 Name: Ms. Lacy-Ann Rajkumar
 Address: Corner Todd Street and Rienzi Kirton Highway, San Fernando
 Telephone: 868-657-4380
 (from *2019 868-219-7272 Ext 6000)
 Email: lacy-ann.rajkumar@gov.tt

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 no statements to be published under this subsection.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

SAPA documents in the public domain can be accessed by request to the relevant Designated Officer and necessary accommodation will be made at a SAPA designated space for such purposes. General information and enquiries can also be made to SAPA's Administration Office at (868) 219-7272 Ext 6000.

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

- Provision of documents maybe be subject to a charge to cover administration costs; and
- No smoking, eating or drinking is allowed in the designated space when inspecting the documents.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

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

- Theatres and Dance Halls Act, Chapter 21:03
- Occupational Safety and Health Act, Chap 88:08
- Freedom of Information Act, Chap. 22:02
- Exchequer and Audit Act, Chap 69:01
- Financial Regulations and Instructions
- Copyright Act, Chapter 82:80
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP) guidance documents
- 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 SAPA, or similar documents containing rules, policies, guidelines, practices or precedents.

- Booking/Rental policy
- Licensing Agreements
- House rules and Regulations policy

SECTION (8) (1) (b)

In enforcing written laws or schemes administered by SAPA 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.

- Interim COVID-19 Standard Operating Procedures (2020)
- Rental/Licensing Agreement

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

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

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, of a body or entity established outside SAPA 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 SAPA or to the responsible Minister of SAPA

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

PUBLIC STATEMENT OF THE SOUTHERN ACADEMY FOR
THE PERFORMING ARTS FOR 2016 TO 2020—CONTINUED

SECTION 9 (1) (c)

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

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 SAPA to submit a report, provide advice or make recommendations to the responsible Minister of SAPA or to another officer of SAPA who is not a member of the committee.

No such report or statement exists for 2016 to 2020.

SECTION 9 (1) (e)

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

No such report exists for 2016 to 2020.

SECTION 9 (1) (f)

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

No such report exists for 2016 to 2020.

SECTION 9 (1) (g)

A report prepared within SAPA 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.

No such report exists for 2016 to 2020.

SECTION 9 (1) (h)

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

- SAPA Annual Performance Reports 2016, 2017, 2018, 2019, 2020

SECTION 9 (1) (i)

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

- Strategic Plan – Conceptual Plan submitted by The Management Committee F.T.P. 2017-2019

SECTION 9 (1) (j)

A statement prepared within SAPA 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 SAPA on a product for the purpose of purchasing equipment.

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

SECTION 9 (1) (l)

An environmental impact statement prepared within SAPA.

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

SECTION 9 (1) (m)

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

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



OFFICE OF THE PRESIDENT
 REPUBLIC OF TRINIDAD AND TOBAGO
 Circular Road, St. Ann's, Port of Spain
 Telephone: 1(868) 225-4687, 625-9815
 Fax: 1(868) 627-6886, E-Mail: otp.mail@otp.gov.tt, Web Page: www.otp.tt

NOTICE


LIST OF UNCASHED CHEQUES

The Office of the President wishes to advise the payee listed below that the uncashed cheque in his/her possession which was issued during the period of October 01st 2021 to September 29th 2022 would become void if not cashed by March 31st, 2023.

DATE	CHEQUE NUMBER	PAYEE
24/01/2022	P00067443	Massy Automotive Component.
26/05/2022	P00068332	Allan Leon & Associates Engineering Ltd
29/09/2022	P00069244	Amalgamated Security Services Ltd
30/09/2022	P00069332	Initial Washroom Solutions
30/09/2022	P00069336	Telecommunications Services of Trinidad and Tobago.

NB: You can bring in your cheque before March 31st 2023 for re-validation. Please ignore this Notice if cheques in your possession were already cashed.

17th March, 2023


 Secretary to Her Excellency the
 President
 Secretary to
 Her Excellency the President

387

LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
RONSON HACKSHAW	3437155
NATASHA SEALY	3481025
ANDRE OREE	3342999
DELICA SYLVESTER	3541522
DAVID BHAGWANDEEN	3496356

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

388

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
SUEANN LAMOTHE	3424239
MICHAEL RAMSARAN	3515663
DOODNATH DEO	3445994
DINESH LALL	6860501
RAMRAJ MAHABIR	3389470

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

389

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
JOANNE TAYLOR	3384236
JOANNE TAYLOR	4164841
SAMUEL PHILLIP	3444177
SAMUEL PHILLIP	3405415
KERRON MODESTE	3450789

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

390

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
MERVYN COLLINGWOOD	3463588
DARRYL MENTOR	3480820
SASHA EDWARDS	3359242
KEITH JOSEPH	890805
RAFAEL CAMBRIDGE	3517568

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

391

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
REENA PULCHAN	3462450
IFEOMA CLARKE	3462696
CHAN PRAMSOOK	3425583
VIJAYANTI BALA	3336213
VIJAYANTI BALA	3318641

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

392

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
GLORIA DEONARINE-ALI	3522831
GLORIA DEONARINE-ALI	3503146
GLORIA DEONARINE-ALI	6860500

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.