



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Tuesday 4th April, 2023—Price \$1.00

No. 51

ERRATA

IN *Trinidad and Tobago Gazette*, Vol. 62, No. 49, dated Thursday 30th March, 2023, under the heading JOHNSON & JOHNSON (TRINIDAD) LIMITED—J 36 (C), In Voluntary Liquidation, Members' Winding Up, the Signature of Dennis C. Natal was incorrectly published as "Liquidator" and should have read "Director", also the Items Numbered from 658–664, Page Numbers 609–610 should commence as Item Number 458 and numbered consecutively as follows: 459, 460, 461, 462, 463, and 464. The error is regretted.

IN *Trinidad and Tobago Gazette (Extraordinary)*, Vol. 62, No. 50, dated Friday 31st March, 2023, the Item Numbered 665 commencing on Page Number 611 should have read as Item Number 465. The error is regretted.

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DESIGNATION OF AN OFFICER OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS) AS AN INSPECTOR

NOTICE is hereby given that in accordance with section 25(1) of the Standards Act, No. 18 of 1997, the Minister of Trade and Industry has designated Mr. JOSÉ TREJO, Executive Director of the Trinidad and Tobago Bureau of Standards to be an Inspector for the duration of his contractual employment for the following purposes:

- (a) to monitor compulsory standards;
- (b) to eliminate any process or practice the effect of which adversely affects the environment;
- (c) to prevent the access to the market place of goods which are likely to be a danger to the health and safety of consumers; and
- (d) to monitor any service, process or practice.

A. ALLEYNE-OVID
Permanent Secretary
Ministry of Trade and Industry

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OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Ms. Angela Edwards	Permanent Secretary ...	Sport and Community Development	9th January, 2024	Compulsory Retirement

LAW ASSOCIATION OF TRINIDAD AND TOBAGO

LEGAL PROFESSION ACT CHAP 90:03
95-97 Frederick Street, Port-of-Spain 100819

Tel/Fax: 1-(868)-625-9350/225-8715

E-mail: admin@lawassociationtt.comWebsite: www.lawassociationtt.com**COUNCIL FOR THE TERM 2023/2024**

The following persons shall form the 37th Council of the Law Association of Trinidad and Tobago for the 2023/2024 Term.

OFFICERS:

Lynette Seebaran-Suite
Frederick Gilkes
Patricia Dindyal

President
Vice-President
Treasurer

SENIOR ORDINARY MEMBERS:

Douglas Mendes SC
Ronnie Bissessar
Shankar Bidaisee
Bijili Lalla
Helen Araujo

Anil V Maraj
Christlyn Moore
Saira Lakhan
Frank Bunsee
Hayma Ramdhanie-Seemungal

JUNIOR ORDINARY MEMBERS:

Aaron Mahabir
Vishala Khadoo
Anuradha Dean
Elvin Paul Michael Cudjoe
Nabilah Khan



By Order of the Council
Dated this 31st day of March, 2023



2023 FREEDOM OF INFORMATION STATEMENT

IN COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

- In accordance with sections 7, 8, 9 of the Freedom of Information Act 1999 (FOIA) the Police Complaints Authority (PCA) is required by law to publish this statement, which lists the documents and information generally available to the public from the PCA.

The FOIA gives members of the public:

- A legal right for each person to access information held by the PCA.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the PCA and such information is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the

FOIA.

- A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Structure and Function of the Police Complaints Authority

Establishment of the Police Complaints Authority

The Police Complaints Authority was established by virtue of Section 5 of the Police Complaints Authority Act, Chapter 15:05 (hereinafter referred to as "the PCA Act")

Vision Statement

The Reliable Authority leading the way to Justice

Mission statement

To pursue justice through independent civilian oversight of serious police misconduct and criminality.

Core Values

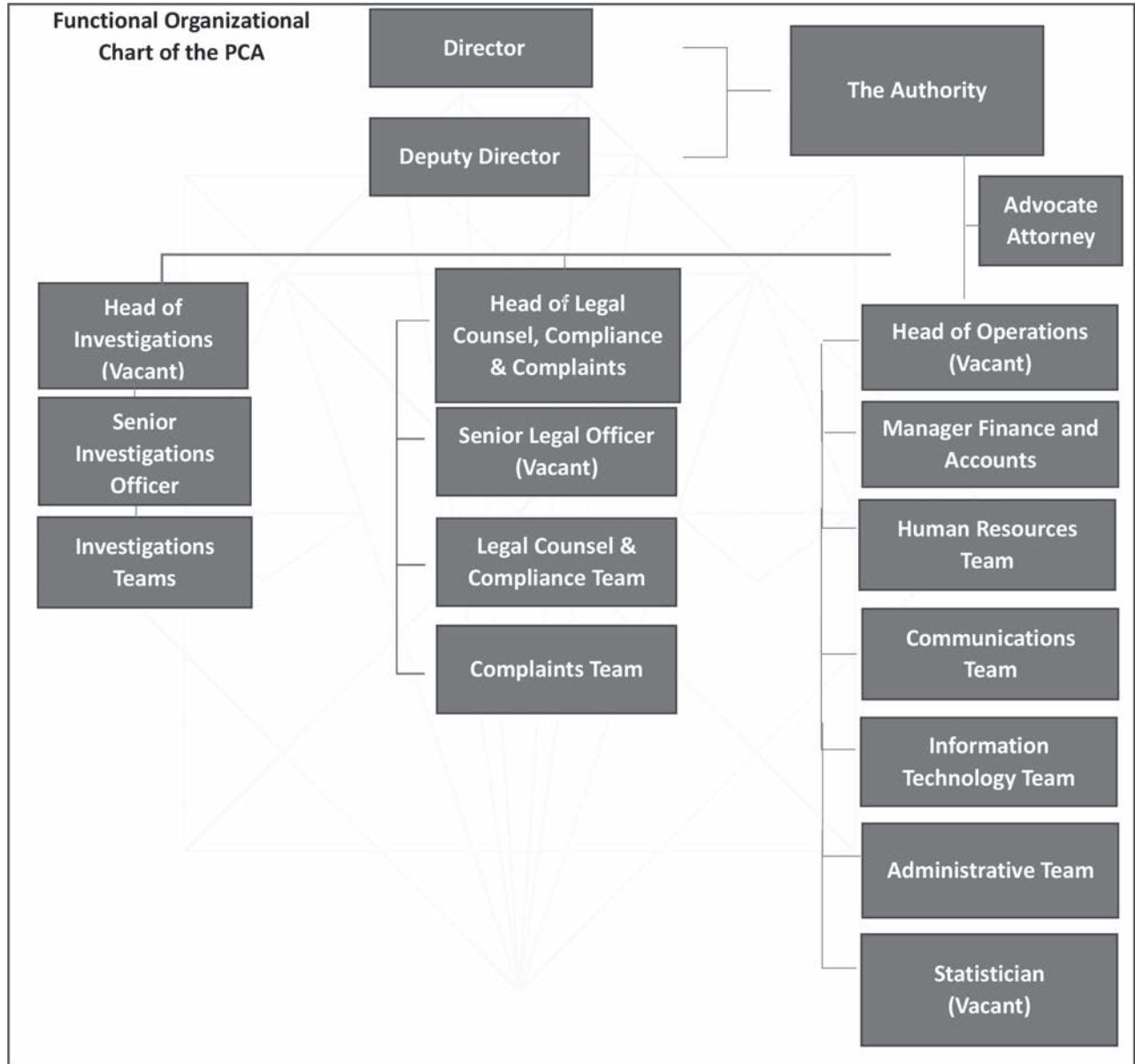
Confidentiality

Integrity

Fairness

Professionalism

Structure of the PCA



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POLICE COMPLAINTS AUTHORITY 2023 (FOIA)—CONTINUED

By virtue of Section 6 (1) of the PCA Act the Authority comprises a Director and Deputy Director who are appointed by the President on the joint advice of the Prime Minister and the Leader of the Opposition.

The Authority has direct operational responsibility for the PCA's three (3) main units namely:

1. Investigations
2. Legal Counsel, Compliance and Complaints
3. Operations
4. Advocate Attorney

INVESTIGATIONS

The Investigations Team is the largest team in the PCA with its prime focus being the investigating of complaints, that is, criminal offences involving police officers, police corruption and serious police misconduct in strict accordance with the requirements of the PCA Act and the delivery of excellent service on a consistent basis.

LEGAL COUNSEL, COMPLIANCE AND COMPLAINTS

The Legal Counsel, Compliance and Complaints Team focuses on the provision of efficient, effective and high quality legal services to the PCA with respect to the investigation of criminal offences involving police officers, police corruption, serious police misconduct and for other related matters. Further, the Legal Counsel, Compliance and Complaints Team ensures effective follow-up and liaison between the PCA and the Director of Public Prosecutions/Police Service Commission/Commissioner of Police and all other persons or bodies whether public or private with whom the PCA works in cooperation with or in association with in the performance of its functions.

The Team ensures the PCA's compliance with all statutory and regulatory requirements and provides the requisite assistance in the execution of the overall functions of the Authority.

OPERATIONS

The Operations Team provides the support services required for the Authority to function effectively as detailed below:

Finance & Accounts

The Finance and Accounts Unit overlooks the entire system of monitoring and control of finances of the Authority in accordance with general accounting principles and practices. The Finance & Accounts Team gathers and summarises financial data to prepare financial reports for PCA's management, regulatory and statutory responsibilities. The Team also monitors and ensures accountability and approval for the disbursement of funds, salary payments and other financial obligations in line with budgetary and policy guidelines.

Information Technology

The Information Technology (IT) Team provides the technological and other platforms which enable the effective provision of service to customers and the recording, sorting and follow-up of all complaints. This Unit also has a significant focus on effective project management and new systems implementation.

Human Resources

The Human Resource (HR) Team focuses primarily on the effective management of PCA's Human Resources and the provision of service to PCA's staff, inclusive of Performance Management, Training and Development and Organisational Development initiatives.

Communications

The Communications Team focuses on the development and implementation of key strategies and innovative initiatives to ensure that the Authority maintains effective and continuous communication with its key stakeholders.

Administration

The Administration Team provides and oversees the administrative services required to support the operations of the PCA. The Administration Team will also routinely exercise quality control over facilities and fleet maintenance.

Statistician

The Statistician is responsible for performing analytical statistical studies and evaluation of data collected over a wide variety of fields relating to the various aspects of the PCA. Work includes the collection and compilation of data and the development and maintenance of a database. The position is also responsible for preparing conclusions based on the analysis of data and reviewing the data collection system of

the PCA with a view to recommending to the Authority areas of use of data, more appropriate sampling techniques and methods for increasing its effectiveness.

ADVOCATE ATTORNEY

Appear on behalf of the PCA at the Magistrates' Court, High Court and Court of Appeal ensuring the provision of high quality, efficient, effective and confidential legal service as required for the investigation of criminal offences involving police officers, police corruption, serious police misconduct and related matters in accordance with the PCA Act 2006.

Functions of the Authority

Section 21 (1) of the PCA Act outlines the functions of the PCA.

21. (1) The functions of the Authority are to—

- (a) investigate criminal offences involving police officers, police corruption and serious police misconduct;
- (b) undertake inquiries into, or audits of, any aspect of police activities for the purpose of ascertaining whether there is police corruption or serious police misconduct or circumstances that may be conducive to both;
- (c) monitor an investigation conducted by any person or authority in relation to any matter mentioned in paragraph (a) and to undertake audits of those investigations;
- (d) advise the Police Service and other public authorities on ways in which police corruption and serious police misconduct may be eliminated;
- (e) gather evidence that may be admissible in the prosecution of a person who is not a police officer for a criminal offence in relation to the Police Service and to furnish that evidence to the Director of Public Prosecutions, or where an authority outside the State is concerned, the Attorney General;
- (f) gather evidence that may be used in the investigation of serious police misconduct and furnish such evidence to the Commissioner or the Commission for appropriate action;
- (g) gather evidence that can be used in the prosecution of a police officer involved in a criminal offence and furnish such evidence to the Director of Public Prosecutions; or
- (h) perform any other functions that may be conferred on it by any other written law.

SECTION 7 (1) (a) (ii)**Categories of documents in the possession of the PCA:**

1. Incident reports
2. Complaints
3. Complaint classification forms
4. Remit assessment forms
5. Request for discontinuance forms
6. Legal opinions
7. Complaint additional information forms
8. Complaint information sheets
9. Submission forms
10. Internal policies (eg. fleet management, driver and visitor policies)
11. Personnel files
12. Job descriptions
13. Organizational chart
14. Letters of appointment
15. Contracts of employment
16. Contracts for services
17. Contracts for consultancy services
18. Letters of confirmation
19. Interview reports
20. Applications for employment
21. Terms of engagement
22. Offers of employment
23. Letters of promotion
24. Employee performance appraisals
25. Training and development database
26. Leave management sheets
27. Group health and life plan
28. Annual Reports
29. Strategic Plans
30. Press releases and statements
31. Brochures
32. Gazetted material
33. Public relations materials (eg. flyers, presentations)
34. Payment vouchers/ pay sheets
35. Salary deduction vouchers
36. Schedule of accounts
37. Daily cheque listings
38. Summary of net amount payable statement
39. Vote books
40. Cash books
41. Invoice orders
42. Requests for release of funds
43. Monthly expenditure statements
44. Monthly bank reconciliation statements

45. Annual statement of budgetary proposals**46. Statements of gratuity computation****47. Letters of approval of gratuity payment****48. Fixed asset registers****49. Travelling registers****50. Contract and utility registers****51. Requisition forms****52. Annual return of remuneration paid and income tax and health surcharge deducted****53. TD 4 certificates****54. Requests for statement of PAYE indebtedness****55. Annual financial statements****56. Standard Operating Procedures (eg. Audio Visual Recordings, Movement and Activity Register etc)****SECTION 7 (1) (a) (iii)****Materials prepared for publication or inspection:**

1. The Police Complaints Authority Act, Chapter 15:05, Act No. 8 of 2006.
2. The PCA's Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018, October 1, 2018 to September 30, 2019, October 1, 2019 to September 30, 2020, October 1, 2020 to September 30, 2021 and October 1, 2021 to September 30, 2022 which were all laid in Parliament or submitted to the Office of the Attorney General for laying in Parliament.
3. The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018, October 1, 2018 to September 30, 2019, October 1, 2019 to September 30, 2020 and October 1, 2020 to September 30, 2021 which were all laid in Parliament or submitted to the Office of the Attorney General for laying in Parliament.

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

The PCA is not in possession of literature available by subscription.

SECTION 7 (1) (a) (v)**The procedure to be followed when accessing documents from the PCA.****1. How to request information:****• General Procedure**

The PCA's policy is to answer all requests, both oral and written, for information. However in order to exercise the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must first be made in writing. An applicant seeking information that is not readily available in the public domain, must complete the appropriate form (Request for Access to Official Documents) available from the PCA's Reception Desk or from its Designated Officer.

• Addressing Request

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer of the PCA mentioned in **SECTION 7 (1) (a)(vi)** herein.

• Details in the Request

An applicant should provide details that will allow for ready identification and location of the information that is being requested. If insufficient information is provided clarification will be sought from the applicant. An applicant who is unsure of how to write a request or of what details to include should inquire of the Designated Officer.

• Request not handled under the FOIA

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the PCA or from another public authority (e.g. brochures etc.)

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

The PCA is required to furnish copies of documents only when those documents are in its possession, custody or control.

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POLICE COMPLAINTS AUTHORITY 2023 (FOIA)—CONTINUED

• Furnishing Documents

The PCA is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The PCA is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits*General*

Applicants will be notified within thirty (30) calendar days whether or not the request is approved. The PCA will try assiduously to ensure compliance with statutory time limits. If the PCA believes that the processing of your request may exceed the statutory time limit, we will acknowledge receipt of your request and undertake to advise you of its status. You are advised to call the Designated Officer to ensure that the PCA is in receipt of your request and to acquire an update on its status in light of the possibility that requests may be incorrectly addressed or misdirected.

Time Allowed

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

4. Fees and Charges

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 other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1)(a)(vi)

The officer in the PCA responsible for:

- a) the initial receipt and auctioning of notices under section 10 of the FOIA;
- b) requests for access to documents under section 13 of the FOIA; and
- c) applications for correction of personal information under section 36 of the FOIA as follows:

The Designated Officer is:

Ms. Lisa-Marie Robertson
Head of Legal
Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383 ext 2466 Fax: 627-0432
E-mail: lrobertson@pca.org.tt

The Alternate Officer is:

Mr. Trevor Clarke
Advocate Attorney
Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383 ext 2495 Fax: 627-0432
tclarke@pca.org.tt

SECTION 7 (1) (a)(vii)

Advisory Boards, Councils, Committees, and other bodies, (Where meetings/minutes are open to the public)
This bears no applicability to the PCA.

SECTION 7 (1)(a) (viii)

Information can be accessed through the Designated or Alternate Officer between the hours of 8:00am and 4:00pm from Mondays to Fridays, at the PCA's office located at:
Tower D Level 24
International Waterfront Complex
1 Wrightson Road
Port of Spain
Tel: 627-4383

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

The public is entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments, these being:

- (i) Documents containing interpretations or particulars of written laws or schemes administered by the PCA, not being particulars contained in another written law; or
- (ii) Manuals, rules of procedure, statements of policy, records of decisions or documents containing rules, policies, guidelines, practices or precedents.

The above documents will be made available to the public as they are developed, and include:

Governing Legislation

The Police Complaints Authority Act, Chapter 15:05.

SECTION 8(1)(b)

The public is also entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in enforcing written laws or schemes administered by the PCA where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

There are documents available which can be requested using the procedure set out in section 7 (1) (a) (v) above.

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.

Advice proffered to the Office of the Commissioner of Police by the Legal Counsel, Compliance and Complaints Unit of the PCA and approved by the Authority are featured in the PCA's Annual Report of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018, October 1, 2018 to September 30, 2019, October 1, 2019 to September 30, 2020, October 1, 2020 to September 30, 2021 and October 1, 2021 to September 30, 2022.

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.

The 12th Report of the Joint Select Committee on Ministries, Statutory Authorities and State Enterprises (Group 1) on the inquiry into the administration and operations of the Police Complaints Authority.

The Report of the Joint Select Committee on National Security "Inquiry into the "total policing" initiative on March 23, 2015"

SECTION 9 (1)(c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the PCA.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (d)

Any report, or a statement containing the advice or recommendations, of a committee established within the PCA to submit a report, provide advice or make recommendations to the responsible Minister for the PCA or to another officer of PCA who is not a member of such committee.

The PCA's Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016 October 1, 2016 to September 30, 2017, October 1, 2017

to September 30, 2018, October 1, 2018 to September 30, 2019, October 1, 2019 to September 30, 2020, October 1, 2020 to September 30, 2021 and October 1, 2021 to September 30, 2022 which were all laid in Parliament or furnished to the Attorney General for laying in Parliament.

The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013, October 1, 2013 to September 30, 2014, October 1, 2014 to September 30, 2015, October 1, 2015 to September 30, 2016, October 1, 2016 to September 30, 2017, October 1, 2017 to September 30, 2018, October 1, 2018 to September 30, 2019, October 1, 2019 to September 30, 2020 and October 1, 2020 to September 30, 2021 were laid in Parliament.

SECTION 9 (1)(e)

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

There are no reports to be published under this section at this time.

SECTION 9 (1) (f)

Any report prepared for the PCA by a consultant who was paid for preparing the report.

Report on Records Management.

SECTION 9 (1)(g)

Any report prepared within the PCA 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 reports to be published under this section at this time.

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.

There are no reports to be published under this section at this time.

SECTION 9 (1)(i)

Any report containing:

- a. Final plans or proposals for the re-organization of the functions of the PCA;
- b. The establishment of a new policy, programme or project to be administered by the PCA; or
- c. The alteration of an existing policy programme or project administered by the PCA, whether or not the plans or proposals are subject to approval by an officer of the PCA, another public authority, the responsible Minister for the PCA or Cabinet;

There are no reports to be published under this section at this time.

SECTION 9 (1)(j)

Any statement prepared within the PCA and containing policy directions for the drafting of legislation.

In 2020 and 2021 the amendments proposed by the Police Complaints Authority as contained within its Policy Document were passed/ proclaimed.

SECTION 9(1)(k)

Any report of a test carried out within the PCA on a product for the purpose of purchasing equipment.

There are no reports to be published under this section at this time.

SECTION 9 (1)(l)

Any environmental impact statement prepared within the PCA.

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

SECTION 9 (1)(m)

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

There are no reports to be published under this section at this time.

FIRST PUBLIC STATEMENT

FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION (TTBWA) A STATUTORY BODY OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

In accordance with chapter 7, 8 and 9 of the Freedom of Information act (FOIA) the public has a legal right to access information and documents regarding the operations of the Trinidad and Tobago Blind Welfare Association (TTBWA). This comprises of the structure and functions of the TTBWA along with a listing of documents in the possession of the Association. The TTBWA also specifies which documents are available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Blind Welfare Association;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

The Trinidad and Tobago Blind Welfare Association is a non-profit, voluntary, rehabilitation organization established via statute with the commitment to assist persons who are blind and visually impaired to cope with problems that result from limited vision, failing vision and total blindness. The Association has been in existence since 1914 and was incorporated by an Act of Parliament in 1947 (Act 14 of 1947).

The Association's operational framework is in its vision and mission which are as follows:

VISION:

Persons who are blind and visually impaired empowered and fully included in society.

MISSION:

To ensure that persons who are blind and visually impaired are included into society, through advocacy, delivery of quality services and increased opportunities

CORPORATE INFORMATION

There are four (4) branches of the TTBWA which are as follows;

1. Head Office located at Pax Vale Santa Cruz
2. Port of Spain located at 116 - 118 Duke Street
3. San Fernando located at #121 Coffee Street
4. Tobago located at Fairfield Complex Bacolet

The TTBWA has approximately ninety (90) employees. Sixty-four percent (64%) are blind; while thirty-six percent (36%) are sighted. The TTBWA is headed by a Council of eighteen (18) members. There are twelve (12) elected members and six (6) government representatives. Elections for new board members are held every two (2) years at the Association's Annual General Meeting and are presided over by personnel who have experience working with the Trinidad and Tobago Elections and Boundaries Commission.

The following are the names and positions of the present Council:

1. Council Members and position on the Council
 - Felix Cazoe
President
 - Deonarine Ragoo
1st Vice-President
 - Jessica Ramnarine
2nd Vice-President
 - Carolyn Joseph
3rd Vice-President
 - Nekeisha Pierre
Member
 - George Berrios
Member
 - Seprah Hastick
Member

- Andre Briggs
Member
- Rajanie Camal Williams
Member
- Latoya Tannis
Member
- Crystal Dass-Ramsahai
Member
- Jesse David Paul
Member
- Sheila Seecharan
Government Representative
- Desirée Murray
Government Representative
- Delisier Blackman
Government Representative
- Ramón Alexis
Government Representative
- Mavis Clarke
Government Representative
- Akila Henry
Government Representative

There are seven (7) Sub-Committees under the Council and their functions are as follows:

1. Management Committee:
 - Provide oversight and general support to the Association's Strategic Direction.
 - Provide oversight to the Executive Officer's management of the Association.
 - Provide oversight and guidance to other sub committees.
2. Finance Audit Committee
 - Ensure compliance with financial and audit standards.
 - Recommend to Council on the prudent management of the Association's assets.

- Recommend methods to strengthen the Association's financial processes.
3. Eye Health and Welfare Committee:
 - To develop and coordinate national eye health policies in keeping with the United Nations Sustainable Development Goal 3 (Good Health and wellbeing) which seeks to ensure health and wellbeing for all, at all ages (i.e. at every stage of life). A consistent national approach and direction for activities aimed at blindness prevention should be developed.
 - To advise and support the GORTT on national eye policies, plans and programmes including provision of affordable spectacles and low vision aids, effective cataract surgical coverage, systematic diabetic retinopathy screening and screening for glaucoma in those persons at high risk.
 - To promote the goal of universal eye health and equal access to eye care.
 - To secure the support of decision - makers, including decision - makers outside the area of health, to invest in eye health.
 - To build and maintain national support for eye health
 - To support the Welfare Rehabilitation Department of the Trinidad and Tobago Blind Welfare Association in terms of amending and updating as necessary, the existing policy for registration of persons as Blind and Low Vision and developing a standardized framework for determining visual ability
 - To develop a glossary of terms with clear and concise definitions of common eye conditions and diagnosis which may cause blindness.

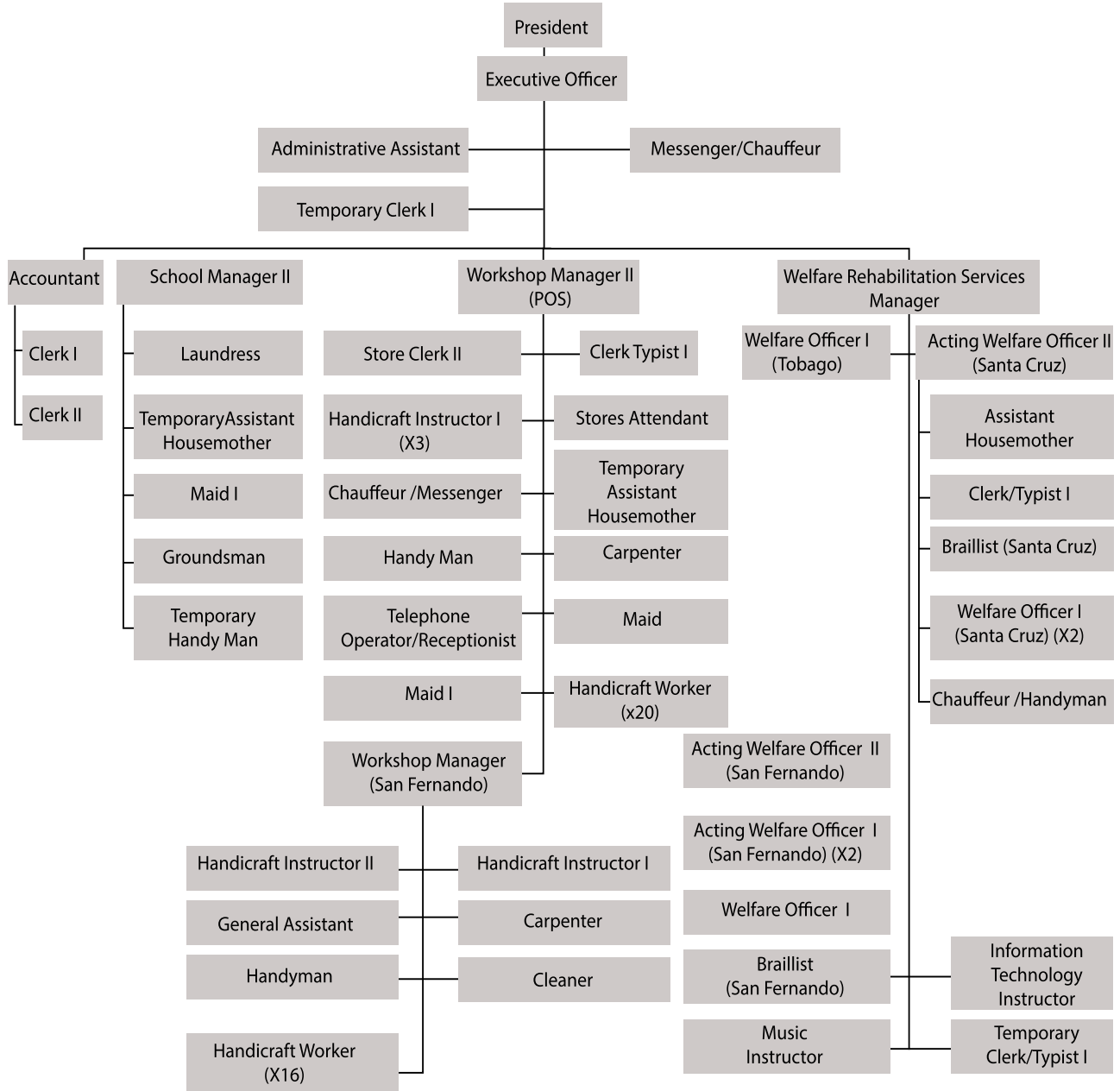
FIRST PUBLIC STATEMENT

FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION (TTBWA)
A STATUTORY BODY OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

In accordance with chapter 7, 8 and 9 of the Freedom of Information act (FOIA) the public has a legal right to access information and documents regarding the operations of the Trinidad and Tobago Blind Welfare Association (TTBWA). This comprises of the structure and functions of the TTBWA along with a listing of documents in the possession of the Association. The TTBWA also specifies which documents are available to the public.

ORGANIZATION'S STRUCTURE



FIRST PUBLIC STATEMENT

FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION (TTBWA) A STATUTORY BODY OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

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- | | | | |
|---|---|--|---|
| <p>4. Socialization Committee:</p> <ul style="list-style-type: none"> Develop peer support groups for persons who are Blind and Low Vision, in their local communities. Work with such groups to ensure persons who are Blind and Low Vision can freely participate in community activities. | <p>2. The Accounts Department - this department provides financial services such as pay roll, budgets allocations, actuals etc. in accordance with the relevant financial standards and tax laws.</p> | <p>3. Financial and Accounting Operations</p> <ul style="list-style-type: none"> External audited financial Statement Budget Statement of Actual Expenditure | <p>clarification which may be sought from applicants. The TTBWA will not be responsible for meeting the request of persons who submit incorrect contact information.</p> |
| <p>5. Legislative Committee:</p> <ul style="list-style-type: none"> Examine existing laws and recommend to Council for onward transmission to government, any possible amendments to better protect persons who are Blind and Low Vision. Examine TTBWA'S ordinance and recommend any possible amendments. | <p>3. The Workshop/ Property Management Department - this department is responsible for the production, sales and record keeping of the craft items produced by the TTBWA. This department is also responsible for the management and maintenance of the Association's facilities ensuring a healthy and safe work environment.</p> | <p>4. Legal Activities</p> <ul style="list-style-type: none"> Policies and Procedures Court Judgments | <p>5. The TTBWA has the right to refuse to meet the request of persons applying to view documents under the FOIA if the applicants have not filled out the relevant data required. Applicants have the right to challenge any refusal of request via the use of a query form which will be provided by the TTBWA.</p> |
| <p>6. Constitution Review Committee:</p> <ul style="list-style-type: none"> Examine TTBWA'S Constitution and recommend possible changes to articles regarding Membership and Elections. | <p>4. The Welfare/Rehabilitation Department - This department is responsible for providing rehabilitative services for clients, promoting blindness awareness and advocacy.</p> | <p>5. Committee Deliberations</p> <ul style="list-style-type: none"> Annual General Meeting (AGM) Committee | <p>Time Allowed:</p> <p>Applicants will be contacted within thirty (30) of the receipt of the request by the Association and will be notified by the Designated Officer that the request has been considered and has been approved or refused. If the request can be made available (approval), the applicant will be informed and given a time period in which the information is disclosed. If it is determined that the request cannot be disclosed (refusal), then the applicant will be informed in writing of the reasons for refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act</p> |
| <p>7. Inclusive Education Committee:</p> <ul style="list-style-type: none"> Collaborate with Ministry of Education to offer training programs for educators that promote inclusive, accessible learning for our children. Explore and recommend alternative methods of teaching literacy and numeracy skills to our children. | <p>5. School Management Department- this department is responsible for the management and maintenance of the school premises while ensuring a healthy and safe environment for staff and visitors. This department is also responsible for the management of all events hosted on the premises.</p> | <p>Section 7 (1) (a) (iii)
DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION:</p> <p>The TTBWA does not have this service at this time</p> <p>Section 7 (1) (a) (iv)
DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION:</p> <p>The TTBWA does not have this service at this time</p> | <p>Fees and Charges</p> <p>Section 17 (l) 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, the applicant will be required to pay the prescribed fee incurred for duplication of the said material</p> |
| <p>There are five (5) main Departments within the Association. They are as follows:</p> <p>1. The Administration Department- this department manages the technical aspect of the organization including short term and long-term planning, human resources functions and promotes an efficient work environment.</p> | <p>Section 7 (1) (a) (ii)
CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE TTBWA</p> <p>The TTBWA keeps records pertaining to its administrative duties, support services, stakeholder involvements and general operations.</p> <p>These documents are categorized as follows:</p> | <p>Section 7 (1) (a) (v)
PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER THE FOIA</p> <p>All requests to access official TTBWA documents under the FOIA must be formally made in writing.</p> | <p>Section 7 (1) (a) (vi)
Officer (s) in the TTBWA responsible for</p> <ol style="list-style-type: none"> The initial receipt of and action upon notices under Section 10; Requests for access to documents under Section 13; and Applications for correction of personal information under Section 36 of the FOIA. |
| | <ol style="list-style-type: none"> General Administration and Support Services <ul style="list-style-type: none"> Services provided by the Welfare Department Business Activities <ul style="list-style-type: none"> Strategic Plan Evacuation Plans Reporting of Accident form Fire Life Certificates | <ol style="list-style-type: none"> Applicants are required to fill out the Request for Information form clearly specifying the document they wish to view. This form can be obtained at all TTBWA Branches. The form must be filled out correctly by entering the relevant information into the form fields and signature affixed. Applicants must submit the necessary information to identify the correct documents being requested to be viewed. Accurate contact information must be submitted to facilitate any | |

FIRST PUBLIC STATEMENT

FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION (TTBWA) A STATUTORY BODY OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

In accordance with chapter 7, 8 and 9 of the Freedom of Information act (FOIA) the public has a legal right to access information and documents regarding the operations of the Trinidad and Tobago Blind Welfare Association (TTBWA). This comprises of the structure and functions of the TTBWA along with a listing of documents in the possession of the Association. The TTBWA also specifies which documents are available to the public.

The Designated Officer is:

Kenneth Suratt
Executive Officer
Trinidad and Tobago Blind Welfare Association
Pax Vale Santa Cruz
Phone: 718-6373 / 220-3797
Email: ttbwa1914@gmail.com

The Alternate Officer is:

Janelle Quinton
School Manager II
Trinidad and Tobago Blind Welfare Association
Pax Vale, Santa Cruz
Phone Number: 220-3797
Email: janellequinton59@gmail.com

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:

The TTBWA does not have this service at this time.

STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8 (1) (a) (i)

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

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decision, letters of advice to persons outside of the Public Authority or similar documents containing rules, policies, guidelines, practices or procedures.

The following in house documents are available for inspection at the TTBWA:

1. Employee's Handbook

Section 8 (1) (b)

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

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

Section 9 (1) (a)

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

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

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;

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

Section 9 (1) (c)

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

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

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 committee;

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

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;

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

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority;

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

Section 9 (1) (m)

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

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



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Community Development

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023 In Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999, Chapter 22:02, Laws of Trinidad and Tobago (FOIA)

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Sport and Community Development is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Sport and Community Development.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Sport and Community Development;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Sport and Community and such information is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

The function and structure of the Ministry of Sport and Community Development.

Establishment of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development was established on August 28, 2020 (*Gazette No. 158 dated September 09, 2020 refers*).

Administrative Structure of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

Ministry's Departments and Units:

- | | | |
|----------------------------------|--|---|
| • Minister's Secretariat | • Permanent Secretary's Secretariat | • General Administration Unit |
| • Human Resources Unit | • Finance and Accounts Unit | • Internal Audit Unit |
| • Grants Secretariat | • Information Technology Unit | • Corporate Communications Unit |
| • Planning Unit | • Policy | • Project Management Unit |
| • Legal Services Unit | • Best Village Unit | • Planning and Implementation Unit |
| • Procurement Unit | • Research Unit | • Community Mediation Services Division |
| • Community Development Division | • Physical Education and Sport Division. | |

Agencies/Statutory Bodies:

- Trinidad Boxing Board of Control.

Wholly Owned Enterprises:

- | | | |
|----------------------------------|---|--|
| • Export Centres Company Limited | • National Commission for Self Help Limited | • The Sports Company of Trinidad and Tobago Limited. |
|----------------------------------|---|--|

DIVISIONS/ UNITS

General Administration Unit

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the minor procurement of goods and services and ensures that the material requirements of the Ministry of Sport and Community Development are supplied. This Unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

Human Resources Unit

This Unit is responsible for the management of all human resource functions of the Ministry of Sport and Community Development in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.



UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

Finance and Accounts Unit

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Sport and Community Development and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

Internal Audit Unit

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

Grants Secretariat

The Grants Secretariat is responsible for the administration of Grants provided under the Physical Education and Sport Division and provides secretarial support for the Ministry of Sport and Community Development's Grants Committee. The type of grants provided are for:

- National Governing Bodies for sport, community groups and individuals in support of their plans, programmes and activities that foster sport development, facilitate athletic performance and engender a spirit of community living;
- Elite athletes in keeping with the National Sport Policy, which provides financial assistance to outstanding athletes in support of their preparation for, and participation in international competitions; and
- Community-Based, Faith-based, Cultural and other Non-Governmental Organizations and individuals, in support of projects that contribute to building the community, cultural, religious and creative sectors of Trinidad and Tobago.
- National Incentives Rewards Initiative Programme provides an avenue to recognise local sports icons for their hard work and patriotism to encourage our upcoming and developing sporting athletes. The framework, approved by Cabinet, seeks to reward Trinidad and Tobago Athletes who have medalled at the Olympic/Paralympic Games, World Cup/Championships, Commonwealth Games, Pan American, Central American, Caribbean Games, Special Olympic World Games and World Athletics Indoor Championships.

Funding is disbursed via one of the following: The Sport Grant for National Sporting Organisations and Sport Serving Bodies; Individuals in the Sport Category Grant; Elite Athlete Assistance Programme (EAAP); Community Action for Revival and Empowerment (C.A.R.E) and National Incentives Rewards Initiative Framework.

Information Technology Unit

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

Corporate Communications Unit

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

Research Unit

The Research Unit has the following responsibilities:

- To collect, analyse and evaluate data;
- To liaise and collaborate with other Research Units in Government Ministries and Departments to prepare status and achievement reports;
- To monitor the performance of State Enterprises and Statutory Boards under the remit of the Ministry to ensure that these enterprises successfully execute their mandates and maximise value for money for the national stakeholders and shareholders.

Project Management Unit

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

Legal Services Unit

This Unit provides legal advice and representation to the Executive Management and other Divisions of the Ministry on matters related to the Ministry's operations. The Legal Services Unit is involved in, inter alia, the preparation and review of contracts between the Ministry and its external stakeholders. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

Planning and Implementation Unit

This Unit is responsible for the administration of Transformation and Development Centres, the subventions to two (2) Non-governmental Organisations and undertakes research and performs monitoring and evaluation functions for the Ministry.

Planning Unit

This Unit is responsible for the development, monitoring and implementation of the Ministry's strategic policy. In addition, the Unit coordinates, monitors and facilitates the implementation of the Public Sector Investment Programme (PSIP) of the Ministry.

Policy Unit

The Policy and Planning Unit is the arm of the Ministry, charged with the responsibility for developing policies in support of its strategic direction, aimed at improving the administration, delivery and impact of the Ministry's programmes and services. In the discharge of this mandate, the Unit is responsible for:

- Conducting local, regional and international research to inform policies and the positions of the Ministry;
- Ongoing environmental scans to ensure that the Ministry remains abreast of local issues, challenges and demands that may require strategic action;
- Hosting internal and external stakeholder discussions and consultations to inform policy direction;
- Preparing position papers to inform strategic decision making;
- Engaging in the full range of activities in the Policy Cycle to devise policies to guide national and ministerial actions;
- Providing oversight, technical support and change management as necessary in support of Policy implementation; and
- Developing the monitoring and evaluation frameworks for the capture of information on the operations and performance of policy processes and on impacts of policy implementation.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

Procurement Unit

The Procurement Unit is responsible for the acquisition of goods, works and services for the Ministry. Its functions include:

- Maintain and update annually standing lists of registered tenderers required by the Ministry;
- Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest;
- Co-ordinate the receiving and opening of tender documents;
- Co-ordinate the evaluation of tenders, quotations and proposals;
- Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees;
- Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts; and
- Act as secretarial to the tender, procurement and disposal committees.

Community Mediation Services Division

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- **North Main Mediation Centre (Port of Spain)**
1st Floor Jobco Building,
#51-55, Frederick Street, Port of Spain
Tel: 625-2819, 625-6768, 225-4267 Fax: 625-3911

Community Mediation Centres are located at:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Central Main Mediation Centre (Cunupia)
#282 Old Southern Main Road,
Warrenville, Cunupia
Tel: 693-2831, 693-2342, 693-2568, 693-2955
Fax: 693-1606 | <ul style="list-style-type: none"> • South West Main Mediation Centre (Point Fortin)
#63 Main Road, Point Fortin
Tel: 648-2810, 648-2888
Fax: 648-4739 | <ul style="list-style-type: none"> • San Juan Mediation Sub-Centre
MTS Plaza, Aranguez Main Road,
Aranguez |
| <ul style="list-style-type: none"> • Couva Mediation Sub-Centre
Social Services Centre,
Camden Road, Couva
Tel/Fax: 679-3660, 636-4453 Ext.109 | <ul style="list-style-type: none"> • Head Office Community Mediation Services Division,
1st Floor, Jobco Building,
51-55 Frederick Street, Port of Spain
Tel.: 225-4267, Tel./Fax.:625-3911 | <ul style="list-style-type: none"> • Tunapuna Mediation Sub-Centre
Tunapuna Regional Social Services Centre,
#107 Eastern Main Road, Tunapuna
Tel: 497-1861 |

Community Development Division

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Community Development Division	Jobco Building, 51-55 Frederick Street, Port of Spain	623-6929
Caroni	Warrenville Regional Complex	693-2087
Nariva/Mayaro	Ramsuair Building, Lot 11 Naparima/Mayaro Road, Rio Claro	644-0849
St. Andrew/St. David	358 Brierley Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473/1658
St. Patrick West	20, Agard Street, Point Fortin	648-4966
Victoria East	Marlson Building, High Street, Princes Town	655-2252
Victoria West	Mon Repos Regional Complex, San Fernando	652-5202 / 657-7075

Regional Complexes	Address	Phone
Barataria Regional Complex	3rd Avenue, Barataria	638-2585
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	LP. #89 Upper Laventille Road, East Dry River, Port of Spain	627-8724
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos.1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-4510
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plasir Road, Cunupia

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

Caroni Community Centres	Address	Caroni Community Centres	Address
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jerningham Junction Community Centre	Corner Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tulloch Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, Las Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratanee Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance, Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Forres Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todd's Road Community Centre	Main Road, Todd's Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo

Nariva/Mayaro Community Centres	Address
Biche Community Centre	Baptiste Street, Settlement Village, Biche
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant
Cushe Community Centre	21 ¼ m.m. School Street, Cushe Village, Cunapo Southern Main Road
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare
Liberville Community Centre	Old Mayaro Road, Liberville
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro
Nave Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162

St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	Mc Guillvary Road, Sangre Grande	Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana	Cunari Community Centre	Guaico Tamana Road, Cunari
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Guiaco Tamana Community Centre	Guiaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	Valequez Road, Guaico Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Guiaco Tamana Road, Nestor
North Eastern (Duranta Gardens)	Lantana Ave, Sangre Grande	North Manzanilla Community Centre	North Manzanilla Road
Plum Mitan Community Centre	7 1/4 mm Plum Mitan Main Road	Rampanalgas Community Centre	Paria Man Road, Balandra
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito	Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road	Upper Sangre Grande Community Centre	EMR, Upper Sangre Grande
Valencia Community Centre	Quare Road, Valencia	Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche

St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Ari Community Centre	Ari Community Centre
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffar Street, Bamboo Grove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West	Brasso Seco Community Centre	LP #51-1 Lalaja, School St, Paria Rd via Arima
Brazil Community Centre	LP #51, Transport St, Brazil Village, Arima	Cane Farm / Kandahar Community Centre	Crown Street, Tacarigua
Carapo Community Centre	Carapo Main Road, Arima	Caura Activity Centre	LP #137, Caura Royal Road, Caura
Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur	Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie	El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	5th Street, Five Rivers	Heights of Ari Community Centre	Ari Village, Arima
La Fillette Community Centre	Cor Centenary St, Paria Main Rd	La Esmeralda Community Centre	Esmeralda Drive, La Esmeralda
La Seiva Community Centre	Centre Trace, La Seiva, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Lopinot/La Pastora Community Centre	Lopinot Road, Arouca
Maracas Bay Community Centre	Grand Fond Road, Maracas Bay	Mt. Pleasant/Calvary Hill	Herde Lands, Savannah Road, Arima
Maracas Valley Community Centre	Corner El Chorro Rd and Royal Rd	Malabar Community Centre	LP #51 Holly Betaudier Place, Phase 4 Malabar
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo	Morne La Croix Community Centre	LP #212 Morne La Croix Village via Blanchisseuse Rd, Arima
Pinto Road Community Centre	Pinto Road #1, Arima	Real Spring Community Centre	LP #53/1 NUGFW Housing Developmt, Valsayn
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie	San Raphael Community Centre	Arena Road San Raphael Village, Arima
Spring Village Community Centre	LP #55 Kalpoo Street, Valsayn	St. Augustine, South Community Centre	Freeman Road, St. Augustine
St. Joseph Community Centre	Market Street, St. Joseph	Surrey Community Centre	LP #68 Lopinot Road, Surrey Village
Tacarigua Community Centre	Bally Street, Tacarigua	Talparo Community Centre	LP 151 Todd's Station Road, Talparo

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

St. George East Community Centres	Address	St. George East Community Centres	Address
Tunapuna Community Centre Wharf Trace Community Centre	Cor Centenary St and Priority Bus Route Wharf Trace Maracas, St. Joseph	Upper Malabar Community Centre	LP 21 Malabar Main Rd, Malabar, Arima
St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguez Community Centre Bamboo Grove #3 Community Centre Beausejour Community Centre Belle Vue Community Centre Bourg Mulatresse Community Centre	Mahelal Trace, Aranguez 17 2nd St, Bamboo Grove Settlement #3 Blue Basin Road Diego Martin LP 9 Belle Vue Trace, Long Circular Rd Bourg Mulatresse, Lower Santa Cruz	Bagatelle Community Centre Barataria Community Centre Beetham Community Centre Belmont Community Centre Cantaro Community Centre	Bagatelle Road, Diego Martin Lower 6th Avenue Extension, Barataria Phase 4, Beetham Gardens 47 Jerningham Avenue, Belmont Corner James and Charles Streets, Cantaro Vge Upper Santa Cruz
Cascade Community Centre Chinapoo Community Centre El Socorro Central Community Centre Gasparillo Santa Cruz Community Centre	Cascade Valley Road Laventille Ext. Rd, Chinapoo Village Morvant Straker Trace, El Socorro Extension, San Juan LP#53 El Carment Rd, Gasparillo Village, Santa Cruz	Central Diego Martin Community Centre Cocorite Community Centre Febeau Community Centre George Street Community Centre	1 Jasper Ave, Diamond Vale, Diego Martin Lady Hochoy Circular, Waterhole Laventille Road, Febeau V'ge, San Juan 69-81 George Street, Port of Spain
Gonzales Community Centre	4 Upper Quarry Circular Rd, Gonzales	La Pastora / Susconusco	Corner Capriata and La Pastora Road, Upper Santa Cruz
La Seiva Community Centre Lower St. Barb's Community Centre Malick 6th Avenue Community Centre	Rifle Range Rd, La Seiva, Maraval 15 Lower St. Barb's, Belmont Princess Royal Avenue, 6th Avenue Malick, Barataria	Laventille Extension Community Centre Maitagual Community Centre Mango Rose Community Facility	7 Angelina Terrace, Never Dirty Rd, Morvant Bushe Street (North) Petit Bourg Cor. Duke and Piccadilly Streets, PoS
Maraval Community Centre Mon Repos, Morvant Community Centre Moseley Place Community Centre Mt. Hope / Mt. Lambert Community Centre Patna / River Estate Community Centre	Morne Coco Road, Maraval Mon Repos Road, Morvant No. 1 Moseley Place, Port of Spain Community Drive, Mt. Hope Corner North Post Road and Fuller Streets, River Estate, Diego Martin	Misir Community Centre Morvant Central Community Centre Mt. D'Or Community Centre North Diego Martin Community Centre Petit Valley Community Centre	St. Francois Valley Road, Morvant Plover Street Morvant Mt. D'Or Road, Champ Fleurs Church Street, Diego Martin Quarry Road., Petit Valley
Picton Community Centre Shende Street Community Centre	19 Picton Road, Laventille LP#73 Shende Street, Ext. Sunshine Avenue, San Juan	Sea Lots Community Centre Simeon Road Community Centre	Production Avenue, Sea Lots 2 Sparrow Drive, Petit Valley
Sogren Trace Community Centre South Port of Spain Community Centre St. Barb's Central Community Centre Straker / Silk Cotton Community Centre Trou Macaque Community Centre Upper Bournes Road Community Centre Upper Morvant / Pelican Ext. Upper Seventh Avenue, Malick	Sogren Trace, Upper Laventille Rd 69-81 George Street, Port of Spain Upper St. Barb's Road, Belmont Picton Road, Laventille Cor. Trou Macaque & Pelican Ext, Laventille Upper Bournes Road, St. James Pelican Extension Road, Morvant Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick	South Diego Martin Community Centre Spree Simon Relief Centre St. Joseph Road Community Centre Success Central Community Centre Upper 9th Avenue Community Centre Upper La Canoa Community Centre Upper Red Hill Community Centre	Senior Street, Four Roads, Diego Martin LP2 Picton Rd, Laventille 25 St. Joseph Road, Port of Spain Marcella St, Success Village, Laventille Cipriani Avenue, 2nd Caledonia Upper La Canoa Rd, Lower Santa Cruz Corbin Terrace, Upper St. Barb's Road
St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre Bunsee Trace Centre Cedros Community Centre Clarke Rochard Community Centre Erin Community Centre Granville Community Centre Katwaroo Trace Community Centre Lachooos Road Community Centre Lot 10 Community Centre Mon Desir Community Centre Mulchan Trace Community Centre Palo Seco Los Charos Community Centre Penal Central Community Centre Rancho Quemado Community Centre Siparia Community Centre South Oropouche Community Centre Thick Village Community Centre Vance River Community Centre	Ackbar Trace, Siparia Old Road Bunsee Trace, Penal Bonasse Village, Cedros Rochard Road, Penal St. Francis Village, Erin Syphoo Trace, Granville Village, Cedros Katwaroo Trace, Penal Lachooos Road, Penal Lot 10 Village, Parrylands Road, Guapo Mondesir Delhi Road, Fyzabad Mulchan Trace, Penal SS Erin Road, Palo Seco Community Centre St, Clarke Rd, Penal SS Erin Road, Rancho Quemado Grell Street, Siparia Tito Hill, South Oropouche Thick Village, Siparia Old Road No.1 Alexander Street, Vance River Village, La Brea	Buenos Ayres Community Centre Cap-de-Ville Community Centre Chatham Community Centre Dalley's Village Community Centre Fanny Village Community Centre Guapo Community Centre La Brea Community Centre Los Bajos Community Centre Mendez Community Centre Morne Diablo Community Centre New Village Community Centre Palo Seco Settlement Penal Rock Road 4 mm Rousillac Community Centre Sobo Community Centre Techier Community Centre Timital Community Centre Vessigny Community Centre	Jackson Trace, Buenos Ayres School Street, Cap-de-Ville, Main Rd Beach Road, South Chatham Community Centre Street, Santa Flora "E" Street, Fanny Village, Point Fortin Gonzales Village, Guapo, Point Fortin Point D'Or, Point Sable Road, La Brea Shearer Street, Los Bajos Mendez Village, via Siparia Scotts Road, Morne Diablo Pilgrim Street, New V'ge Pt. Fortin Wilson Street, Beach Road, Palo Seco 31 ¼ m.m. Rock Road Happy Hill Road SMR, Rousillac Sobo Main Rd, Sobo Village, La Brea Techier Main Rd, Techier Village, Point Fortin Timital, Pluck Road Vessigny Village
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseletterre Community Centre Gran Chemin Community Centre Hindustan Community Centre La Lune Community Centre Lower Brother's Road Community Centre	1827 Basse Moruga Road, Basseletterre Cor. La Retreat & Moruga Rd, Gran Chemin, Moruga Hindustan Road, New Grant 40G La Lune Village, Moruga 1mm Torrib Tabaquie Road, Brother's Rd, Rio Claro	Cunjial Community Centre Hardbargain Community Centre La Gloria Community Centre Lengua Community Centre Manahambre Community Centre	237 Cunjial Road, Barrackpore Sister's Road, Dyer V'ge Hard Bargain Mc Clean Trace, New Grant St. Croix Road, Lengua 2nd Brothers Hope Road, Manahambre

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

Victoria East Community Centres	Address	Victoria East Community Centres	Address
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¾ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Corner Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumuto Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville
Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Morne Community Centre	7 Hibiscus St., Petit Morne Settlement, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Grid Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Morne Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

Physical Education and Sport Division

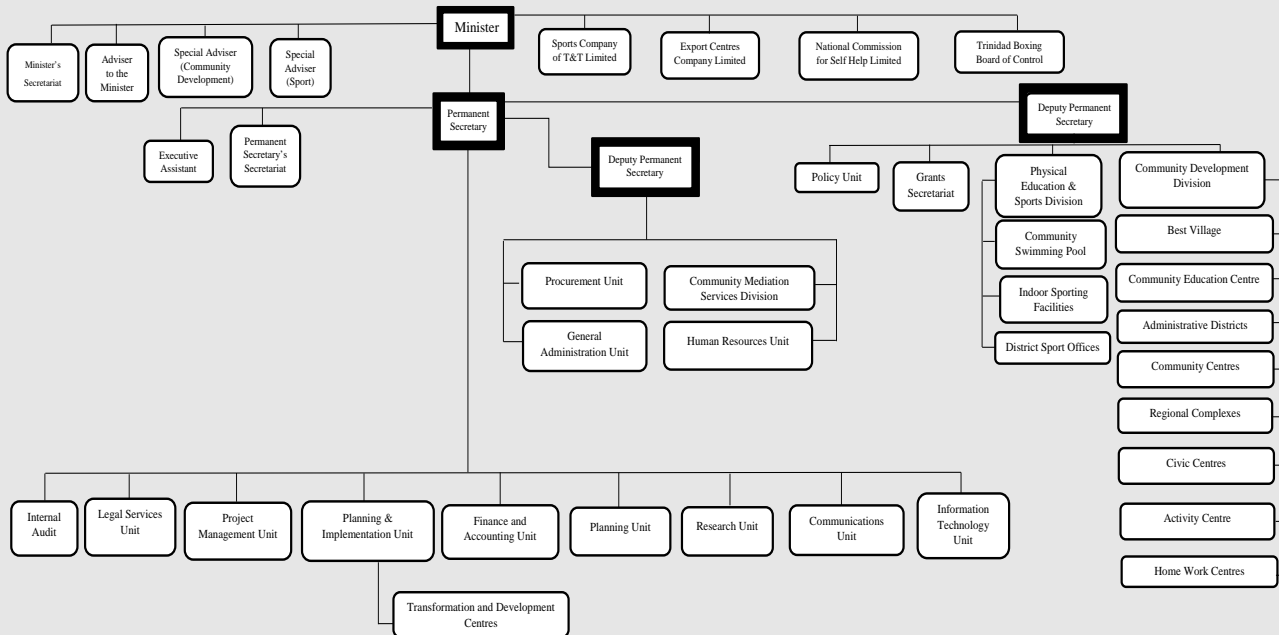
The Role of the Sport Division is to make it possible for the Ministry to fulfil the objectives of the National Sport Policy by its activities within the Division and through its interactions with National Sporting Organisations (NSOs) otherwise known as National Governing Bodies (NGBs), Sporting Organisations (SOs), Sport Serving Bodies (SSBs), other Ministries particularly the Ministry of Education, The Sports Company of Trinidad and Tobago Limited (SporTT), Tertiary Institutions, the Trinidad and Tobago Olympic Committee (TTOC) and the public at large by the total participation in sport and developmental sport programmes run at the various facilities and the coaching programmes run by coaches employed by the Ministry. The Division also bears the responsibility for the oversight and management of Community Swimming Pools and Indoor Sporting Arenas, as well as the District Offices located at:

Community Swimming Pool	Address	Contact Info.
Diego Martin	Wendy Fitzwilliam Boulevard Diamond Vale, Diego Martin	633-6756 (Fax/Tel) 632-5304
Siparia	Park Street, Siparia	649-0426
Couva	Railway Station Road, Couva	636-9446 (Fax/Tel) 679-0828
La Horquetta	Slinger Francisco Boulevard, La Horquetta	643-3609 (Tel)
Sangre Grande	Corner Sukhram & Sellier St., Sangre Grande	668-0893 (Fax/Tel)
Cocoyea	St Andrews Park West, Cocoyea Village	657-0586 (Fax/Tel)
Laventille	Sogren Trace, Laventille	222-8363
Morvant	Coconut Drive, Morvant	None at present
Maloney	Flamingo Boulevard, Maloney	None at present
Indoor Sport Arena	Address	Contact Info.
Central Regional Indoor Sport Arena	Saith Park, Manic Street, Chaguanas	(868) 665-9114 [Tel] (868) 665-2096 [Tel] (868) 665-9836 [Tel/Fax]
Maloney Indoor Sport Arena	Maloney Boulevard And Flamingo Avenue	(868) 646-3260 [Tel] (868) 642-9986 [Fax]
Southern Regional Indoor Sport Arena	Off Prince Albert Street, Pleasantville, San Fernando	(868) 657-0756 [Tel] (868) 657-0759 [Fax]
St. Paul Street Multipurpose Complex	1a St. Paul Street, East Dry River, Port of Spain	(868) 625-3016 [Tel] (868) 623-7136 [Tel] (868) 623-7123 [Fax]
Mayaro Sports Facility	41 Plaisance Road, Mayaro	(868) 630-2426 [Tel]
South Western Reg. Indoor Sport Arena	Egypt Village, Point Fortin	(868) 648-6122 [Tel] (868) 648-4266 [Fax]
District Offices	Location	Address
St. George West District Office	Ministry of Sport and Community Development	Chepstow House, Frederick Street, Port of Spain
St. George East District Office	Eastern Regional Indoor Sporting Arena	Orange Grove Road, Tacarigua
St. Andrew/ St David District Office	Sangre Grande Community Swimming Pool	Corner Sukhram & Sellier St., Sangre Grande
Nariva/Mayaro District Office	Mayaro Sports Facility	41 Plaisance Road, Mayaro
Caroni District Office	Central Regional Indoor Sporting Arena	Saith Park, Manic Street, Chaguanas
Victoria District Office	Southern Regional Indoor Sporting Arena	Off Prince Albert Street, Pleasantville, San Fernando
St. Patrick District Office	South Western Regional Indoor Sporting Arena	Egypt Village, Point Fortin

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

ORGANISATIONAL CHART OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

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

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all staff appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Maps/Plans/Charts/Photographs/CompactDiscs/Diskettes/Abstracts/Tapes/Catalogues/Brochures/Blue Prints/Drawings/Design of Sport Facilities;
8. News releases and Speeches originating in the Ministry;
9. Internal and external correspondence files;
10. Documents related to the strategic review of the Ministry;
11. Cabinet Documents – Notes and Minutes;
12. Policy and procedure documents;
13. Registers of internal and external correspondence;
14. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
15. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
16. Inventories and listings;
17. Periodicals and publications;
18. Board Appointments;
19. Legislation and Legal Instruments (available at the Government Printery);
20. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Consultants/Technical, Valuation etc.;
21. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, journals, periodicals and publications;
22. Files dealing with training, local and foreign and technical cooperation;
23. Minutes of Board and Management Meetings;
24. Files related to Sporting Facilities – Establishment Maintenance and use;
25. Files relating to Programmes and Projects – Development and promotion of Sport in Trinidad and Tobago;
26. Files relating to organisations (International, Regional and Local) associated with the Ministry; and
27. Briefs relating to projects proposed for development by external agencies.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

SECTION 7 (1) (a) (iii)

Material prepared by the Division/Unit of the Ministry of Sport and Community Development and where they can be inspected or obtained:

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:15 pm on normal working days at the Physical Education and Sports Division, Chepstow House, Frederick Street, Port of Spain:

1. List of Sporting Organisations (National Governing Body listing on the website);
2. Information List on Sporting Facilities. (Listing on the website).

All general information can also be sourced at the Ministry's website at <http://www.msdc.gov.tt>.

SECTION 7 (1) (a) (iv)

Literature available by subscription.

Not applicable at this time.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the Ministry of Sport and Community Development.

1. How to request information

- **General Procedure**

The policy of the Ministry of Sport and Community Development is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Sport and Community Development.

The Designated Officer is:

Ms. Ann Belmontes
Research Officer II
Ministry of Sport and Community Development
Level 8, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 625-6088 ext. 5200 Fax: 627-1941

The Alternate Officer is:

Ms. Sangita Ganga Persad
Legal Officer I
Ministry of Sport and Community Development
Level 18, Nicholas Tower
#63-65 Independence Square
Port-of-Spain
Tel: 625-6088 ext. 5156

- **Details in the request**

An applicant 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. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

- **Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Sport and Community Development or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

2. Responding to your Request

- **Retrieving Documents**

The Ministry of Sport and Community Development is required to furnish copies of documents only when they are in its possession.

- **Furnishing Documents**

The Ministry of Sport and Community Development is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note that the Ministry Sport and Community Development is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits

- **Time Allowed**

The Ministry of Sport and Community Development will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

- **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

4. Fees and Charges

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 other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)

The Designated Officer in the Ministry of Sport and Community Development is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

The Designated FOI Officer is:

Ms. Ann Belmontes
 Research Officer II
 Ministry of Sport and Community Development
 Level 8, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 625-6088 ext. 5200 Fax: 627-1941

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising the public authority.

- Board of Management, Trinidad Boxing Board of Control.

SECTION 7 (a) (viii)

The provision of a library or reading room by the public authority for use by members of the public.

Not applicable at this time.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Boxing Control Act, Chapter 21:52
- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Freedom of Information Act, Chapter 22:02
- Civil Service Act, Chapter 23:01
- Central Tenders Board Act, Chapter 71:91
- Non-Profit Organisation Act, Act No. 7 of 2019
- Industrial Relations Act, Chapter 88:01
- Exchequer and Audit Act, Chapter 69:01
- Mediation Act, Chapter 5:32
- Pensions Act Chapter 23:52.

Some of these documents can be purchased from the Government Printer or accessed online via www.tparliament.org, www.legalaffairs.gov.tt or www.ttconnect.gov.tt.

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.

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

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.

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Sport and Community Development.
There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (b)

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Sport and Community Development 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 Ministry of Sport and Community Development or to the responsible Minister of the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (d)

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Sport and Community Development to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Sport and Community Development or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (e)

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Sport and Community Development by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (f)

Any report prepared for the Ministry of Sport and Community Development by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme

SECTION 9 (1) (g)

Any report prepared within the Ministry of Sport and Community Development 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 reports or statements to be published under this section at this time.

SECTION 9 (1) (h)

Any report on the performance or efficiency of the Ministry of Sport and Community Development or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2010/2011 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2011/2012 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration;
- The Annual Reports: 2013/2014 of the former Ministries of the Arts and Multiculturalism, Community Development and National Diversity and Social Integration;
- The Annual Reports: 2014/2015 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Report: 2015/2016 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2016/2017 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2017/2018 of the former Ministry of Community Development, Culture and the Arts; and
- The Annual Report: 2018/2019 of the former Ministry of Community Development, Culture and the Arts.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023**SECTION 9 (1) (j)**

Any report containing:

- Final plans or proposals for the re-organisation of the key functions of the Ministry of Sport and Community Development;
 - The establishment of a new policy, programme or project to be administered by the Ministry of Sport and Community Development; and
 - The alteration of an existing policy, programme or project administered by Ministry of Sport and Community Development, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry of Sport and Community Development or Cabinet.
- o Interim Arrangement for the Management of Community Centres
 - o Formulation of a Grants Policy (Draft)
 - o National Policy on Sustainable Community Development.

SECTION 9 (1) (j)

Any statement prepared within the Ministry of Sport and Community Development and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (k)

Any report of a test carried out within the Ministry of Sport and Community Development on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (l)

Any environmental impact statement prepared within the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (m)

Any valuation report prepared for the Ministry of Sport and Community Development by a valuator, whether or not the valuator is an officer of the Ministry.

There are no reports or statements to be published under this section at this time.

END OF FOIA



The Government of the Republic of Trinidad and Tobago
PUBLIC STATEMENT OF TOURISM
TRINIDAD LIMITED FOR 2017 TO 2020
 IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF
 THE FREEDOM OF INFORMATION ACT, CHAP 22:02

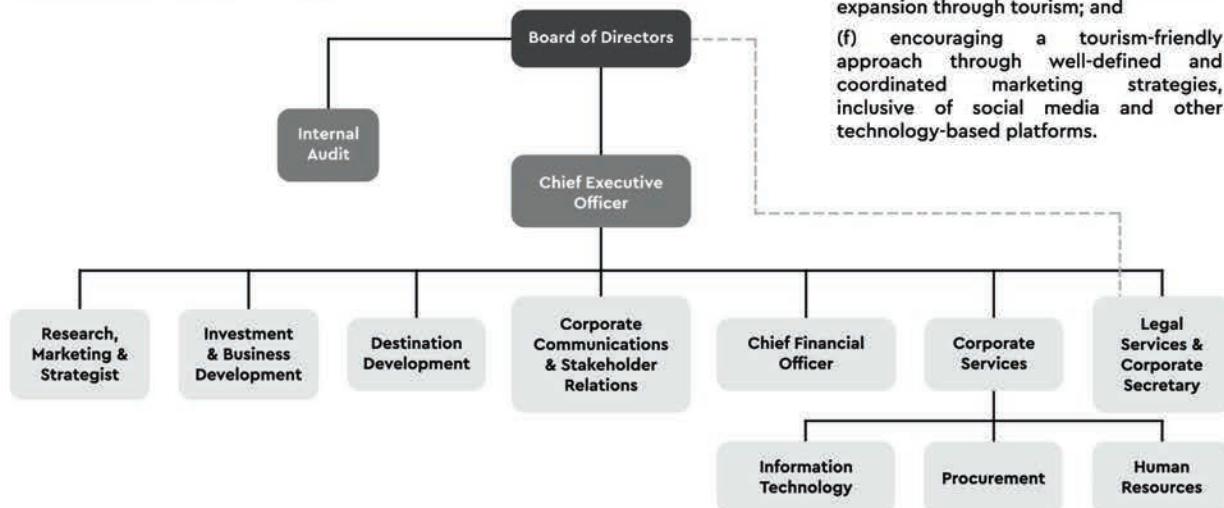
In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") Tourism Trinidad Limited (hereinafter referred to as "TTL"), formerly Tourism Trinidad Destination Management Company Limited, is required by law to publish the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (a) For each person to access information held by TTL;
- (b) For each person to have official information relating to himself/ herself amended where it is incomplete, incorrect or misleading;
- (c) To obtain reasons for adverse decisions made by TTL regarding an applicant's request for information under the FOIA; and
- (d) To complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

Organizational Structure

Figure 1 – Tourism Trinidad Limited's Organisational Structure 2017-2020



SECTION 7 STATEMENTS
SECTION 7 (1) (a) (i):

Functions and Structure of TTL

Vision Statement

We lead and facilitate the transformation of the Trinidad tourism industry to be a key contributor to the national economy and to become a model for sustainable tourism development.

Mission Statement

To harness and shape the authentic and distinctive Trinidad tourism product and experience through research-based creative and cutting-edge marketing, leveraging technology and innovation, to unlock the destination's true tourism potential.

Function and Structure

TTL was incorporated on 29th June, 2017 as a special purpose state enterprise and reported to the Ministry of Tourism from inception until 8th September 2020. From 9th September 2020 to December 2020, TTL fell under the purview of the Ministry of Tourism, Culture and the Arts. Its registered office was located at Level 15, Eric Williams Financial Complex, Independence Square, Port of Spain from 29th June 2017 to 16th July 2018. Thereafter from 17th July 2018, TTL's registered office was relocated to Level 18, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain.

TTL was established to advance Trinidad's tourism development agenda and its mandate includes:

- (a) the development and marketing of Trinidad's tourism offerings;
- (b) leading and facilitating the marketing and promotion of destination Trinidad internationally;
- (c) taking the lead in attracting tourism investment;
- (d) the promotion of tourism business development;
- (e) the promotion of education, awareness, and co-operation in advancing economic expansion through tourism; and
- (f) encouraging a tourism-friendly approach through well-defined and coordinated marketing strategies, inclusive of social media and other technology-based platforms.



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TRINIDAD LIMITED FOR 2017 TO 2020

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TTL is headed by a Board of Directors. The compositions of the TTL Board of Directors over the period of 2017 to 2020 are as follows:

2017

(29th June 2017 to 25th September 2017)

Ms. Lisa Phillips Director
 Ms. Yvette Babb Director

(wef 26th September 2017)

Ms. Janelle Penny Commissiong Chairperson
 Mr. Dwayne Cambridge Deputy Chairperson
 Mr. Dennis C. Ramdeen Director
 Ms. Sydelle Olivia Marchan-Jairam Director
 Ms. Heather Mac Intosh-Simon Director
 Mr. Thomas Edward Lawrence Director
 Ms. Solange de Souza Ransome Director
 Mr. Neil Mohammed Director

2018

Ms. Janelle Penny Commissiong Chairperson
 Mr. Dwayne Cambridge Deputy Chairperson
 Mr. Dennis C. Ramdeen Director
 Ms. Sydelle Olivia Marchan-Jairam Director
 Ms. Heather Mac Intosh-Simon Director
 Mr. Thomas Edward Lawrence Director
 Ms. Solange de Souza Ransome Director
 Mr. Neil Mohammed Director

(wef 14th May 2018)

Ms. Joanna Gittens Director
 Ms. Alicia Cabrera Director

(14th May 2018 to 3rd December 2018)

Ms. Fay W.A. Blackburne Director

(wef 31st May 2018)

Ms. Candace Nadine Guppy Director

2019

(until 22nd July 2019)

Ms. Janelle Penny Commissiong Chairperson
 Mr. Dwayne Cambridge Deputy Chairperson
 Mr. Dennis C. Ramdeen Director
 Ms. Sydelle Olivia Marchan-Jairam Director
 Ms. Heather Mac Intosh-Simon Director
 Mr. Thomas Edward Lawrence Director
 Ms. Solange de Souza Ransome Director
 Mr. Neil Mohammed Director
 Ms. Joanna Gittens Director
 Ms. Alicia Cabrera Director
 Ms. Candace Nadine Guppy Director

(wef 23rd July 2019)

Mr. Howard Chin Lee Chairperson
 Ms. Natania Mack Deputy Chairperson
 Ms. Lesley-Ann Assee Director
 Mr. Terrance Bhagwatsingh Director
 Ms. Avalaughn Huggins Director
 Ms. Shivana Inalsingh Director
 Mr. Brian Lewis Director
 Ms. Shezrae Nesbitt Director
 Mr. Devon Seale Director

2020

Mr. Howard Chin Lee Chairperson
 Ms. Natania Mack Deputy Chairperson
 Ms. Lesley-Ann Assee Director
 Mr. Terrance Bhagwatsingh Director
 Ms. Avalaughn Huggins Director
 Ms. Shivana Inalsingh Director

Mr. Brian Lewis Director
 Ms. Shezrae Nesbitt Director
 Mr. Devon Seale Director

The Board is supported by a Manager, Legal Services and Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are adhered to. The Management Team is responsible for the management of TTL and reports to the Board via the Chief Executive Officer. TTL's staff is divided into the following responsibility centers:

Research, Strategy and Marketing

This Department oversees all aspects of TTL's planning, implementation, monitoring and evaluation and ensures that all aspects of the company's brand strategy (marketing, promotions, communications and destination development) resonate with current and potential visitors to Trinidad.

Investment and Business Development

The Investment and Business Development arm of the company is responsible for increasing the contribution of Tourism to Trinidad's Gross Domestic Product ("GDP"). The Department:

- (1) Develops tourism proposals and presents opportunities to potential users of Trinidad's business and local tourism which further the strategic tourism objectives of Trinidad.
- (2) Expands the use of Trinidad as a business, meetings, conventions and other events destination in the Caribbean.
- (3) Maximises the use of incentives outlined in the National Tourism Policy as well as the Tourism Development Act, Chap 87:22.

Destination Development

This Department is accountable for identifying and seizing opportunities to make optimal use of all Trinidad's tourism offerings (e.g., cultural, historical, recreational and natural attractions), assessing gaps and developing competitive visitor experiences.



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The Department builds relationships with tourism and travel trade partners in developing signature experiences/niche markets that can be packaged and marketed locally, regionally and overseas. It also implements quality benchmarks for the measurement and effectiveness of all niche tourism products, services, infrastructure and amenities. Ensuring that all tourism projects are achieved within time, budget, and quality specifications.

Corporate Communications & Stakeholder Relations

This Department is responsible for strategic communications leadership by driving TTL's strategic plans and objectives in public/media relations, corporate communications, stakeholder relationship management, and overseeing TTL's reputation and image.

Corporate Services

This Department ensures the effective and efficient management of Human Resources (HR), Information and Communication Technologies (ICT), Procurement, Security, Health, Safety and Environment (HSE), Facilities Maintenance, and General Administration in accordance with the values and strategic direction of TTL.

Legal Services and Corporate Secretary

The Office of the Manager, Legal Services and Corporate Secretary provides support to the Board of Directors of TTL while safeguarding the integrity of the company's governance framework. Additionally, the office ensures that the company is in compliance with statutory and regulatory requirements and, implements decisions made by the Board of Directors. Specifically, the Department:

- (a) Provides sound legal advice to the Board and Management on all matters related to the portfolios of the company particularly in relation to contracts, interpretation of laws and regulations.
- (b) Ensures that the company acts in a legally responsible manner to minimise the risk of litigation.
- (c) Ensures the smooth operation of the company's formal decision-making process.

Finance Department

The Finance Department is responsible for the financial management of TTL inclusive of financial risk assessment, budget analysis and management, financial modelling and reporting, cost benefit analysis, forecasting needs, accounting, treasury operations, and investment strategies.

SECTION 7 (1) (a) (ii)

Categories of Documents that are maintained by TTL

The official documents in the company relate to a diverse range of policy, administration and other matters that fall under the scope of TTL. These documents include but are not limited to the following:

- (a) Files dealing with administrative support and general administrative documents for the operations of TTL.
- (b) Personnel files relating to staff appointments, job applications, job specifications, resignations, deaths, leave and vacation.
- (c) Internal and External Correspondence Files.
- (d) Files dealing with training.
- (e) Minutes and other documents pertaining to meetings.
- (f) Circulars, Memorandum, Notices and Bulletins.
- (g) Policies and Procedures:
 - 2019
 - i. Business Travel Policy
 - ii. Petty Cash Policy
 - iii. Mobile Phone Policy
 - iv. Signing Authority Policy
 - v. Fixed Asset Management Policy
 - vi. Internal Audit Charter
 - vii. Code of Conduct
 - viii. HSSE Policy
 - ix. Information Communication and Technology Policy
 - x. Learning and Development Policy
 - xi. Leave Policy
 - xii. Performance Management Policy
 - xiii. Fixed Asset Management Policy (revised)
 - xiv. Whistleblowing Policy

2020

- xv. Procurement Policy
- xvi. Recruitment Policy
- xvii. Petty Cash (revised)
- (h) News Releases and Speeches.
- (i) Files relating to the Strategic Intent of TTL.
- (j) Files relating to the company's Corporate Communication and Marketing initiatives.
- (k) Legal Opinions and related matters.
- (l) Consultancy/Service Agreements.
- (m) Legislation.
- (n) Financial and Accounting Files.
- (o) Files relating to procurement of supplies and services.
- (p) Fixed Asset Register.

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection

- (a) The Tourism Development Act, Chap 87:22
- (b) Annual Reports of TTL
- (c) Brochures on the Caroni Bird Sanctuary, Port of Spain Sites & Attractions and Ins and Outs
- (d) Meetings and Convention Guides
- (e) Birding brochure
- (f) Creole Magazine

The public may inspect and/or obtain copies of the following material between the hours of 9:00 a.m. – 3:30 p.m. Monday to Friday at:

(*29th June 2017 to 16th July 2018)
Tourism Trinidad Limited
Level 15
Eric Williams Financial Complex
Independence Square
Port of Spain.
Tel: 1(868) 612-9700
Email: info@visitrinidad.co.tt

(*wef 17th July 2018) Tourism Trinidad Limited
Level 18, Tower D
International Waterfront Centre
1A Wrightson Road
Port of Spain.
Tel: 1(868) 612-7412 ext. 1800
Email: info@visitrinidad.co.tt
Website: https://visitrinidad.tt



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SECTION 7 (1) (a) (iv)

Documents available by way of subscription

TTL does not currently publish any documents that are available by way of subscription.

SECTION 7 (1) (a) (v)

Procedure to be followed for accessing documents from the TTL, when an FOI request is made.

How to Request Information

General procedure

1. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents Form that is available from the Designated Officer or at www.foia.gov.tt
2. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designation Officer in the form of a letter.
3. To ensure prompt handling of requests, please address requests to the Designated Officer of TTL (see Section 7(1)(a)(vii)).
4. Our general policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the applicant under the Act, the applicant must make such requests for information **in writing**.
5. Applicants must provide sufficient information to enable ready identification by the Designated Officer of the document(s) being requested.
6. If insufficient information is provided, clarification will be sought from the applicant.
7. If the applicant is not sure how to write his/ her request or what details to include therein, communication with the Designated Officer is recommended.
8. 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 TTL or from another public authority or by otherwise being in

the public domain, for example, by way of brochures, reports, etc.

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

Furnishing Documents

An applicant is entitled to copies of information TTL has in its possession, custody or power in accordance with FOIA provisions. TTL is required, subject to the FOIA, to furnish copies of official documents only when they are in our possession, or we can retrieve them from storage. TTL is required to furnish only one copy of a document. If TTL cannot make a legible copy of a document to be released, TTL may not attempt to reconstruct it. Instead, TTL will furnish the best copy possible and note its quality in our reply. Please note that TTL is 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. If a decision is taken to grant access to the information requested, you will be provided with copies, or if you so request, permitted to inspect the document/s.

Every effort will be made by TTL 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, TTL 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 provided with copies, or if you so request, permitted to inspect the document/s.

Applicants' whose request for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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

SECTION 7 (1) (a) (vi)

Officers in TTL responsible for Implementation of the Freedom of Information Act.

The Designated Officer in the Company has the following responsibilities:

- (a) The initial receipt of an action upon notices under Section 10 of the FOIA;
- (b) Requests for access to documents under Section 13 FOIA;
- (c) Applications for corrections of personal information under Section 36 of the FOIA;
- (d) To register requests;
- (e) Record time spent on requests;
- (f) Ascertain appropriate action area;
- (g) Dispatch replies for requests; and
- (h) Forward quarterly returns to the Freedom of Information Unit.

2017-2018 (wef 29th June 2017 -July 5th 2018)

The Designated Officer is:

Mr. Junior Atwarie
 Corporate Secretary
 Tourism Trinidad Limited
 Level 15
 Eric Williams Financial Complex
 Independence Square, Port of Spain
 Telephone: (868) 612-9700
 Email: atwariej@gov.tt



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2017-2018
(wef 29th June 2017 - July 5th 2018)

The Designated Officer is:
Mrs. Natasha Ramy-Lamsden
Manager Legal and Corporate Secretary
Tourism Trinidad Limited
Level 18, Tower D,
International Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext. 1803
Email: nlamy-ramsdens@visitrinidad.co.tt

(wef November 1st 2019)
The Alternative Officer is:
Mrs. Gabriella Sambrano-Mendez
Legal Officer
Tourism Trinidad Limited
Level 18, Tower D,
International Waterfront Centre
1A Wrightson Road, Port of Spain
Telephone: (868) 612-7412 ext. 1803
Email: gsambrano-mendez@visitrinidad.co.tt

SECTION 7 (1) (a) (vii)

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

There are no bodies within TTL that fall within the meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)

Library/ Reading Room Facilities

Information in the public domain can be accessed through our website at <https://visitrinidad.tt/>.

General information enquiries can be made to (868) 612-9700 and (wef. 2018) to the Manager, Corporate Communications & Stakeholder Relations at (868) 612-7412 ext. 1805. For the purposes of FOIA reference, documents may be viewed between 9:00 a.m. and 3:30 p.m. Monday to Friday (except public holidays), in the designated reading area located at:

(*29th June 2017 to 16th July 2018)

Level 15
Eric Williams Financial Complex
Independence Square
Port of Spain.

(wef 17th July 2018)

Tourism Trinidad Limited
Level 18, Tower D,
International Waterfront Centre
1A Wrightson Road
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:

- (a) No smoking, eating or drinking is allowed in the Reading Room facility.
- (b) Provision of documents may be subject to a charge to cover administrative costs.
- (c) Observance of all COVID-19 Regulations and protocols (2020).

SECTION 8 STATEMENTS

2017-2020 | SECTION 8 (1) (a) (i)

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

- (a) The Tourism Development Act, Chap 87:22
- (b) Financial Regulations and Instructions
- (c) Public Health Regulations, Guidelines and Protocols (2020)
- (d) Procurement Policies and Guidelines

SECTION 8 (1) (a) (ii)

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

2019

- (a) Code of Conduct Policy
- (b) Health and Safety Security and Environment Policy
- (c) ICT Policy
- (d) Learning & Development Policy
- (e) Leave Policy

(f) Fixed Assets Policy

(g) Whistle Blower Policy

2020

- (a) Tourism Trinidad Limited Strategic Plan 2020 - 2023 (wef June 2020)
- (b) Code of Conduct
- (c) Performance Management Policy
- (d) Whistleblowing Policy
- (e) Recruitment Policy
- (f) Health Safety Security and the Environment Policy
- (g) Recruitment Policy

SECTION (8) (1) (b)

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

There are no statements to be published under this subsection for 2017 to 2020

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside Tourism Trinidad Limited 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 Tourism Trinidad Limited or to the responsible Minister of that public authority.



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There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (c)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (d)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (e)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (f)

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

Tourism Trinidad Limited Three-Year Strategic Plan (2020–2023)

SECTION 9 (1) (g)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (h)

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

(a) The Tourism Trinidad Limited Administrative Reports 2018, 2019 and 2020.

(b) Financial Reports.

SECTION 9 (1) (i)

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

(a) Annual Draft Estimates of Expenditure

(b) Tourism Trinidad Limited Three-Year Strategic Plan (2020–2023)

SECTION 9 (1) (j)

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

There are no statements to be published under this subsection for 2017–2020.

SECTION 9 (1) (k)

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

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (l)

An environmental impact statement prepared within Tourism Trinidad Limited.

There are no statements to be published under this subsection for 2017 to 2020.

SECTION 9 (1) (m)

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

There are no statements to be published under this subsection for 2017 to 2020.



Guardian General Insurance Limited and its Subsidiary Abridged Consolidated Financial Statements

As at 31st December 2022

Expressed in Trinidad and Tobago Dollars



INDEPENDENT AUDITOR'S REPORT ON THE ABRIDGED CONSOLIDATED FINANCIAL STATEMENTS

To the shareholder of Guardian General Insurance Limited

Our opinion

In our opinion, the accompanying abridged consolidated financial statements of Guardian General Insurance Limited (the Company) and its subsidiary (together, the Group) are consistent, in all material respects, with the audited consolidated financial statements, on the basis described in note 2.

The abridged consolidated financial statements

The Group's abridged consolidated financial statements derived from the audited consolidated financial statements for the year ended 31 December 2022 comprise:

- the abridged consolidated statement of financial position as at 31 December 2022;
- the abridged consolidated statement of income for the year then ended;
- the abridged consolidated statement of comprehensive income for the year then ended;
- the abridged consolidated statement of changes in equity for the year then ended;
- the abridged consolidated statement of cash flows for the year then ended; and
- the related notes to the abridged consolidated financial statements.

The abridged consolidated financial statements do not contain all the disclosures required by International Financial Reporting Standards. Reading the abridged consolidated financial statements and the auditor's report thereon, therefore, is not a substitute for reading the audited consolidated financial statements and the auditor's report thereon. The audited consolidated financial statements, and the abridged consolidated financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on the audited consolidated financial statements.

The audited consolidated financial statements and our report thereon

We expressed an unmodified audit opinion on the audited consolidated financial statements in our report dated 24 February 2023.

Responsibilities of management and those charged with governance for the abridged consolidated financial statements

Management is responsible for the preparation of the abridged consolidated financial statements on the basis described in note 2.

Those charged with governance are responsible for overseeing the Group's financial reporting process.

Auditor's responsibility

Our responsibility is to express an opinion on whether the abridged consolidated financial statements are consistent, in all material respects, with the audited consolidated financial statements based on our procedures, which were conducted in accordance with International Standard on Auditing 810 (Revised), 'Engagements to Report on Summary Financial Statements'.

Port of Spain
Trinidad, West Indies
21 March 2023

PricewaterhouseCoopers, PO Box 550, 11-13 Victoria Avenue, Port of Spain, 100902, Trinidad, West Indies

T: (868) 299 0700, F: (868) 623 6025, www.pwc.com/tt

ABRIDGED CONSOLIDATED STATEMENT OF FINANCIAL POSITION

	2022 \$'000	2021 \$'000
Assets		
Property and equipment	46,589	36,321
Right-of-use assets	3,374	6,430
Investment properties	11,208	11,159
Investment in associated company	113,390	106,602
Investment securities	542,412	544,912
Loans and receivables	355,863	166,569
Pension plan assets	13,875	13,414
Deferred tax asset	13,572	13,746
Reinsurance assets	609,529	472,293
Due from affiliated companies	25,473	15,231
Deferred acquisition costs	71,397	68,011
Taxation recoverable	21,862	26,831
Cash and cash equivalents	445,661	298,243
Total assets	<u>2,274,205</u>	<u>1,779,762</u>
Equity and liabilities		
Shareholders' equity		
Share capital	43,597	43,597
Reserves	72,720	74,950
Retained earnings	472,620	454,038
Total equity	<u>588,937</u>	<u>572,585</u>
Liabilities		
Insurance contracts	1,093,606	953,188
Lease liabilities	3,138	5,613
Pension plan liabilities	2,439	1,659
Post retirement medical benefit obligation	11,552	11,294
Deferred tax liabilities	57,999	36,879
Due to parent and affiliated companies	376	62
Payables and accruals	491,359	192,037
Provision for taxation	24,799	6,445
Total liabilities	<u>1,685,268</u>	<u>1,207,177</u>
Total equity and liabilities	<u>2,274,205</u>	<u>1,779,762</u>

The accompanying notes form an integral part of these abridged consolidated financial statements.

On 21 March 2023, the Board of Directors of Guardian General Insurance Limited authorised these abridged consolidated financial statements for issue.

Director

Director



Guardian General Insurance Limited and its Subsidiary Abridged Consolidated Financial Statements

Year ended 31st December 2022

Expressed in Trinidad and Tobago Dollars

ABRIDGED CONSOLIDATED STATEMENT OF INCOME

	2022 \$'000	2021 \$'000
Gross premiums written	1,649,548	1,579,007
Outward reinsurance premiums	(1,231,733)	(1,202,209)
Net premiums written	417,815	376,798
Change in gross provision for unearned premiums	(33,029)	(37,652)
Change in provision for unearned premiums reinsurers' share	26,985	61,890
Net insurance premium revenue	411,771	401,036
Reinsurance commission	211,322	158,064
Underwriting revenue	623,093	559,100
Gross claims incurred	378,880	287,168
Reinsurers' share of claims incurred	(206,967)	(131,726)
Net claims incurred	171,913	155,442
Acquisition costs	183,479	177,691
Change in deferred acquisition costs	(3,707)	(7,187)
Expenses of management	200,970	209,408
Finance charges	185	318
Underwriting expenses	552,840	535,672
Underwriting profit	70,253	23,428
Investment income from financial assets measured at amortised cost	15,613	15,310
Other investment income	2,655	2,640
Net realised (losses)/gains on other assets	(343)	713
Net fair value gains	4,333	11,663
Other operating (loss)/ income	(1,846)	741
Net impairment gains/(losses) on financial assets	2,680	(1,968)
Net investment and other income	23,092	29,099
Results of operating activities	93,345	52,527
Share of profit after tax of associated company	11,510	26,905
Profit before taxation	104,855	79,432
Taxation	(52,796)	(19,162)
Profit for the year	52,059	60,270
Income attributable to non-controlling interests	—	—
Profit attributable to equity holders of the parent	52,059	60,270

The accompanying notes form an integral part of these abridged consolidated financial statements.

ABRIDGED CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME

	Other reserves		Retained earnings		Total	
	2022	2021	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Profit for the year	—	—	52,059	60,270	52,059	60,270
Other comprehensive (loss)/income						
<i>Items that may be reclassified subsequently to profit or loss:</i>						
Exchange differences on translating foreign operations	(2,295)	3,732	—	—	(2,295)	3,732
Taxation relating to components of other comprehensive income	—	(10)	—	—	—	(10)
Net other comprehensive (loss)/income that may be reclassified subsequently to profit or loss	(2,295)	3,722	—	—	(2,295)	3,722
<i>Items that will not be reclassified subsequently to profit or loss:</i>						
Gains/(losses) on property revaluation	198	(141)	—	—	198	(141)
Remeasurement of pension plans	—	—	(2,687)	(1,590)	(2,687)	(1,590)
Remeasurement of post-retirement medical benefit obligations	—	—	377	(3,346)	377	(3,346)
Taxation relating to components of other comprehensive income	(134)	(1,721)	333	1,394	199	(327)
Net other comprehensive income/(loss) that will not be reclassified subsequently to profit or loss	64	(1,862)	(1,977)	(3,542)	(1,913)	(5,404)
Other comprehensive (loss)/income for the period, net of tax	(2,231)	1,860	(1,977)	(3,542)	(4,208)	(1,682)
Total comprehensive (loss)/income for the period, net of tax	(2,231)	1,860	50,082	56,728	47,851	58,588

The accompanying notes form an integral part of these abridged consolidated financial statements.

ABRIDGED CONSOLIDATED STATEMENT OF CHANGES IN EQUITY

	Attributable to equity holders of the parent			
	Share capital	Reserves	Retained earnings	Total equity
	\$'000	\$'000	\$'000	\$'000
Balance at 1 January 2022	43,597	74,950	454,038	572,585
Total comprehensive income	—	(2,230)	50,082	47,852
Dividends paid	—	—	(31,500)	(31,500)
Balance at 31 December 2022	43,597	72,720	472,620	588,937
Balance at 1 January 2021	43,597	73,090	437,310	553,997
Total comprehensive income	—	1,860	56,728	58,588
Dividends paid	—	—	(40,000)	(40,000)
Balance at 31 December 2021	43,597	74,950	454,038	572,585

The accompanying notes form an integral part of these abridged consolidated financial statements.



Guardian General Insurance Limited and its Subsidiary

Abridged Consolidated Financial Statements

Year ended 31st December 2022

Expressed in Trinidad and Tobago Dollars

ABRIDGED CONSOLIDATED STATEMENT OF CASH FLOWS

	2022 \$'000	2021 \$'000
Cash flows from operating activities		
Profit before taxation	104,855	79,432
Adjustment for specific items included on the accruals basis:		
- Finance charges	185	318
- Investment income	(18,268)	(17,974)
Adjustment for non-cash items	(11,132)	(30,055)
Interest received	13,921	14,516
Dividends received	<u>7,063</u>	<u>7,729</u>
	96,624	53,966
Changes in operating assets and liabilities:		
Net increase in insurance liabilities	140,418	74,833
Net increase in reinsurance assets	(137,236)	(93,341)
Purchase of investment securities	(257,208)	(269,348)
Proceeds from sale of investment securities	267,072	285,022
Net decrease in other operating assets/liabilities	<u>92,577</u>	<u>32,237</u>
Cash generated by operating activities	202,247	83,369
Interest paid	(194)	(311)
Net taxation paid	<u>(9,122)</u>	<u>(8,741)</u>
Net cash generated by operating activities	<u>192,931</u>	<u>74,317</u>
Cash flows from investing activities		
Purchase of property and equipment	(12,217)	(3,111)
Proceeds on sale of property and equipment	<u>378</u>	<u>55</u>
Net cash used in investing activities	<u>(11,839)</u>	<u>(3,056)</u>
Cash flows from financing activities		
Repayment of lease liabilities	(2,493)	(4,202)
Dividends paid to equity holders of the parent	<u>(31,500)</u>	<u>(40,000)</u>
Net cash used in financing activities	<u>(33,993)</u>	<u>(44,202)</u>
Net increase in cash and cash equivalents	<u>147,099</u>	<u>27,059</u>

The accompanying notes form an integral part of these abridged consolidated financial statements.

NOTES TO THE ABRIDGED CONSOLIDATED FINANCIAL STATEMENTS

1. Incorporation and business activities

Guardian General Insurance Limited and its subsidiary ("the Group") is engaged in the provision of all classes of general insurance including property, motor, marine and casualty primarily in the Caribbean. Guardian General Insurance Limited ("the Company") was incorporated in Trinidad and Tobago on 1 October 1999 and is wholly owned by Guardian Holdings Limited (GHL). The registered office of the Company is 30-36 Maraval Road, Newtown, Port of Spain, Trinidad, West Indies.

1.1. Parent Company

On 13 May 2019, NCB Financial Group Limited ("NCBFG"), through its 100% owned subsidiary NCB Global Holdings Limited ("NCBGH" and the "Parent"), acquired 74,230,750 ordinary shares in GHL, increasing its shareholding from 29.974% (acquired in 2016) to 61.77% (2022). NCBGH is a limited liability holding company, which was incorporated in Trinidad and Tobago in December 2017.

NCBFG was incorporated in Jamaica in April 2016 and is the financial holding company for the NCB Group. NCBFG is 52.67% (2021: 52.67%) owned by AIC (Barbados) Limited and the ultimate parent company is Portland Holdings Inc., incorporated in Canada.

1.2. Subsidiary

The Company owns 100% shareholding (2021: 100%) of Guardian General Insurance (OECS) Limited, which was incorporated in Grenada on 21 August 1990 and its registered office is located at the Villa, St. George's, Grenada.

1.3. Associated Company

The Company owns 26.21% (2021: 26.21%) of RoyalStar Holdings Limited, which was incorporated in The Commonwealth of The Bahamas on 2 October 2012 and its registered office is located at Mareva House, 4 George Street, Nassau, The Bahamas.

2. Basis of preparation

The abridged consolidated financial statements are prepared in accordance with the Guideline on the Publication of Abridged Financial Statements issued by the Central Bank of Trinidad and Tobago. The abridged consolidated financial statements are derived from the Group's consolidated audited financial statements which are prepared in accordance with International Financial Reporting Standards (IFRS). The abridged consolidated statement of financial position as at 31 December 2022 and abridged consolidated statements of income, comprehensive income, changes in equity and cash flows for the year then ended were exactly re-produced from the Company's audited consolidated financial statements. However, the disclosures within the abridged consolidated financial statements were limited to disclosures that were deemed material and necessary to present a true and fair view of the Group's performance through a succinct lens.

The abridged consolidated financial statements have been prepared in accordance with the accounting policies set out in the respective notes of the audited consolidated financial statements consistently applied from period to period. All new and amended accounting standards and interpretations that are mandatory for the periods disclosed and which are relevant to the Group, have been adopted.

Effective 1 January 2023, the Group will implement IFRS 17, 'Insurance Contracts'. The 2022 consolidated financial statements are therefore the last to be reported under the existing IFRS 4 regime. The new standard materially changes the recognition and measurement of insurance contracts and the corresponding presentation and disclosure in the consolidated financial statements.

These abridged consolidated financial statements are prepared solely for statutory purposes.

The abridged consolidated financial statements have been prepared on a going concern basis.

The Company's audited consolidated financial statements are available for any user on the Company's website or can be accessed at the Company's office during normal business hours.

3. Functional and Presentation Currency

Items included in the Group's abridged consolidated financial statements are measured using the currency of the primary economic environment in which the entity operates (the 'functional' currency). The abridged consolidated financial statements are presented in Trinidad and Tobago dollars, rounded to the nearest thousand, which is the Group's functional and presentation currency.

4. Contingencies

Legal proceedings

The Group, like all other insurers, is subject to litigation in the normal course of business. The Group does not believe that such litigation will have a material effect on its profit or loss and financial condition. However, the recent trend of increasing jury awards and settlements makes it more difficult to assess the ultimate outcome of such litigation.

5. Related party transactions

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operational decisions. The following transactions were entered into with the parent, Guardian Holdings Limited, and the subsidiaries within the Guardian Holdings Group in the normal course of business.

	2022 \$'000	2021 \$'000
Expenses	<u>42,230</u>	<u>45,325</u>
Net underwriting income	<u>58,023</u>	<u>113,078</u>
Dividend income	<u>5,728</u>	<u>6,317</u>
Key management compensation	<u>11,016</u>	<u>13,860</u>
Balances with related parties:		
Due from related parties	<u>25,346</u>	<u>15,194</u>
Due to related parties	<u>249</u>	<u>25</u>
Financial assets held with related parties	<u>14,479</u>	<u>16,269</u>

6. Subsequent events

On 23 February 2023, the Board of Directors declared a final dividend of \$10.18 per share (2021 - \$6.84), a total dividend to be paid of \$26 million (2021: \$21.5 million). These abridged consolidated financial statements do not reflect the final dividend which will be accounted for as an appropriation of retained earnings in the year ending 31 December 2023.



Guardian General Insurance Limited

Abridged Non-Consolidated Financial Statements

As at 31st December 2022

Expressed in Trinidad and Tobago Dollars



INDEPENDENT AUDITOR'S REPORT ON THE ABRIDGED NON-CONSOLIDATED FINANCIAL STATEMENTS

To the shareholder of Guardian General Insurance Limited

Our opinion

In our opinion, the accompanying abridged non-consolidated financial statements of Guardian General Insurance Limited (the Company) are consistent, in all material respects, with the audited non-consolidated financial statements, on the basis described in note 2.

The abridged non-consolidated financial statements

The Company's abridged non-consolidated financial statements derived from the audited non-consolidated financial statements for the year ended 31 December 2022 comprise:

- the abridged non-consolidated statement of financial position as at 31 December 2022;
- the abridged non-consolidated statement of income for the year then ended;
- the abridged non-consolidated statement of comprehensive income for the year then ended;
- the abridged non-consolidated statement of changes in equity for the year then ended;
- the abridged non-consolidated statement of cash flows for the year then ended; and
- the related notes to the abridged non-consolidated financial statements.

The abridged non-consolidated financial statements do not contain all the disclosures required by International Financial Reporting Standards. Reading the abridged non-consolidated financial statements and the auditor's report thereon, therefore, is not a substitute for reading the audited non-consolidated financial statements and the auditor's report thereon. The audited non-consolidated financial statements, and the abridged non-consolidated financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on the audited non-consolidated financial statements.

The audited non-consolidated financial statements and our report thereon

We expressed an unmodified audit opinion on the audited non-consolidated financial statements in our report dated 24 February 2023.


Responsibilities of management and those charged with governance for the abridged non-consolidated financial statements

Management is responsible for the preparation of the abridged non-consolidated financial statements on the basis described in note 2.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

Auditor's responsibility

Our responsibility is to express an opinion on whether the abridged non-consolidated financial statements are consistent, in all material respects, with the audited non-consolidated financial statements based on our procedures, which were conducted in accordance with International Standard on Auditing 810 (Revised), 'Engagements to Report on Summary Financial Statements'.


Port of Spain
Trinidad, West Indies
21 March 2023

PricewaterhouseCoopers, PO Box 550, 11-13 Victoria Avenue, Port of Spain, 100902, Trinidad, West Indies

T: (868) 299 0700, F: (868) 623 6025, www.pwc.com/tt

ABRIDGED NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION

	2022 \$'000	2021 \$'000
Assets		
Property and equipment	43,735	33,725
Right-of-use assets	3,374	6,431
Investment property	7,999	8,086
Investment in associated company	15,540	15,540
Investment in subsidiary	36,251	36,251
Investment securities	494,040	494,885
Loans and receivables	344,067	157,312
Pension plan assets	13,875	13,414
Deferred tax asset	13,076	13,508
Reinsurance assets	592,289	454,389
Due from affiliated companies	25,473	15,231
Deferred acquisition costs	70,249	66,840
Taxation recoverable	21,862	26,831
Cash and cash equivalents	424,586	282,589
Total assets	2,106,416	1,625,032
Equity and liabilities		
Shareholders' equity		
Share capital	43,597	43,597
Reserves	65,486	65,686
Retained earnings	391,243	360,956
Total equity	500,326	470,239
Liabilities		
Insurance contracts	1,060,686	919,966
Lease liabilities	3,138	5,613
Pension plan liability	1,338	1,349
Post retirement medical benefit obligation	11,552	11,294
Deferred tax liabilities	25,406	23,550
Due to parent and affiliated companies	400	62
Payables and accruals	479,435	186,605
Provision for taxation	24,135	6,354
Total liabilities	1,606,090	1,154,793
Total equity and liabilities	2,106,416	1,625,032

The accompanying notes form an integral part of these abridged non-consolidated financial statements.

On 21 March 2023, the Board of Directors of Guardian General Insurance Limited authorised these abridged non-consolidated financial statements for issue.

 Director

 Director

474—Continued



Guardian General Insurance Limited

Abridged Non-Consolidated Financial Statements

Year ended 31st December 2022

Expressed in Trinidad and Tobago Dollars

ABRIDGED NON-CONSOLIDATED STATEMENT OF INCOME

	2022 \$'000	2021 \$'000
Gross premiums written	1,606,570	1,544,727
Outward reinsurance premiums	(1,203,305)	(1,178,093)
Net premiums written	403,265	366,634
Change in gross provision for unearned premiums	(32,457)	(35,747)
Change in provision for unearned premiums reinsurers' share	26,537	60,068
Net insurance premium revenue	397,345	390,955
Reinsurance commission	202,832	150,338
Underwriting revenue	600,177	541,293
Gross claims incurred	374,783	284,319
Reinsurers' share of claims incurred	(206,955)	(131,402)
Net claims incurred	167,828	152,917
Acquisition costs	181,143	176,586
Change in deferred acquisition costs	(3,697)	(6,970)
Expenses of management	192,258	201,039
Finance charges	185	318
Underwriting expenses	537,717	523,890
Underwriting profit	62,460	17,403
Investment income from financial assets measured at amortised cost	15,035	14,746
Other investment income	12,597	11,093
Net realised gains on financial assets measured at amortised cost	337	938
Net realised losses on other assets	(680)	(225)
Net fair value gains	4,229	11,660
Other operating (expense)/income	(2,517)	71
Net impairment gains/(losses) on financial assets	2,893	(2,052)
Net investment and other income	31,894	36,231
Profit before taxation	94,354	53,634
Taxation	(31,349)	(10,698)
Profit for the year	63,005	42,936

The accompanying notes form an integral part of these abridged non-consolidated financial statements.

ABRIDGED NON-CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME

	Other reserves		Retained earnings		Total	
	2022 \$'000	2021 \$'000	2022 \$'000	2021 \$'000	2022 \$'000	2021 \$'000
Profit for the year	-	-	63,005	42,936	63,005	42,936
Other comprehensive (loss)/income						
<i>Items that may be reclassified subsequently to profit or loss:</i>						
Exchange differences on translating foreign operations	(264)	2,581	-	-	(264)	2,581
Net other comprehensive (loss)/income that may be reclassified subsequently to profit or loss	(264)	2,581	-	-	(264)	2,581
<i>Items that will not be reclassified subsequently to profit or loss:</i>						
Gains/(losses) on property revaluation	198	(141)	-	-	198	(141)
Remeasurement of pension plans	-	-	(1,928)	(1,499)	(1,928)	(1,499)
Remeasurement of post-retirement medical benefit obligations	-	-	377	(3,346)	377	(3,346)
Taxation relating to components of other comprehensive income	(134)	(1,721)	333	1,394	199	(327)
Net other comprehensive income/(loss) that will not be reclassified subsequently to profit or loss	64	(1,862)	(1,218)	(3,451)	(1,154)	(5,313)
Other comprehensive (loss)/income for the period, net of tax	(200)	719	(1,218)	(3,451)	(1,418)	(2,732)
Total comprehensive (loss)/income for the period, net of tax	(200)	719	61,787	39,485	61,587	40,204

The accompanying notes form an integral part of these abridged non-consolidated financial statements.

ABRIDGED NON-CONSOLIDATED STATEMENT OF CHANGES IN EQUITY

	Share capital \$'000	Statutory reserve \$'000	Translation reserves \$'000	Revaluation reserves \$'000	Retained earnings \$'000	Total equity \$'000
Balance at 1 January 2022	43,597	50,784	7,499	7,403	360,956	470,239
Total comprehensive income	-	-	(264)	64	61,787	61,587
Dividends paid	-	-	-	-	(31,500)	(31,500)
Balance at 31 December 2022	43,597	50,784	7,235	7,467	391,243	500,326
Balance at 1 January 2021	43,597	50,784	4,918	9,265	361,471	470,035
Total comprehensive income	-	-	2,581	(1,862)	39,485	40,204
Dividends paid	-	-	-	-	(40,000)	(40,000)
Balance at 31 December 2021	43,597	50,784	7,499	7,403	360,956	470,239

The accompanying notes form an integral part of these abridged non-consolidated financial statements.



Guardian General Insurance Limited

Abridged Non-Consolidated Financial Statements

Year ended 31st December 2022

Expressed in Trinidad and Tobago Dollars

ABRIDGED NON-CONSOLIDATED STATEMENT OF CASH FLOWS

	2022 \$'000	2021 \$'000
Cash flows from operating activities		
Profit before taxation	94,354	53,634
Adjustment for specific items included on the accruals basis:		
- Finance charges	185	318
- Investment income	(27,632)	(25,839)
Adjustment for non-cash items	810	(3,828)
Interest received	13,341	13,903
Dividends received	12,597	11,093
Operating income before changes in operating assets/liabilities	93,655	49,281
Changes in operating assets and liabilities:		
Net increase in insurance liabilities	140,720	73,089
Net increase in reinsurance assets	(137,900)	(91,387)
Purchase of investment securities	(222,196)	(232,106)
Proceeds from sale of investment securities	232,016	247,579
Net decrease in other operating assets/liabilities	87,710	31,560
Cash provided by operating activities	194,005	78,016
Interest paid	(194)	(312)
Net taxation paid	(7,307)	(7,357)
Net cash provided by operating activities	186,504	70,347
Cash flows from investing activities		
Purchase of property and equipment	(11,444)	(2,818)
Proceeds on sale of property and equipment	184	55
Net cash used in investing activities	(11,260)	(2,763)
Cash flows from financing activities		
Repayment of lease liabilities	(2,493)	(4,202)
Dividends paid to equity holders of the parent	(31,500)	(40,000)
Net cash used in financing activities	(33,993)	(44,202)
Net increase in cash and cash equivalents	141,251	23,382

The accompanying notes form an integral part of these abridged non-consolidated financial statements.

NOTES TO THE ABRIDGED NON-CONSOLIDATED FINANCIAL STATEMENTS

1. Incorporation and business activities

Guardian General Insurance Limited ("the Company") is engaged in the provision of all classes of general insurance including property, motor, marine and casualty primarily in the Caribbean. The Company was incorporated in Trinidad and Tobago on 1 October 1999 and is wholly owned by Guardian Holdings Limited (GHL). The registered office of the Company is 30-36 Maraval Road, Newtown, Port of Spain, Trinidad, West Indies.

1.1. Parent Company

On 13 May 2019, NCB Financial Group Limited ("NCBFG"), through its 100% owned subsidiary NCB Global Holdings Limited ("NCBGH" and the "Parent"), acquired 74,230,750 ordinary shares in GHL, increasing its shareholding from 29.974% (acquired in 2016) to 61.77% (2022). NCBGH is a limited liability holding company, which was incorporated in Trinidad and Tobago in December 2017.

NCBFG was incorporated in Jamaica in April 2016 and is the financial holding company for the NCB Group. NCBFG is 52.67% (2021: 52.67%) owned by AIC (Barbados) Limited and the ultimate parent company is Portland Holdings Inc., incorporated in Canada.

1.2. Subsidiary

The Company owns 100% shareholding (2021: 100%) of Guardian General Insurance (OECS) Limited, which was incorporated in Grenada on 21 August 1990 and its registered office is located at the Villa, St. George's, Grenada.

1.3. Associated Company

The Company owns 26.21% (2021: 26.21%) of RoyalStar Holdings Limited, which was incorporated in The Commonwealth of The Bahamas on 2 October 2012 and its registered office is located at Mareva House, 4 George Street, Nassau, The Bahamas.

2. Basis of preparation

The abridged non-consolidated financial statements are prepared in accordance with the Guideline on the Publication of Abridged Financial Statements issued by the Central Bank of Trinidad and Tobago. The abridged non-consolidated financial statements are derived

from the Company's non-consolidated audited financial statements which are prepared in accordance with International Financial Reporting Standards ("IFRS"). The abridged non-consolidated statement of financial position as at 31 December 2022 and abridged non-consolidated statements of income, comprehensive income, changes in equity and cash flows for the year then ended were exactly re-produced from the Company's audited non-consolidated financial statements. However, the disclosures within the abridged non-consolidated financial statements were limited to disclosures that were deemed material and necessary to present a true and fair view of the Company's performance through a succinct lens.

The abridged non-consolidated financial statements have been prepared in accordance with the accounting policies set out in the respective notes of the audited non-consolidated financial statements consistently applied from period to period. All new and amended accounting standards and interpretations that are mandatory for the periods disclosed and which are relevant to the Company, have been adopted.

Effective 1 January 2023, the Company will implement IFRS 17, 'Insurance Contracts'. The 2022 non-consolidated financial statements are therefore the last to be reported under the existing IFRS 4 regime. The new standard materially changes the recognition and measurement of insurance contracts and the corresponding presentation and disclosure in the non-consolidated financial statements.

These abridged non-consolidated financial statements are prepared solely for statutory purposes and do not reflect the consolidation of the accounts of subsidiary and associate companies.

The abridged non-consolidated financial statements have been prepared on a going concern basis.

The Company's audited non-consolidated financial statements are available for any user on the Company's website or can be accessed at the Company's office during normal business hours.

3. Functional and Presentation Currency

Items included in the Company's abridged non-consolidated financial statements are measured using the currency of the primary economic environment in which the entity operates (the 'functional' currency). The abridged non-consolidated financial statements are presented in Trinidad and Tobago dollars, rounded to the nearest thousand, which is the Company's functional and presentation currency.

4. Contingencies

Legal proceedings

The Company, like all other insurers, is subject to litigation in the normal course of business. The Company does not believe that such litigation will have a material effect on its profit or loss and financial condition. However, the recent trend of increasing jury awards and settlements makes it more difficult to assess the ultimate outcome of such litigation.

5. Related party transactions

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operational decisions. The following transactions were entered into with the parent, Guardian Holdings Limited, and the subsidiaries within the Guardian Holdings Group in the normal course of business.

	2022 \$'000	2021 \$'000
Expenses	42,230	45,282
Net underwriting income	56,971	119,258
Dividend income	11,278	9,833
Key management compensation	10,210	13,110
Balances with related parties:		
Due from related parties	25,346	15,194
Due to related parties	273	25
Financial assets held with related parties	14,479	16,269

6. Subsequent events

On 23 February 2023, the Board of Directors declared a final dividend of \$10.18 per share (2021 - \$6.84), a total dividend to be paid of \$26 million (2021: \$21.5 million). These abridged non-consolidated financial statements do not reflect the final dividend which will be accounted for as an appropriation of retained earnings in the year ending 31 December 2023.



DEVELOPING SPACES
FOR BUSINESS TO GROW

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
The updated public statement of
**EVOLVING TECHNOLOGIES AND ENTERPRISE DEVELOPMENT COMPANY
LIMITED (e Teck) for 2023 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 (FOIA) 1999, Evolving Technologies and Enterprise Development Company Limited (e Teck) is required by law to publish and annually update the statement which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right:-

1. For each person to access official documents and information (with exemptions) held by e Teck;
2. For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. To obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. To complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

e Teck publishes this statement as at March 28th, 2023 in accordance with Sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at e Teck as at March 28th, 2023.

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

Functions and Structure of e Teck

e Teck is a State owned Limited Liability Company mandated to: develop new modern economic zones through, inter alia, public-private partnerships that can expand and diversify Trinidad and Tobago's economic base; improve the infrastructure and operations of existing economic zones/Industrial Parks (including the Tamana InTech Park at Wallerfield); optimize existing industrial parks on a commercial basis; manage the assets of the Hilton Trinidad and Conference Centre and the Magdalena Grand Beach and Golf Resort.

Mission Statement

"A catalyst for growth of businesses in the non-oil and gas sector by providing real estate solutions, which leverage the talents and passion of our people."

Vision Statement

"Providing innovative and sustainable real estate solutions that deliver lasting value to tenants, shareholders and society."

Core Values

e Teck will achieve its Mission by recruiting, nurturing and rewarding talented team players who will continuously deliver the highest standards of service through a commitment to:

- Collaboration
- Innovation
- Speed and Agility
- Integrity
- Results-Focused

Organisational Structure and Functions of e Teck

e Teck is led by a President, Mr. Steve De Las, who reports to a Chairman and Board of Directors, which consist of a Chairman, Deputy Chairman and seven other members.

The Board of Directors is appointed by the Minister of Finance as Corporation Sole on behalf of the Government of the Republic of Trinidad and Tobago.

The composition of the Board of Directors are:

1. Chairman: Mr. Imtiaz Ahamad
2. Deputy Chairman: Mr. Robert Green
3. Director: Mr. Randall Karim
4. Director: Mr. Arnold de Four
5. Director: Mr. Eric Lewis
6. Director: Mr. Roger Roach
7. Director: Mr. Kamau Akili
8. Director: Ms. Judy Beepath-Ramjohn
9. Director: Ms. Heather Dawn Seepersad

e Teck comprises the following Divisions, Departments and Units as shown on the Organisational Chart:

1. Real Estate Assets Division
2. Projects & Facilities Division
3. Human Resources, Administration and Corporate Communications Department
4. Financial Services Department
5. Legal Services Department
6. Special Projects & Hotel Assets Department
7. Corporate Secretary Unit
8. Internal Audit Unit

These Divisions and Departments are located at e Teck's Head Office.

e Teck's Industrial Parks

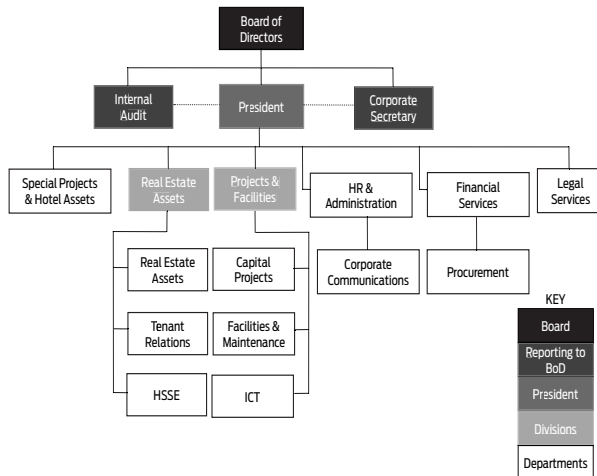
1. Abattoir Industrial Park
2. Beetham Industrial Park
3. Bijah Industrial Park
4. Chase Village Industrial Park
5. Diamond Vale Industrial Park
6. East Dry River Industrial Park
7. Frederick Settlement Industrial Park
8. Harmony Hall Industrial Park
9. Macoya Industrial Park
10. Milford Industrial Park
11. Morvant Industrial Park
12. O'Meara Industrial Park
13. Plaisance Industrial Park
14. Point Lisas Industrial Park
15. Sea Lots Industrial Park
16. Trincity Industrial Park
17. Tamana InTech Park
18. Debe Industrial Park
19. Point Fortin Industrial Park
20. Moruga Agro-Processing and Light Industrial Park
21. Phoenix Park Industrial Estate (currently under construction)
22. Factory Road Industrial Park (Undeveloped)
23. Dow Village Industrial Park (Undeveloped)

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24. Connector Road Industrial Park (Undeveloped)
25. Reform Industrial Park (Undeveloped)
26. Tarouba Estate Industrial Park (Undeveloped)

E TECK'S ORGANISATIONAL CHART



e Teck's stakeholders are the Minister of Finance in his capacity as Corporation Sole (sole shareholder) and the Ministry of Trade and Industry.

Particulars of the Organisation and Functions of e Teck

1. Office of the President

The Office of the President is entrusted with the responsibility and accountability for the company's deliverables as mandated by the Government of the Republic of Trinidad and Tobago, and it carefully monitors the company's Divisions to ensure that the deliverables of each Division are executed to prevent any negative impact on the management and performance of the company.

2. Corporate Secretariat

This Unit is responsible for providing support and giving advice to the Board of Directors and Management of e Teck, its Subsidiary (Vanguard Hotel Limited) and the sub-committees of the Board to ensure good corporate governance and compliance in line with the relevant laws, statutes, policies, procedures and guidelines. The Corporate Secretariat manages and maintains all official records of the Board of Directors, Subsidiary and the sub-committees.

3. Internal Audit

This Unit's function is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of eTeck and its subsidiary. Its foremost responsibility is to assist eTeck in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organisation's governance, risk management and internal control.

4. Real Estate Assets

This Division comprises Tenant Relations, Sales, Asset Management and Health, Safety, Security and Environment and is responsible for the management of the relationship between e Teck and the tenants of the Industrial Parks which involves:

- rent collection and lease administration;
- negotiating lease agreements for the new and existing Industrial Parks;
- developing and sourcing of new ventures in the non-energy sector;
- sourcing and analyzing businesses for new Economic Zones; and
- the provision of Health, Safety and Environment Services.

5. Projects & Facilities

This Division comprises Capital Projects, Facilities & Maintenance, and Information and Communications Technology (ICT), and is responsible for the development of new Industrial Parks, the expansion of selected existing Industrial Parks and for the upgrade and maintenance of all industrial parks and building assets throughout

Trinidad and Tobago. It is responsible for overall infrastructure development, ICT services and provision of project management services to the Government of the Republic of Trinidad and Tobago.

6. Special Projects & Hotel Assets

This Department is responsible for:

- e Teck's Planning, that is, the development of Strategic and Corporate/Operational Plans;
- The oversight and driving performance of e Teck's Hotel Assets, namely:
 - Magdalena Grand Beach and Golf Resort, Tobago; and
 - Trinidad Hilton and Conference Centre;
- The preparation of statutory and special reports for e Teck's line ministry, other ministries and external agencies;
- The implementation of special projects, conducting analyses and research as required; and
- The mapping and re-engineering of e Teck's processes and procedures.

7. Human Resource, Administration and Corporate Communications

This Department comprises Human Resources, Administration and Corporate Communications and is responsible for developing, implementing and monitoring the policies, procedures and organisational behavioral practices that facilitate the attainment of e Teck's mandates. It is also responsible for managing the company's reputation, corporate image and brand.

8. Financial Services

This Department comprises Finance, Debt Recovery and Procurement and is responsible for overall budgeting, securing funding, treasury management, transaction processing, internal/management control, accounting, reporting, risk management and provision of financial advice to e Teck. The procurement unit is responsible for the management of procurement function including tendering, disposal of company owned assets, prequalification of contractors and providing advice on procurement matters.

9. Legal Services

This Division provides general transactional support to e Teck and is responsible for the provision of advisory services, management of litigation and dispute resolution, project support, preparation, review and negotiation of contracts and preparation and execution of leases.

Effect of functions on members of the public

1. The diversification of the non-energy sector and export base of Trinidad & Tobago.
2. The creation of employment through the development of new industry enterprise and services.

SECTION 7(1)(a)(ii)

Categories of documents maintained in the possession of e Teck

1. Files dealing with administrative support and general administrative documents for the operations of e Teck;
2. Personnel files, which detail all staff appointments, job applications, job specifications, resignations, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of e Teck;
4. Financial Records;
5. Files dealing with matters relating to the procurement of goods, services, works;
6. Maps, Photographs, Compact Discs, Diskettes, DVDs;
7. Policy and Procedure Documents;
8. Internal and External Correspondence files;
9. Legal opinions and related matters;
10. Lease agreements and Contracts;
11. Corporate documents, minutes of Board and Board committee meetings;
12. Legislation and Legal instruments**;
13. Consultants'/Technical Reports, Architectural and Engineering Designs and Feasibility Studies;
14. Work Programmes and Implementation Schedules; and
15. Files dealing with official functions, conferences and events hosted and attended by representatives of e Teck;

** All legislation is available for purchase from the Government Printery.

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UPDATED PUBLIC STATEMENT OF EVOLVING TECHNOLOGIES AND ENTERPRISE DEVELOPMENT
COMPANY LIMITED (E TECK)—CONTINUED

SECTION 7(1)(a)(iii)

Material prepared by e Teck for publication or inspection by the public and where they can be inspected or obtained

- Company Profile Brochure

This publication is available from the Corporate Communications Department at e Teck's Head Office located at Flagship Complex, 9-15 e Teck Boulevard, Tamana InTech Park, Wallerfield or alternatively may be obtained from e Teck's website at www.eteck.co.tt. The Public may inspect and/or obtain copies of material between the hours of 8 a.m. and 4 p.m. from Monday to Friday.

SECTION 7 (1)(a)(iv)

Literature available by way of subscription

e Teck has no literature available by way of subscription service.

SECTION 7(1)(a)(v)

Procedure to be followed when a request for access to a document is made to e Teck

HOW TO REQUEST INFORMATION:**General Procedure**

In order to exercise the rights given to applicants under the FOIA, an applicant must make his/her request in writing by submitting a completed Request for Access to Official Documents Form, a copy of which can be accessed at e Teck's office identified at Section 7 (1)(a)(iii). Alternatively, forms may be obtained from the Trinidad and Tobago Government Online website at www.foia.gov.tt. The form must include at minimum the following details:

- Name of applicant (Full name preferred)
- Contact information for the Applicant
- Information requested and format to provide the information
- Date of request
- Signature of applicant

The completed form may be hand delivered or mailed to e Teck.

e-Teck's appointed Designated or Alternate Freedom of Information Officer will take reasonable steps to notify the applicant whether the request was approved or denied as soon as practicable, but not later than thirty (30) days after the day on which the request was received. e Teck will make all attempts to adhere to this time limit, however, if it appears that the processing of the request will not be within the said time limit, e Teck will acknowledge the request and advise the applicant of its status.

The possibility exists that requests may be incorrectly addressed or misdirected. Applicants are asked to call or write to confirm that e Teck has received the request, and to ascertain its status.

Addressing Request

To facilitate prompt processing, all requests should be addressed to e Teck's Designated Officer. Please refer to Section 7(1)(a)(vi) for further details.

Details in Request

Applicants should provide sufficient details that will allow for ready identification and location of the documents that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure as to how to adequately complete the form, please contact e Teck's Designated Officer who will take all reasonable steps to render the necessary assistance.

RESPONDING TO THE REQUEST**Retrieving Documents**

e Teck is required to furnish copies of documents only when they are in its possession or can be retrieved from storage.

Furnishing Documents

An applicant is entitled to access copies of information which e Teck has in its possession, custody or power. e Teck is required to furnish only one (1) copy of a document. If e Teck cannot make a legible copy of a document to be released, it will not attempt to reconstruct it. Instead, e Teck will furnish the best copy possible and

note its quality in its reply.

Please note there is no duty upon e Teck under the FOIA to do the following:

- (a) Create new documents; and
- (b) Perform research for the applicant.

Fees and Charges

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 other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7(1)(a)(vi)

Officers at e Teck are responsible for: (i) the initial receipt of, and action upon notices under section 10 of the FOIA; (ii) requests for access to documents under section 13 of the FOIA; and (iii) applications for corrections of personal information under section 36 of the FOIA.

e Teck's Appointed Freedom of Information Officers are:

The Designated Officer:

Mrs. Pepita Grant
Assistant Vice President, Legal
e Teck
Flagship Complex
9-15 e Teck Boulevard
Tamana InTech Park
Wallerfield
224-1989.

The Alternate Designated Officer:

Ms. Lisette Assang
Corporate Secretary
e Teck
Flagship Complex
9-15 e Teck Boulevard
Tamana InTech Park
Wallerfield
224-1989.

SECTION 7(1)(A)(vii)

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

At the present time, there are no advisory boards, councils, committees and other bodies that fall within the meaning of this section of the FOIA.

SECTION 7(1)(A)(viii)**Library/Reading room facilities**

At this time, e Teck does not have a library or reading room facilities.

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

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

At the present time, there are no documents that fall within the meaning of this section of the FOI.

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 provided by e Teck for the use or guidance of e Teck or its officers:

- Tenders Rules and Procedures;
- Human Resources Policy Manual;
- Health & Safety Policy;
- Departmental Process Manuals;
- e Teck's Mandate;

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- e Teck's Vision, Mission and Core Values Statements;
- Copies of all legislation, laws, regulations, orders;
- Corporate and Business Plans; and
- Strategic Plans.

SECTION 8(1)(b)

Documents regarding enforcing written laws or schemes administered by e Teck where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.
At the present time, there are no documents that fall within the meaning of this section of the FOIA.

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

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

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

SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations, of a body or entity established outside e Teck 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 e Teck or to the Minister with responsibility of e Teck.

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

SECTION 9 (1) (c)

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

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

SECTION 9(1) (d)

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

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

SECTION 9(1) (e)

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

The following reports are listed:

1. Geotechnical Investigation Reports for Landslip at Trinidad Hilton (February 2023)
2. Geotechnical Investigation Report for Existing Roads at Frederick Settlement Industrial Park (February 2023)
3. Environmental Testing Report for e Teck's Flagship Complex (January 2023)
4. Condition Assessment Reports for Magdalena Grand Beach & Golf Resort (September 2022)
5. Assessment of Structural Damage, Buildings F1 and F2 at Point Lisas Industrial Park (January 2022)
6. Quantity Survey Report, Building 18IJ, O'Meara Industrial Park (January 2021)
7. Quantity Survey Report, Building 18AB, O'Meara Industrial Park (January 2021)
8. Quantity Survey Report, Building 17AB, Diamond Vale Industrial Park (January 2021)
9. Quantity Survey Reports (Squatter Structures), Phoenix Park Industrial Estate (February 2021)

SECTION 9 (1) (f)

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

The following reports are listed:

1. Assessment of Structural Damage, Buildings F1 and F2 at Point Lisas industrial Park (January 2022)
2. Quantity Survey Report, Building 18IJ, O'Meara Industrial Park (January 2021)
3. Quantity Survey Report, Building 18AB, O'Meara Industrial Park (January 2021)
4. Quantity Survey Report, Building 17AB, Diamond Vale Industrial Park (January 2021)
5. Quantity Survey Reports (Squatter Structures), Phoenix Park Industrial Estate (February 2021)

SECTION 9(1) (g)

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

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

SECTION 9 (1) (h)

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

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

SECTION 9 (1) (i)

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

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

SECTION 9 (1) (j)

A statement prepared within e Teck containing policy directions for the drafting of legislation.

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

SECTION 9 (1) (k)

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

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

SECTION 9 (1) (l)

An environmental impact statement prepared within e Teck.

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

SECTION 9(1) (m)

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

Valuation Report conducted for Rocky Point, Tobago for assessing market value of the freehold interest dated 21st August 2021.