



TRINIDAD AND TOBAGO GAZETTE

VOL. 62

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No. 54

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ERRATUM

In the *Trinidad and Tobago Gazette (Extraordinary)*, Vol. 62, No. 53, dated Wednesday 12th April, 2023, Page Nos. 693–698, Item No. 501, under the heading “2023 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF PUBLIC UTILITIES.” was incorrectly published as “2023 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION.” The error is regretted.

509

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Trinidad and Tobago Electricity Commission (Declaration of Approved Generator of Electricity) Order, 2023—(Legal Notice No. 99 of 2023).

Scrap Metal (Extension of Time) Order, 2023—(Legal Notice No. 100 of 2023).

510

APPOINTMENT TO ACT AS MINISTER OF PUBLIC UTILITIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE PENNELOPE BECKLES, M.P., a member of the House of Representatives to act in the office of the Honourable MARVIN GONZALES, M.P., Minister of Public Utilities, with effect from 2nd April, 2023 and continuing during the absence from Trinidad and Tobago of the said the Honourable Marvin Gonzales, M.P., in addition to the discharge of her normal duties.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

3rd April, 2023.

511

APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE DR. AMERY BROWNE, a member of the Senate who is a Minister, to act in the office of Senator the Honourable PAULA GOPEE-SCOON, Minister of Trade and Industry, with effect from 5th April, 2023 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Paula Gopee-Scoon, in addition to the discharge of his normal duties.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

4th April, 2023.

512

APPOINTMENT OF MEMBERS TO THE BOARD OF THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO

IN ACCORDANCE with section 3(1) of the Airports Authority Act, Chap. 49:02, It is hereby notified for general information that the Honourable Minister of Works and Transport, in exercise of the power vested in him by section 3(1A) and 3(1B) of the Airports Authority Act, has appointed the undermentioned persons to the Board of Directors of the Airports Authority of Trinidad and Tobago for a period of two (2) years, with effect from 20th January, 2023:

Mr. CHRISTOPHER ALCAZAR	<i>Chairman</i>
Mr. JAMES PHILBERT	<i>Deputy Chairman</i>
Mr. MARK ROMANY	<i>Member</i>
Ms. ADANA BAIN	<i>Member</i>
Ms. DHANMATTEE RAMDATH	<i>Member</i>
Ms. SAVITREE SEEPERSAD	<i>Member</i>
DR. JAMIL SULAIMANI	<i>Member</i>
Mr. SÉON QUONG SING	<i>Member</i>

S. FRANCIS-YEARWOOD
Permanent Secretary
Ministry of Works and Transport

20th January, 2023.

513

PROMOTION IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (REGIMENT)

IN ACCORDANCE with the provisions of section 13, of the Defence Act, Chap. 14:01 of the Laws of Trinidad and Tobago, it is notified for general information that Her Excellency the President, has approved the promotion of MAJOR DWAYNE EDWARDS to the rank of LIEUTENANT COLONEL, in accordance with the provisions of section 12 of the Defence Act and his appointment to the position of COMMANDING OFFICER, Trinidad and Tobago Defence Force Headquarters (DFHQ), with effect from 1st June, 2022.

G. JOSEPH
Acting Permanent Secretary
Ministry of National Security

10th March, 2023.

514

PROMOTION IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

IN ACCORDANCE with the provisions of section 13, of the Defence Act, Chap. 14:01 of the Laws of Trinidad and Tobago, it is notified for general information that Her Excellency the President, has approved the promotion of LIEUTENANT COMMANDER AKHENATHON ISAAC to the rank of COMMANDER, in accordance with the provisions of section 12 of the Defence Act and his appointment to the position of EXECUTIVE OFFICER, Trinidad and Tobago Defence Force Headquarters (Coast Guard), with effect from 1st June, 2022.

G. JOSEPH
Acting Permanent Secretary
Ministry of National Security

10th March, 2023.

515

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on MONDAY 24TH APRIL, 2023 at 8:00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice Port-of-Spain Convocation Hall on Monday 1st May, 2023 at 8 o'clock in the forenoon.

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

Dated this 22nd day of March, 2023.

CINDY GERALD
Assistant Registrar, Hall of Justice
Port-of-Spain

516

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Bacolet Street, Scarborough, Tobago on MONDAY 24TH APRIL, 2023 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Supreme Court, Tobago on Monday 1st May, 2023 at 8 a.m. and every other hearing after to be held at the Supreme Court, Tobago.

All such applications should be made in writing by emailing it to JuryTGO@ttlawcourts.org or by delivering it to the Criminal Registry, Bacolet Street, Scarborough, Tobago.

Applications made after that date may not be entertained.

Dated this 22nd day of March, 2023.

KERLENE ALFONSO
Assistant Registrar, Supreme Court
Tobago

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NOTICE OF THE LAYING IN PARLIAMENT OF A STATUTORY INSTRUMENT

NOTICE is hereby given that the Defence (Pensions, Terminal and Other Grants) (Amendment) Regulations, 2023 (Legal Notice No. 74 of Legal Supplement Part B—Vol. 62, No. 37 published in the *Trinidad and Tobago Gazette* on the 9th day of March, 2023) was laid in the House of Representatives on the 22nd day of March, 2023, and in the Senate on the 28th day of March, 2023.

J. SAMPSON MEIGUEL
Clerk of the House

B. CAESAR
Clerk of the Senate

477

PRIVATE BILL—AN ACT TO AMEND THE TRINIDAD AND TOBAGO NATIONAL COUNCIL ON ALCOHOLISM (INCORPORATION) ACT, NO. 36 OF 1977.

PUBLIC NOTICE is hereby given in accordance with House of Representatives Standing Order 75(3)(b) that the above-mentioned Bill will be introduced in the House of Representatives.

2. Notice of the intended introduction of the Bill is being given in the *Trinidad and Tobago Gazette* and copies of the Bill may be purchased from the Government Printer. The Bill is also available at www.ttparliament.org.

3. The object of the Bill, among other things, is to amend the Trinidad and Tobago National Council on Alcoholism (Incorporation) Act, 1977 and provide for change in name of the organisation to the Centre for Addiction Prevention and Healthy Living. The Bill will also amend the aims and objectives of the organisation to accurately reflect its expanded work in treating all types of addiction, and not just alcoholism.

4. Any person wishing to be heard in opposition to the Bill must lodge a petition with the Clerk of the House showing the nature of his objections to the Bill and stating whether his objections extend to the whole Bill or to specific clauses of the Bill.

J. SAMPSON-MEIGUEL
Clerk of the House

(2 ins.)

478

PRIVATE BILL—AN ACT TO AMEND THE PENTECOSTAL ASSEMBLIES OF THE WEST INDIES (INCORPORATION) ACT, NO. 26 OF 1965.

PUBLIC NOTICE is hereby given in accordance with House of Representatives Standing Order 75(3)(b) that the above-mentioned Bill will be introduced in the House of Representatives.

2. Notice of the intended introduction of the Bill is being given in the *Trinidad and Tobago Gazette* and copies of the Bill may be purchased from the Government Printer. The Bill is also available at www.ttparliament.org.

3. The object of the Bill, among other things, is to amend the Pentecostal Assemblies of the West Indies (Incorporation) Act, 1965 and provide for a change in name of the organisation to the Pentecostal Assemblies of the West Indies Trinidad and Tobago, in order to enable it to carry out its aims and objectives.

4. Any person wishing to be heard in opposition to the Bill must lodge a petition with the Clerk of the House showing the nature of his objections to the Bill and stating whether his objections extend to the whole Bill or to specific clauses of the Bill.

J. SAMPSON-MEIGUEL
Clerk of the House

(2 ins.)

PROBATE AND LETTERS OF ADMINISTRATION

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

- PROBATE of the Will dated 27th day of May, 2021, of **RICKIE MC INTOSH** otherwise **RICKEY MC INTOSH** of 257, Sixth Company, Indian Walk, New Grant, Ortoire, Trinidad, who died on the 31st day of May, 2021, by **Ancilla Wright-Mc Intosh** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SEEMA RHAWTIE ALI** of Light Pole No. 8, Plantation Road, Valencia, Sangre Grande, Manzanilla, Trinidad, who died on the 27th day of July, 2021, by **Shafarz Don Ali** of the same place, of her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **DHANMATTEE RAMDASS** of 89, Sukhan Trace, Barrackpore, Naparima, Trinidad, who died on 20th day of March, 2005, by **Rajesh Harriril Ramdass** of 89, Sukhan Trace, Barrackpore, Naparima, Trinidad, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **IAN JADOONANAN** of 231, Scotts Road, Penal, Siparia, Trinidad, who died on the 27th day of September, 2022, by **Carmen Jadoonanan** of the same place, his mother and the only person entitled to the estate;
- PROBATE of the Will dated 15th day of February, 2017, of **TALBERT VALENTINE** otherwise **TALBUERT VALENTINE** otherwise **TALBUERT PETER VALENTINE** otherwise **TALBERT PETER VALENTINE** of 408, St. John Place, 2D, Brooklyn, New York, 11238, United States of America, who died on the 10th day of February, 2018, by **Nicole Angela Valentine** of 28, Upper St. Francois Valley Road, Belmont, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated 1st day of November, 2021, of **FELICIA CHARLES** of 16, Valencia Drive, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 26th day of February, 2022, by **Roger Miguel Charles** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JOSEPH RAMPERSAD** of 68, Main Road, Mamoral No. 1, Chaguanas, Trinidad, who died on the 20th day of May, 2021, by **Koowarie Wong** of the same place, his lawful widow and relict;
- PROBATE of the Will dated 27th day of September, 2021, of **SHYAM ANAND MAHASE** of 51/3, Bagna Trace, Chase Village, Chaguanas, Trinidad, who died on the 7th day of March, 2022, by **Rhonda Rona Mookram Mahase** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANTHONY APPOO** of Lot No. 37, Orange Field Road, Carapichaima, Chaguanas, Trinidad, who died on the 6th day of December, 2021, by **Mala Appoo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **AVINASH MAHARAJ** of 6A, Rainbow Crescent, Soogrim Street, Endeavour, Chaguanas, Trinidad, who died on the 6th day of July, 2021, by **Priya Lohana Maharaj** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **LYLE JEFFREY** of 146, Amaryllis Crescent, La Horquetta, Arima, Trinidad, who died on the 16th day of October, 2021, by **Marina Alphonsia Jeffrey** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **KENDELL MOORE** of Lot No. 18, Bowen Patino Heights, Cap-de-Ville, Cedros, Trinidad, who died on the 15th day of December, 2021, by **Gail Agnes Taitt-Moore** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **DYRICK VALENTINE PAPONETTE** otherwise **DYRICK PAPONETTE** of 9, Calcutta Street, Arima, Trinidad, who died on the 20th day of November, 2021, by **Indra Daniel-Paponette** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SHABAZ ASAN** of 10, St. Clair Road, Arouca, Tacarigua, Trinidad, who died on the 29th day of December, 2018, by **Sherena Ishoon Khan** of Light Pole No. 430, Southern Main Road, Enterprise, Chaguanas, Trinidad, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MARK ATHONY JUDE CROSS** of 203, Apartment F, Phase 1, Powder Magazine, Cocorite, Port-of-Spain, Trinidad, who died on the 3rd day of March, 2019, by **Leslieann Bedeau** of the same place, the surviving cohabitant;
- PROBATE of the Will dated 27th day of January, 2017, of **PRATAP RAMPERSAD** otherwise **PARTAP RAMPERSAD** of Light Pole No. 51, Henry Street, Aranguez, St. Anns, Trinidad, who died on the 14th day of October, 2021, by **Kastoori Rampersad** and **Gorvin Rampersad** both of the same place, the executors named in the Will;
- PROBATE of the Will dated 31st day of January, 2017, of **EVELYN AMBROSE** otherwise **BERNADETTE EVELYN AMBROSE** of 13, Goose Lane, El Socorro, San Juan, St. Anns, Trinidad, who died on the 3rd day of February, 2017, by **Marcio Anthony Ambrose** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **NATASHA IDA HUSSAIN** otherwise **NATASHA HUSSAIN** otherwise **NATASHA IDA LALSINGH** otherwise **NATASHA LALSINGH** of 85, Hosein Circular, Bamboo Settlement, No. 2, Valsayn, Tacarigua, Trinidad, who died on the 7th day of December, 2012, by **Faresha Hussain** of the same place, her daughter and the only person entitled to the estate;
- PROBATE of the Will dated 9th day of November, 2003, of **LEONORA GOULD** otherwise **LEONORA VERONICA GOULD** of 43, Church Road, Radix, Mayaro, Guayaguayare, Trinidad, who died on the 12th day of December, 2021, by **Theresa Gould-Haniff**, **Leslie Roy Gould** otherwise **Leslie Gould** and **Lynette Gould-Bissessar** all of the same place, the executors named in the Will;

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

Dated the 13th day of April, 2023.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 5TH APRIL, 2023

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
41,678,865	Balances, Investments, etc.	44,210,483
4,183,735	Subscriptions to I.M.F.	4,183,735
6,885,031	I.M.F.—S.D.R. Holdings	6,885,031
52,747,631		55,279,249
	Trinidad and Tobago Government Securities:	
200,828	Treasury Bills (Face Value)	201,328
25	Marketable Securities	25
200,853		201,353
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
28,196	Advances to Government Authorities	28,196
1,473,152	Other Assets	1,675,646
1,504,848		1,707,342
101,006	Fixed Assets	101,006
54,554,338		57,288,950
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,679,805	Notes	8,819,501
263,683	Coins	263,798
8,943,488		9,083,299
	Demand Liabilities:	
18,510,610	Commercial Banks	18,263,428
376,547	Financial Institutions (Non-Banking)	377,600
(5,059,365)	Government and Governmental Organisations	(2,700,173)
36,393	International Organisations	35,393
689,202	Foreign Currency	689,202
1,445,565	Other	1,781,911
15,998,952		18,447,361
	Other Liabilities:	
6,869,742	Government S.D.R. Allocations	6,869,742
16,233,449	Other Liabilities	16,361,597
4,908,707	Specific Provisions	4,926,951
28,011,898		28,158,290
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
54,554,338		57,288,950

C. SUBRYAN
Manager
Finance and Accounting



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

For 2016 to 2020

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

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

The FOIA gives members of the public:

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

SECTION 7 STATEMENTS

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

NMAG is a body corporate established by the National Museum and Art Gallery Act, Chap. 40:52 of the Laws of Trinidad and Tobago, which places responsibility for its management and operations with an NMAG Board. From January 2016 to September 2020, NMAG reported to the Ministry of Community Development, Culture and the Arts. Effective September 2020, as a result of the realignment of ministerial portfolios, NMAG reports to the Ministry of Tourism, Culture and the Arts.

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

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

In 2019, a Museum Board was appointed to oversee operations for a term of three (3) years in keeping with the requirements of Chap. 40:52.

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

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

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

Vision 2016-2018: The vision of the Museum is encompassed in the wider vision of the Ministry of Community Development, Culture and the Arts of building culturally rich, resilient communities.

Vision 2019-2020: To be the leading resource for enabling the exploration, interpretation and preservation of the cultural heritage of Trinidad and Tobago.

Mission 2016-2018: The Mission of the Museum is to foster public awareness, understanding and enjoyment of Trinidad and Tobago's human and natural heritage through the collection, preservation, research, interpretation and exhibition of significant and representative collections of that heritage.

Mission 2019-2020: Through our network of museums and heritage sites, we will acquire, preserve, interpret, develop, share and make accessible collections. We will be a trusted voice in the national conversation on cultural heritage management and exercise the power of museums and heritage sites to transform, promote, appreciate, empower as well as, represent, the values and issues of national and international concern. We will support exhibitions, publications and education through research and discussion. We will create spaces and experiences that inspire and celebrate an understanding of ourselves and our world.

STRATEGIC OBJECTIVES OF NMAG: 2016-2018

NMAG aims to be:

- **THE LEADING AUTHORITY IN THE DEVELOPMENT OF THE MUSEUM SECTOR** - As the sector continues to expand and develop, the work of the NMAG as an exemplary leader in the museum community cannot be overlooked. The NMAG must always deliver best practice expertise in the areas of collection management and exhibit development.
- **A PREMIER EDUCATIONAL INSTITUTION FOCUSED ON CITIZEN EDUCATION** - Citizen education about the heritage of Trinidad and Tobago would help to create a more patriotic and cohesive society that can harness its diversity and embrace a national identity.
- **A CENTRE OF ENTERTAINMENT** - the NMAG will combine learning and leisure, ensuring that the history and heritage of Trinidad and Tobago appeal to all visitors and stakeholders of the NMAG.
- **A TOP-TIERED RESEARCH INSTITUTION** - the National Collection underpins the NMAG's role in the life-long process of learning. At the heart of this role are exhibitions and the proper care and conservation of collections. Additionally, the NMAG must continuously pursue investigations in the human and natural sciences, and make that material available for students and other researchers, locally, regionally and internationally.
- **THE MAJOR CUSTODIAN OF THE TANGIBLE HERITAGE OF TRINIDAD AND TOBAGO** - as a Custodian the NMAG performs the role of acquiring and preserving works of art, heritage objects and scientific specimens. Collecting and safeguarding National Collection for the future is the only way that we can ensure the socio-economic development of the Trinidad and Tobago.

Strategic Objectives of NMAG: 2019-2020

- To establish a policy that governs the management of the National Museum of Trinidad and Tobago.
- To maintain and promote open transparent, informed and knowledgeable communication with all our stakeholders.
- To amplify the power of museums as influencers in the national landscape.

- To construct and develop purpose-built, appropriate venues to commemorate and inspire.
- To support and empower cultural practitioners, artists, scholars and audiences.
- To develop and implement a robust, sustainable fundraising strategy that directly supports the purpose and priorities of the National Museum of Trinidad and Tobago.

Functions of the Staff and Divisions of NMAG

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

The Board is primarily responsible for the establishment, recommendation and review of operational, financial and technical policies and procedures for NMAG. The composition of the Board for the period 2019-2020 is as follows:

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

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

- **The Curator & Assistant Curator:** The office of the Curator and Assistant Curator is tasked with the responsibility for overseeing the operations of the NMAG by the policy directives of the Board and the Government of the Republic of Trinidad and Tobago. The Assistant Curator reports directly to the Curator. The Curator reports to the Board and the Permanent Secretary of the relevant line Ministry.
- **Curatorial Staff:** The Curatorial staff plans and executes all events and activities relating to the exhibitions, workshops, lectures and publications of NMAG.
- **Administrative Staff:** The Administrative staff performs tasks in areas of Human Resources, Procurement, Facilities Maintenance and Accounting.
- **Clerical Staff:** The Clerical staff provides clerical and administrative support to all areas of NMAG.
- **Museum Attendants:** Museum Attendants conduct tours of NMAG's galleries and exhibitions.
- **Security:** Estate Constables attached to NMAG are responsible for the safety and security of all artefacts, personnel and visitors to NMAG.
- **Cleaning & Labour Staff:** The Cleaning staff provides daily cleaning to museum galleries and offices. Labour Staff provides grounds maintenance.

Section 7 (1) (a) (ii)

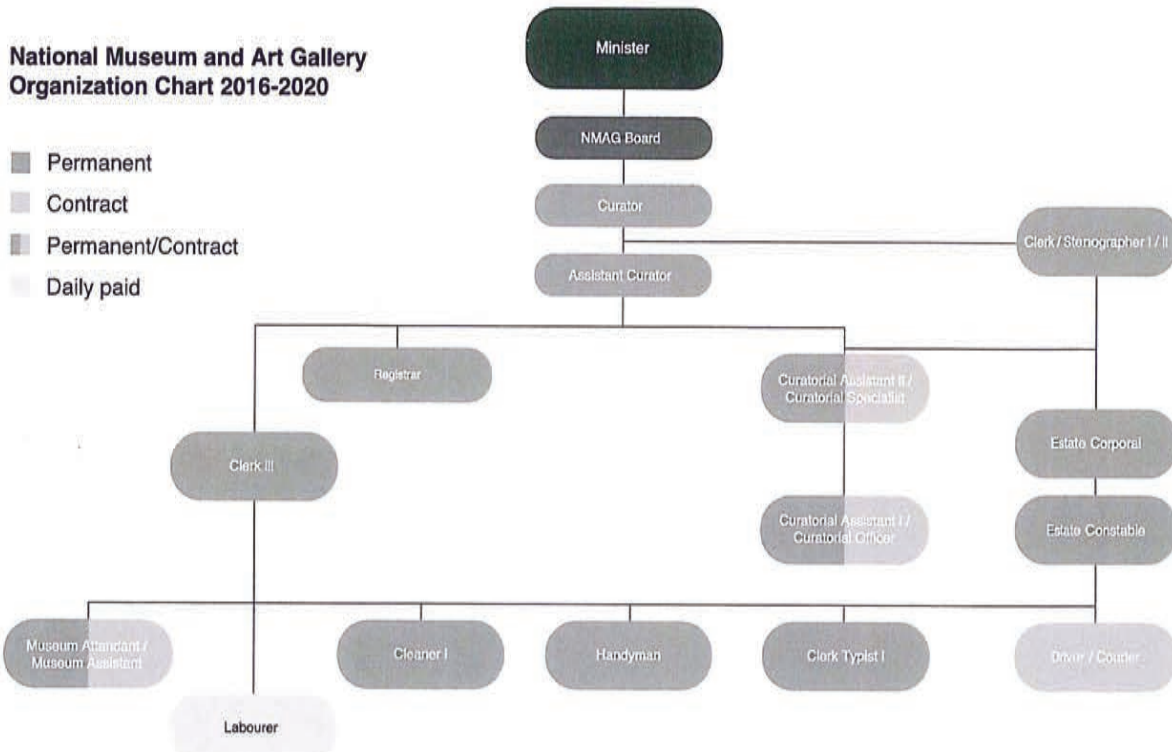
CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NMAG

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

- 1) Organisation and Management
 - a) Legislation and legal documents;
 - b) Cabinet documents;

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PUBLIC STATEMENT OF NATIONAL MUSEUM AND ART GALLERY
FOR 2016 TO 2020—CONTINUED



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

Section 7 (1) (a) (iii)

MATERIAL PREPARED FOR PUBLICATION AND INSPECTION BY MEMBERS OF THE PUBLIC AND PLACES AT WHICH PERSONS MAY INSPECT OR OBTAIN THAT MATERIAL

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

The public may request to inspect and/or obtain copies of this material on Tuesday to Friday 10:00 a.m. to 4:00 p.m. at the NMAG offices located at 117 Frederick Street, Port of Spain.

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

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

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

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS FROM NMAG

How to Request Information

General Procedure

It is our policy to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), you must make your request in writing. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the Designated Officer of the NMAG or at the website www.foia.gov.it) for public information that is not readily available to the public.

Addressing Requests

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

Details in the Request

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

Requests not handled under the FOIA

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

Responding to your Request

Retrieving Documents

NMAG is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage.

Note

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

Furnishing Documents

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

Please note we are not compelled to do the following:

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

Time Limits

- 1) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 2) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant for consultation with a view to clarifying the request.
- 3) The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request. Every effort will be made by NMAG to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, NMAG will advise the applicant by letter and ask for an additional period of time to provide the information.

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**PUBLIC STATEMENT OF NATIONAL MUSEUM AND ART GALLERY
FOR 2016 TO 2020—CONTINUED**

If a decision is taken to grant access to the information requested, you will be provided with copies, or if you so request, permitted to inspect the document/s. Applicants' whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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

Section 7 (1) (a) (vi)

Officers in NMAG are responsible for:

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

The Designated Officer is:

ADMINISTRATIVE & CURATORIAL MANAGER
LORRAINE JOHNSON
The National Museum & Art Gallery
117 Frederick Street
Port of Spain
Phone: (868) 623- 5941 or (868) 623-0339
Email: Lorraine.Johnson@gov.tt

The Alternate Officer is:

CLERK TYPIST I
ROWENA RAMNATH
The National Museum & Art Gallery
117 Frederick Street
Port of Spain
Phone: (868) 623- 5941 or (868) 623-0339
Email: Rowena.Ramnath@nmag.gov.tt

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at 117 Frederick Street, Port of Spain. Appointments will be given from Tuesday to Friday between the hours of 10:00 a.m. to 4:00 p.m.

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

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

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

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- National Museum & Art Gallery Act, Chap. 40:52
- Public Service Regulations
- Financial Regulations and Instructions
- Occupational Health and Safety Act, Chap. 88:08
- Procurement Policies and Guidelines

Section 8 (1) (a) (ii)

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

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

Section 8 (1) (b)

Documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

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

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

Annual Administrative Reports 2014-2020

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the NMAG.

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

Section 9 (1) (m)

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

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