



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 4

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## APPOINTMENT OF MEMBERS OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS)

IN ACCORDANCE with the provisions of sections 4 and 8, of the Standards Act, Chap. 82:03 of the Laws of Trinidad and Tobago, the following persons have been appointed as Members of the Trinidad and Tobago Bureau of Standards, for a period of two (2) years, with effect from 29th October, 2023:

MR. LAWFORD DUPRES—*Chairman*  
MS. RENEE JOHNCILLA—*Vice Chairman*  
MR. MAURICE MONIQUETTE—*Member*  
MS. CANDICE LACKHANSINGH—*Member*  
MR. VISHRAM RAMLAKHAN—*Member*  
MR. ANDRE OW BULAND—*Member*  
MR. FARZ KHAN—*Member*  
MR. EMIL RAMKISSOON—*Member*  
MR. HERMAN NOEL—*Member*

R. KARIM  
*Acting Permanent Secretary*  
*Ministry of Trade and Industry*

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## APPOINTMENTS OF MEMBERS TO THE TRINIDAD TRANSPORT BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 3(1) of the Motor Vehicles and Road Traffic Act, Chap. 48:50, after consultation with bodies representative of Local Government Commerce, Industry, Agriculture and Labour, has appointed CHUCK STUART, nominated by the Employers' Consultative Association of Trinidad and Tobago, as a member of the Trinidad Transport Board, for a period of three (3) years with effect from 21st December, 2023.

C. MAHADEO  
*for Secretary to Her Excellency*  
*the President*

21st December, 2023.

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IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 3(1) of the Motor Vehicles and Road Traffic Act, Chap. 48:50, after consultation with bodies representative of Local Government Commerce, Industry, Agriculture and Labour, has appointed COMRADE ASHTON CUNNINGHAM, nominated by the Federation of Independent Trade Unions and Non-Governmental Organisations (FITUN), as a member of the Trinidad Transport Board, for a period of three(3) years with effect from 21st December, 2023.

C. MAHADEO  
*for Secretary to Her Excellency*  
*the President*

21st December, 2023.

VACANCY FOR THE OFFICE OF DIRECTOR, OFFICE OF ECONOMIC AND INDUSTRIAL  
RESEARCH (RANGE 61), INDUSTRIAL COURT

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the Office of Director, Office of Economic and Industrial Research (Range 61), Industrial Court.

Particulars relating to the office are outlined below:

*Minimum Experience and Training Requirements:*

Extensive (over 8 years) experience in Economic and Industrial Relations Research including experience in a supervisory capacity such as may have been gained in the next lower class and training as evidenced by a Degree in Economics and/or Industrial Relations from a recognised University or any equivalent combination of experience and training.

*Distinguishing Features of Work:*

An employee in this class is responsible for planning, organising and coordinating the activities of the Office of Economic and Industrial Research of the Industrial Court. Work involves directing and reviewing the work of a small group of professional and technical personnel engaged in the collection, collation, compilation, analysis and presentation of socio-economic data for the purpose of providing the Industrial Court with information which may be assistance to the Court in the exercise of its powers and functions under the Industrial Relations Act. Work also involves monitoring the Industrial Relations climate both locally and internationally with a view to establishing the norm and observing trends in collective bargaining and trade dispute practices. Research programmes and projects are developed in accordance with the directions of the Court, but the employee is expected to exercise a considerable degree of initiative and independence judgement. Work is reviewed by way of evaluation of reports for comprehensiveness of content and objectivity.

*Salary:*

Range 61: \$14,685.00 per month (2013).

Application from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the **Registrar, Industrial Court**. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to the **Registrar, Industrial Court**.

**Copies of relevant documents must accompany ALL applications** as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by the Registrar, Industrial Court on or before but not later than 11th January, 2024 to: Registrar, Industrial Court Industrial Court Building, Corner Janelle Penny Commissioning and St. Vincent Streets, Port-of-Spain.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at: the Industrial Court; and on the websites of the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt) and the Industrial Court at [www.industrialcourt.org.tt](http://www.industrialcourt.org.tt).

**Closing Date for receipt of Applications in the Industrial Court: 11th January, 2024.**

Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. **Your application should be dated and submitted within the period of this Notice of Vacancy.**

**SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS EXPERIENCE AND TRAINING, AS OUTLINED IN THE APPLICATION CHECKLIST, THE REGISTRAR WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.**

K. SWAN  
*Registrar, Industrial Court*



**The Updated Public Statement for 2023 of the Betting Levy Board  
In compliance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Betting Levy Board (the Board) is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The FOIA gives each member of the public a legal right:-

- (1) for each person to access information held by the Board;
- (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 by the Board 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.

The Board publishes this Statement as at October 5, 2023 in accordance with sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at the Board as at October 5, 2023.

**Section 7 Statements**

**Section 7 (1) (a) (i)**

**Statement on the organization and functions of the Board**

The Betting Levy Board Act, Chapter 21:53 (The Betting Levy Board Act) came into force on November 15, 1989, upon proclamation by the President of Republic of Trinidad and Tobago. It has since been amended by Act 31 of 1991, and the Finance Act No. 5 of 1995.

**Structure of the Board**

Section 4 of the Betting Levy Board Act states that the membership of the Board shall consist of not exceeding eleven members appointed by the President as follows:

- (a) four persons appearing to him to be suitably qualified, of whom one shall be the Chairman;
- (b) three persons nominated by the Trinidad Race Club;
- (c) one person nominated by the Tobago Race Club; and
- (d) one person nominated by each of the following:
  - (i) the Racehorse Owners Association of Trinidad and Tobago;
  - (ii) the Stud Farm Association of Trinidad and Tobago; and
  - (iii) licensed betting pool operators.

The members of the Board are: The Board comprised the following Board Members:

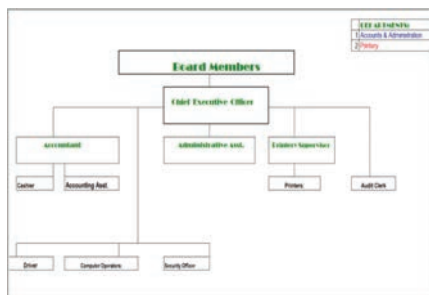
- Mr. Hayden Manzano – Government Appointee
- Mr. Shaffique Khan – Government Appointee
- Mr. Trevor Boissiere – Government Appointee
- Mr. Gary Pierre – Arima Race Club Appointee
- Mr. John O'Brien – Arima Race Club Appointee
- Mr. Tansley Thompson – Arima Race Club Appointee
- Mr. Robert Bernard – Stud Farm Association Appointee
- Mr. Selwyn Raymond – Tobago Race Club Appointee
- Mr. Vishan Ali – Race Horse Association Appointee

**Duties of the Board**

The Board shall be responsible for:

- (1) the development and improvement of every aspect of horse and dog racing;
- (2) the breeding of racehorses and dogs and the provision of benefits for jockeys and stable lads;
- (3) the monitoring compliance with any rules relating to the operation of pool betting offices and pool betting outlets, including their opening and closing hours; and
- (4) putting all administrative, technical and other systems in place to ensure compliance with the provisions of any written law relating to the payment of any tax or levy.

**Organisational Structure of the Board**



In carrying out its functions, the Board is supported by the following:

The **Office of the Chief Executive Officer** is responsible for the oversight of all strategic initiatives, projects and financial decisions of the Board. The **Chief Executive Officer** is responsible for the drafting of Board Minutes and the drafting and submitting Board Notes for policy decisions and in turn distributes and actions Board decisions. The Office is the agent between the Board of Directors, the Office and the Ministry of Trade and Industry.

The **Accountant and Accounting Staff** are responsible for the financial management, practices and procedures of the Board. The department processes payment for suppliers and payroll for employees with the attendant financial recording.

The **Audit Clerk** is responsible for examining, reviewing and monitoring to ensure the accuracy of calculations as it relates to tickets sold, voided, cancelled and refunded. The Officer is responsible for maintaining proper records of findings and preparation of reports of assessments to submit to Management.

The **Printery** was established to provide reliable printing, binding and related services the Racing Industry including the local and English Racing Programmes.

The Board at the time had taken the decision that the printery, wherever possible, would be available for printing jobs from Racing organizations and the general public.

It is also to be noted that in June of 1990, the Board purchased the copyright Licence for the English Racing Programme from the Jockey's Club in England and a copyright Licence for the local Racing Programme from the Trinidad Race Club.

The Copyright Licence gave the Board the right to reproduce race cards for sale and charge a Licence fee to the Betting Offices for the use of the information contained on the race cards. The copyrighted race cards then form the business for the Betting Shops.

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

**Category of documents in possession of the Board**

**(a) Files, Records, Manuals, Documents:**

- Administrative files used in the daily operations of the Board.
- Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
- Administrative files used in the daily operations of the Board.
- Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
- Files relating to Contracts for Services.
- Files dealing with the accounting and financial management function of the Board: Financial Records (cheques, vouchers,

receipts, journals, payroll, annual budget, Audited Annual Financial Statements, Monthly Quarterly Statements of Income and Expenditure National Insurance Records, Value Added Tax Records).

- Circulars, memoranda, notices.
- Files pertaining to meetings convened by the Board: Minutes/Agenda of meetings held by the Board.
- Files pertaining to inquiries, appeals and disputes heard by the Board.
- Legal opinions on related matters.
- Files relating to the procurement of supplies, services, equipment.
- Inventory register of assets of the Board.
- Internal and external correspondence files.
- Files on Insurances issued to Jockey, Groom and Staff
- Archival documents.
- Policy and Procedure Documents.
- Acts, Rules and Gazettes.

**(b) Publications:**

- Administrative Report

**(c) Forms:**

- Freedom of Information Act forms
- Customer Feedback forms

**Section 7 (1) (a) (iii)**

**Material prepared for publication or inspection**

The Board can make available redacted Board Minutes applicable to the request.

The public may inspect and/or obtain, with permission, copies of material between the hours of 8:00 a.m. and 3:00 p.m. on normal working days at the Board's office situated Santa Rosa Park, O'Meara Road, Arima.

## UPDATED PUBLIC STATEMENT 2023 OF THE BETTING LEVY BOARD—CONTINUED

<p><b>Section 7(1) (a) (iv) – Literature available by subscription:</b></p> <p>The Board has no literature available by way of subscription services.</p> <p><b>Section 7 (1) (a) (v) - Procedure to be followed when a request for access to a document is made to the Board:</b></p> <p><b>General Procedure:</b></p> <ul style="list-style-type: none"> <li>Applicants must make their requests in writing in order to have the rights afforded to applicants by the FOI Act.</li> <li>The Request for Access to Official Documents form can be obtained from the Board's office or it may be downloaded from the FOIA's website (<a href="http://www.foia.gov.tt">www.foia.gov.tt</a>).</li> <li>Applicants may only apply for access to documents that are not already in the public domain (readily available to members of the public).</li> <li>The Board will determine whether to grant a request for access to information as soon as practicable to the applicant within thirty (30) days of receipt of the request by the either the designated or alternate officer that the request has been received and is being considered. Once the request can be made available to the applicant and has been approved, the applicant will be informed and given a time period within which the information will be disclosed.</li> </ul>	<p><b>Section 7 (1) (a) (vii) - Advisory Boards, Councils, Committees, and other bodies (where the minutes of whose meetings are available for public inspection):</b></p> <p>At the present time, there are no bodies that fall within the meaning of this section.</p> <p><b>Section 7 (1) (a) (viii) – Library/Reading Room Facilities:</b></p> <p>Any applicant requesting to view information can make general enquiries by contacting the Board's office at the telephone numbers provided or by emailing the either the designated or alternate Officer listed, under Section 7 (1) (a) (vi).</p> <p>Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:00 a.m. and 3:00 p.m. on normal work days.</p> <p>The Policy of the Board with respect to the provision of copies of documents that are readily available to the public is as follows:</p> <ul style="list-style-type: none"> <li>Provision of documents may be subject to a charge to cover administrative costs.</li> <li>No smoking, eating or drinking is allowed in the space provided.</li> </ul>	<p><b>Section 9 (1) (d) - A report or a statement containing the advice or recommendations of a committee established within the Board to submit a report, provide advice or make recommendations to the responsible Minister of the Board or to another officer of the Board who is not a member of the committee.</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (e) - A report (including a report concerning the results of studies, surveys or tests) prepared for the Board by a scientific or technical expert, whether employed within the Board or not, including a report expressing the opinion of such an expert on scientific or technical matters.</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (f) - A report prepared for the Board by a consultant who was paid for preparing the report:</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (g) – A report within the Board 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.</b></p> <p>There are no statements to be published under this subsection at this time.</p>
<p>The relevant information that must be provided to the Board includes the following:</p> <ul style="list-style-type: none"> <li>Name of Applicant (full name preferred)</li> <li>Contact information for the Applicant</li> <li>Information requested and format to provide the information</li> <li>Date of request</li> <li>Signature of applicant</li> <li>Details that will allow for ready identification and location of the records that are being requested</li> <li>Applications should be either submitted via email or delivered in person to the Board and should be addressed to the Designated Officer of the Board. Section 17(1) of the FOIA 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 is to be given in the form or 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.</li> </ul>	<p><b>SECTION 8 STATEMENTS</b></p> <p><b>Section 8 (1) (a) (i) - Documents containing interpretations or particulars of written laws or schemes administered by the Board, not being particulars contained in another written law:</b></p> <ul style="list-style-type: none"> <li>Betting Levy Board Act, Chapter 21:53</li> <li>Gambling and Betting Act, Chapter 11:19</li> <li>Gambling (Gaming and Betting) Control Act, 2021 (Act No. 8 of 2021)</li> </ul> <p><b>Section 8 (1) (a) (ii) - Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Board or similar documents containing rules, policies, guidelines, practices or precedents:</b></p> <p>The Betting Levy Board is guided by the State Enterprises Performance Monitoring Manual.</p> <p><b>Section 8 (1) (b) - In enforcing written laws and schemes administered by the Board 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:</b></p>	<p><b>Section 9 (1) (h) - A report on the performance or efficiency of the Board, or of an office or division or branch of the Board, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Board:</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (i) - A report containing final plans or proposals for the re-organization of the functions of the Board, the establishment of a new policy, programme or project to be administered by the Board, or the alteration of an existing policy, programme or project administered by the Board, whether or not the plans or proposals are subject to approval by an officer of the Board, another public Board, the responsible Minister of the Board or Cabinet.</b></p> <p>There are no statements to be published under this subsection at this time.</p>
<p><b>Section 7 (1) (a) (vi) – Procedure to be followed when a request for access to a document is made to the Board</b></p> <p><b>Officers in the Board are responsible for:</b></p> <ol style="list-style-type: none"> <li>The initial receipt of and action upon notices under Section 10 of the FOIA;</li> <li>Requests for access to documents under Section 13 of the FOIA; and</li> <li>Applications for correction of personal information under Section 36 of the FOIA.</li> </ol> <p><b>The Designated Officer of the Board is:</b></p> <ol style="list-style-type: none"> <li><b>Mr. Davy Rajah</b> Chief Executive Officer Betting Levy Board Santa Rosa Park O'Meara Road, Arima Tel: 1 (868) 226-4BLB (4252) Ext: 200 Email: <a href="mailto:davy.rajah@gov.tt">davy.rajah@gov.tt</a></li> </ol> <p><b>The Alternative Officer of the Board is:</b></p> <ol style="list-style-type: none"> <li><b>Mrs. Maria Boneo-Dick</b> Administrative Assistant Betting Levy Board Santa Rosa Park O'Meara Road, Arima Tel: 1 (868) 226-4BLB (4252) Ext: 201 Email: <a href="mailto:maria.boneo-dick@gov.tt">maria.boneo-dick@gov.tt</a></li> </ol>	<p>There are no statements to be published under this subsection at this time.</p> <p><b>SECTION 9 STATEMENTS</b></p> <p><b>Section 9 (1) (a) - A report or a statement containing the advice or recommendations, of a body or entity established within the Board.</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (b) - A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Board by or under a written law, (2) or by a Minister of Government or other public Board for the purpose of submitting a report or reports, providing advice or making recommendations to the Board or to the responsible Minister of that public Board</b></p> <p>Annual Administrative Report</p> <p><b>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 Board:</b></p> <p>There are no statements to be published under this subsection at this time.</p>	<p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (j) - A statement prepared within the Board containing policy directions for the drafting of legislation:</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (k) - A report of a test carried out within the Board on a product for the purpose of purchasing equipment:</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (l) – An environmental impact statement prepared within the Board:</b></p> <p>There are no statements to be published under this subsection at this time.</p> <p><b>Section 9 (1) (m) - A valuation report prepared for the Board by a valuator, whether or not the valuator is an officer of the Board:</b></p> <p>There are no statements to be published under this subsection at this time.</p>



GOVERNMENT OF REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999

UPDATED PUBLIC STATEMENT OF THE  
INSTITUTE OF THE MARINE AFFAIRS 2023

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

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the Institute of Marine Affairs (IMA) is required to publish a statement setting out certain information for the benefit of the public

The Act gives members of the public:

1. A legal right for each person to access information held by the IMA;
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 applicant's request for information under the FOI Act; and
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 FOI Act.

## SECTION 7 STATEMENTS

### Section 7 (1) (a) (i)

#### PURPOSE AND FUNCTIONS OF THE INSTITUTE OF MARINE AFFAIRS (IMA)

The IMA is a statutory body established by Act of Parliament (Chap. 37:01 of the Revised Laws of the Republic of Trinidad and Tobago, as amended by Act No. of 1990). Established following negotiations for an agreement signed in 1974 between the Government of Trinidad and Tobago and the United Nations, through its Executing Agency, the United Nations Development Programme (UNDP), the IMA has been in operation since 1978. In 1990, legislation was amended by Act No. 13 to emphasise and underscore the Institute's regional role and to expand its scope to include marine and other related areas of the environments. It is one of the oldest multi-disciplinary marine research organisations in the Caribbean Community (CARICOM) established to conduct inter-disciplinary studies.

#### Functions

The functions of the IMA, which are discharged with the assistance of research and administrative staff in furtherance of its mandate, are to:

- a. Conduct research and development on the marine and related resources of Trinidad and Tobago, the Caribbean and adjacent regions.
- b. Implement projects and programmes related to the marine environment, both locally and regionally.
- c. Promote public awareness and knowledge through its information centre.
- d. Conduct research and development on the marine environment and other areas that impact upon the environment of Trinidad and Tobago, and adjacent regions;
- e. Study multiple uses of the sea and coastal zones, resources and use potential in Trinidad and Tobago, and adjacent regions and to evaluate and promote such studies to minimise conflicts which may result from such uses.
- f. Establish at the IMA, an Information Centre for collection and dissemination of information on

economic, social, technological, environmental and legal developments in marine and coastal zones of the Caribbean and adjacent regions.

- g. Provide information and advice to the government in its formulation of policies relating to the marine and other related aspects of the environment.
- h. Respond to technical enquiries and questions by policy-making organs of the Government, private sector organisations and individuals.
- i. Organise training courses and projects that foster and encourage regional and international collaboration in sustainable use of the marine and related environment.
- j. Advise development and optimum utilisation of the marine and coastal resources potential of Trinidad and Tobago; and to
- k. Take necessary action or expedite activities for proper performance of its functions.

#### Vision Statement

"To be the Centre of Expertise for Marine Scientific Research in the Caribbean Region"

#### Mission Statement

"To conduct and foster research and provide advice to support the sustainable management of the coastal and marine areas and resources of Trinidad and Tobago."

#### Mandate

The Institute's mandate is to collect, analyse and disseminate information relating to the economic, technological, environmental, social and legal developments in marine affairs and to formulate and implement specific programmes and projects.

#### Reporting

The IMA falls under the purview of the Ministry of Planning and Development and as such the Minister of Planning and Development reports to the Cabinet and Parliament on matters relating to the marine environment. The Institute's Management Team has oversight for the research, operations and support departments. The "Structure of the IMA" outlines the various departments within the IMA.

#### Structure of the Institute of Marine Affairs

- Board of Governors
- Directorate
- Research Programmes
  - Biodiversity and Ecology
  - Environmental Quality
  - Fisheries and Aquaculture
  - Oceanography and Coastal Processes
  - Marine Policy and Governance
- Human Resources Department
- Geographic Information Systems Unit
- Information Centre (including the Library Unit)
- Information Technology Department
- Finances and Administrative Department
- Operations and Support Department

#### RESPONSIBILITIES OF INTERNAL DIVISIONS AND UNITS (DIRECTORATE)

##### BOARD OF GOVERNORS

Established since 1990 by an Act of Parliament No. 13 of 1990, the Board of Governors is the policy-making organ of the Institute, responsible for the proper administration which includes reviewing and approving research work programmes, approving annual budgets and annual reports and securing finances for the IMA to attain its deliverables.

##### DIRECTORATE

The Directorate assists with policy formulation through its advice to Government ministries and agencies based on applied and scientific research while executing tenets of national policy. The main function of the Directorate is to provide strategic guidance and direction to the research programmes and support departments to ensure that the Institute achieves its research vision, mission, short-term and long-term goals. It comprises the Corporate Secretary/ Legal Advisor and Internal Audit.

- The Internal Audit is charged with the responsibility of ensuring that the system of accounting, as prescribed by the Ministry of Finance, is established, implemented and maintained in the IMA. The Unit's primary functions are to safeguard the assets of the Institute while ensuring that all financial records are complete and accurate.

#### RESEARCH PROGRAMMES

- **Biodiversity and Ecology Research Programme** - conducts fundamental and applied research on coastal ecosystems such as wetlands (mangroves and seagrasses), coral reefs, benthic communities and invasive or alien marine species. The Programme also includes the following research areas: taxonomy, restoration ecology and marine protected areas. The data generated from the research is used to inform management plans and policies toward conserving biodiversity.
- **Environmental Quality Research Programme** - conducts research on the water and sediment quality of the coastal and marine environments. This includes monitoring of pollutants such as nutrients, heavy metals, bacteria and hydrocarbons. Data generated provides information on the effectiveness of pollution reduction strategies and mitigation control and assists in the interpretation of pollutant effects by showing links between different forms of pollution to sources, bioaccumulation, eutrophication studies and pollution transport. The Programme is also charged with responding to environmental incidents such as oil and chemical spills.
- **Fisheries and Aquaculture Research Programme** - comprises two principal thematic research areas: 1- fisheries biology with a focus on fish age and growth studies and reproductive biology; and 2-aquaculture – research has transitioned from culturing of freshwater species to marine species and is geared towards developing the technology, and creating a demonstration facility at the Institute of Marine



## Freedom of Information Act (FOIA) Public Statement 2023

Affairs (IMA) for the culture of marine organisms (mariculture). The overarching aim is to develop working business models for the controlled and consistent production of various marine aquatic species (fish and shellfish), with the expectation that the output would create investment opportunities for the private sector, and support sustainable coastal livelihood. The Programme also supports research in marine turtle conservation and responds to environmental incidents such as fish kills.

- **Oceanography and Coastal Processes Research Programme** - conducts research in oceanography and hydrography; sedimentology; coastal dynamics; and, coastal engineering. The data generated from this research programme is used to inform management plans, environmental policies and provide advice on development plans at the macro level.
- **Marine Policy and Governance** - conducts research on local, regional and international environmental policies and legislation related to the marine environment including multi-lateral environmental agreement, and makes policy recommendation based on research findings.

### HUMAN RESOURCES DEPARTMENT

The principal objective of the Human Resources Services Department is to provide timely and efficient human resources support to the IMA through its Manager and administrative support services.

### INFORMATION CENTRE

The Information Centre (IC) supports the Research Programmes of the IMA through the implementation of innovative public education and communication strategies. The Centre also comprises a Library Unit which is responsible for organising and maintaining a current information service that is primarily relevant to the research work conducted at the Institute and is also available for use by the public.

### GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT

The GIS Unit provides spatial management and support for the development of research ideas through spatial data and products, including the creation of web-based systems to increase the availability, presentation and usefulness of such data and products to general users. It carries out Geographical Information System (GIS) analysis and Remote Sensing for various projects and programmes of the Institute.

### INFORMATION TECHNOLOGY DEPARTMENT

The Department has overall responsibility to provide and manage the information systems and information technology portfolios of the IMA, as well as providing the necessary Information Technology (IT) support as required.

### FINANCE AND ADMINISTRATIVE DEPARTMENT

This Department supports the attainment of the organisation's financial and strategic objectives by:

- Safeguarding the Institute's financial & other assets;
- Timely preparation of monthly management and statutory reports; and
- Annual Financial Statement & Budget.

### THE OPERATIONS DEPARTMENT

The Department is responsible for the major and minor maintenance of capital assets and facilities and is required to manage small to medium-sized construction projects for research and general upkeep of the compound. The Department is also charged with the

responsibility to ensure that employees are provided with a safe, healthy and comfortable working environment.

### Effect of Functions on Members of the Public

The IMA protects the public's interest by ensuring:

- Provision of marine environmental-related advice to the Government of the Republic of Trinidad and Tobago based on their research findings
- Dissemination of current information on the wise use of natural resources to the Government of the Republic of Trinidad and Tobago, key stakeholders and the public.

### Section 7 (1) (a) (ii)

#### CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE IMA

The following documents are in the possession of the Institute of Marine Affairs, in accordance with Section 7 (1) (a) (ii) of the FOI Act;

#### Operational Records

- The Institute of Marine Affairs Act, No. 15 of 1976
- The Institute Marine Affairs Act. No. 13 of 1990 amends the provisions set out in the Act of Parliament, No. 15 of 1976.
- Related legislation
- Research Reports generated by the IMA
- Technical and Environmental Incidental Reports
- IMA Symposia and Community Symposia Reports
- Peer-reviewed Research Journal Articles
- Caribbean Marine Science Journal
- Peer-reviewed Journals
- Speeches, Print and Broadcast Media, and News Releases originating in the IMA
- Books, monographs, reference publications
- Outreach Brochures, pamphlets and activity booklets
- Newspaper Article Clippings pertinent to local marine environment

#### Administration Records

- Strategic Plans
- Policies pertaining to the internal operations of the IMA
- Minutes of Meetings of Board of Governors and Management
- Accounting and Administrative financial records and general files
- General office files necessary for internal administration of the IMA

### Section 7 (1) (a) (iii)

#### MATERIAL PREPARED FOR PUBLICATION, BROADCAST AND/OR INSPECTION

The IMA produced the following documents which are available for inspection to the public;

- The IMA News – a newsletter published three times a year
- Beyond the Blue radio broadcasts
- Specific subject videos
- Outreach brochures and activity booklets
- Books published by the IMA
- Environmental Incident Reports
- Research Reports
- Members of the public can also visit our website for additional information at [www.ima.gov.tt](http://www.ima.gov.tt)

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday at:

**Address:** The Library  
Institute of Marine Affairs  
Hilltop Lane  
Chaguaramas  
Trinidad  
**Tel. No:** +1(868)634-4291 ext. 2403  
**E-mail:** [library@ima.gov.tt](mailto:library@ima.gov.tt)  
**Website:** [www.ima.gov.tt](http://www.ima.gov.tt)

### Section 7 (1) (a) (iv)

#### LITERATURE AVAILABLE BY SUBSCRIPTION

The Institute of Marine Affairs does not possess any literature available by subscription.

### Section 7 (1) (a) (v)

#### PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE INSTITUTE OF MARINE AFFAIRS.

The following procedures are to be followed when accessing documents from the IMA, in accordance with Section 7 (1) (a) (v) of the FOI Act.

#### How to Request Information:

##### a. General Procedure

The Policy of the IMA is to respond to all requests for information, both oral and written. In order, however, to exercise the rights under the FOI Act (for example the right to challenge a decision if a request for information is refused), the applicant must make the request in writing. The applicant must, therefore, complete the appropriate form (**Request for Access to Official Documents**) available at the Institute's Library for information that is not readily available to the public.

##### b. Addressing Requests:

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the IMA (**see Section 7 (1) (a) (vi)**).

##### c. Details in the Request

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

##### d. Requests not handled under the FOIA

A request under the FOI Act will not be processed to the extent that it asks for information, which is readily available to the public, either from the IMA or from another public authority, e.g. brochures, pamphlets, reports etc.

#### Responding to Applicant's Request

##### e. Retrieving Documents

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

##### f. Furnishing Documents

An applicant is entitled to copies of information the IMA has in its possession, custody or power. The IMA is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the IMA may not attempt to reconstruct it. Instead, the IMA will furnish the

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## Freedom of Information Act (FOIA) Public Statement 2023

best copy possible and note its quality in its reply. Please note the IMA is not compelled to do the following:

- Create new documents. For example, the IMA is not required to write a new programme so that a computer will print information in the format the applicant desires.
- Perform research for the applicant.

### Time Limits

#### g. General

The FOI Act sets a time limit of thirty (30) calendar days for determination of a request for access to documents. The IMA is required to meet this deadline by granting the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies. Should the IMA fail to meet the deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. If it appears that processing the request may take longer than the statutory limit, the IMA would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the IMA has received the request and to ascertain its status.

#### h. Time Allowed

The IMA determines whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOI Act. 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.

#### i. 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 by the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the IMA may charge duplication fees in accordance with its normal reprographics policy.

### Section 7 (1) (a) (vi)

#### DESIGNATED OFFICERS IN THE INSTITUTE OF MARINE AFFAIRS

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7(1) (a) (vi) of the FOI Act.

#### The Designated Officer:

Ms. Lorraine Barrow  
Job Title: Librarian  
Library  
Institute of Marine Affairs  
Hilltop Lane  
Phone: +1(868) 634-4291 ext. 2403  
Email: lbarrow@ima.gov.tt

#### The Alternate Officer:

Mr. Cyril Best  
Alternate Officer  
Job Title: Corporate Secretary  
Institute of Marine Affairs  
Hilltop Lane  
Chaguaramas, Trinidad  
Phone: +1(868)634-4291 ext. 2512  
Email: cbest@ima.gov.tt

#### These Officers in the Institute of Marine Affairs responsible for:

- 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 FOI Act.

### Section 7 (1) (a)(vii)

#### ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES (where meetings, minutes are open to the public) Section 7 (1) (a) (vii).

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

### Section 7 (1) (a) (viii)

#### LIBRARY/READING ROOM FACILITIES

The Institute of Marine Affairs has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. Information can be accessed from the IMA Library. The public is invited to make general enquiries of our Librarian at 623-4291 ext. 2403 or via e-mail at lbarrow@ima.gov.tt. The Reading Room in the IMA is located in the Information Centre Building, Institute of Marine Affairs, Hilltop Lane, Chaguaramas. It is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

#### Policy of the Institute of Marine Affairs for the provision of copies of documents which are readily available to the public

Members of the public may:

- Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Institute of Marine Affairs.

## SECTION 8 STATEMENTS

### Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Institute of Marine Affairs, not being particulars contained in another written law;

At this time, the IMA has no such documents.

### Section 8 (1) (a) (ii)

Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons external to the IMA, or similar documents containing rules, policies, practices or precedents.

There are other documents which guide the operations of the IMA. Some of these documents can be purchased from the Government Printery and others can be accessed on-line via

- [www.ttparliament.org](http://www.ttparliament.org) or
- [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt) or
- [www.finance.gov.tt](http://www.finance.gov.tt)

The following applies;

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Reports of Government Agencies
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Policies of agencies within the purview of the Ministry Estimates of Expenditure, Recurrent and Development Programme
- Procurement Policies and Guidelines
- Financial Regulations and Instructions
- Estimates of Recurrent Expenditure and Development Programmes
- Health and Safety Guidelines

## SECTION 9 STATEMENTS

### Section 9 (1) (a)

In accordance with Section 9 (1) (a-m), the following reports are available at the IMA's Reading Room/Library located in the Information Centre Building, Institute of Marine Affairs, Hilltop Lane, Chaguaramas.

- IMA Research and Technical Reports
- IMA Environmental Incident Reports
- The IMA Annual Reports
- The IMA News (triannual external newsletter)
- Maps and data
- Newsletters of other Ministries and Government Agencies (e.g. Ministry of Planning and Development, Ministry of Finance and the Environmental Management Authority (EMA).



## FREEDOM OF INFORMATION ACT

### 2023 PUBLIC STATEMENT OF PARIA FUEL TRADING COMPANY LIMITED

**in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (1999) ("FOIA"), Paria Fuel Trading Company Limited ("PARIA") is required by law to publish; and annually update the statement which lists the documents and information generally available to the public.

The Act gives members of the public:

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

The following information satisfies the requirements of the FOIA and PARIA publishes the following statement as approved by the Minister of Energy and Energy Industries.

## Section 7 – Statements

### Section 7(1)(a)(i)

Paria Fuel Trading Company Limited, a company incorporated on 5 October 2018 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago with its registered office at #9 Queen's Park West, Port-of-Spain. PARIA is a wholly owned subsidiary of the Trinidad Petroleum Holdings Limited ("TPHL"). TPHL is solely owned by the Government of the Republic of Trinidad and Tobago. PARIA's main business is crude oil and fuel logistics and fuel trading.

#### Vision Statement:

To be a preferred and reliable supplier of petroleum products to the local and regional markets, and offer efficient, cost-effective Terminal and Bunkering services to all our customers, and deliver premium shareholder value while becoming an employer of choice and a source of pride for the people of Trinidad and Tobago.

#### Function and Structure of PARIA

##### Board of Directors

PARIA is governed by a Board of Directors appointed by the company's shareholders. The Members of the Board of Directors are as follows:

- Mr. Newman K. George – Chairman (22nd August 2019 – present);
- Dr. Fayad Ali (12th April 2021 – present);
- Ms. Avie Chadee (12th April 2021 – present);
- Mr. Peter Clarke (7th January 2019 – present);
- Mr. Eustace Nancis (7th January 2019 – present); and
- Mr. Reza Salim (22nd August 2019 – present).

There are four (4) Sub-Committees of PARIA's Board of Directors:

- 1) Audit and Risk Sub-Committee;
- 2) Finance, Investment and HR Strategy Sub-Committee;

- 3) Procurement and Tenders Sub-Committee; and
- 4) Operations and Safety Sub-Committee.

#### The Company Structure

PARIA's Management Team is headed by a General Manager and is structured into eleven (11) departments namely:

- 1) Terminal Operations;
- 2) Commercial;
- 3) Technical and Maintenance;
- 4) Health, Safety, Environment and Quality ("HSEQ");
- 5) Finance and Corporate;
- 6) Human Resources;
- 7) Security;
- 8) Legal;
- 9) Corporate Communications;
- 10) Internal Audit; and
- 11) Procurement.

#### • General Manager

The General Manager is responsible for setting the strategic direction of PARIA and delivering consistent operational and financial performance relative to the trading and terminal operations through a relentless focus on values, safety and environment, reliability, quality, delivery, margin optimization and cost. The Office of the General Manager has direct responsibility for all Departments. The General Manager has administrative responsibility for the Internal Auditor but this position reports functionally to the Board.

#### • Terminal Operations

The Department is headed by a Terminal Operations Manager and is responsible for planning, coordinating and executing terminal and trading operations in a cost-efficient manner in compliance with accepted standards and regulations.

#### • Commercial

This department is headed by a Commercial Manager and is responsible for commercial optimization of assets, schedule and product trade in a competitive global marketplace through diligent monitoring of market trends, harnessing of market intelligence and successful management of customer relations to ensure maximum profit to the company through judicious optimization of trading margin and product volume movements.

#### • Technical and Maintenance

This department is headed by a Technical and Maintenance Manager and is responsible for directing the services of general engineering and central maintenance to the terminal operations in compliance with engineering, safety and regulatory standards consistent with the business plan for the terminal.

#### • Health, Safety, Environment and Quality

This department has an HSEQ Lead with the responsibility to drive the design, implementation and communication of all health, safety, environmental programmes and quality. The HSEQ Lead is responsible for developing and providing





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technical and administrative direction on all HSEQ decisions which bear critical importance to overall Company objectives, operations and profitability.

• **Finance and Corporate**

This department is headed by a Finance and Corporate Lead and is responsible for planning, implementation and controls of all financial and commercial (Finance, ICT) activities in accordance with relevant statutory requirements and best practice to enable productive, cost-effective and high-quality services.

• **Human Resources**

This department is headed by a Human Resource Business Partner and is responsible for ensuring the cost-effective delivery of a full suite of human capital services that are in alignment with company policies and guidelines and are compliant with legal and fiscal regulations.

• **Security**

This department has a Security Lead with the responsibility to lead the corporate security team in providing a safe and secure working environment, ensuring protective measures are in place to reduce potential risks and threats to Company personnel and assets in keeping with statutory obligations and Company's policies and procedures.

• **Legal**

This Department has a Senior Legal Counsel/Corporate Secretary with the responsibility to advise the Board and General Manager on all corporate governance matters and to provide legal services, representation and support to reduce risk/exposure to stakeholders in accordance with regulatory, statutory, global best practices and ethical standards.

• **Corporate Communications**

The Communications Lead is responsible for developing, leading and executing a robust communication strategy and plans that promote, manage and protect the reputation of the Company and is aligned to its brand across its wide stakeholders consistent with its culture, values and beliefs. To manage the reputation of the Company, with responsibility for all internal and external communications.

• **Internal Auditor**

The Internal Auditor is responsible for providing the Board and Management of PARIA with independent assurance and consulting services in the areas of controls, risk management and governance processes.

• **Procurement**

This Department has a Supply Chain Lead who is the Named Procurement Officer with the responsibility to lead the Procurement team in the planning, implementation and control of activities related to the procurement of goods, services and works; and the retention and disposal of public property; in a manner that promotes accountability, transparency, integrity, and value for money in accordance with regulatory and statutory requirements, Company policies and procedures, and global best practice.

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

Categories of documents held and maintained by PARIA:

**i Corporate Documents**

- a. Company registration, certificates, and by-laws.
- b. Board Notes and Minutes of Board and Sub-Committee Meetings.

**ii Correspondence with Corporation Sole, Ministries, Government and State Agencies**

**iii Legal Documents**

- a. Contracts, deeds, leases, licences and all other legal instruments.

- b. Documentation pertaining to litigation and legal actions.

**iv Business Activities**

- a. Strategy and planning reports.
- b. Vendor/supplier, contractor lists, etc.
- c. Business plans, proposals, reviews and reports.
- d. Records relating to human resource management matters.
- e. Public relations records and files, newsletters, releases, brochures, photographs, etc.
- f. Marketing and business promotion information.
- g. Performance, audit assessments and analyses.
- h. Consultancy, technical, valuation and various other reports that support business decisions.
- i. Policies, procedures and manuals.
- j. Speeches and presentations.
- k. Accounting and financial management documents and records.
- l. Annual Procurement Plan.

**v Financial and Accounting Operations**

- a. Records related to budgeting, capital investment, financial planning and reporting, taxation, cash management, etc.
- b. Audited financial statements.
- c. Accounting records.
- d. Records related to controls and system optimization.
- e. Annual Financial Reports.

**vi Health, Safety, Environment and Quality**

- a. Investigation reports.
- b. Register of incidents, accident and reportable injuries.
- c. Records on effluent discharges.
- d. HSEQ performance reports.

**Section 7(1)(a)(iii)**

Materials prepared for publication or inspection by the public:

- Annual Financial Reports.
- Advertisements for Recruitment of Personnel.
- Advertisements for Procurement of Goods and Services.
- Public Notices.
- Press Releases.

The above-stated documents can be accessed on our website at [www.paria.co.tt](http://www.paria.co.tt) or at our Head Office located at Administration Building, Southern Main Road, Pointe-à-Pierre.

**Section 7(1)(a)(iv)**

Literature available by subscription:

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

**Section 7(1)(a)(v)**

Procedure to be followed when accessing a document from PARIA:

Request for information is to be made in accordance with the FOIA, the applicant must make his/her request in the following manner:

1. Obtain a copy of the appropriate form (**Request for access to Official Documents**) available on the Freedom of Information Unit website at <http://www.foia.gov.tt>.
2. Complete the form, the relevant information that must be provided to PARIA includes:
  - Name of applicant (full name);
  - Contact information;



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- Information requested and format to provide the information;
  - Date of request;
  - Signature of applicant.
3. The Application should be addressed to the Designated Officer of PARIA (see Section 7(1)(a)(vi)).
  4. The completed form may be:
    - a. Hand delivered to PARIA; or
    - b. Mailed to PARIA's Head Office.

**Addressing Requests**

To facilitate the prompt handling of requests, please write to the Designated Officer of PARIA (see section 7(1)(a)(vi)).

Ms. Joanne Sinanansingh  
 Senior Legal Counsel/ Corporate Secretary  
 Paria Fuel Trading Company Limited  
 Administration Building, Southern Main Road  
 Pointe-à-Pierre  
 Email: Joanne.Sinanansingh@paria-tt.com

**Details in the Request**

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

**Requests not handled under the FOIA**

In accordance with Section 12 of the FOIA, requests that would not be processed are as follows:

- a. Documents which contain information, which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

**Responding to your Request**

Retrieving documents

PARIA is only required to furnish copies of documents that it has in its possession.

Older records are stored and may be retrieved, however, various laws and regulations give time periods for which records may be kept before they are destroyed and no longer available for disclosure under the FOIA.

Furnishing documents

An applicant is entitled to access copies of information which PARIA has in its possession, custody or power. PARIA is required to furnish only one (1) copy of a document. If PARIA cannot make a legible copy of the document to be released, PARIA may not attempt to reconstruct it. Instead PARIA will furnish the best copy possible and note its quality in our reply. Please note that PARIA is not compelled to do the following:

- a. Create new documents. For example, PARIA is not required to write a new computer programme to print information in a format preferred by the applicant; and
- b. Perform research for the public.

**Time Limits**

General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. PARIA will try diligently to comply with the time limit. PARIA will acknowledge the request and advise of its status and the time period in which the information would be provided. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

PARIA will determine whether to grant access to the information requested as soon as practicable but no later than thirty (30) 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. If it is determined that the request cannot be disclosed, then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

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

Officers of PARIA are responsible for:

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Request for access to documents under Section 13;
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officers of PARIA are:

**Ms. Joanne Sinanansingh (Designate)**

Senior Legal Counsel/Corporate Secretary  
 Paria Fuel Trading Company Limited  
 Administration Building, Southern Main Road  
 Pointe-à-Pierre  
 Email: joanne.sinanansingh@paria-tt.com

**Ms. Tara Pascall (Alternate)**

HR Business Partner  
 Paria Fuel Trading Company Limited  
 Administration Building, Southern Main Road  
 Pointe-à-Pierre  
 Email: tara.pascall@paria-tt.com

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

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

At the present 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:

Any applicant requesting to view information can make general enquiries by contacting the Designated Officers under section 7(1)(a)(vi). The necessary arrangement will be made to accommodate the applicant at our Head Office between the hours 9:00a.m. to 11:00a.m. and 1:30p.m. to 3:00p.m.

Fees and Charges

- (a) Section 17(1) of the FOIA 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.



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(b) Details of charges for duplication of documents will be determined based upon individual requests by applicants.

Provision of Copies in the Public Domain

Copies of documents that are readily available in the public domain shall be provided as follows:

- Documents may be subject to a charge to cover administrative costs;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure there is no disruption to the activities in PARIA;
- The applicant shall comply with the instructions of the Designated Officer at all times.

## Section 8 – Statements

### Section 8(1)(a)(i)

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

This section is not applicable to PARIA.

### 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:

The following policies have been approved by the Board:

1. Internal Audit Code of Ethics;
2. Internal Control Policy;
3. Anti-Money Laundering and Terrorist Financing Policy;
4. Anti-Bribery, Anti-Corruption and Fraud Policy;
5. Conflict of Interest Policy;
6. Gifts and Entertainment Policy;
7. Whistleblower Policy;
8. Code of Ethics;
9. Covid-19 Policy Statement;
10. Investment Policy;
11. Dividend Policy;
12. Corporate Social Responsibility Policy;
13. HSE Policy Statement;
14. Mobile Telephone Policy;
15. Contractor HSE Pre-Qualification Policy
16. Fenceline Policy;
17. Employee Leave Policy; and
18. Overtime Policy.

### 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 procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This Section is not applicable to PARIA.

## 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.

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

### Section 9(1)(b)

A report or a statement containing the advice or recommendations of a body 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.

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

### Section 9(1)(c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

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

### Section 9(1)(d)

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

This section is not applicable to PARIA.

### Section 9(1)(e)

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

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

### Section 9(1)(f)

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

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

### 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.

This section is not applicable to PARIA.

### Section 9(1)(h)

A report on the performance or efficiency of the public authority, or 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 or statements to be published under this subsection at this time.

### Section 9(1)(i)

A report containing:

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



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

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

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

This section is not applicable to PARIA.

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

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

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

**Section 9(1)(l)**

An environmental impact statement prepared within the public authority.

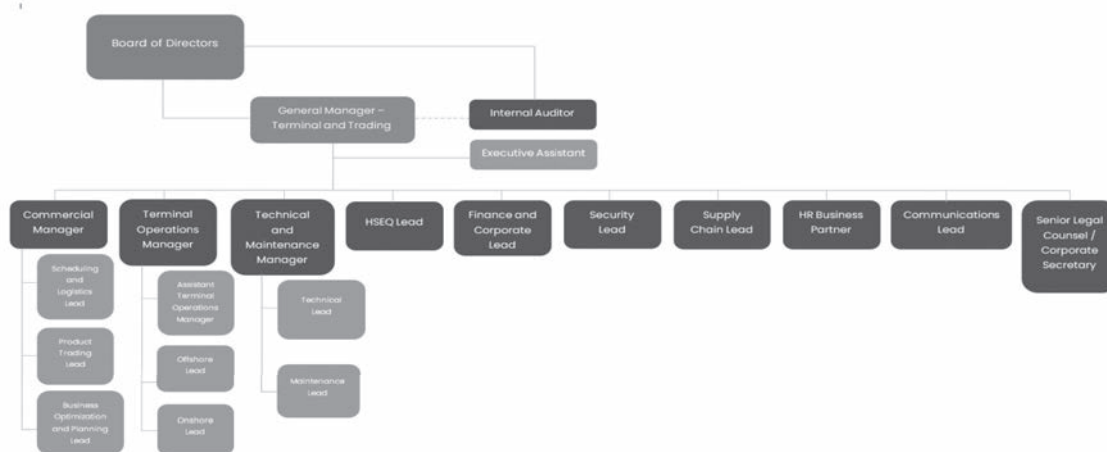
There are no statements to be published under this subsection at this time.

**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.

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

**PARIA FUEL TRADING COMPANY LIMITED**  
**ORGANIZATIONAL STRUCTURE**



**SPECIAL LICENSING SESSION**  
*(Liquor Licences Act, Chap. 84:10)*

**REGION OF TUNAPUNA/PIARCO**

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10 (18), the Liquor Licensing Committee for the District of Tunapuna/Piarco has appointed WEDNESDAY THE 10TH DAY OF JANUARY, 2024 at 9:00 o'clock in the forenoon at the Tunapuna District Court as the day, hour and place at which a Session will be held to hear and determine the application of Ryan Deans of Unit 2A, Pomme Rose Gardens, Cascade, for a transfer of a Special Restaurant Licence in respect of premises situated at Corner Trincity Road and Trincity Boulevard. Licence is currently held under the names Simon Hardy and Kerri Hosein, application is to transfer to Simon Hardy and Ryan Deans.

Dated this 3rd day of January, 2024 at the Tunapuna District Court.

**N. SOODEEN**  
*Secretary, Licensing Committee*  
*Region of, Tunapuna / Piarco*

**TRANSFER OF LICENCE**  
*(Liquor Licences Act, Chap. 84:10)*

**REGION OF SAN JUAN/LAVENTILLE**

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the Region of San Juan/Laventille, by Ravindra Kadar and it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on FRIDAY THE 26TH DAY OF JANUARY, 2024 at 1.30 o'clock in the afternoon at a virtual session for a transfer of the Licence to carry on the trade of a Spirit Grocer now held by Lisa Kumar (deceased) of No. 27 Aranguez Main Road, San Juan, in respect of premises situate at No. 27 Aranguez Main Road, San Juan.

Dated this 28th day of December, 2023 at the Port-of-Spain Magistrates' Court.

**J. MARK**  
*Secretary, Licensing Committee*  
*Region of San Juan / Laventille*