



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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741

APPOINTMENT TO ACT AS MINISTER OF NATIONAL SECURITY

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed STUART YOUNG, a member of the House of Representatives who is a Minister to act in the office of the Honourable FITZGERALD HINDS, Minister of National Security with effect from 20th May, 2024 and continuing during the absence from Trinidad and Tobago of the said the Honourable Fitzgerald Hinds M.P., in addition to the discharge of his normal duties.

C. JACKMAN-WALDRON
*Secretary to His Excellency
the Acting President*

20th May, 2024.

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REPUBLIC OF TRINIDAD AND TOBAGO

WITHDRAWAL OR CANCELLATION OF CERTIFICATE OF REGISTRATION

THE TRADE UNIONS ACTS
(The Trade Unions Regulations)

OFFICE OF THE REGISTRAR OF THE TRADE UNION DIVISION

Name of Trade Union: NATIONAL SECURITY OFFICERS' UNION

Registered No: 541

THE CERTIFICATE OF REGISTRATION of the above-mentioned Trade Union is hereby withdrawn or cancelled with effect from the 24th day of May, 2024.

(1) The Association has willfully violated Section 29(1) of the Trade Union Act, Chap. 88:02.

Dated this 24th day of May, 2024.

E. LAI FOOK
*Registrar of Trade Unions Division
Ministry of Labour*



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2024 OF
THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)

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 Chapter 22:02 of 1999 (hereinafter referred to as The Act), the Caribbean Industrial Research Institute (CARIRI), is required by law to publish the following statements, which list the documents and information generally available to the public.

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

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological and business support services to private and public sector organizations locally and regionally.

The Institute's mission is:

"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."

The Institute's major functions include:

- Provision of technical support services to public and private industrial enterprises;
- Collection and dissemination of technical information;
- Undertaking analytical work;
- Provision of materials testing services;
- Provision of engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- Undertaking economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;
- Providing environmental monitoring services inclusive of testing and consultancy,
- Provision of business support and advisory services to new and existing businesses,

- Engaging in research programmes related to the needs of Trinidad and Tobago and the Caribbean region.
- Promoting innovation and entrepreneurship.

The Board of Management is appointed by the President of the Republic of Trinidad and Tobago and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and seventy (170).

OPERATIONAL DEPARTMENTS

The Caribbean Industrial Research Institute operates from three (3) locations - UWI Campus, St. Augustine, Trincity West Industrial Estate, Macoya and Innovation Drive, Freeport.

The key focus areas are:

- Food Technology
- Analytical Chemistry
- Food and General Microbiology
- Environmental Microbiology
- Petroleum and Sustainable Energy Services
- Effluent Management Services
- Calibration & Maintenance Services
- Industrial Materials
- Metallurgy
- Indoor Air Quality
- Air Quality Management Services
- Information and Communication Technology
- Business Advisory and Support
- Innovation and Entrepreneurship

CARIRI is comprised of the following Divisions as shown in the Organizational Chart

- Corporate Services
- Research Development and Innovation
- Analytical and Engineering Services

ANALYTICAL CHEMISTRY

This Laboratory provides a wide range of testing and consultancy services:

Analytical Chemistry

- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals
- Chemicals re conformance to specified requirements
- Environmental contaminants
- Toxicology



- Effluent – both industrial and from domestic wastewater treatment plants
- Pesticide residue

Food Microbiology

- Analysis of food products
- Analysis of potable water
- Analysis of beverage
- Cosmetic analysis
- Analysis of recreational water
- Analysis of dialysis water

Environmental Microbiology

- Analysis of wastewater / effluent
- Analysis of indoor air samples
- Biological Oxygen Demand
- Environmental swabs
- Evaluation of recreational water

Food Technology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is, therefore, to provide general and laboratory-based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and Process Development
- Plant and Quality Audits
- Feasibility studies – technical feasibility and plant layout
- Troubleshooting
- Development and Implementation of Quality Management Systems
- Provision of technical assistance to entrepreneurs and small and medium-scale processors in the agro-processing sectors
- Training in food production techniques
- Food Safety
- Contract Processing
- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory Evaluations
- Raw Material Assessment
- Post-harvest Technology
- Waste Utilisation

Business Advisory & Support Services

- Idea Advisory Services
- Innovation Gap Analysis
- Hatchery
- Business Incubation

- App Development and Testing

Environmental Services

There is a growing demand for specialized environmental services both in an advisory capacity as well as for use by regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) –management program
 - stack testing
- Stack Monitoring
- Environmental Engineering Consulting, including:
 - waste management
- Sewerage Treatment Plants
 - effluent monitoring
 - recreational water quality in streams, rivers and beaches
- Noise Monitoring

Industrial Materials Unit

This Department provides a number of services to the construction and heavy industries and serves a wide range of clients from micro to large. The objectives include solving their materials technological problems and quality-related issues by providing the under-mentioned services:

- Civil works
 - accredited testing of concrete products, aggregates, asphalt and concrete, etc.
- Metallurgy
 - mechanized testing, metallographic analysis of engineering failures, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro-structural analysis

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Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2024

- Corrosion Analysis
- Physical Measurements and Calibration
- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - failure analysis
 - calibration
 - weld assessment

Petroleum and Sustainable Energy

This Laboratory provides consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy and Energy Industries Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act Chap 62:01
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes
- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis
- Promotion of sustainable energy use

Calibration & Maintenance Services

This Department provides calibration services both in-house and externally. It works with clients to ensure that instruments and equipment are calibrated. This is of extreme importance both in terms of regulatory requirements and conformance with quality management systems.

Information and Communication Technology

The ICT Department supports industry by developing and implementing relevant technology inclusive of websites and applications. It also conducts training in areas such as coding.

Innovation & Entrepreneurship

The Institute provides several support services that foster innovation and entrepreneurship. Basic business training is provided through the Business Hatchery. Support is given for scale up of operations. Incentives and training are provided to support innovation.

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Quality Services
- Information and Communication Technology
- Human Resources
- Accounts
- Facilities Maintenance
- Procurement /Stores
- Business Services
- Safety

Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is continuously working to achieve its primary objective of positioning itself as a leading technology and technological services provider. This includes improving the competitiveness of enterprises in the manufacturing and services sectors. The Institute provides its services on a fee for service basis.

The Institute also works with the public and private sector to assist in ensuring conformance with environmental regulations.

CARIRI plays a pivotal role in fostering innovation and encouraging entrepreneurship.

Categories of Documents in the Possession of the Caribbean Industrial Research Institute: Section 7 (1) (a) (ii)

The documents listed below relate to the work of CARIRI:

- *Standards, Specifications and Methods*
- *Quality Manuals*
- *Equipment Manuals*
- *Books relating to our core areas of expertise*
- *Journals*
- *Pamphlets, Newsletters, bulletins and newspaper clippings*
- *Circulars/directives issued by the Human Resource Department and Management*
- *General Administrative Documents*
- *Miscellaneous reports, studies and surveys*
- *Client reports*
- *Financial records*
- *Internal and external correspondence files*
- *Policy and procedure documents*

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Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2024

Material Prepared for Public Inspection: SECTION 7 (1) (A) (III)

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Caribbean Industrial Research Institute
St. Augustine Campus
University of the West Indies
St. Augustine
Tel: 299-0210
Fax: 662-7177
Email: mail@cariri.com
Website: www.cariri.com

Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.

Literature available by subscription: **Section 7 (1) (a) (iv)**

At the present time this section is not applicable.

Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute: Section 7 (1) (a) (v):

Applicants may request information via telephone, e-mail or in person. However, **the request must be made in writing** on the official form *Request for Access to Official Documents*, for information not available in the public domain. FOI Request Form can be sourced at www.foia.gov.tt

Requests must be addressed to the Designated Officer of CARIRI: Section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of The Act, the Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

The timeframe for delivery of a document, if it exists or can be found, is established under The Act. If CARIRI fails to meet these deadlines, the applicant has the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI will determine whether to grant your request for access to information and notify you of the decision as soon as practicable, but no later than 30 days after the day on

which the request is duly made, as required by Section 15 of The Act.

Payment of Fees

The applicant will be given access to the documents within seven (7) working days upon payment of the relevant fee. A refund of fees paid will be issued if CARIRI fails to provide the information within the given timeframe.

Statement Identifying Designated Officer: Section 7 (1) (a) (vii)

The designated officer for the above-mentioned CARIRI is:

Mrs. Candace Solomon-Walkins
Executive Manager - Corporate Services
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0210 Ext 5058

Alternate Officer :
Mrs. Denise Ferguson
Executive Manager – Entrepreneurship, Development and Innovation
Caribbean Industrial Research Institute
UWI Campus
St Augustine
Tel : 299-0209

Listing all boards, councils, committees and other bodies constituted by two or more persons:Section 7 (1) (a) (viii)

Presently, there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this Section of The Act.

DOCUMENTS TO BE PROVIDED

Documents containing interpretations or particulars of written laws or schemes administered by CARIRI not being particulars contained in another written law: Section 8 (1) (a) (i)

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act Chap 85:52
- Collective Labour Agreements

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside CARIRI, or similar documents containing rules, policies, guidelines, practices or precedents: Section 8 (1) (a) (ii)

- *At the present time this section is not applicable.*

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Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2024

Enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes: **Section 8 (1) (b)**

- *At the present time this section is not applicable.*

Statement of possession of certain documents to be published.

A report or statement containing the advice or recommendations of a body or entity established within CARIRI: **Section 9 (1) (a)**

- *At the present time this section is not applicable.*

A report or statement containing the advice or recommendations of a body or entity established outside CARIRI by or under a written law or a report or statement by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CARIRI or to the responsible Minister of that public authority: **Section 9 (1) (b)**

- *At the present time this section is not applicable.*

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of CARIRI: **Section 9 (1) (c)**

- *At the present time this section is not applicable.*

A report or a statement containing the advice or recommendations, of a committee established within CARIRI to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of CARIRI who is not a member of the committee: **Section 9 (1) (d)**

- *At the present time this section is not applicable.*

A report (including a report concerning the results of studies, surveys or tests) prepared for CARIRI by a scientific or technical expert, whether employed within CARIRI or not, including a report expressing the opinion of such an expert on scientific or technical matters: **Section 9 (1) (e)**

- *At the present time this section is not applicable.*

A report prepared for CARIRI by a consultant who was paid for preparing the report: **Section 9 (1) (f)**

- *At the present time this section is not applicable.*

A report prepared within CARIRI 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: **Section 9 (1) (g)**

- *At the present time this section is not applicable.*

A report on the performance or efficiency of CARIRI, or of an office, division or branch of CARIRI, whether the report is of a general nature or concerns a particular policy, programme or project administered by CARIRI: **Section 9 (1) (h)**

- *At the present time this section is not applicable.*

A report containing final plans or proposals for the re-organisation of the functions of CARIRI, the establishment of a new policy, programme or project to be administered by CARIRI, or the alteration of an existing policy programme or project administered by CARIRI, whether or not the plans or proposals are subject to approval by an officer of CARIRI, another public authority, the responsible Minister of CARIRI or Cabinet: **Section 9 (1) (i)**

- *Strategic Plan of the Caribbean Industrial Research Institute*

A statement prepared within CARIRI and containing policy directions for the drafting of legislation: **Section 9 (1) (j)**

- *At the present time this section is not applicable.*

A report of a test carried out within CARIRI on a product for the purpose of purchasing equipment: **Section 9 (1) (k)**

- *At the present time this section is not applicable.*

An environmental impact statement prepared within CARIRI: **Section 9 (1) (l)**

- *At the present time this section is not applicable.*

A valuation report prepared for CARIRI by a valuator, whether or not the valuator is an officer of CARIRI: **Section 9 (1) (m)**

- *At the present time this section is not applicable.*

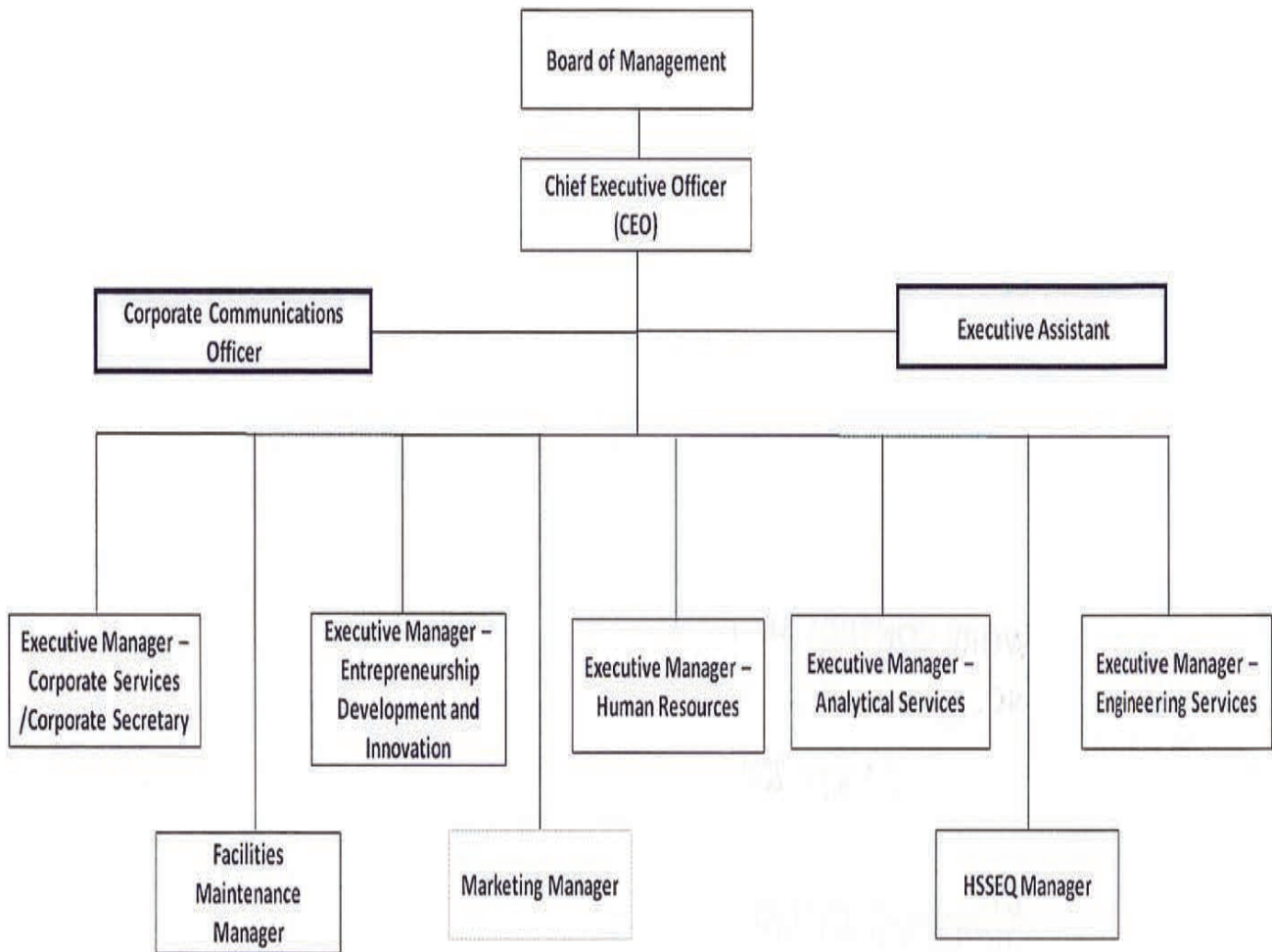
REQUESTS FOR ACCESS: Section 13 (5)

An application for access to an official document held by CARIRI must be made to the responsible Minister, i.e. the Minister of Planning and Development.



ORGANISATIONAL STRUCTURE

CARIRI Organisational Chart





Public Statement 2024 of the TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY in compliance with sections 7, 8 and 9 of the Freedom of Information Act Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") the Trinidad and Tobago Civil Aviation Authority ("TTCAA" or "the Authority") is required by law to publish 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 to access information held by the Authority;
- 2) A legal right 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 to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Particulars and Function

The TTCAA is a statutory authority established under the Trinidad and Tobago Civil Aviation Authority Act, No. 33 of 2000. This Act was replaced by the Civil Aviation Act, No. 11 of 2001 ("the Act"), which came into effect on 01 November 2001. Its registered office is situated at Caroni North Bank Road, PiarcO.

The primary functions of the Authority are:

- to maintain a standard of safety, security and efficiency in the civil aviation system that is at least equal to the standard of safety prescribed by the International Convention on Civil Aviation ("Chicago Convention") and any other aviation convention, agreement or understanding to which Trinidad and Tobago is a party;
- to regulate, in accordance with the Act or other written law:
 - i. civil aviation operations in Trinidad and Tobago;
 - ii. the operation of Trinidad and Tobago aircraft; and
 - iii. the operation of maintenance organisations in respect of aircraft on the Trinidad and Tobago register;
- to license aerodromes with or without conditions to regulate the same;
- to provide technical advice, assistance or training for any person in respect of any matter in which the employees of the Authority have the requisite skill or training;

- to issue, renew, vary, extend and amend licences and other aviation documents in respect of Trinidad and Tobago aircraft in any part of the world, and to collect fees in respect thereof;
- to provide an adequate system of air traffic services in the PiarcO Flight Information Region ("FIR") and such other airspace as may be the subject of a treaty or an agreement between Trinidad and Tobago and any other State or organisation;
- to carry out an investigation of any aircraft accident occurring in or over Trinidad and Tobago or in relation to any Trinidad and Tobago aircraft;
- the development of civil aviation and the maintenance of a civil aviation system that is consistent with national security policy;
- to advise the Minister on matters relating to civil aviation;
- to utilise the property of the Authority in such a manner as may appear to the Authority to be requisite, advantageous or convenient with a view to making the best use if any of the property of the Authority in relation to its functions under the Act.

The services offered by the TTCAA are:

- Provision of air traffic services in the PiarcO FIR, the airspace that Trinidad and Tobago is mandated to service and maintain. The Authority's subsidiary, Caribbean Air Navigation Advisory Services (CANAS), collects the revenue for this service.
- Safety oversight services for the aviation industry in Trinidad and Tobago such as aviation security, flight operations and airworthiness inspections and audits.
- Training Services – The Authority's Civil Aviation Training Centre provides air traffic control courses and other aviation related courses.

As a regulatory body, the Authority is required to interact with various stakeholders in the aviation industry including:

- Aerodrome service providers
- Airlines
- Aircraft personnel
- The Airports Authority of Trinidad and Tobago
- The Ministry of Works and Transport
- Other governmental bodies
- Members of the public

Decision-making Powers

TTCAA is governed by the Board of the Trinidad and Tobago Civil Aviation Authority ("the Board") appointed by

the President pursuant to the First Schedule of the Act and the Director-General of Civil Aviation ("the Director-General") who is an ex officio member of the Board. The current constitution of the Board is as follows:

- Capt. Thomas E. Lawrence (Chairman)
- Mr. Nigel Pantin (Deputy Chairman)
- Mr. Ravindra Nanga
- Mr. Alex Browne
- Mrs. Nadra Nathai-Gyan
- Mr. Sheldon Baptiste
- Ms. Sonia Francis-Yearwood
- Mr. Cary Price (Director-General)

There are three (3) sub-committees of the Board that assist in the formulation of policies and guiding the business of the TTCAA. These are:

- The Operations Committee
- The Finance and Audit Committee
- The Human Resource Committee

The Corporate Secretary attends all meetings of the Board.

TTCAA's leadership team comprises the Director-General and three (3) Executive Managers:

- Mr. Cary Price – Director-General of Civil Aviation
- Mr. Kingsley Herreira – Executive Manager Safety Regulation
- Mr. Rohan Garib – Executive Manager Air Navigation Services
- Mr. Felix Pearson – Executive Manager Corporate Services

The Vision:

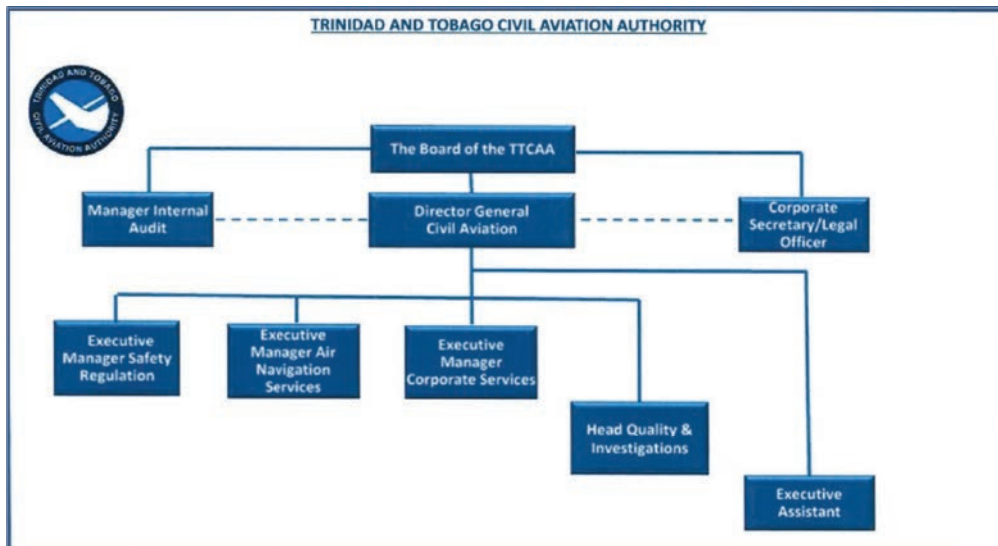
To be a global leader in the sustainable development of civil aviation.

The Mission:

The provision of a Regulatory Framework to facilitate a safe, secure and effective aviation industry and air navigation services within the PiarcO Flight Information Region.

Structure of the TTCAA

The TTCAA consists of the Office of the Director-General of Civil Aviation and three major divisions, the Safety Regulation Division, the Air Navigation Services Division and the Corporate Services Division, each headed by an Executive Manager.



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2024 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY—CONTINUED

Office of the Director-General of Civil Aviation

The Office of the Director-General of Civil Aviation (DGCA) is headed by the Director-General of Civil Aviation (the DG) who is the Chief Executive Officer of the TTCAA. The DG is responsible for exercising the powers vested in him by the Act and those delegated to him by the Board of the Authority. The Office of the DGCA serves as the administrative head of the TTCAA and is comprised of the Internal Audit Department, the Legal Department and the Quality and Investigations Unit.

Safety Regulation Division

The Safety Regulation Division of the TTCAA provides safety and security oversight of civil aviation in Trinidad and Tobago pursuant to the Act and the country's obligations as a signatory to the Chicago Convention and other aviation conventions, agreements and/or understandings to which Trinidad and Tobago is a party.

The Safety Regulation Division is responsible for certification, authorisation and surveillance of aircraft operations, aerodromes, airmen and air navigation services, as well as general oversight of all aviation-related functions. The departments of the Safety Regulation Division are:

- Aviation Security and Facilitation
- Flight Standards – Flight Operations, Airworthiness, Cabin Safety and Dangerous Goods
- Licensing – Personnel Licensing, Aerodromes, Air Navigation Services, Unmanned Aircraft Systems,
- Regulations and Compliance

Air Navigation Services Division

The Air Navigation Services (ANS) Division is responsible for efficiently managing and operating air navigation services within the Piarco Flight Information region. There are four primary lines of operation that work together to ensure a safe, efficient and responsive aviation system and to enable aircraft to safely and efficiently fly from one destination to another. These lines of operation are:

- ANS Planning and Development
- Air Traffic Services and ANS Safety
- Communication, Navigation and Surveillance
- Aeronautical Information Management

Corporate Services Division

The Corporate Services Division provides internal business support services to the TTCAA to enable it to fulfil its core functions of Safety Regulation and Air Navigation Services. These services include:

- Human Resources is responsible for the development and implementation of human resources and industrial relations policies and strategies. The Department also oversees the Health, Safety and Environmental Unit which has responsibility for the development and implementation of occupational safety and health policies, plans and programmes.
- Finance and Accounting is responsible for the management, stewardship, and safe-keeping of the TTCAA's resources and financial records in accordance with the Finance and Accounting Policy Manual and the Act.
- Corporate Planning manages the contract administration, insurance and Enterprise Risk Management programmes and administers the planning, budgeting and corporate reporting functions of the Authority as prescribed in the Act.
- Department of Air Transport Economic Regulation performs Regulatory Oversight functions pertinent to the Flight Information Region and is responsible for industry analysis and the issuing of international and domestic commercial air transport licenses and permits.
- Information Technology is responsible for maintaining an Information and Communication Technology system to support the operations of the TTCAA using state of the art equipment.
- Property Maintenance and Engineering is responsible for ensuring that the TTCAA's assets and infrastructure are fit and reliable for the execution of their functions and are maintained and operated safely

and at the highest standard.

- Civil Aviation Training Centre provides training in Air Traffic Control and Aeronautical Information Management. The Centre also provides technical, operational and management training in support of the development of the local and regional aviation industry.
- Procurement is responsible for managing the procurement and disposal of property activities of the Authority consistent with the principles of accountability, integrity, transparency, value for money, efficiency, fairness, equity and public confidence in accordance with the objects of the Public Procurement and Disposal of Property Act of 2015 as amended.

Section 7(1)(a)(ii)

Categories of documents maintained in the possession of the TTCAA:

1. Accreditation and certification documentation
2. Advisory circulars
3. Application forms for aircraft, personnel etc.
4. Communique (internal and external)
5. Contracts
6. Corporate plans
7. Documents relative to the Piarco Flight Information Region
8. Financial records
9. Legislation, regulations, legal opinions
10. Minutes and agenda of meetings, resolutions and minutes of Board Meetings
11. Notices
12. Personnel records
13. Policies and procedures (administrative and technical)
14. Procurement and tender documents and records
15. Records (administrative and technical)
16. Registers, permits and licences
17. Reports (administrative, technical, incident and investigation)
18. Training material
19. TTCAA aeronautical knowledge examinations

Section 7(1)(a)(iii)

Material prepared by the TTCAA for publication or inspection by members of the public:

The following documents are available on the TTCAA's website <https://caa.gov.tt>

1. Advisory circulars
- a. Aerial work
- b. Aerodrome
- c. Air navigation services
- d. Air operator
- e. Airworthiness
- f. Aircraft
- g. Approved maintenance organisations
- h. Aviation security
- i. General
- j. Personnel licensing
2. Aeronautical Information Circulars (AIC)
3. Aeronautical Information Publication (AIP)
4. Aircraft on TTCAA register
5. Annual reports
6. Corporate plan
7. Forms
8. Informational material
9. Notices
10. Notices to Airmen (NOTAMS)
11. Piarco Flight Information Charts
12. Regulations – Civil Aviation Act and Regulations
13. Security Directive – List of Prohibited Items
14. TTCAA Authorised Medical Examiners
15. Unmanned Aircraft Systems (UAS)/Drones Restrictions

Section 7 (1) (a) (iv)

Literature available by subscription

The Authority 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 the Authority

The policy of the TTCAA is to respond to all requests for information. All requests must be made in writing and addressed to the Office of the Director-General of Civil Aviation. Such requests may be submitted directly to the TTCAA head office or sent via email to tcaa@caa.gov.tt.

However in order to access the rights conferred on applicants under the FOIA (for example the right to challenge a decision if the request for information is refused), or to request official documents that have not already been made available for public access, the request must be made in accordance with the FOIA, i.e the request must be made in writing on the prescribed form (section 13(1) FOIA). The request must be submitted to the Designated Officer or the Alternate Designated Officer.

1. The prescribed form (Request for Access to Official Document(s) form) is available on the website of the Office of the Prime Minister – Communications, Freedom of Information Unit (<http://www.foia.gov.tt>).
2. The relevant information that must be provided to the Authority includes:
 - Name of applicant (full name preferred)
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
 - Applications should be addressed to the Designated Officer of the Authority (see Section 7 (1) (a) (vi) below).

Addressing Requests

To facilitate the prompt handling of a request, please address all requests to the Designated Officer or the Alternate Designated Officer of the Authority (see section 7(1)(a)(vi) below).

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 the applicant is unsure how to write his/her request or what details should be included, the applicant should contact the Authority's Designated Officer prior to the submission of his/her request.

Requests not handled under the Act

A request under the FOIA will not be processed to the extent that it asks for information either from the TTCAA or from any other public authority, that is:

- open to public access, as part of a public register
- available for purchase by the public
- available for public inspection in a registry maintained by the Registrar General or other public authority
- stored in a document for preservation or safe custody

Further, certain classes of documents are exempt pursuant to the FOIA. These include inter alia:

- documents prepared for Cabinet
- documents the disclosure of which would be likely to prejudice defence and security
- documents the disclosure of which would prejudice international relations
- internal working documents
- documents containing trade secrets
- documents containing material obtained in confidence

Responding to your Request

Retrieving Documents

The Authority is only required to furnish copies of documents that it has in its possession or that can be retrieved from storage.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days,

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AUTHORITY—CONTINUED**

from the date the official request was received, for the public authority to notify the applicant whether or not their request has been approved, or partially approved. If the TCAA fails to meet this deadline the Act gives the applicant the right to proceed as though his/her request has been denied.

The TCAA will acknowledge all requests and determine whether to grant access to the information, within the thirty (30) day period set out in the Act. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

Time Allowed

The Authority will determine whether to grant your request for access to information 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 requested information cannot be disclosed, then the applicant will be 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 in the Authority responsible for:

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

The Designated Officers of the Authority are:

Kendall Reid (Designate)
Corporate Communications Officer
Trinidad and Tobago Civil Aviation Authority
Caroni North Bank Road
Piarco, Trinidad and Tobago.
Telephone number: (868) 668-8222 ext. 2208
Fax number: (868) 669-0589
Email address: kreid@caa.gov.tt

Bridgid Sutherland (Alternate Officer)

Legal Officer
Trinidad and Tobago Civil Aviation Authority
Caroni North Bank Road
Piarco, Trinidad and Tobago.
Telephone number: (868) 668-8222 ext. 2190
Fax number: (868) 669-0589
Email address: bsutherland@caa.gov.tt

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 calling the Designated Officers under section 7(1) (a) (vi). The necessary arrangements will be made to accommodate the applicant.

Information in the public domain may also be accessed through the Authority's website at <https://caa.gov.tt>

Policy of the Authority for provision of copies of documents in the public domain.

The Policy of the Authority for the provision of copies of documents that are readily available to the public is as follows:

- Provision of documents may be subject to a charge to cover administrative costs;
- No smoking, eating or drinking is allowed in the space

provided;

- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure that there is no disruption to the activities of the Authority; and
- The applicant shall comply with the instructions of the Designated Officers at all times.

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.

- Civil Aviation Act, No. 11 of 2001
- The Civil Aviation Regulations
- The Convention on International Civil Aviation

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.

- Aeronautical Information Management (AIM) Quality Policy
- Corporate Plan
- Draft Trinidad and Tobago Air Navigation Plan
- Facilities Manual
- Health, Safety, Security and Environment Policy and Procedures Manual
- Human Resource Policy Manual
- International Civil Aviation Organisation Standards and Recommended Practices
- Notice(s) to Air Operators, Air Charterers and Handlers
- Notice(s) of Flight prohibition
- Trinidad and Tobago Civil Aviation Authority Operations Directives

Section 8 (1) (b)

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

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

Section 9 Statements

Section 9 (1) (a)

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

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.

There are no reports or 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 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.

Indoor Air Quality Report(s).

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.

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

Section 9 (1) (h)

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

There are no reports 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-organisation 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.

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. Proposed amendments to the Civil Aviation Act and Trinidad and Tobago Civil Aviation Regulations.

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 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.

Insurance Valuation Report

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APPOINTMENT OF AN EXCISE WAREHOUSE
Excise (General Provisions) Act, Chap. 78:50

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under Section 3, of the Excise (General Provisions) Act, Chap. 78:50. I, Yasmin Harris, Comptroller of Customs and Excise, do hereby appoint the place specified in the Schedule hereunder to be an Excise Warehouse for the storage of beer brewed by Island Brewing Company Ltd., on premises situated at 42A, Streatham Lodge Road, St. Augustine, for local consumption or export.

SCHEDULE

1. An enclosed rectangular warehouse measuring approximately 6.12 meters wide by 7.72 meters long and another storage area measuring approximately 2.49 by 1.85 meters on the Western side.
2. The total area of the Warehouse is 51.86 square meters.
3. The building is constructed of concrete floors and walls, steel beams and a galvanized roof.
4. The building is bounded on the South and North by private dwellings.
5. The building is bounded on the East by T&T Restaurant and Bar and on the West by a Dwelling Structure and the Tunapuna River.

Dated 6th day of May, 2024.

Y. HARRIS
Comptroller of Customs and Excise

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

REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Roopnarine Ramjeawan of 121, Manahambre Road, Ste. Madeleine, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 13TH DAY OF JUNE, 2024 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Grocer now held by Jian Hua Qiu in respect of premises situate at San Fernando-Siparia-Erin Road, Penal Junction, Penal, in the said Region.

Dated this 21st day of May, 2024 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal / Debe*

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NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Reshan Mohammed of 590, Papourie Road, Monkey Town, Lower Barrackpore, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 13TH DAY OF JUNE, 2024 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Avinash Brown in respect of premises situate at 590, Papourie Road, Monkey Town, Lower Barrackpore, in the said Region.

Dated this 21st day of May, 2024 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal / Debe*