



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Legal Profession (Eligibility for Admission) (No. 3) Order, 2025—(Legal Notice No. 36 of 2025).

Constitution (Prescribed Matters) Order, 2025—(Legal Notice No. 37 of 2025)

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APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by sections 44(1)(a) and 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed DOMINIC SMITH, to be temporarily a member of the Senate, with effect from 21st January, 2025 and continuing during the absence from Trinidad and Tobago of Senator DAVID NAKHID.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

21st January, 2025.

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REVISED AMENDMENT OF PROMOTION DATES FOR A REGULAR COMMISSIONED OFFICER IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

IN ACCORDANCE with the provisions of section 16, of the Defence Act, Chap. 14:01 of the Laws of Trinidad and Tobago, it is notified for general information that Her Excellency the President, has accepted the amendment of the promotion dates of the undermentioned member of the Trinidad and Tobago Defence Force (Coast Guard), as follows:

MIDSHIPMAN TO ACTING SUB LIEUTENANT

<i>Name</i>	<i>Current Date</i>	<i>Recommended Date</i>
LIEUTENANT (N) CHEVON DIAZ	15th February, 2009	15th September, 2008

S. FRASER
*Permanent Secretary
Ministry of National Security*

28th January, 2025.



LAW ASSOCIATION OF TRINIDAD AND TOBAGO

NOTICE OF A SPECIAL GENERAL MEETING

TO: ALL MEMBERS OF THE LAW ASSOCIATION OF TRINIDAD AND TOBAGO

The Council of the Law Association of Trinidad and Tobago hereby calls a **SPECIAL GENERAL MEETING (SGM)** of the Law Association of Trinidad and Tobago pursuant to Section 23 (2), First Schedule of the Legal Profession Act Chap 90:03, on **Friday 7th February 2025 at 2:00 pm** at Gaston Courts, No. 2-3 Gaston Street, Lange Park, Chaguanas in response to a written Requisition served on the Secretariat of the Law Association.

Members wishing to attend virtually will be facilitated via a Zoom video conference link.

The objectives of the meeting are as follows:

1. To address the matters set out in the Requisition
2. To resolve that *Annual Subscription Fees be reduced for the 2025-2026 Law Term and henceforth as follows:*

Categories	From	To
<i>i. Members overseas and not practising in Trinidad and Tobago</i>	\$200.00	\$300.00
<i>ii. Members one (1) year to five (5) years call to the Bar</i>	\$500.00	\$375.00
<i>iii. Members five (5) to ten (10) years call to the Bar</i>	\$1,000.00	\$750.00
<i>iv. Members ten (10) years call and over</i>	\$2,500.00	\$2,000.00
<i>v. Members Queen's Counsel and Senior Counsel</i>	\$6,000.00	\$6,000.00
<i>vi. Members admitted to practice pursuant to a ministerial order under 15A of the Legal Profession Act 1986.</i>	\$15,000.00	\$15,000.00

3. To resolve that a new class of members be created comprising those not practising but wishing to keep their names on the Roll of Attorneys-at-law and that those members pay an Annual Subscription Fee of \$300.00.

NOTE:

1. Only financial practitioner members who hold a valid Practising Certificate for the law term 2024-2025 OR who produce a receipt for Annual Subscription Fees and contribution to the

Compensation Fund for the 2024-2025 law term **with** a 2023-2024 Practising Certificate will be permitted to attend the SGM and will be permitted to cast their vote.

2. The details for registration for virtual attendance and electronic voting will be provided in due course.

Dated this 27th day of January 2025

By Order of Council



Bijili Lalla
Secretary
Law Association of Trinidad & Tobago

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT

Public Statement 2025 of the Division of Settlements, Public Utilities and Rural Development
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 Division of Settlements, Public Utilities and Rural Development (DSPURD) is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public a legal right: -

1. for each person to access information held by the Division of Settlements, Public Utilities and Rural Development;
2. for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. 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)

Function and structure of the DSPURD

The major function of the Division of Settlements, Public Utilities and Rural Development of the Tobago House of Assembly, is the provision of safe and affordable housing solutions to lower and middle income groups.

The Mission of the DSPURD is: -

To improve the standard of living of residents of Tobago through the provision of affordable housing solutions, the enhancement of communities through Urban Renewal and the efficient functioning of Public Utilities.

The Vision of the DSPURD is: -

To be the ultimate provider in the delivery of quality housing, enhanced public spaces and efficient public utilities.

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

The DSPURD is comprised of the following Department/Units

- **Department of Settlements**

The Department of Settlements seeks to provide safe and affordable housing solutions primarily to lower and middle income groups through the construction of subsidized housing units, the provision of serviced lots, and home Improvement Programmes.

- **Department of Public Utilities**

The Department of Public Utilities primary responsibility is to facilitate collaboration among public utilities in Tobago, geared towards an efficient delivery of services to citizens. The department also provides street lighting and rural electrification to enhance the safety and security of citizens.

- **Electrical Inspectorate**

The Electrical Inspectorate is an institution with the responsibility to conduct electrical inspections on domestic, commercial and industrial installations throughout Tobago. This Department also issues certificates on electrical installations meeting the requirements and practices of the NEC, TTS 171: Part 1 2015, TTS 171 Part 2 and the Trinidad and Tobago Electricity Commission wiring of lights and power. Witnessing of high voltage testing on H.V switch gears, transformers and high voltage cables are also done by this Department.

- **Department of Rural Development**

The Department of Rural Development seeks to strengthen the capabilities of rural communities in Tobago by facilitating disaster resilience, improving housing conditions, and enhancing economic and social development through collaboration with external partners. Some key initiatives include roof repair and retrofitting programs, community development and capacity-building initiatives to increase protection against climate change and natural disasters and improve the rural economy and livelihoods.

Organisational Structure and Staffing

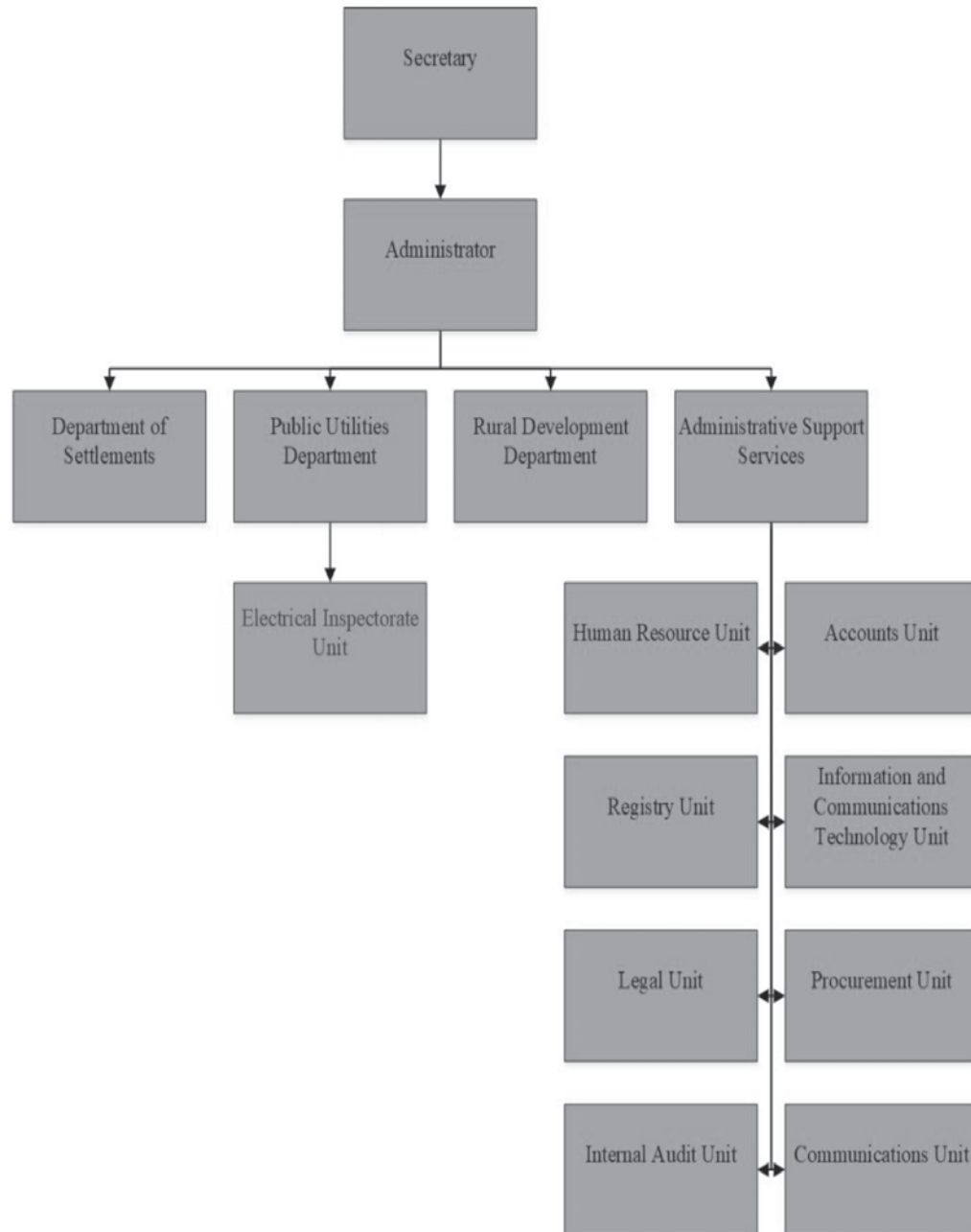
Division of Settlements, Public Utilities and Rural Development

Organisational Structure

The DSPURD is divided into the following Sections/Units as outlined in the organisational Chart

TOBAGO HOUSE OF ASSEMBLY
 DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

**Division of Settlements, Public Utilities and Rural Development
 Organizational Structure**



Functions of the Sections/Units of the DSPURD

Corporate Communications Unit: is responsible for developing and implementing strategies and programmes that will inform and educate the public about the Division’s activities. This Unit’s activities include internal communications, public relations, media relations, events management,

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

branding, crisis and issues management. Its key responsibility is to ensure that messages are articulated both internally and externally in keeping with the /Division's mandate and policies.

Internal Audit: ensures that there is accountability, efficiency and transparency in the financial operations of DSPURD.

Procurement Unit: is responsible for the prequalification of suppliers and the procuring of all goods and services for the DSURD.

Accounting Unit: is responsible for the financial management practices and procedures of the DSPURD. The Unit processes payments to all suppliers of goods and services, as well as, the processing of the Division's payroll. The Unit also coordinates the submission of budgets and prepares the Division's financial statements.

Human Resource Management Unit: aims to enhance the Division's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour and employee relations.

Information Technology Services Unit: is responsible for DSPURD's IT platform by coordinating and providing strategic and operational support for internal information and Communications Technology projects and systems.

Legal Unit: provides legal advice and guidance to the DSPURD on various matters pertaining to its operations within a legal framework. This Unit also ensures that the DSPURD adheres to sound legal principles and fulfils all statutory obligations in the execution of its functions.

Project Execution Unit: this unit's core mandate is to facilitate the creation of new housing stock through the construction of single and multifamily units and the provision of serviced lots.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Division of Settlements, Public Utilities and Rural Development:

Files, Records, Documents

1. Personnel files, dealing with staff appointments, promotions, transfers, resignations, deaths, retirements, leave etc.
2. Files dealing with circulars, memoranda, notices.
3. Files dealing with official functions, conferences and events hosted
4. Financial Records (cheques, vouchers, vote books, salary records etc.)

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TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

6. Executive Council Documents

7. Policy and Procedure Documents

8. Training Files

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

At this time, the DSPURD has no such materials.

Section 7(1) (a) (iv)

Literature available by Subscription:

The DSPURD has no literature available by way of subscription services.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Division of Settlements, Public Utilities and Rural Development

The Request for Access to Official Documents form can be downloaded from the website <http://www.foia.gov.tt>.

Applications to the DSPURD must be made in writing and should include the following:

- **Full name of applicant;**
- **Contact information for the applicant;**
- **The information requested and format to provide the information is to be provided;**
- **Date of request;**
- **Signature of applicant; and**
- **Details that will allow for ready identification and location of the records that are being requested.**

The Application should be addressed to the Designated Officer of the DSPURD identified at **Section 7 (1) (a) (vi)**. If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure how to write a request or what details to include, should communicate with our Designated Officer/s.

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TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the DSPURD or another public authority, or if the said information is exempted.

The DSPURD is only required to furnish copies of documents when they are in its possession and is required to furnish only one copy of a document. If the DSPURD cannot make a legible copy of the document to be released, it will not attempt to reconstruct it but will instead furnish the best copy possible.

The DSPURD will grant a request for access to information as soon as practicable, but not later than 30 days of the date of receipt, as required by the FOIA. The DSPURD will also acknowledge the request and advise the applicant of its status. If the DSPURD fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

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

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will 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.

The Designated Officers for the DSPURD is:

Ms. La Vaughn Dennis (Designate)

Human Resource Officer III

Division of Settlements, Public Utilities and Rural Development
Corner Glen Road and Glen Road Branch #1
Scarborough, Tobago
Tel: 612-4213 ext. 251
E-mail: lavaughn.dennis@tha.gov.tt

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

There is currently no Alternate officer for the DSPURD

Section 7 (1) (a) (vii)

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

There are no bodies that fall within the meaning of this section at this time.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:

Any applicant requesting to view information can make general enquiries by calling the Designated Officer/s listed under Section 7 (1) (a) (vi).

Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

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

Public Policy for the provision of copies of documents held in the public domain:

The DSPURD has no such documents at this time.

SECTION 8 STATEMENTS

Section 8(1)

Documents that are provided for the use or guidance of the DSPURD

Section 8 (1) (a) (i)

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

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Guideline for Contract Employment in Government Ministries/Departments/Statutory Authorities and the Tobago House of Assembly
- Public Procurement and Disposal of Public Property Act No. I of 2015
- Exchequer and Audit Act Chapter 69:01
- Civil Service Regulations Chapter 23:01
- Tobago House of Assembly Act Chapter 25:03
- Freedom of Information Act Chapter 22:02

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

- Environmental Management Act Chapter 35:05
- Conveyancing and Law of Property Act Chapter 56:01
- Real Property Act Chapter 56:02
- Real Property Limitation Act Chapter 56:03
- State Lands Act Chapter 57:01
- Central Tenders Board Act Chapter 71:91
- Industrial Relations Act Chapter 88:01
- Occupational Safety and Health Act Chapter 88:08
- Maternity Protection Act

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statement of policy, records of decisions, letters of advice to persons outside DSPURD or similar documents containing rules, policies, guidelines, practices or precedents:

At this time the DSPURD has no such documents.

Section 8 (1) (b)

Documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes that are not administered by the Division, which are provided for the use and guidance of the DSPURD or its officers, where a member of the public might be directly affected by the enforcement.

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

SECTION 9 STATEMENTS

Section 9 (1)

Section 9 (1) (a)

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

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

Section 9 (1) (b)

Statement of documents that is a report or statement containing the advice or recommendations,

(1) of a body or entity established outside the Division by or under a written law,

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

(2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Division or to the responsible Secretary of that public authority.

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

Section 9 (1) (c)

Statement of documents that is a report, or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of the DSPURD.

There are no statements or reports 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 Division to submit a report, provide advice or make recommendations to the responsible Secretary of Division or to another officer of the Division who is not a member of the committee.

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

Section 9 (1) (e)

Statement of documents that is a report (including a report concerning the results of studies, surveys or tests) prepared for the DSPURD by a scientific or technical expert, whether employed with the DSPURD or not, including a report expressing the opinion of such expert on scientific or technical matters.

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

Section 9 (1) (f)

Statement of documents that is a report prepared by the DSPURD by a consultant who was paid for the report.

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

Section 9 (1) (g)

Statement of documents that is a report prepared within the Division and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, Programme or project.

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

TOBAGO HOUSE OF ASSEMBLY
DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT—CONTINUED

Section 9 (I) (h)

Statement of documents that is a report on the performance or efficiency of the DSPURD, or of an office, department or branch of the DSPURD, whether the report is of a general nature or concerns a particular programme or project administered by the DSPURD.

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

Section 9 (I) (i)

Statement of documents that is a report containing:

- Final plans or proposals for the re-organisation of the functions of the DSPURD
- The establishment of a new policy, programme or project to be administered by the DSPURD or
- The alteration of an existing policy or programme or project administered by the DSPURD, whether or not the plans or proposals are subject to approval by an officer of the Division, or another public authority, the Secretary with the responsibility of the DSPURD, or Executive Council.

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

Section 9 (I) (j)

Statement or document that is a statement prepared within the DSPURD and containing policy directions for the drafting of legislation.

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

Section 9 (I) (k)

Statement of documents that is a report of a test carried out within the DSPURD on a product for the purpose of purchasing equipment.

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

Section 9 (I) (m)

Statements of documents that is a valuation report prepared for the DSPURD by a valuator, whether or not the valuator is an officer of the DSPURD.

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



The Government of the Republic of Trinidad and Tobago

Updated Public Statement of the National Museum and Art Gallery 2024

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

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

The FOIA gives members of the public:

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

SECTION 7 STATEMENTS

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

NMAG is a body corporate established by the National Museum and Art Gallery Act, Chapter 40:52 of the Laws of Trinidad and Tobago. In May of 2022, a Museum Board was appointed to oversee operations for a term of three (3) years in keeping with the stipulations of the Act. NMAG reports to the Ministry of Tourism, Culture and the Arts.

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

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

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

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

The Museum temporarily closed for restoration and refurbishment in August 2022. NMAG personnel, in the interim, has been relocated to the Head Office of the Ministry of Tourism, Culture and the Arts, Castle Killarney and the La Brea Pitch Lake Facility. During this time, the work of NMAG will be facilitated through, inter alia, community outreach programmes.

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

Vision:

To be the premier resource for the conservation, preservation, interpretation and exhibition of artifacts and the communication of information about the culture, history and heritage of Trinidad and Tobago.

Mission:

Through our network of museums and heritage sites:

- **Acquire and Preserve:** We will acquire, preserve, interpret, develop, share and make accessible collections.
- **Trusted Voice:** We will be a trusted voice in the national conversation about arts and heritage management.
- **Transformative Power:** We will harness the power of museums, communication technologies, events and heritage sites to transform perspectives and experiences.
- **Curate and Support:** We will curate, commission and support exhibitions, publications and educational programs. Inspiring Spaces: We will create spaces and experiences that inspire and celebrate understanding of ourselves and our world.
- **Sustainable Ecosystem:** We will cultivate a sustainable ecosystem of museums and cultural heritage sites that nurture new talent and inspire future generations of cultural practitioners and audiences.

STRATEGIC OBJECTIVES OF NMAG:

NMAG aims to be:

- To establish a policy that governs the management of the National Museum and Art Gallery of Trinidad and Tobago.
- To maintain and promote open, transparent, informed and knowledgeable communication with all stakeholders.
- To enhance the power of museums as influencers in the national landscape.
- To construct purpose-built venues and develop appropriate spaces to commemorate and inspire.
- To support and empower cultural practitioners, artists, academics and audiences.
- To develop and implement a robust, sustainable fundraising strategy that directly supports the purpose and priorities of the National Museum and Art Gallery of Trinidad and Tobago.

Functions of the Staff and Divisions of NMAG

The National Museum and Art Gallery (NMAG) is managed by a board of directors, while the Curator and Assistant Curator are responsible for day-to-day operations. They share responsibility for Human Resources, Accounts, Facilities Management, Museum Programming, and Office Administration.

The Board of Directors is primarily responsible for establishing, recommending and reviewing the operational, financial and technical policies and procedures for NMAG. The composition of the Board of Directors is as follows:

- | | |
|----------------------------|-------------------|
| • Mr. Kenwyn Crichlow | - Chairman |
| • Mr. Edrick Murray | - Deputy Chairman |
| • Ms. Bliss Seepersad | - Member |
| • Ms. Barbara Jenkins | - Member |
| • Ms. Brianna Mc Carthy | - Member |
| • Mr. Desron Clarke | - Member |
| • Mr. Clayton De Freitas | - Member |
| • Ms. Nimah Muwakil-Zakuri | - Member |

The core workforce of NMAG is organized into the following sections as depicted in the Organizational Chart below:

• Curator & Assistant Curator:

The Curator and Assistant Curator are responsible for overseeing NMAG's operations according to the policy directives of the Board and the Government of the Republic of Trinidad and Tobago. The Assistant Curator reports directly to

the Curator, while the Curator reports to the Board and the Permanent Secretary of the relevant line Ministry.

• Curatorial Staff:

The Curatorial staff is responsible for planning and executing events and activities related to exhibitions, workshops, lectures, and publications at NMAG.

• Administrative Staff:

The Administrative staff handles tasks in Human Resources, Procurement, Facilities Maintenance, and Accounting.

• Clerical Staff:

The Clerical staff provides clerical and administrative support across all areas of NMAG.

• Museum Attendants:

Museum Attendants are responsible for conducting tours of NMAG's galleries and exhibitions.

• Security:

Estate Constables assigned to NMAG are responsible for the safety and security of all artifacts, personnel, and visitors.

• Cleaning Staff:

The Cleaning staff ensures the daily upkeep of the museum galleries and offices.

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NMAG

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

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

Section 7 (1) (a) (iii)

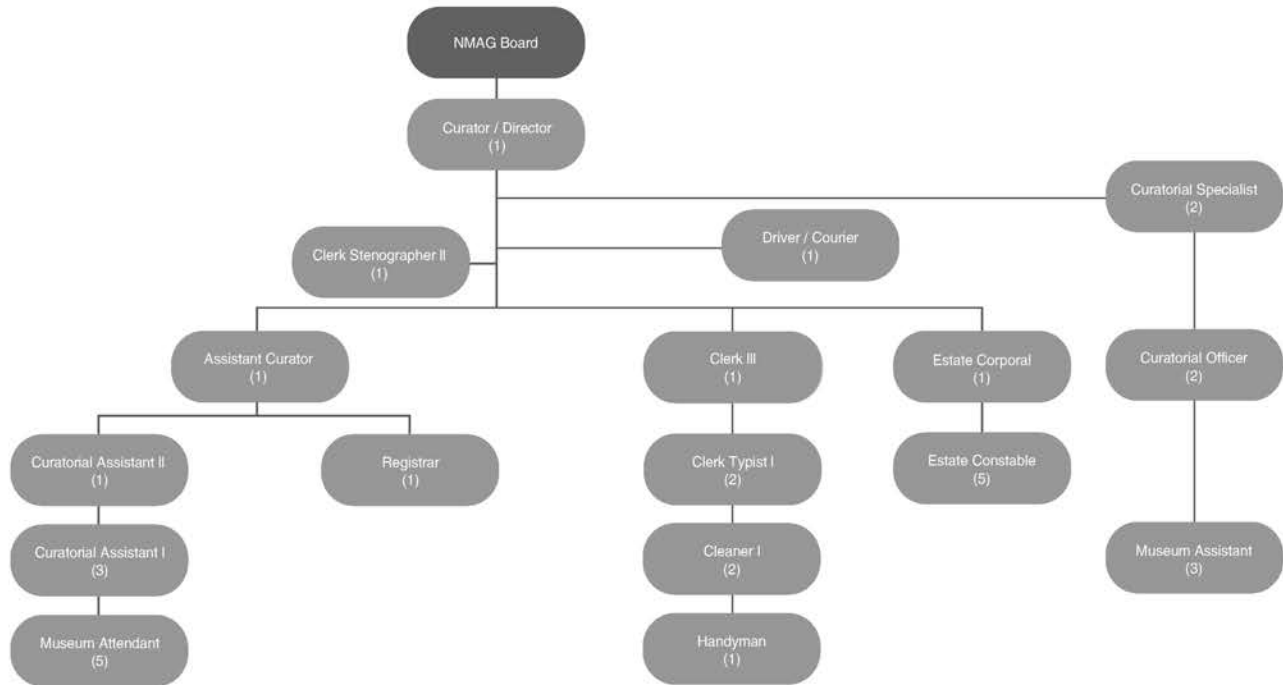
MATERIAL PREPARED FOR PUBLICATION AND INSPECTION BY MEMBERS OF THE PUBLIC AND PLACES AT WHICH PERSONS MAY INSPECT OR OBTAIN THAT MATERIAL

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

The public may request to inspect and/or obtain copies of this material on Tuesday to Friday 10:00 a.m. to 4:00 p.m. at the NMAG offices (temporary) located at Levels 8-10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

UPDATED PUBLIC STATEMENT OF THE NATIONAL MUSEUM AND ART GALLERY 2024—CONTINUED

National Museum and Art Gallery Organization Chart



Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

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

- "The Letters of Margaret Mann"
- "Eye Haiti.... Cries Everywhere"

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS FROM NMAG

How to Request Information

General Procedure

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

Addressing Requests

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

Details in the Request

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

Requests not handled under the FOIA

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

Responding to your Request

Retrieving Documents

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

Note

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

Furnishing Documents

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

Please note we are not compelled to do the following:

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

Time Limits

- 1) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 2) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant for consultation with a view to clarifying the request.

3) The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request. Every effort will be made by NMAG to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, NMAG will advise the applicant by letter and ask for an additional period of time to provide the information.

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

Fees and refunds

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

Section 7 (1) (a) (vi)

Officers in NMAG are responsible for:

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

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UPDATED PUBLIC STATEMENT OF THE
NATIONAL MUSEUM AND ART GALLERY 2024—CONTINUED

The Designated Officer is:

**CURATORIAL MANAGER
KEOMI SERRETTE**

The National Museum & Art Gallery
Levels 8-10, Tower C
International Waterfront Complex
1A Wrightson Road, Port of Spain
Phone: (868)) 624-1403 or (868) 612-8853
Email: k.serrette@gov.tt

The Alternate Officer is:

**CLERK STENOGRAPHER III (AG.)
ROWENA RAMNATH**

The National Museum & Art Gallery
Levels 8-10, Tower C
International Waterfront Complex
1A Wrightson Road, Port of Spain
Phone: (868)) 624-1403 or (868) 612-8853
Email: rowena.ramnath@gov.tt

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Notwithstanding the temporary restoration of the Museum, certain N MAG information can still be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at Levels 8-10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain. Appointments will be given from Tuesday to Friday between the hours of 10:00 a.m. to 4:00 p.m.

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

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

- Observance of any and all applicable COVID-19 Regulations and protocols and/or any and all applicable Regulations/protocols/guidelines issued by the Ministry of Health.
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the designated area.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- National Museum & Art Gallery Act, Chap. 40:52
- Public Service Regulations
- Financial Regulations and Instructions
- Freedom of Information Act, Chap. 22:02
- Guidance on FOIA Implementation
- COVID-19 Operating Policies for the National Museum & Art Gallery
- Occupational Health and Safety Act, Chap. 88:08
- Public Sector Investment (PSIP)
- Estimates of Expenditure, Recurrent and Development Programmes
- Public Procurement and Disposal of Public Property Act No. 1 of 2015 (as amended) and its Regulations
- Procurement Policies and Guidelines

Section 8 (1) (a) (ii)

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

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

Section 8 (1) (b)

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

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

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

There are no 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 N MAG, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by the N MAG, whether or not the plans or proposals are subject to approval by an officer of the N MAG, another public authority, the responsible Minister or Cabinet.

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the N MAG.

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

Section 9 (1) (m)

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

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

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LOSS OF CUNA CARIBBEAN INSURANCE SOCIETY LIMITED POLICY

NOTICE is hereby given that Policy Number 3676069-001 on the life of VYDIA SEENATH issued by CUNA CARIBBEAN INSURANCE SOCIETY LIMITED is lost according to a sworn declaration made by the Insured under this policy.

It is the intention of CUNA Caribbean Insurance Society Limited to issue a Special Policy in place of the said policy, in accordance with section 208 of the Insurance Act, 2018, unless objections are raised within one month from the date thereof.

CUNA CARIBBEAN INSURANCE SOCIETY LIMITED

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

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

<i>Name</i>	<i>Policy Number</i>
JACQUELINE SCOTLAND	3548822
FLYOD HAYNES	897696
FLYOD HAYNES	4156479
JOY MANSWELL	3440603
ANNETTE ISHMAEL	3416929

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

167

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

<i>Name</i>	<i>Policy Number</i>
ELVIN JOHN	3495369
ARLENE KHAN	3428710
CATLYN BARTLETT	3380890
SEAN BERNARD	3362152
MARLON MARTIN	3547447

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

168

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

<i>Name</i>	<i>Policy Number</i>
KYEON GONZALES	3485179
DWAYNE CAMPBELL	3460211
NIGEL DOMINIQUE	3556743

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

169

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

<i>Name</i>	<i>Policy Number</i>
BROOKE BYNOE	3367992
SHERRIE-ANNE GIBSON	3424453
SHARI WELLINGTON	3484093

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

170

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

<i>Name</i>	<i>Policy Number</i>
WAYNE SOOKNANAN	3353130
GERALD PERELION	3304313
RAMESH RAMPERSAD	4153662
LEAH HERNANDEZ	3524042

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

171

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

<i>Name</i>	<i>Policy Number</i>
KIMERY JORDAN	3507251
ERIC LEWIS	3476390
LORETTA MATTHEWS	3445895
MARINA IMAMSHAH	3518845
ROMELIA RAMDIAL-RAMBARATH	3397070

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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