



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part B—*

Proclamation No. 6 of 2025—(Legal Notice No. 210 of 2025).

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### APPOINTMENT AS MINISTER IN THE MINISTRY OF FINANCE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, under the provisions of section 76(3) of the Constitution of the Republic of Trinidad and Tobago, has appointed SENATOR THE HONOURABLE KENNEDY SWARATSINGH, as Minister in the Ministry of Finance with effect from 13th May, 2025 in addition to his present duties as Minister of Planning, Economic Affairs and Development.

13th May, 2025.

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

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### APPOINTMENT AS PARLIAMENTARY SECRETARY IN THE OFFICE OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, under the provisions of section 82(1) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE WILFRED NICHOLAS MORRIS, M.P., as a Parliamentary Secretary in the Office of the Prime Minister, with effect from 13th May, 2025 in addition to his present duties as Parliamentary Secretary in the Ministry of Foreign and CARICOM Affairs.

13th May, 2025.

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

TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2024

# Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

## In Compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) Chapter 22:02

(UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) &amp; 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act Chapter 22:02 (FOIA), the Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish updated statements that list 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 information held by NP.
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) publishes the following statement as approved by the Minister of Energy and Energy Industries:

### Section 7 Statements

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

#### Function and structure of the Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government of the Republic of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the ten-year-old company, Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalise the oil industry.

NP's Mission is to achieve the status: "To provide quality petroleum products and ancillary services in the markets we serve".

NP holds a Vision "To be an established, regional enterprise with a trusted brand of world-class fuels and lubricants and excellent service".

The portfolio of NP encompasses the following:

1. Acquisition, storage, sale and distribution of fuels to service stations, aviation, marine and industrial users;
2. Marketing of fuels including LPG and CNG;
3. Blending and marketing of lubricants brake fluid and grease;
4. Service Station Activities/Convenience Store and other Non-fuel Generating Activities;

5. Contract Blending Activities;
6. Technical and Laboratory Services; and
7. Branch Activities.

NP, in addition to its local marketing activity, is also the parent company of six (6) subsidiary companies and has a branch in Dominica. The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refueling facilities. It also markets fuels and lubricants to service stations and other users.

#### Subsidiary companies:

1. Natpet Investments Company Limited - operates the company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied with LPG. The LPG Filling Plant is located on the parent company's facilities at Sea Lots, Port-of-Spain.
2. Natpetrol (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of importation, exportation, purchase, sale, supply and trade of petroleum, petrochemical and chemical products but which is not operational at present.
3. Natpet (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of sale, purchase, rental and leasing of immovable property and investment in securities but which is not operational at present.
4. National Agro Chemicals Limited (currently being liquidated) - was set up to supply a wide range of fertilisers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and sell a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owned and operated, at Point Lisas, one of the few fertiliser blending plants in the Caribbean. This Company, however, is currently in the process of being liquidated.
5. Liquid Fuels Company of Trinidad and Tobago Limited - was set up as the business entity to operate the facilities created from the completed Liquid Fuels Pipeline and Ancillary Facilities project and will distribute Liquid Fuels on behalf of Paria Fuel Trading Company Limited to their fuel wholesale customers.
6. Natpet Corporation Inc. - a company incorporated under the laws of Guyana, which was set up for the purposes of expanding NP's lubricants and grease business as well as expanding its business activities into other areas such as marine bunkering and other energy-related opportunities. The Company is not yet operational.



For all life's journeys



## TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2024

## Branch:

Trinidad & Tobago National Petroleum Marketing Company Limited – Dominica Branch

## Approved Structure - Major Responsibility Centers and its subdivisions are:

1. Lubricants  
Lubricant Production and Sales  
Procurement and Warehousing
2. Retail & Industrial Fuels  
Service Station Network  
Distribution
3. Aviation & Marine Fuels  
Refuelling of Aircraft  
Bunkering of Vessels  
Cargo Operations
4. Core Business Support  
Tobago Operations  
Dominica Operations  
LPG  
Quality Assurance  
Laboratory
5. Human Resources & HSSE  
Employee/Industrial Relations  
Administrative Services  
Organisation Development  
Health, Safety, Security & Environment
6. Finance, ICT & Supply Chain  
Accounting Services  
Treasury & Management Accounting  
Supply Chain  
ICT

## Other support, monitoring and executive functions are:

- Internal Audit
- Legal & Company Secretariat
- Corporate Communications
- Engineering & Maintenance Services
- Risk Management
- Business Intelligence

There are a number of Committees that are operational. Where applicable, these Committees comprise of officers of NP and members of the local branch of the Trade Union (OWTU) listed as follows:

Credit Committee  
Joint Health & Safety Committee  
Pension Fund Management Committees  
Procurement and Disposal Advisory Committee  
Disposal Committee

NP's Head Office is located at NP House, National Drive, Sea Lots, Port-of-Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company.

## Its Members as at 2025 January are:

Mr. Sahid Hosein	-	Chairman
Ms. Melanie Trim	-	Director
Mr. Lincoln Anthony	-	Director
Ms. Karinsa Tulsie	-	Director
Mr. Sanjiv Boodhu	-	Director
Ms. Isabell Rahim	-	Director

There are five (5) Board Sub-Committees that consider, approve and where necessary make recommendations to the Board of Directors on matters relating to:

- Audit and Risk Management;
- Finance and Investment;
- Marketing;
- Human Resource; and
- Implementation.

NP employs a workforce of approximately four hundred and ninety-nine (499) persons and is headed by a Chief Executive Officer (CEO). NP's approved Organisation Structure consists of six (6) major responsibility centres along with other support, monitoring and executive functions under the Office of the CEO. As at 2025 January, there are three hundred and forty-nine (349) permanent employees, forty-three (43) temporary employees, fifteen (15) contract employees, eighty-six (86) casual employees and six (6) On-the-Job Trainees.

Please see within for the approved Management structure for NP.

NP considers feedback from the public gathered through its Corporate Communications and Customer Service Departments in guiding its formulation of policy.

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

## Categories of Documents in the possession of NP.

1. Files dealing with organisational support and administrative/contractual documents for the operations of NP.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of NP.
6. Financial Records (cheques, vouchers, invoices, receipts, journals, etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in NP.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.
13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to NP.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Internal and External Audit, Consultants, Technical, Corporate, Valuation, Accident, Feasibility Studies and Surveys etc.



## TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2024

19. Files on Marketing Policies, Pricing Strategies and Price Build-ups.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/Logs/Certificates/Permits/Licenses, etc.
25. Files dealing with engineering, construction and maintenance of NP's facilities.

**Section 7 (1) (a) (iii)****Material prepared for publication or inspection.**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at: -

NP's Library,  
NP House,  
National Drive, Sea Lots,  
Port-of-Spain.

Telephone: (868) 625-1364/8  
Fax: (868) 627-4028  
E-Mail: customer\_service@np.co.tt

The public may inspect the following materials:

- Annual Audited Financial Statements;
- Credit Policy & Procedure;
- Employees' Handbook;
- Health, Safety & Environment Pocket Handbook;
- Health, Safety & Environmental Policy Statement;
- Quality Policy Statement; and
- Guidelines for Improving Contractor Health, Safety & Environmental Performance

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt)

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

NP 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 NP.**

NP's policy is 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 information is refused), **you must make your request in writing**. The following procedure should be followed when making a request:

How to request Information:

**1. General Procedure**

Applicants may obtain an FOIA application form (Request for Access to Official Documents) available in our Library, Company Secretariat or from the Government FOIA Unit on its website address: [www.foia.gov.tt](http://www.foia.gov.tt) in order to access information that is not readily available to the public.

**2. Addressing Requests**

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

**3. 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 you are not sure how to write your request or what details to include, please communicate with the Designated Officer (as named in section 7 (1) (a) (vi)).

**4. Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public.

**5. Furnishing Documents**

Copies of documents are only furnished when they are in our possession, custody or power. Prior to the commencement of the Freedom of Information Act Chapter 22:02, 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. For example, The Exchequer and Audit Act, Chapter 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:

- a. 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.
- b. Perform research for you.

A request is to be deemed to be received when the original of the completed request form is received by the Designated Officer, the Manager Legal & Company Secretary's Office or in the Legal Department of the Company and a written acknowledgement is issued.

**6. Time Limits****General**

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status.

Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the thirty-day period [Sec. 21(7)].

**Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 calendar days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.



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

Officers in the Public 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 corrections of personal information under Section 36 of the FOIA.

The Designated Officer is:

Ms. Khelsy Maharaj,  
Manager Legal & Company Secretary,  
NP House, National Drive,  
Sea Lots, Port-of-Spain  
Telephone: 625-1364 Ext. 1301  
Email: khmaharaj@np.co.tt

The Alternate Officer is:

Ms. Marla Pacheco,  
Legal Officer,  
NP House, National Drive,  
Sea Lots, Port-of-Spain  
Telephone: 625-1364 Ext. 1304  
Email: mpacheco@np.co.tt

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

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

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

**Section 7 (1) (a) (viii)**

Reading Room Facilities.

Certain information may be readily accessed in our library or through our website at [www.np.co.tt](http://www.np.co.tt). General enquiries may be made to our Administrative Assistant at telephone number 625-1364 Ext 420.

The Library at NP is located on the 1st Floor of NP House Phase I at Sea Lots, Port-of-Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Reading Room.
- Provision of copies of documents that are readily available to the public.
- NP at its discretion may charge for photocopies at \$2.00 per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision.

**Fees and Charges**

Section 17(1) stipulates that no fee shall be charged by a public authority for the making

of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, NP may charge duplication fees in accordance with its normal replication policy.

**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.

- Arbitration Act Chapter 5:01
- Bankruptcy and Insolvency Act Chapter 9:70
- Companies Act Chapter 81:01
- Consumer Protection and Safety Act Chapter 82:34
- Conveyancing and Law of Property Act Chapter 56:01
- Copyright Act Chapter 82:80
- Customs Act Chapter 78:01
- Electronic Transactions Act Chapter 22:05
- Environmental Management Act Chapter 35:05
- Equal Opportunities Act Chapter 22:03
- Freedom of Information Act Chapter 22:02
- Health Surcharge Act Chapter 75:05
- Industrial Relations Act Chapter 88:01
- Insurance Act Chapter 84:01
- Integrity in Public Life Act Chapter 22:01
- Land and Building Taxes Act Chapter 76:04
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- Motor Vehicles and Road Traffic Act Chapter 48:50
- National Insurance Act Chapter 32:01
- Occupational Safety and Health Act Chapter 88:08
- Patents Act Chapter 82:76
- Patents and Designs Act Chapter 82:83
- Pensions Act Chapter 23:52
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Pharmacy Board Act Chapter 29:52
- Protection Against Unfair Competition Act Chapter 82:36
- Real Property Act Chapter 56:02
- Registration of Deeds Act Chapter 19:06
- Retrenchment and Severance Benefits Act Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Stamp Duty Act Chapter 76:01
- Standards Act Chapter 82:03
- Tax Appeal Board Act Chapter 4:50
- The Corporation Tax Act Chapter 75:02
- The Exchequer and Audit Act Chapter 69:01
- The Finance Act
- The Income Tax Act Chapter 75:01
- The Petroleum Act Chapter 62:01 and Regulations



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## TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2024

- The Public Procurement and Disposal of Public Property Act 2015 (as amended) and related Regulations
- Town and Country Planning Act Chapter 35:01
- Trade Descriptions Act Chapter 82:04
- Trade Disputes and Protection of Property Act Chapter 88:03
- Trade Marks Act Chapter 82:81
- Unfair Contract Terms Act Chapter 82:37
- Value Added Tax Act Chapter 75:06
- Workmen's Compensation Act Chapter 88:05

**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.**

- Access Control Policy (Revised)
- Accounts Classification Manual
- Acting Policy
- Advertising Policy
- Air Passage Authorization Policy
- Amendment of Reports Procedure
- Analysis and Evaluation Procedure
- Annual Performance Management Policy
- Anti-Fraud and Corruption Policy (Revised)
- Anti-Fraud and Corruption Procedure (Revised)
- Anti-Harassment Policy
- Appeal and Levelling Policy
- Blending of Lubricants Procedure
- Budget Preparation Procedure
- Bulk Sales of Fuels, Lubricants and Marine Bunkers Procedure
- Capital Investment Management Policy
- Career & Succession Planning Policy
- Career & Succession Planning Procedure
- Cash Control & Banking Policy
- Claims Procedure
- Cleaning of Intermediate Bulk Containers Procedure
- Company Profile
- Competence, Training and Awareness Procedure
- Conflict of Interest Policy
- Context of the Organization Procedure
- Control of Contract Blend Customer Property Procedure
- Control of Monitoring and Measuring Devices Procedure
- Control of Nonconformance Procedure
- Control of Records Procedure
- Corporate Audit Policy (Revised)
- Corrective and Improvement Action – Laboratory Procedure
- COVID-19 Business Continuity Plan
- COVID-19 Exposure Protocol Procedure
- COVID-19 Re-Entry into the Workplace Guidelines
- Credit Policy
- Credit Procedure
- Customer Property Procedure
- Customer Related Processes Procedure
- Data Analysis
- Data Classification Policy
- Decanting of Drums – Greases and Lubricants Procedure
- Delegation of Authority Manual
- Delivery of Fuel to Ocean Vessels via RTW Procedure
- Design and Development Procedure
- Distribution of Fuel Procedure
- Document Control Procedure
- Donations Policy
- Donations Procedure
- Drafting and Layout of Procedures Procedure
- Drug and Alcohol-Free Workplace Policy (Revised)
- Drum Filling of Aviation Products Procedure
- Education Loan and Study/Examination Leave Policy
- Electronic Mail Policy
- Emergency Preparedness and Response Procedure
- Employee Assistance Programme Policy
- Employees' Handbook
- Enterprise Wide Risk Register and Policy
- Enterprise Wide Risk Register Procedure
- Ethyl Mercaptan Introduction to LPG Procedure
- Evaluation of Suppliers Procedure
- Filling of LPG Cylinders – Tobago Procedure
- Filtration Equipment Procedure
- Final Inspection and Testing of Lubricants Procedure
- Fixed Asset Policy
- Flexible Work Schedule Policy
- Fueling and Defueling Aircraft Procedure
- General Statement Procedure
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Handling and Storage of Samples received for Testing Procedure
- Handling of Customer Complaints Procedure
- Handling of Fuel Contamination Procedure
- Handling of Inquiries and Aviation Products Procedure
- Handling, Storage and Preservation Procedure
- Health and Safety Risk Management Procedure
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Housing Aid Plan Policy
- HSE – Confined Space Entry
- HSE – Contractor Code of Practice
- HSE – Contractor Fleet Management
- HSE – Energy Isolation and LOTO
- HSE – Hot Work
- HSE – Job Safety Analysis
- HSE Manual Revision 02 (2006)
- HSE – Permit to Work
- HSE – Respiratory Protection Program
- HSE – RTW/Bridger Inspection
- HSE – Working at Heights
- Identification of Training Needs Procedure
- Improvement Procedure
- Induction Training and Orientation Procedure
- Information Technology Security Policy
- In-Process Inspection and Testing of Lubricants Procedure
- Internal Audit Manual
- Internal Laboratory Audits Procedure
- Internal Management System Audit Procedure
- Internet and E-mail Use Policy
- Introduction to LPG Operations Procedure
- Inventory Management & Control Policy
- Investment Policy
- Key Control Testing Policy
- Key Control Testing Procedure
- Key Employee Retention Policy
- Laboratory Management Review Procedure



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TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2024

- Leadership Procedure
- LPG Bobtail Bulk Truck Refueling Procedure
- LPG Cylinder Management Policy (Revised) 2020 April
- LPG Storage Site Initial Procedure
- Maintenance and Calibration Procedure
- Management of Change Procedure
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- Management Review Procedure
- Management System Communications Procedure
- Measurement Uncertainty Procedure
- Medical Boarding Policy
- Medical Plan Policy
- Monitoring and Measurement of Customer Satisfaction Procedure
- Monitoring and Measurement of Product and Processes Procedure
- Monitoring and Measurement Procedure
- Monitoring Competitive Activity Procedure
- Monitoring, Analysis and Evaluation Procedure
- New Business Opportunity Policy
- Nonconforming Work Procedure
- No-Pay Leave Policy (Revised)
- Occupational Health and Safety, Fire Fighting, Security and the Environment Procedure
- Organization and Administration Procedure
- Overseas Business Travel Policy
- Packaging and Labeling of Lubricants Procedure
- Packaging of Containers for Export Lubricant Orders Procedure
- Payroll Policy
- Permanent Recruitment Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Preparation of Blend Formulation for Lube Oil Blending Plant Procedure
- Preparing and Recording New Lubricant Procedure
- Preservation Procedure
- Preventive Maintenance Procedure
- Pricing Procedure
- Procedure for Blending Operation
- Procedure for Cleaning of Blending Tanks
- Procedure for Drum Assembly
- Procedure for Flushing of Blending Systems
- Procedure for Identification and Traceability
- Procedure for Receipt and Release of Additives
- Procedure for Receiving Base Oils into LQBP Storage
- Procedure for Start-up and Shut-down
- Procedure for Transfer of Base Oils between Bulk Storage
- Processing Payment from Customers Procedure
- Processing Sales Orders for BP Marine Procedure
- Processing Sales Orders for Consignment Customers Procedure
- Processing Sales Orders for Distributors Procedure
- Processing Sales Orders for Port Authority of Trinidad and Tobago Procedure
- Processing Sales Orders for Regional Distributors Procedure
- Processing Tenders for Industrial Sales Customers Procedure
- Procurement Policy
- Production Planning Procedure
- Provision for Obsolete or Damaged Inventory
- Purchase Accounting System Policy
- Purchasing of Spare Parts, Equipment and Supplies Procedure
- Purchasing Procedure
- Quality Policy Statement
- Receipt and Release of Additives into Bulk Liquid Containers Procedure
- Receipt and Replacement of LPG Cylinders Procedure
- Receipt of Bulk Aviation Products Procedure
- Receipt of Bulk LPG via Coastal Vessel Procedure
- Receipt of New LPG Cylinders at NP Cylinder Facility Procedure
- Receiving Base Oils into LQBP Storage Procedure
- Receiving Petroleum Based Products from Coastal Vessels Procedure
- Receiving, Inspection and Testing of Additives and Packaging Materials Procedure
- Receiving, Inspection and Testing of Liquid Petroleum Products Procedure
- Recognition & Reward Policy
- Records Retention Policy
- Remote Access Policy
- Resource Management Procedure
- Responsibility, Authority and Communication Procedure
- Retiree Medical Benefit Policy (Revised)
- Returned Product Policy
- Review of Requests, Tenders and Contracts Procedure
- Rinsing of Blending Systems and Holding Tanks Procedure
- Risk Assessment Policy and Procedure
- Risk Management Policy (Revised)
- Sales Accounting System Policy
- Sales and Accounting Policy
- Sampling, Monitoring and Measurement Procedure
- Scope and Structure of the Management System and Control of the Policy Manual Procedure
- Social Media Policy
- Sponsorship Policy
- Staff Performance Management System
- Storage and Handling of Aviation Products Procedure
- Telecommuting Policy
- Temporary Recruitment Policy
- Training & Development Policy
- Transfer of Base Oils between Bulk Storage Tanks Procedure
- Transfer of LPG from Horton Sphere to LPG Bullets Procedure
- Transfer of LPG from LPG Bridgers to Horton Sphere Procedure
- Transfer of New 20lb LPG Cylinders for Issuance to LPG Customers Procedure
- Treatment of Articles Procedure
- Treatment of Damaged Goods Procedure
- Treatment of Goods Returned Procedure
- Treatment of Obsolete Inventory Procedure
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised)
- Vacation Employment Policy
- Verification of EMCEE Conductivity Meters Procedure
- Verification of Hydrometers Procedure
- Verification of Thermometers Procedure
- Whistle Blowing Policy (Revised)
- Whistle Blowing Procedure (Revised)
- White Oils Bulk Purchase for Warehouse 69 Procedure

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt).

#### 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 documents to be published under this section at this time.



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**Section 9 Statements****Section 9 (1) (a)**

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

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (b)**

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

At this time, there are no reports or statements under this sub-section.

**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.

At this time, there are no reports or statements under this section.

**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.

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (e)**

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

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (f)**

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

- Business Process Risk Assessment – November 2001 – Ernst & Young.
- Marine Services – 2002 – Edmond Arneaud.
- Compensation Survey for Management Positions – 2005 – HRC Associates.
- Management Job Evaluation – 2007 – Eastman & Associates.
- Company Wide Job Evaluation Exercise – 2008 – Eastman & Associates.
- Enterprise Risk Management – 2016 June – Ernst & Young.
- Internal Penetration Test and Cyber Security Program Assessment – June 2015 – Ernst & Young

**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.

Risk survey on NP's property at Sea Lots and Piarco employed by a foreign insurance broker in 2008.

**Section 9 (1) (h)**

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

At this time, there are no reports under this sub-section.

**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.

Budgets and Strategic Plans – Compiled internally – 2001 to 2004, 2005 to 2008, 2006 to 2009 and 2009 to 2010. Budgets - 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023. Strategic Plans – 2009 to 2012, 2013 to 2016, 2018 to 2020, 2020 to 2023.

LPG Cylinder Management Policy (Revised) 2020 April.

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

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

At this time, there are no statements under this sub-section.

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

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

At this time, there are no reports under this sub-section.

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

An environmental impact statement prepared within the public authority.

At this time, there are no statements under this sub-section.

**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.

- Valuation Report in 2008 by Desmond Welch and Associates on NP's property situated at Sea Lots.

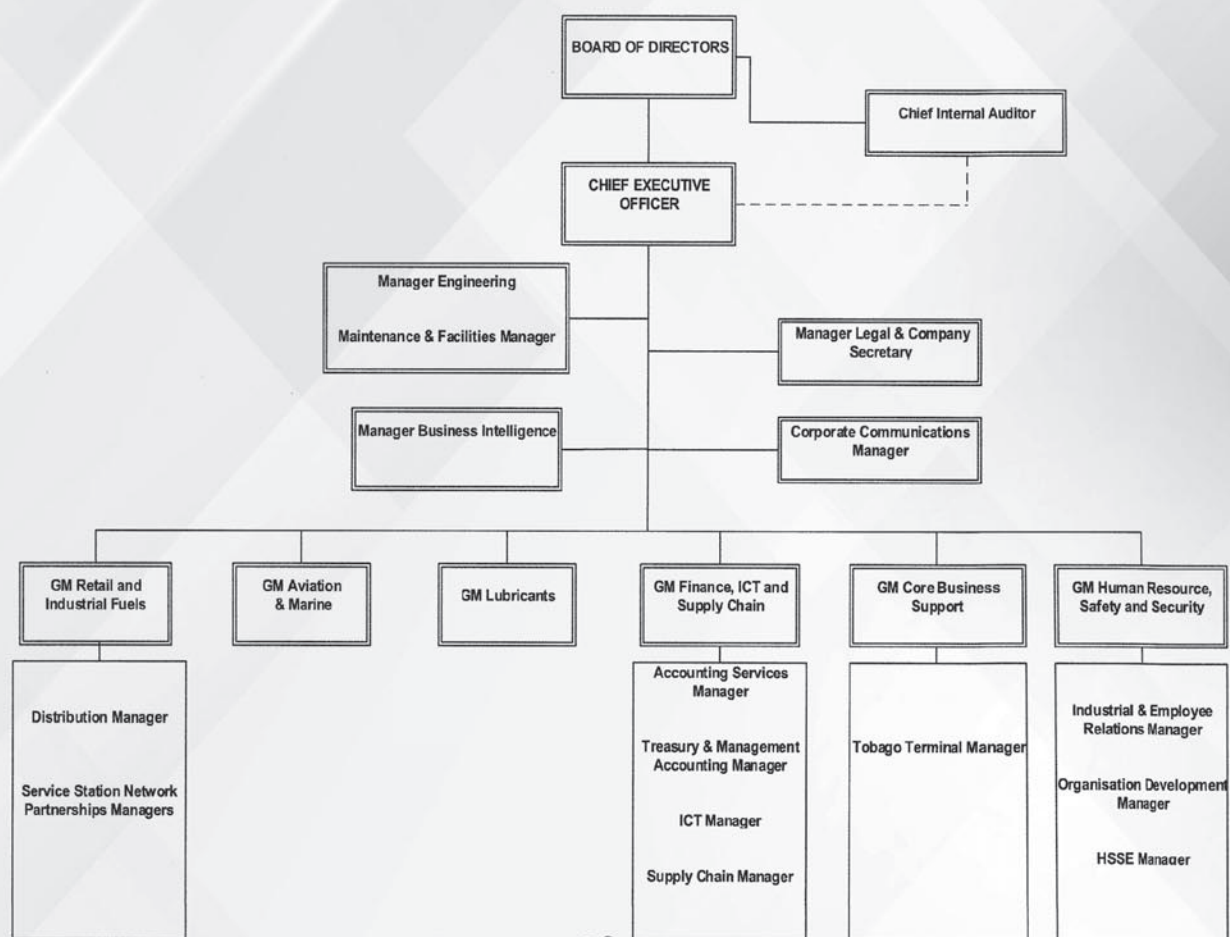


TRINIDAD &amp; TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025



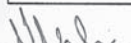
## APPROVED MANAGEMENT STRUCTURE

### MANAGEMENT POSITIONS



  
General Manager – HR & HSSE

  
Chief Executive Officer

  
Chairman – HR Committee

2017 June 01





## **LORD KITCHENER (Aldwyn Roberts) AUDITORIUM - NAPA**

### **UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING ARTS, 2023**

#### **IN COMPLIANCE WITH SECTIONS 7, 8, and 9 OF**

#### **THE FREEDOM OF INFORMATION ACT, Chap. 22:02**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the National Academy for the Performing Arts ("NAPA") is required by law to publish and annually update statements which lists the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exceptions) held by NAPA.
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 Organizational Structure of NAPA**

NAPA formally opened its doors on November 9<sup>th</sup>, 2009 as a facility for the development of the performing arts in Trinidad and Tobago. The space serves as a performance and teaching academy, as well as an entertainment venue. It is a government agency charged with, inter alia, renting the Lord Kitchener (Aldwyn Roberts) Auditorium to promoters or organizations for shows/events. It also provides an environment for students of the University of Trinidad and



UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

Tobago's (UTT) Academy for the Performing Arts to apply what was learnt in the multidisciplinary arts classrooms to a real live performing environment.

By *Trinidad and Tobago Gazette (Extraordinary)* Vol. 59 no. 158 dated 9<sup>th</sup> September 2020, the responsibility for NAPA was assigned to the Ministry of Tourism, Culture and the Arts ("the Ministry").

*The National Academy for the Performing Arts Act, 2022 ("Act No.5 of 2022")* provides for the establishment of NAPA as a body corporate and for the management and control thereof and for related matters.

Act No. 5 of 2022 also vests the management and control of NAPA in the Board appointed by the Minister with responsibility for culture and the arts. Accordingly, on 24<sup>th</sup> August 2023, the Minister of Tourism, Culture and the Arts, in accordance with section 6 of Act No.5 of 2022, appointed the following persons to serve as members of the Board for a period of three (3) years.

Mr. Olson Oliver	Chairman
Ms. Arlene Belgrove	Deputy Chairman
Ms. Ayanna Blackman	Member
Mrs. Catherine Dookie Da Silva	Member
Ms. Sarah Ramsingh	Member
Ms. Alana C. Morton	Member
Mr. Keon Gonzales	Member
Ms. Anna-Lee Boodhu	Member
Ms. Reeyah Chattergoon	Member

**Vision**

*To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.*

**Mission**

*To maintain a world-class facility that provides a stage for works of excellence in all the performing arts and provides the opportunity for the development of skills and talent through collaboration and partnerships with a range of local, regional and international artists and organizations.*

**Main Features of NAPA**

The main features of NAPA include:

**Theatre:**

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

- One thousand and two hundred (1,200) seating capacity, one VIP Lounge Room with a capacity for ten (10) persons, one (1) Box Office, and one (1) 1,089m<sup>2</sup> stage capable of moving in sections.

**Academy Area:**

- Ten (10) small classrooms and three (3) large classrooms; and
- Two (2) multi-function halls which are conference rooms to host functions.

**Hotel Area:**

- Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites; and
- Two (2) restaurants, one specialised in Western cuisine with a capacity of 80-100 persons and the other in Chinese cuisine with a capacity of 130-150 persons.

**Atrium Area:**

- Waterscape and garden feature; and
- Bridge connecting the hotel to the Academy area.

**Outdoor Area:**

- Parking facilities with one hundred and seventy-five (175) outdoor spaces and forty-four (44) basement spaces within the compound; and
- Musical fountain.

**STRATEGIC OBJECTIVES**

- *Provide high quality cultural experiences for our audiences/the National community.*
- *Maintain NAPA as the premiere performing space in the Caribbean.*
- *Strengthen the organizational infrastructure (physical, technological, and staffing) of NAPA.*
- *Establish NAPA as a financially independent and viable organization.*

**Functional Units of NAPA**

NAPA is comprised of the following Units:

**Core Units:**

- Administration
- Technical

**Support Units within Administration & Technical:**

**Administration**

- Bookings
- Business Operations
- Front of House

**Technical**

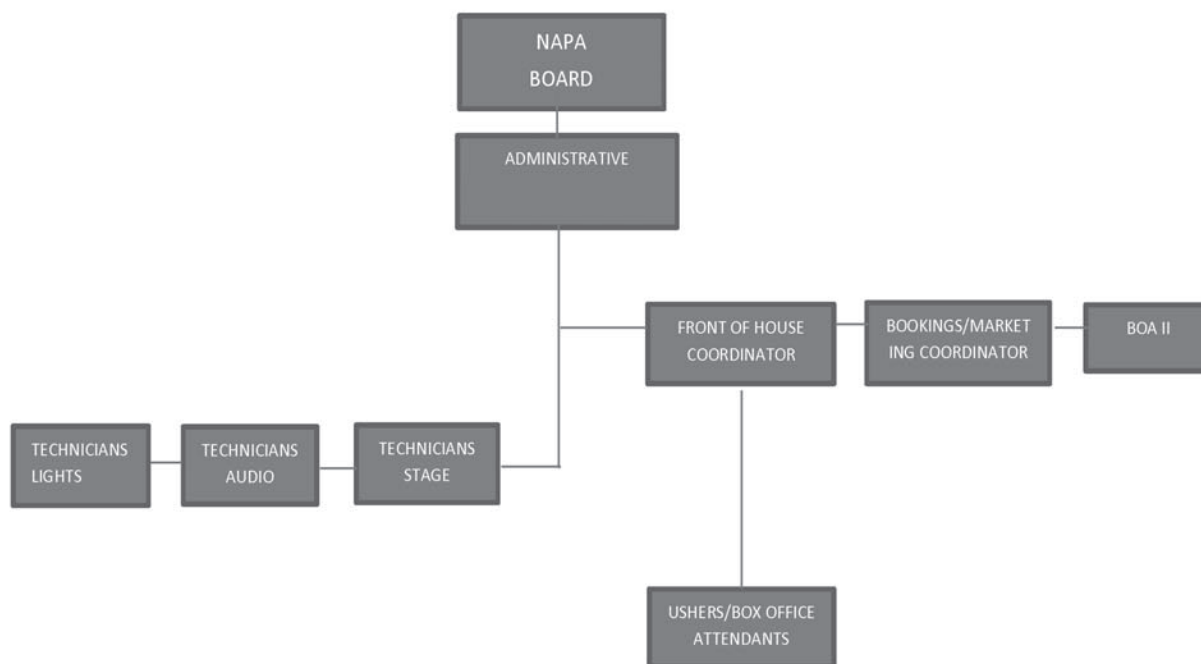


UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

- Stage
- Lights
- Audio

The staff of these Units are supervised, ad interim, by the Advisor to the Deputy Permanent Secretary, who directs, oversees and coordinates the daily operations of NAPA which include accounts, information technology, general office services, cleaning services, (including contracted janitorial services & grounds keeping), security and bar services, facilities management and all Front of House operations (ushering & box office). The incumbent is in charge of the coordination of staff productivity, and formulates and implements strategies that determines and achieves performance of the organizational goals.

See the Organisational Chart below: **FIGURE 1. CURRENT INTERNAL ORGANIZATIONAL CHART OF NAPA**



#### CORE AND SUPPORT UNITS

**ADMINISTRATION UNIT** is comprised of three (3) sections: Bookings, Front of House and Business Operations.

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

**Bookings Unit** is responsible for coordinating the booking of rentals for shows/events that take place at the Auditorium. The Booking/Marketing Coordinator handles all requests for rentals, provides quotations, prepares the documents for Ministry approval, updates the Bookings Calendar, issues receipts to NAPA clients and updates the Cashbook. This Unit is also responsible for providing promotional information on the Auditorium to clients and promoting the shows on the Auditorium's social media platforms.

**Front of House Unit** is responsible for all activities pertaining to the event/show/performance as it relates to the front of house operations. This includes meeting with the client to get tickets instructions, seating arrangements, security, janitorial, box office operations and ushers. This Unit ensures that all personnel are informed about the dates and times of all events, preparation and distribution of rosters for box office personnel and ushers. The Front of House Coordinator also coordinates box office sales and ensures the smooth operation and coordination all activities relative to the event/show/performance.

**Business Operations Unit** manages the day-to-day operations for the Administration Unit. The Business Operations Assistant handles all calls, recording, distribution of mail, prepares memoranda for purchase approvals as well as cheque distribution to suppliers and contractors. Human Resource matters are also handled by this Unit in collaboration with the Ministry's Human Resources Unit including the maintenance of employee files.

**TECHNICAL UNIT** is comprised of three (3) sections: Stage, Lights and Audio units.

**Stage Unit** is responsible for coordinating the activities on stage for all shows/events that take place at the Auditorium. This Unit is responsible for stage safety as well as the implementation of client stage requirements, placement of stage curtains, placement of ramps, chairs, tables, podiums and the observance of Auditorium rules and guidelines.

**Lights Unit** handles the lighting design for shows/event/performances through lighting plots or client instructions. The Unit is also responsible for lighting console programming to ensure on cue operation as well as the maintenance of fixtures to ensure good working order.

**Audio Unit** handles the sound design for their shows/events/performances which involves matters such as microphone set up which is guided by the Sound Engineer. This Unit is also responsible for sound balancing and cues as well as the maintenance of sound equipment to ensure good working order.

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

**Categories of Documentation in the possession of the NAPA:**



UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

**The official documentation of the NAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of NAPA. These documents include:**

- Client Rental files, licence agreements and procedure rate cards;
- Policies, plans, guidelines, and procedure documents;
- Reports –Annual, Audit, Consultants’, Technical, Valuation and Accidents;
- Files dealing with administrative support and general administrative documents for operations;
- Financial Records (cheque registers, disbursement vouchers, deposit vouchers receipt books, revenue reports);
- Personnel files, which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Registers of internal and external correspondence files;
- Training Files;
- Brochures, Newspaper Clippings and Posters
- Periodicals and Publications;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.; and
- Inventories and Listings.

**SECTION 7 (1) (a) (iii)**

**Material Prepared for Publication or Inspection:**

The Public may inspect and/or obtain copies of brochures, procedures rate cards, licence agreement templates, bookings and waiver, cancellation and equipment rental policies (covering the Auditorium) on Tuesdays and Thursdays between the hours of 10:00a.m. – 4:00 p.m. at the NAPA office located at 119 Frederick Street, Port of Spain.

**SECTION 7 (1) (a) (iv)**

**Literature Available by Subscription:**

NAPA currently has no material available by way of subscription.

**SECTION 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from NAPA:**

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

### **How to Request Information**

#### **General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise 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 (the Request for Access to Official Documents is available from NAPA's Designated Officer or at the website [www.foia.gov.tt](http://www.foia.gov.tt)) for information that is not readily available to the public.

#### **Addressing Requests**

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

#### **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 you are not sure how to write your request or what details to include, communicate with NAPA's 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 already available within the public domain.

#### **Responding to your Request**

##### **Retrieving Documents**

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

##### **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**



UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

An applicant is, subject to the provisions of the FOIA, entitled to copies of official documents we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we 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**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by NAPA's Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. 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 NAPA 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, NAPA will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. NAPA's Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

**Fees and refunds**

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

**SECTION 7 (1) (a) (vi)**

**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES**

**Officers in NAPA responsible for:**

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

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

**The Designated Officer is:**

Job Title: Business Operations Assistant II  
Name: Ms. Ayasha Calvahal  
Address: 119 Frederick Street, Port of Spain  
Telephone: 223-1210 Ext 3004  
Email: [napatt.manager@gmail.com](mailto:napatt.manager@gmail.com)

**The Alternative Officer is:**

Job Title: Bookings/Marketing Coordinator  
Name: Mrs. Natasha Gittens-Lamy  
Address: 119 Frederick Street, Port of Spain  
Telephone: 223 1210 Ext 3002  
Email: [napattbookings@gmail.com](mailto:napattbookings@gmail.com)

**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 NAPA that fall within the meaning of this section.

**SECTION 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

NAPA documents in the public domain can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at NAPA. The Reading Room facility is open to members of the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m. located at 119 Frederick Street, Port of Spain.

**The Policy of NAPA for provision of copies of documents that are readily available to the public.**

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:



UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

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

**SECTION 8 STATEMENTS**

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

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

- The National Academy for the Performing Arts Act, 2022 (Act No.5 of 2022)
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Hall Licence
- Occupational Health and Safety Act, Chap 88:08
- Freedom of Information Act, Chap 22:02
- Financial Regulations and Instructions
- The Public Procurement and Disposal of Public Property Act, 2015 and its concomitant Regulations
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Copyright Act, Chap 82:80

**SECTION 8 (1) (a) (ii)**

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

- Policies and procedures documents
- The Ushers' Handbook
- Internal directives
- Strategic Plans

**SECTION (8) (1) (b)**

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

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

- Bookings and Waiver Policy
- Cancellation Policy
- Equipment Rental Policy

**SECTION 9 STATEMENTS**

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

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

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

**SECTION 9 (1) (b)**

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

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 NAPA.

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

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



UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

**SECTION 9 (1) (e)**

A report (including a report concerning the results of studies, surveys or tests) prepared for NAPA by a scientific or technical expert, whether employed within NAPA 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 NAPA by a paid consultant.

- Structural Assessment Report (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Risk Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Electrical Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Air Quality Assessment (2017).
- Proposed NAPA Organizational Structure and Staffing (2023)

**SECTION 9 (1) (g)**

A report prepared within NAPA 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 NAPA, or of an office, division or branch of NAPA, whether the report is of a general nature or concerns a particular policy, programme or project administered by NAPA.

Administrative Reports of the National Academy for the Performing Arts, Fiscal 2013 - 2020.

**SECTION 9 (1) (i)**

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

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

UPDATED PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2023—CONTINUED

**SECTION 9 (1) (j)**

A statement prepared within NAPA 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 NAPA 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 NAPA.

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

**SECTION 9 (1) (m)**

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

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





**PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE PERFORMING  
ARTS, 2024  
IN COMPLIANCE WITH SECTIONS 7, 8, and 9 OF  
THE FREEDOM OF INFORMATION ACT, Chap. 22:02**

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1. A legal right for each person to access official documents (with exceptions) held by NAPA.
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**SECTION 7 (1) (a) (i)**

**Functions and Organizational Structure of NAPA**

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By *Trinidad and Tobago Gazette (Extraordinary)* Vol. 59 no. 158 dated 9<sup>th</sup> September 2020, the responsibility for NAPA was assigned to the Ministry of Tourism, Culture and the Arts ("the Ministry").

PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2024—CONTINUED

*The National Academy for the Performing Arts Act, 2022 (“Act No.5 of 2022”)* provides for the establishment of NAPA as a body corporate and for the management and control thereof and for related matters.

In June 2023, cabinet approved the new organizational structure for NAPA which incorporates Stollmeyer’s Castle, the National Steel Symphony Orchestra, the National Philharmonic Orchestra and the National Theatre Arts Company of Trinidad and Tobago.

Act No. 5 of 2022 also vests the management and control of NAPA in the Board appointed by the Minister with responsibility for culture and the arts. Accordingly, on 24<sup>th</sup> August 2023, the Minister of Tourism, Culture and the Arts, in accordance with section 6 of Act No.5 of 2022, appointed the following persons to serve as members of the Board for a period of three (3) years.

Mr. Olson Oliver	Chairman
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Ms. Sarah Ramsingh	Member
Ms. Alana C. Morton	Member
Mr. Keon Gonzales	Member
Ms. Anna-Lee Boodhu	Member
Ms. Reeyah Chattergoon	Member

On 30<sup>th</sup> July, 2024, the Minister of Tourism, Culture and the Arts, in accordance with section 6 of Act No.5 of 2022, appointed the following member to serve on the Board:

Mr. Kerri Maharaj	Member
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**Vision**

*To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.*

**Mission**

*To maintain a world-class facility that provides a stage for works of excellence in all the performing arts and provides the opportunity for the development of skills and talent through collaboration and partnerships with a range of local, regional and international artists and organizations.*

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The main features of NAPA include:

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PUBLIC STATEMENT OF THE NATIONAL ACADEMY FOR THE  
PERFORMING ARTS, 2024—CONTINUED

**Academy Area:**

- Ten (10) small classrooms and three (3) large classrooms; and
- Two (2) multi-function halls which are conference rooms to host functions.

**Hotel Area:**

- Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites; and
- Two (2) restaurants, one specialised in Western cuisine with a capacity of 80-100 persons and the other in Chinese cuisine with a capacity of 130-150 persons.

**Atrium Area:**

- Waterscape and garden feature; and
- Bridge connecting the hotel to the Academy area.

**Outdoor Area:**

- Parking facilities with one hundred and seventy-five (175) outdoor spaces and forty-four (44) basement spaces within the compound; and
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**STRATEGIC OBJECTIVES**

- *Provide high-quality cultural experiences for our audiences/the National community.*
- *Maintain NAPA as the premiere performing space in the Caribbean.*
- *Strengthen the organizational infrastructure (physical, technological, and staffing) of NAPA.*
- *Establish NAPA as a financially independent and viable organization.*

**Functional Units of NAPA**

NAPA is comprised of the following Units:

**Core Units:**

- General Manager's Office
- Administrative Department
- Operations Department
- Programme Department

**Support Units within General's Manager's Office are:**

- Procurement
- Legal
- Internal Audit
- Health, Safety and Environment

**Support Units within Administrative Department are:**

- Accounting and Finance
- Human Resource
- Facilities
- Information Technology
- Stollmeyer's Castle



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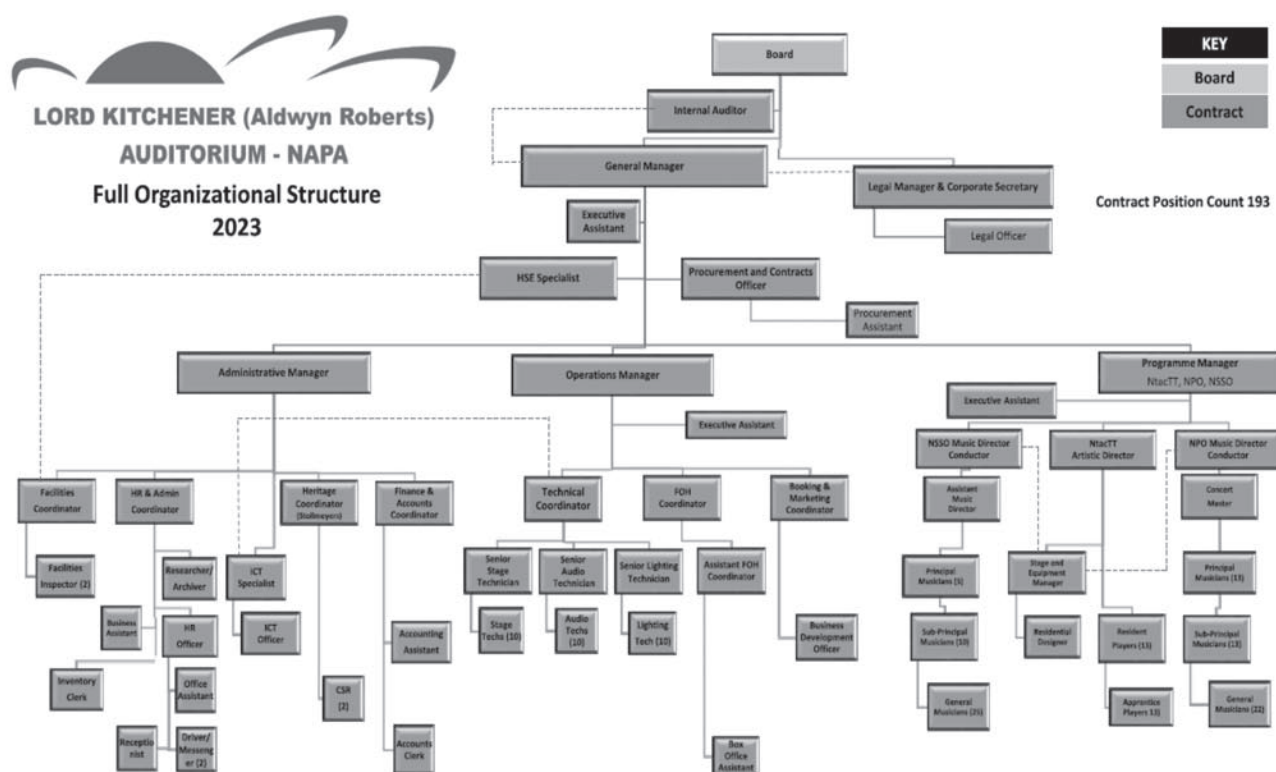
Support Units within the Operations Department are:

- Technical
- Front of House
- Bookings and Marketing

Support Units within the Programme Department are:

- National Steel Symphony Orchestra
- National Theatre Arts Company
- National Philharmonic Orchestra

See the Organisational Chart below: **FIGURE 1. ORGANIZATIONAL CHART OF NAPA**



### CORE AND SUPPORT UNITS

**GENERAL MANAGER'S OFFICE** is comprised of four (4) sections: Procurement, Legal, Internal Audit and Health, Safety and Environment (HSE).

1. **Procurement Unit:** Responsible for the procurement process organization wide, selects the best products and buys at reasonable prices to ensure value for money. Organizes, purchasing functions of supermarket; manages daily activities in purchasing to include day to day and capital projects purchases; manages contracts including administering,

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negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products. Coordinates bid process and ensures compliance with the prevailing procurement laws and regulations as well as procurement conflict of interest policies.

2. **Legal Unit:** provides corporate secretarial services to the Board and is expected to ensure proper corporate governance throughout NAPA and to implement appropriate governance frameworks. The unit is also required to guide NAPA towards full compliance with all legal and statutory requirements, provide sound legal advice and support to the Board and to NAPA's Management on all matters related to the entity's portfolios including but not limited to contracts, procurement, industrial relations and the interpretation of laws and regulations.
3. **Internal Audit:** assesses and reports on the appropriateness, effectiveness, and efficiency of the system of internal control, and determines whether governance processes ensure compliance with policies, standards, procedures, and applicable laws and regulations. The unit assesses and reports on the organization's management of financial, accounting, compliance, business, and technology risk and produces recommendations designed to strengthen the control environment and to improve operational efficiency. The Internal Audit unit also analyses business processes to help management understand strategic risks; identify cost savings and improvements in operational effectiveness and efficiency.
4. **Health, Safety and Environment (HSE) Unit-** responsible for the coordinating of all health and safety systems for NAPA, (in relation to operations, equipment, and procedures) ensuring awareness and compliance with the OSH Act and Health and Safety Standards. The unit is accountable for the organization's risk management, employee's safety concerns and providing awareness on proper Health & Safety Procedures.

**ADMINISTRATIVE UNIT** is comprised of five (5) sections: Accounting and Finance, Human Resource, Facilities, Information Technology & Stollmeyer's Castle.

1. **Accounts & Finance Unit:** responsible and accountable for the management of financial reporting and compliance. Accountable and responsible in ensuring compliance with organizational policies and procedures, relevant standards, relevant legislation and accepted industry practices. Ensures robust financial management, including monthly management and financial reporting, budgeting processes, analysis and compliance. This includes the development and implementation, monitoring and evaluation of reporting applications and strategies.
2. **Human Resource and Administration Unit:** responsible for directing and managing the day-to-day Human Resources and Administrative activities for NAPA and provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, performance management, compensation, benefits, training and development; as well as oversee industrial relations, research and archiving, reception, inventory and driving services for the organization.
3. **Facilities Unit:** provides technical and business oversight and management of Facilities, Property, Security and Fleet services and functions to ensure safe efficient and reliable operations in support of the strategic objectives of NAPA. Responsible for the overall



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maintenance of the physical infrastructure of the organisation so as to ensure the optimal operation and efficiency of office systems, and security of all persons, and the optimization of the working environment.

4. **Information Technology Unit:** responsible for security access controls, monitoring systems, creating awareness and related administration to create and maintain technology driven physical security infrastructure for ICT environment and protection of NAPA data and information. Ensures the alignment of information security governance with the business objectives, information security strategy including compliance measurement, deviations, and exemptions. Oversees technical support in the operations and maintenance of the ICT infrastructure for all departments. Oversees, schedules, and provides for the installation and support of personal computers and related software, monitoring of the operations of the organisation's IT and networking infrastructure.
5. **Stollmeyer's Castle Unit:** responsible for organizing and scheduling all events at the Stollmeyer's Castle and is primarily responsible for all aspects of the day-to-day operations of the historic site and designs and display exhibitions for public viewing. The administrative departments overseas the operations of Stollmeyer's Castle. It functions as a cultural landmark, offering insights into Trinidad's colonial history and architectural heritage.

**OPERATIONS UNIT** is comprised of three (3) sections: Bookings and Marketing, Front of House, Technical.

1. **Bookings and Marketing Unit:** Responsible for coordinating the booking of rentals for shows/events that take place at the Lord Kitchener Auditorium, Stollmeyer's Castle and the Performing Arts Companies. The Booking/Marketing Coordinator handles all requests for rentals, provides quotations, prepares the documents for approval by the Bookings Committee and updates the Bookings Calendar. This Unit is also responsible for providing promotional information on the Auditorium to clients and promoting the shows on the Auditorium's social media platforms.
2. **Front of House Unit:** Responsible for all activities pertaining to the event/show/performance as it relates to the front of house operations. This includes meeting with the client to get tickets instructions, seating arrangements, security, janitorial, box office operations and ushers. This Unit ensures that all personnel are informed about the dates and times of all events, preparation and distribution of rosters for box office personnel and ushers. The Front of House Coordinator also coordinates box office sales and ensures the smooth operation and coordination all activities relative to the event/show/performance.
3. **Technical Unit:** Oversees the setup and operation of stage, lighting, and audio equipment for events. Manages a team of technicians to ensure all technical aspects run smoothly and meet performance standards. Coordinates with other departments to achieve seamless integration of technical elements into productions.

**PROGRAMME UNIT** is comprised of three (3) sections: National Steel Symphony Orchestra, National Philharmonic Orchestra and National Theatre Arts Company of Trinidad and Tobago.



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This unit is responsible for ensuring that the scheduling and production of all orchestra events (concerts, rehearsals, tours, and special events) and performances run smoothly, effectively and in a financially responsible manner.

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

**Categories of Documentation in the possession of the NAPA:**

**The official documentation of the NAPA relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of NAPA. These documents include:**

- Client Rental files, licence agreements and procedure rate cards;
- Policies, plans, guidelines, and procedure documents;
- Reports –Annual, Audit, Consultants', Technical, Valuation and Accidents;
- Files dealing with administrative support and general administrative documents for operations;
- Financial Records (cheque registers, disbursement vouchers, deposit vouchers receipt books, revenue reports);
- Personnel files, which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions;
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Registers of internal and external correspondence files;
- Training Files;
- Brochures, Newspaper Clippings and Posters
- Periodicals and Publications;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.; and
- Inventories and Listings.

**SECTION 7 (1) (a) (iii)**

**Material Prepared for Publication or Inspection:**

The Public may inspect and/or obtain copies of brochures, procedures rate cards, licence agreement templates, bookings and waiver, cancellation and equipment rental policies (covering the Auditorium) on Tuesdays and Thursdays between the hours of 10:00a.m. – 4:00 p.m. at the NAPA office located at 119 Frederick Street, Port of Spain.

**SECTION 7 (1) (a) (iv)**

**Literature Available by Subscription:**

NAPA currently has no material available by way of subscription.

**SECTION 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from NAPA:**

**How to Request Information**

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**General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise 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 (the Request for Access to Official Documents is available from NAPA's Designated Officer or at the website [www.foia.gov.tt](http://www.foia.gov.tt) for information that is not readily available to the public.

**Addressing Requests**

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

**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 you are not sure how to write your request or what details to include, communicate with NAPA's 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 already available within the public domain.

**Responding to your Request****Retrieving Documents**

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

**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, subject to the provisions of the FOIA, entitled to copies of official documents we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we 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**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by NAPA's Designated Officer who

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will make arrangements to consult with the applicant with a view to clarifying the request. 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 NAPA 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, NAPA will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. NAPA's Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

**Fees and refunds**

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

**SECTION 7 (1) (a) (vi)**

**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES**

**Officers in NAPA responsible for:**

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

**The Designated Officer is:**

Job Title: Accounting Officer (Ag.) / Programme Manager  
Name: Mr. Rondelle Alleyne  
Address: 119 Frederick Street, Port of Spain  
Telephone: 223-1210 Ext 3040  
Email: [rondelle.alleyne@gov.tt](mailto:rondelle.alleyne@gov.tt)

**The Alternative Officers are:**

Job Title: Administrative Manager  
Name: Ms. Cherisse Mahabir  
Address: 119 Frederick Street, Port of Spain  
Telephone: 223-1210 Ext 3041  
Email: [cherisse.mahabir@gov.tt](mailto:cherisse.mahabir@gov.tt)

Job Title: Executive Assistant  
Name: Ms. Ayasha Calvahal  
Address: 119 Frederick Street, Port of Spain  
Telephone: 223-1210 Ext 3042  
Email: [ayasha.calvahal@gov.tt](mailto:ayasha.calvahal@gov.tt)

**SECTION 7 (1) (a) (vii)**



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

At present there are no bodies within NAPA that fall within the meaning of this section.

**SECTION 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

NAPA documents in the public domain can be accessed by contacting the Designated Officer to make an appointment and the necessary accommodation will be made at NAPA. The Reading Room facility is open to members of the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m. located at 119 Frederick Street, Port of Spain.

**The Policy of NAPA for provision of copies of documents that are readily available to the public.**

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:

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

**SECTION 8 STATEMENTS**

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

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

- The National Academy for the Performing Arts Act, 2022 (Act No.5 of 2022)
- Theatres and Dance Halls Act, Chapter 21:03
- Theatre and Dance Hall Licence
- Occupational Health and Safety Act, Chap 88:08
- Freedom of Information Act, Chap 22:02
- Financial Regulations and Instructions
- The Public Procurement and Disposal of Public Property Act, 2015 and its concomitant Regulations
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Copyright Act, Chap 82:80

**SECTION 8 (1) (a) (ii)**

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

- Policies and procedures documents
- The Ushers' Handbook
- Internal directives
- Strategic Plans

**SECTION (8) (1) (b)**

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

- Bookings and Waiver Policy
- Cancellation Policy
- Equipment Rental Policy

**SECTION 9 STATEMENTS**

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

**A report of a statement containing the advice or recommendations of a body or entity established within NAPA.**

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

**SECTION 9 (1) (b)**

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

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 NAPA.**

There are no 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 NAPA to submit a report, provide advice or make recommendations to the responsible Minister of NAPA or to another officer of NAPA 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 NAPA by a scientific or technical expert, whether employed within NAPA 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 NAPA by a paid consultant.**

- Structural Assessment Report (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Risk Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Electrical Assessment (2015).
- Lord Kitchener (Aldwyn Roberts) Auditorium – Air Quality Assessment (2017).
- Draft Strategic Plan.

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**SECTION 9 (1) (g)**

**A report prepared within NAPA 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 NAPA, or of an office, division or branch of NAPA, whether the report is of a general nature or concerns a particular policy, programme or project administered by NAPA.**

Administrative Reports of the National Academy for the Performing Arts, Fiscal 2013 - 2023.

**SECTION 9 (1) (i)**

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

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

**SECTION 9 (1) (j)**

**A statement prepared within NAPA 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 NAPA 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 NAPA.**

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

**SECTION 9 (1) (m)**

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

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



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

REGION OF TUNAPUNA/PIARCO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10(18), the Liquor Licensing Committee for the Region of Tunapuna/Piarco, has appointed WEDNESDAY THE 21ST DAY OF MAY, 2025 at 9:00 o'clock in the forenoon at the Tunapuna District Court as the day, hour and place at which a virtual Special Licensing Session will be held to hear and determine the application of Jiang Yang Feng of Light Pole No. 5, Silvermill Street, San Juan, for the application of a New Spirit Grocer's Licence in respect of premises situate at No. 11 Eastern Main Road, Tunapuna.

Dated this 6th day of May, 2025 at the Tunapuna District Court.

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

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BOROUGH OF ARIMA

NOTICE is hereby given that by lawful authority under the provision of the Liquor Licences Act, Chap. 84:10(18), the Liquor Licensing Committee for the Borough of Arima, has appointed WEDNESDAY THE 21ST DAY OF MAY, 2025 at 1:00 o'clock in the afternoon at the Arima District Court as the day, hour and place at which a Special Licensing Session will be held to hear and determine the application of Gita Gadar of 34, Mt. Pleasant Road, Arima, for a Certificate authorising her to carry on the trade of a Spirit Grocer in respect of premises situate at 34, Mt. Pleasant Road, Arima.

Dated this 7th day of May, 2025 at the Arima District Court.

*Secretary, Licensing Committee  
Borough of Arima*

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

COUVA/TABAQUITE/TALPARO DISTRICT

NOTICE is hereby given that in pursuance of the provisions of the Liquor Licences Act, Chap. 84:10, the Liquor Licensing Committee for the Couva/Tabaquite/Talparo District has appointed THURSDAY THE 5TH DAY OF JUNE, 2025 at 9.00 o'clock in the forenoon by way of Virtual Hearing as the day and hour at which a Session will be held for granting of Committee's Certificate for the Issue and Renewal of Liquor Licences at the Couva District Court, for the period ending 31st March, 2026.

Applications for New Licences must be completed on the prescribed form and accompanied by the following:

1. Copy of the approved floor plan of the premises sought to be licensed.
2. Tax Clearance Certificate (form C together with BIR assignment number).

3. Prescribed fee of forty dollars (\$40.00).
4. Town and Country approval for use of building for type of licence.
5. Copy of identification (I.D. card or Driver's Permit).
6. Telephone contact and email address.

The Secretary for the Licensing Committee for the Couva/Tabaquite/Talparo District will be accepting applications from the 12th day of May, 2025. These should reach the Secretary Licensing Committee for the Couva/Tabaquite/Talparo District on or before the 30th day of May, 2025.

Applications for Renewals (persons who did not renew in March, 2025) must be completed on the prescribed forms and accompanied by the following:

- I. Copy of Licence (2024–2025).
- II. Copy of Identification (I.D. Card or Driver's Permit).
- III. Telephone contact number and email address.

These applications can be emailed to: [licensing.couva@ttlwcourts.org](mailto:licensing.couva@ttlwcourts.org) or contact 223–1060 ext. 1833. Forms can be found on the Liquor Licence Act, 84:10 pages 59–60.

Dated this 2nd day of May, 2025 at the Couva District Court.

K. JAMES  
*Deputy Chairman Licensing Committee  
Couva / Tabaquite / Talparo District*

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

REGION OF MAYARO/RIO CLARO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Region of Mayaro/Rio Claro by, Richard Rajeev Racha of No. 15 Riverside Road, Poole, Rio Claro, that it is his intention to apply to the Licensing Committee at the Princes Town District Court on TUESDAY THE 27TH DAY OF MAY, 2025 for a transfer to him of the Licence to carry on the trade of a Spirit Grocer now held by Vedesh Singh, in respect of premises situate at Corner Granado and Manzanilla-Mayaro Road.

Dated this 13th day of May, 2025 at the Princes Town District Court.

A. MOHAMMED  
*Secretary, Licensing Committee  
Region of Mayaro / Rio Claro*