



TRINIDAD AND TOBAGO GAZETTE

VOL. 64

Caroni, Trinidad, Thursday 16th January, 2025—Price \$1.00

No. 8

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THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the National Emblems of Trinidad and Tobago (Regulation) Act, Chap. 19:04 to provide for a new Coat of Arms and other related matters.”—(\$3.60).

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SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

National Reference Standards Order, 2025—(Legal Notice No. 13 of 2025).

Traffic Restriction (Temporary Provisions) (Panaroma Small Conventional Bands Semi-Finals Order, 2025—(Legal Notice No. 14 of 2025).

Emergency Powers (Amendment) Regulations, 2025—(Legal Notice No. 15 of 2025).

Legal Supplement Part C—

Bill entitled “An Act to amend the National Emblems of Trinidad and Tobago (Regulation) Act, Chap. 19:04 to provide for a new Coat of Arms and other related matters.”

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

National Emblems of Trinidad and Tobago (Regulation) (Amendment) Bill, 2025.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

16th January, 2025.

B. CAESAR
Clerk of the House

PROBATE AND LETTERS OF ADMINISTRATION

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

- LETTERS OF ADMINISTRATION of the estate of **WENDY ALFRED-GEORGE** otherwise **WENDY ALBERTHA ALFRED** otherwise **WENDY GEORGE** of Light Pole No. CH11, Riseland, Carnbee, All Field Trace, Tobago, who died on the 2nd day of July, 2020, by **Wendell George** of Light Pole No. A 74, Riseland, Carnbee, Tobago, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **SHIRLEY ESTELLA WILSON** of Top Hill, Pembroke, Tobago, who died on the 31st day of August, 2020, by **Sharon Applewhite** of 194, Plymouth Road, Mary's Hill, Tobago, her sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **CATHERINE THOMAS** otherwise **CATHERINE CARROL THOMAS** of 5, Hololo Mountain Road, Cascade, St. Ann's, Trinidad, who died on the 12th day of August, 2021, by **Doreen Rampersad** otherwise **Doreen Elizabeth Rampersad** otherwise **Doreen Elizabeth Rambharose** otherwise **Doreen Rambharose** otherwise **Doreen Elizabeth Prince** of Light Pole No. 3, Batoosingh Trace, Calcutta Road 4, Freeport, Chaguanas, Trinidad, her sister and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **SHERRY ANN VALDEZ** of 9, Farfan Street, Mayo, Couva, Trinidad, who died on the 22nd day of December, 2021, by **Tammika Alyssa Valdez** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MAY GEORGE** of 15, St. Margaret's Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 18th day of July, 2019, by **Judy Gonzales** of 79, St. John Street, Chaguanas, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SHEILA GEMMA OSBORNE** of 301, McMechen Street 605, Baltimore, Maryland, 21217, United States of America, who died on the 7th day of May, 2020, by **Kevin Robert Osborne** of Light Pole No. 50, Saltmine Trace, Thick Village, Siparia Road, Siparia, Trinidad, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **AGATHA FONTANELLE** of Light Pole No. 12, Mon Repos Road, Morvant, St. Ann's, Trinidad, who died on the 24th day of June, 1997, by **Collin Anthony Roger Clarie Fontanelle** of the same place, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **JANICE PHILLIPA ROBERTS** otherwise **JANICE ROBERTS** of 22, Holiday Park, St. Lucien Road, Diego Martin, Trinidad, who died on the 10th day of May, 2023 by **Atherly Howard Harry** otherwise **Atherly Harry** of 5, Mason Street, Diego Martin, Trinidad, the lawfully appointed attorney of **Duane Anthony Patterson** otherwise **Duane Patterson**;
- LETTERS OF ADMINISTRATION of the estate of **DEODATH JAGASSAR** of 240, Mohess Road, Penal, Siparia, Trinidad, who died on the 23rd day of August, 2014, by **Indra Ramdial** of Jerningham Junction Road, Cunupia, Trinidad, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAWLIN GANGA DEODATH** otherwise **RAWLIN GANGA PERSAD DEODATH** otherwise **RAWLIN G. P. DEODATH** of 81, Andover D, West Palm Beach, Palm Beach County, Florida, 3317, United States of America, who died on the 10th day of February, 2020, by **Kiron Kailash Deodath** of 16, Roy Avenue, Roy Terrace, Marabella, Naparima, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAMLACKHAN MUNGROO** otherwise **RAMLACKHAN MANGROO** of 51P, Thavenot Street, Ragoonanan Trace, Tacarigua, Trinidad, who died on the 8th day of May, 2023, by **Taramati Mungroo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION with Will dated the 21st day of November, 2016, annexed of the estate of **QUINTIN MC DAVID** of Light Pole No. 11, Saut d'Eau Road, Maraval, Diego Martin, Trinidad, who died on the 21st day of April, 2021, by **Patrick Solomon** of 26, Fairview, Moka, Maraval, Diego Martin, Trinidad, the personal representative of **Susan Genevieve Murray Solomon**;
- PROBATE of the Will dated the 4th day of February, 2002, of **CYNTHIA EVANS OLLIVIERRE** of Building 4, Apartment C, Plaisance Terrace, East Dry River, Port-of-Spain, Trinidad, who died on the 27th day of August, 2019, by **Erline Evans-Herbert** otherwise **Earline Evans-Herbert** of 12-1, Jean Street, Malabar Branch Road, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RANDOLPH GOBIN** of 14, Eleanore Street, Chaguanas, Trinidad, who died on the 24th day of June, 2021, by **Denise Singh-Gobin** of the same place, his lawful widow and relict;

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

Dated the 16th day of January, 2025.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 8TH JANUARY, 2025

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
33,488,943	Balances, Investments etc.	34,065,111
4,301,489	Subscriptions to I.M.F.	4,160,173
7,153,674	I.M.F.—S.D.R. Holdings	6,918,656
44,944,106		45,143,940
	Trinidad and Tobago Government Securities:	
-	Treasury Bills (Face Value)	-
22	Marketable Securities	22
22		22
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
2,355,089	Other Assets	2,570,697
2,358,589		2,574,197
101,216	Fixed Assets	100,105
47,403,933		47,818,264
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
9,049,150	Notes	8,865,542
275,808	Coins	275,932
9,324,958		9,141,474
	Demand Liabilities:	
14,756,810	Commercial Banks	15,286,022
412,138	Financial Institutions (Non-Banking)	412,014
(2,588,195)	Government and Governmental Organisations	(2,905,589)
164,339	International Organisations	164,339
825,559	Foreign Currency	825,814
764,037	Other	764,955
14,334,688		14,547,555
	Other Liabilities:	
7,063,095	Government S.D.R. Allocations	6,831,053
9,639,597	Other Liabilities	10,195,623
5,441,595	Specific Provisions	5,502,559
22,144,287		22,529,235
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
47,403,933		47,818,264

G. BACHAN-SAHADEO
Senior Accountant
Finance and Accounting



UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO (UDECOTT)

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDECOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Urban Development Corporation of Trinidad and Tobago Limited (hereinafter referred to as "UDECOTT"), is required by law to publish the following 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 information held by UDeCOTT;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of UDeCOTT

UDECOTT is a wholly-owned state enterprise incorporated on the 29th December 1994 as a limited liability company under the Companies Ordinance Chapter 31, No. 1 and continued as a company on 5th March 1998, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at #38-40 Sackville Street, Port of Spain 100622.

The following companies are subsidiaries of UDeCOTT:

- Port of Spain Waterfront Development Limited
- Rincon Development Limited
- International Waterfront Resources Limited
- Urban Development Company of San Fernando Limited
- Memorial Plaza Development Limited

Vision Statement:

To be the zenith of innovative, service driven, self-sustaining urban development and management, igniting and inspiring our national, regional and global communities.

Mission Statement:

UDECOTT's mission is that we stimulate national development by transforming our urban landscapes in a sustainable manner through value driven conceptualization, planning, construction and facilities management.

Main Departments/ Offices

- Office of the Chief Executive Officer

- Office of the Corporate Secretary
- Construction & Engineering Division
- Finance Division
- Legal Division
- Facilities Division
- Human Resources Division
- Procurement
- Internal Audit
- Corporate Communications and Marketing

Sub-Committees of the Board of Directors

- Construction Projects Committee
- Tobago Projects Steering Committee
- Human Resources Committee
- Finance Steering Committee
- Audit Committee
- Hyatt Committee

Services

UDECOTT is responsible for providing the following Construction, Project Management & Facilities Management Consultancy Services:

- **Project Development**
Planning & Conceptual Design
Project Management
Construction Management
- **Facilities Management**
Facilities Planning
Preventative Maintenance
Conditional Assessment
- **Commercial Space Management**
Car Parks
Rental of Commercial Spaces
Event Space Rentals

Section 7(1)(a)(ii)

Categories of Documents in the possession of UDeCOTT.

1. Files relating to administrative support and general administrative documents for the operations of UDeCOTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.
3. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.).
4. Files relating to matters relating to the procurement of supplies, services and equipment.
5. Maps/ Charts/ Photographs/ Compact Discs/ Removable Media
6. News Releases, speeches originating in

UDECOTT

7. Policy and Procedure Documents
8. Internal and External Correspondence files
9. Documents relating to strategic review of UDeCOTT
10. Legislation and legal instruments regulating the operations of UDeCOTT.
11. Legal Opinions on matters affecting the operations of UDeCOTT.
12. Files relating to Training/ Performance Management.
13. Minutes/ Agenda of Meetings of the Board of Directors and Sub-Committees of the Board and Subsidiaries.
14. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.
15. Periodic Reports (annual, monthly and/ or quarterly) prepared by UDeCOTT, Consultants/ Technical Reports etc.
16. Environmental Impact Assessments
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on the operations of UDeCOTT
18. Files dealing with official functions, conferences and events hosted and attended by UDeCOTT.
19. Inventories, Fixed Assets Register
20. Periodicals and Publications
21. Surveys
22. Reports
23. Complaints- Customer complaints and Comment Forms
24. Registers/ Certificates/ Permits/ Licenses etc.
25. Tender Documents
26. Contracts for the provision of Goods and Services to UDeCOTT
27. Files dealing with Disaster Management, Risk Management and Safety within UDeCOTT and in general.
28. Reports from Consultants for services provided to UDeCOTT.
29. Internal and External Audit Reports



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Urban Development Corporation of
Trinidad and Tobago Limited

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO (UDeCOTT)

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

Section 7(1)(a)(iii)

Material Prepared for Publication or Inspection

The public may inspect and/ or obtain copies of certain material between the hours of 8:00am to 4:30pm on normal working days at the Head Office of the:

Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)
#38-40 Sackville Street
Port of Spain 100622

Section 7(1)(a)(iv)

Documents available by way of subscription

This section is not applicable.

Section 7(1)(a)(v)

Procedure to be followed accessing a Document from UDeCOTT

How to Request Information

• **General Procedure**

Our policy is to answer all requests for information, both oral and written. However, in order to access the rights given by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make the request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

• **Addressing Requests**

To facilitate prompt handling of the request, please address it to the Designated Officer of UDeCOTT. (see Section 7(1)(a)(vi) for further details).

• **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 our Designated Officer.

• **Request not handled under to 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, either from UDeCOTT or another public authority, for example, brochures, pamphlets, reports etc.

• **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. 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 to proceed as though your request has been denied. We will try to process your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the requests may be incorrectly addressed, or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

• **Time Allowed**

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

Responding to your Request

• **Retrieving Documents**

UDeCOTT is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, Chapter 22:02 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

• **Furnishing Documents**

An Applicant is entitled to copies of 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:

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

Section 7(1)(a)(vi)

Officers in UDeCOTT are 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. Application for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Corporate Secretary
Ms. Kimberly Carr-Hamilton
Urban Development Corporation of
Trinidad and Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain 100622

The Alternate is:

Corporate Governance
Ms. Mekisha Richardson
Urban Development Corporation of
Trinidad and Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain 100622

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committee, and Other Public Bodies

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

Section 7(1)(a)(viii)

At present there are no library or reading room facilities.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)

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

There are no statements to be published under this section of the FOIA.

Section 8(1)(a)(ii)

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

- Accounts Payable and Cash Disbursements Policy
- Accrual Accounting Policy
- Additional Duties Policy
- Advertising Policy for the Publication of Notices
- Bond Policy
- Borrowing and Interest Policy
- Budget Preparation and Monitoring Policy
- Business Code of Ethics Policy
- Cancellation Policy
- Capital Assessment Management Policy
- Capital Contributions Policy
- Cash Policy
- Coaching and Mentoring Policy
- Company Motor Vehicle Policy
- Compensation Policy
- Corporate Social Responsibility Policy
- Disciplinary Procedures Policy
- Document Style Guidelines
- Electronic Signature and Stamp Policy
- Emergency Response Plan Customs and Excise Building
- Emergency Response Plan- International Waterfront Centre
- Employee Assistance Programme Policy
- Employee Handbook
- Facilities Management Plan Customs and Excise Building
- Facilities Management Plan- International Waterfront Centre
- Facilities Management Plan- Victor E. Bruce Financial Building
- Finance Policies and Procedures
- Financial Reporting Policy
- General Administrative Policy
- Government to Government Nominated Contractor Procurement Policy and Procedure
- Gym Policy
- HSE Policy
- Inventory Policy
- Investment in Subsidiary Policy
- Investment Property Policy
- IT Security Policy
- Leave Policy
- Legal Department Policy and Procedure
- Lessons Learned Policy and Procedure Notice for UDeCOTT's Construction and Engineering Division
- Litigation and Claims Policy
- Overseas Business Travel Policy and Procedures
- Payroll Policy and Procedures
- Personal Protective Equipment (PPE) Policy
- Petty Cash Policy and Procedures
- Policy and Procedures for UDeCOTT Construction Department
- Private Financing Procedure
- Private Sector Financing Procedure



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Urban Development Corporation of
Trinidad and Tobago Limited

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO (UDeCOTT)

Pg. 3

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

- Procedure for Disposal of Assets
- Procedure for the Re-Engagement of Persons on Contract
- Promotion Policy and Procedures
- Property, Plant and Equipment Policy
- Receivables Management Strategy Policy and Procedures
- Record Management Policy
- Records Management Policy
- Recruitment and Selection Policy and Procedures
- Related Parties Policy
- Request to Conduct Research for Academic Purposes Policy
- Revenue Policy
- Security Post Instructions for Tower C and D
- Short Term Employment Policy
- Social Media Policy and Procedures
- Standard Operating Procedure for Freedom of Information Requests
- Succession and Planning Policy
- Tenant Services Manual- Government Campus Plaza
- Time and Attendance Policy

Section 8(1)(b)

In enforcing written laws or schemes administered by UDeCOTT 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.

This section is not applicable to UDeCOTT at present.

SECTION 9 STATEMENTS

Section 9(1)(a)

A report or statement containing the advice or recommendations of a body or entity established within UDeCOTT

At present there are no such reports or statements.

Section 9(1)(b)

A report or statement containing the advice or recommendations, (1) of a body or entity established outside UDeCOTT 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 UDeCOTT or to the responsible Minister of UDeCOTT

- First Report from the Public Accounts (Enterprises) Committee; Examination of the Audited Financial Statements of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) for the Financial years 2014 and 2015, First Session, Twelfth Parliament
- Verification of the Reimbursement Claim Report for the Brian Lara Cricket Academy

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of UDeCOTT

At present, there are no such reports or statements

Section 9(1)(d)

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

Section 9(1)(e)

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

- Feasibility Studies
- Risk Assessments
- Environmental Impact Assessments
- Surveys
- Engineering and Technical Studies

Section 9(1)(f)

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

- Environmental Impact Assessments
- Consultancy Reports
- Financial and Audit Reports
- Health, Safety and Environment Reports
- Risk Assessment
- Feasibility Reports
- Engineering and Technical Studies Reports

Section 9(1)(g)

A report prepared within UDeCOTT 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

- Feasibility Studies
- Business Development Report
- Engineering Report

Section 9(1)(h)

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

- Financial Reports
- Audit Reports

Section 9(1)(i)

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

- Budgets
- Business Plans
- Strategic Plans
- Approved Organization Charts and Structural Changes

Section 9(1)(j)

A statement prepared within UDeCOTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

Section 9(1)(k)

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

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within UDeCOTT.

At present, there are no such reports.

Section 9(1)(m)

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

- Valuation Reports



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

UPDATED PUBLIC STATEMENT OF THE
INSTITUTE OF THE MARINE AFFAIRS 2024

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

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

The Act gives members of the public:

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

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

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

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

Functions

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

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

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

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

Vision Statement

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

Mission Statement

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

Mandate

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

Reporting

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

Structure of the Institute of Marine Affairs

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

RESPONSIBILITIES OF INTERNAL DIVISIONS AND UNITS (DIRECTORATE)

BOARD OF GOVERNORS

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

DIRECTORATE

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

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

RESEARCH PROGRAMMES

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



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

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

HUMAN RESOURCES DEPARTMENT

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

INFORMATION CENTRE

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

GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT

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

INFORMATION TECHNOLOGY DEPARTMENT

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

FINANCE AND ADMINISTRATIVE DEPARTMENT

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

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

THE OPERATIONS DEPARTMENT

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

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

Effect of Functions on Members of the Public

The IMA protects the public's interest by ensuring:

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

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE IMA

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

Operational Records

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

Administration Records

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

Section 7 (1) (a) (iii)

MATERIAL PREPARED FOR PUBLICATION, BROADCAST AND/OR INSPECTION

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

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

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

Address: The Library
Institute of Marine Affairs
Hilltop Lane
Chaguaramas
Trinidad

Tel. No: +1(868) 634-4291 ext. 2403

E-mail: library@ima.gov.tt

Website: www.ima.gov.tt

Section 7 (1) (a) (iv)

LITERATURE AVAILABLE BY SUBSCRIPTION

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

Section 7 (1) (a) (v)

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

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

How to Request Information:

a. General Procedure

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

b. Addressing Requests

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

c. Details in the Request

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

d. Requests not handled under the FOIA

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

Responding to Applicant's Request

e. Retrieving Documents

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

f. Furnishing Documents

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



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

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

Time Limits

g. General

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

h. Time Allowed

The IMA determines whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

i. Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the IMA may charge duplication fees in accordance with its normal reprographics policy.

Section 7 (1) (a) (vi)

DESIGNATED OFFICERS IN THE INSTITUTE OF MARINE AFFAIRS

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

The Designated Officer:

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

The Alternate Officer:

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

These Officers in the Institute of Marine Affairs responsible for:

- The initial receipt of and action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOI Act.

Section 7 (1) (a)(vii)

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

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

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

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

Members of the public may:

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

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

At this time, the IMA has no such documents.

Section 8 (1) (a) (ii)

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

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

- www.ttparliament.org or
- www.ttconnect.gov.tt or
- www.finance.gov.tt

The following applies;

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

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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