



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 65

Caroni, Trinidad, Monday 23rd March, 2026—Price \$1.00

No. 39

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### SUPPLEMENT TO THIS ISSUE

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

#### *Legal Supplement Part B—*

- Detention Order, 2026—(Legal Notice No. 68 of 2026).
- Detention Order, 2026—(Legal Notice No. 69 of 2026).
- Detention Order, 2026—(Legal Notice No. 70 of 2026).
- Detention Order, 2026—(Legal Notice No. 71 of 2026).
- Detention Order, 2026—(Legal Notice No. 72 of 2026).
- Detention Order, 2026—(Legal Notice No. 73 of 2026).
- Detention Order, 2026—(Legal Notice No. 74 of 2026).
- Detention Order, 2026—(Legal Notice No. 75 of 2026).
- Detention Order, 2026—(Legal Notice No. 76 of 2026).
- Detention Order, 2026—(Legal Notice No. 77 of 2026).
- Detention Order, 2026—(Legal Notice No. 78 of 2026).
- Detention Order, 2026—(Legal Notice No. 79 of 2026).
- Detention Order, 2026—(Legal Notice No. 80 of 2026).
- Proclamation (No. 5) of 2026—(Legal Notice No. 81 of 2026).

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### APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed Ms. KARMARIA LONDON to be temporarily a member of the Senate, with effect from 10th March, 2026 and continuing during the absence of Senator MELANIE ROBERTS-RADGMAN from Trinidad and Tobago.

10th March, 2026.

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

ASSIGNMENT AND RE-ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF  
LAND AND LEGAL AFFAIRS

DIRECTIONS:

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, and in exercise of the power vested in her by section 79(1) of the Constitution of the Republic of Trinidad and Tobago, has assigned to the HONOURABLE SADDAM HOSEIN, M.P., Minister of Land and Legal Affairs, and Minister in the Ministry of Agriculture and Fisheries, the responsibility for matters relating to Evolving TecKnologies and Enterprise Development Company Limited (eTeck) and LandmarkTT Properties Limited as specified in the amended Schedule attached hereto, with effect from 12th March, 2026.

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

12th March, 2026.

AMENDED SCHEDULE

<i>Minister</i>	<i>Business and Departments of Government</i>
Minister of Land and Legal Affairs	Law Revision
	Commissioner of Affidavits
	Justice of the Peace
	Lands and Surveys
	Land Management
	Liquor License
	Marriage License
	Regularisation of Tenure/Housing for Squatters
	Surveys and Mapping
	Valuation
	Registrar General
	—Companies Registry
	—Civil Registry
	—Land Registry
	—Rent Restriction
	Intellectual Property
	—Industrial Property
	—Copyright and Related Rights
	—Trademarks
	<i>Statutory Boards and Other Bodies:</i>
	Chaguaramas Development Authority (CDA)
	Land Settlement Agency
	Land Survey Board of Trinidad and Tobago
	Law Revision Commission
	Rent Assessment Board
<i>Wholly Owned Enterprises:</i>	
Estate Management and Business Development Company Limited	
Evolving TecKnologies and Enterprise Development Company Limited (eTeck)	
LandmarkTT Properties Limited	

RE-ASSIGNMENT OF RESPONSIBILITY FOR THE MINISTRY OF  
TRADE, INVESTMENT AND TOURISM

DIRECTIONS:

IN EXERCISE of the power vested in me the President by section 79(1) of the Constitution of the Republic of Trinidad and Tobago, and acting in accordance with the advice of the Prime Minister, I hereby remove from Senator the Honourable SATYAKAMA MAHARAJ, in his capacity as Minister of Trade, Investment and Tourism, the responsibility for matters relating to Evolving TecKnologies and Enterprise Development Company Limited (eTeck), as specified in the amended Schedule attached hereto, with effect from 12th March, 2026.

Dated this 12th March, 2026.

CHRISTINE CARLA KANGALOO, O.R.T.T.  
*President*

AMENDED SCHEDULE

<i>Minister</i>	<i>Business and Departments of Government</i>
Minister of Trade, Investment and Tourism	Commerce —Anti-Dumping —Competition Policy Consumer Affairs —Consumer Empowerment —Consumer Protection —Consumer Research eCommerce Export Processing Zones Incubating Local Industries Industrial Parks Industry Metrology Product Information Product Quality Development Technology Park Trade —Trade Agreements —Trade Policy Tourism —Hotel Development Tourism and Tourism Products —Tourism Policy  <i>Statutory Boards and Other Bodies:</i> Betting Levy Board Fair Trading Commission Board of Film Censors Trinidad and Tobago Bureau of Standards Trinidad and Tobago Racing Authority  <i>Wholly Owned Enterprises:</i> Invest Trinidad and Tobago (investTT) Trinidad and Tobago Creative Industries Company Limited (CREATIVE TT) Trinidad and Tobago Free Zones Company Limited Tourism Trinidad Limited National Entrepreneurship Development Company Limited  <i>Majority Owned Enterprises:</i> The National Export Facilitation Organisation of Trinidad and Tobago (exporTT) (formerly BDC)  <i>Indirectly Owned Enterprises:</i> National Flour Mills Limited (NFM) Trinidad and Tobago Fashion Company Limited Trinidad and Tobago Film Company Limited Trinidad and Tobago Music Company Limited Caribbean Leasing Company Limited

**PROCEDURAL GUIDELINES**

issued by the

**REVIEW TRIBUNAL**

established pursuant to paragraph **5 (1)** of the schedule to  
**The Emergency Powers Regulations, 2026**, L.N. No. 40, Legal  
Suppl. Part B, Vol. 65, No. 25, dd. 03.03.26

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**WHEREAS** paragraph **5 (1)** of the schedule to **The Emergency Powers Regulations, 2026**, L.N. No. 40, Legal Suppl. Part B, Vol. 65, No. 25, dd. 03.03.26 (hereinafter referred to as "**the 2026 regulations**") establishes the review tribunal (hereinafter referred to as "**the tribunal**").

**AND WHEREAS** by paragraph **5 (3)** of the **2026** regulations, the tribunal may regulate its own procedure.

**AND WHEREAS** the procedural guidelines herein contained are auxiliary to the **2026** regulations and do not derogate therefrom.

**NOW THEREFORE** the tribunal issues these procedural guidelines in the regulation of its own procedure:

1. Any person who is detained by virtue only of the **2026** regulations (hereinafter referred to as "**the detainee**") has a right to have his case reviewed by the tribunal.
2. Any detainee who is desirous of having his case reviewed by the tribunal shall make a written request addressed to the secretary of the tribunal for a review – which said request shall be dated and signed by the detainee, where applicable, or by the detainee's representative or legal representative and such request shall be:
  - (a) emailed to the secretary of the tribunal, **Ms. Navarane Ali-Dookram** (hereinafter referred to as "**the secretary**") at ndookram@ag.gov.tt and

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

copied to the member of the cabinet to whom the responsibility for internal security is assigned, **The Honourable Roger Alexander MP, Minister of Homeland Security** (hereinafter referred to as "**the Minister**") at whenderson@mhs.gov.tt; or,

(b) delivered by hand to the secretary of the tribunal at *Human Resources Department, Office of the Attorney General, AGLA Tower, Government Campus Plaza, Corner London and Richmond Streets, Port of Spain* and, in addition, with a copy thereof being delivered by hand to the Minister at *Ministry of Homeland Security, Level 21, Tower C, International Waterfront Centre, No. 1A Wrightson Road, Port of Spain*.

3. Where the detainee or the detainee's representative is unable to sign the request for the detainee's case to be reviewed by the tribunal, the detainee or the detainee's representative may place his mark.
4. The written request for a review must provide an email or other address for the detainee, the detainee's representative or the detainee's legal representative and any communication sent to such email or other address will be deemed to have been duly and properly issued to the detainee.
5. The **Practice Guide for Electronic Hearings** issued on 21<sup>st</sup> April, 2020 by the Honourable Chief Justice is herein adopted *mutatis mutandis* as applicable guidelines governing the conduct of virtual hearings before the tribunal.
6. All correspondence to the tribunal must be addressed to the secretary and emailed or delivered by hand in accordance with guideline **2 (a)** and **(b)** *supra*.
7. Upon receipt of a request for a review under guideline **2**, *supra*, the secretary shall promptly notify the Minister who shall within **7 days** of such notification submit to the secretary the grounds upon which the detainee is detained and such other particulars having a bearing on the necessity for the detention of the detainee as

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

the Minister may think fit [hereinafter referred to as "**the grounds**"], due regard being had to the public interest.

8. Upon receipt of the grounds, the secretary shall furnish the detainee with the following so as to enable the detainee to present his case against the detention:
  - (i) the grounds and such particulars in support thereof as the tribunal considers sufficient;
  - (ii) notice of the time and date when the review will be held;
  - (iii) a copy of these procedural guidelines;
  - (iv) a copy of the **2026** regulations; and,
  - (v) a copy of the **Practice Guide for Electronic Hearings** to which reference is made in guideline **5**, *supra*.
9. The tribunal shall consider the grounds, all particulars and documents furnished by the Minister in support thereof, the request for a review, and any other information or document which the tribunal in its sole discretion deems relevant to the review before the tribunal and then afford the detainee a reasonable opportunity to present his case against the detention before the tribunal.
10. As the tribunal would have already considered all particulars, documents, the request for a review and information which had been submitted to it prior to the review as aforesaid in guideline **9**, *supra*, no case against the detainee shall be presented by or on behalf of the Minister before the tribunal.
11. Further to guideline **10**, *supra*, and having regard to the procedure in guidelines **8** and **9**, *supra*, and **18**, *infra*, the Minister will not be required to present before the tribunal any case in support of the detention of the detainee unless the tribunal, in

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

- its sole discretion, so invites the Minister either generally or on any specific aspect thereof.
12. The detainee shall not be entitled to the disclosure by the tribunal of any document or information save as specifically contemplated by the **2026** regulations.
  13. Further to guideline **12**, *supra*, whilst documents furnished for the tribunal's use by the Minister shall not be made available nor shown to the detainee or his legal representative save as specifically contemplated by the **2026** regulations, the tribunal may, if in its sole discretion it thinks it necessary for the just and/or proper execution of its duties (due regard being had for the public interest and security concerns), read out at the review such extracts or parts of such documents as the tribunal deems fit.
  14. Further to guidelines **12** and **13**, *supra*, the reading out of any extract or part of any such document as has been furnished for the tribunal's use by the Minister, shall not create or give any right of disclosure thereof – or of any related or other document whatsoever – to the detainee or his legal representative or any other person whomsoever; nor does it create or give any right to the detainee or his legal representative or any other person whomsoever to inspect the whole or any part of any such document or any related or other document whatsoever.
  15. The names of informants and/or any information by which informants may or might be identified will at no time be disclosed by the tribunal unless compelled to do so by court order.
  16. The detainee will be entitled to present his case to the tribunal personally or through a legal representative.

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

17. The tribunal, being merely an advisory body, is in no sense a court of law and will not consider or hold itself bound by the rules of practice, procedure or evidence normally applied in courts of law.
18. The proceedings before the tribunal shall commence with the detainee being afforded a reasonable opportunity to present his case against the detention, during which questions may be posed to him by the tribunal which he may opt to answer.
19. At the conclusion of the case presented by the detainee, there shall be no right of reply thereto in the Minister or any other person. However, the tribunal, in its sole discretion, may call on the Minister to respond and/or to submit further information or documents to it for consideration.
20. The proceedings of the tribunal will:
  - (a) not be open to the news-media or the public, but will be limited only to the persons specified in paragraph **7 (3)** of the schedule to the **2026** regulations;
  - (b) be conducted along the lines of an administrative enquiry rather than as a judicial one; and,
  - (c) be quite informal in spirit and character.
21. The following persons are entitled to be present at a review before the tribunal:
  - (a) the detainee;
  - (b) the detainee's legal representative, if any;
  - (c) the law enforcement officer into whose custody the detainee is placed for the purpose of the detainee's attendance at the review;

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

- (d) the secretary to the tribunal; and,
  - (e) any other person whom the tribunal permits to attend.
22. The review of each detainee will be heard separately and in the absence of any other detainee.
  23. The tribunal may conduct the proceedings virtually and may use such virtual tools for the purpose of the review as the tribunal considers appropriate.
  24. The proceedings before the tribunal shall be held *in camera*.
  25. At the commencement of the review, the detainee will be called upon to confirm that the request for a review of his case by the tribunal which was submitted in accordance with guideline **2**, *supra*, is, in fact, that of the detainee.
  26. The detainee or his legal representative, if any, may make such statements or representations orally to the tribunal as may be relevant to the review.
  27. The detainee or the Minister may request that the tribunal hear any person who has information relevant to the review.
  28. The tribunal, upon being satisfied that the information to be provided by the person referred to in guideline **27**, *supra*, is relevant to the review, may allow that person to be heard orally.
  29. The tribunal may put any question to any person appearing before it on matters that it considers relevant to the review.

## PROCEDURAL GUIDELINES ISSUED BY THE REVIEW TRIBUNAL—CONTINUED

30. The tribunal may adjourn the proceedings from time to time and may invite the detainee, the Minister or any other person to provide any further information to the tribunal as it considers appropriate.
31. At the conclusion of the review, the tribunal shall report on its opinion whether or not there is sufficient cause for the detention of the detainee and may make such recommendations as it considers appropriate, to the authority by whom the detention was ordered, with regard to the necessity or expediency of continuing the detention of the detainee.
32. These guidelines are not exhaustive but may be altered or supplemented as the tribunal considers appropriate in the discharge of its functions under the **2026** regulations.
33. The tribunal, not being a court of law, shall not receive any submission by the detainee on any alleged breach of his constitutional rights or on any matter or alleged conduct in relation to the detention of the detainee which ought properly to be brought in and determined by the supreme court of judicature.
34. Should the detainee or the detainee's legal representative fail to conduct himself in a fitting and appropriate manner as befits proceedings in the nature of the review, the tribunal may, in its sole discretion, end the proceedings peremptorily and proceed to conduct the review to its conclusion in the absence of the detainee or the detainee's legal representative.

DATED 19<sup>th</sup> March, 2026.

D. ALEXANDER  
*Chairman*

R. V. PERSAD  
*Member*

A. WILLIAMS  
*Member*



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Under the Freedom of Information Act ("FOIA"), Chapter 22:02, Telecommunications Services of Trinidad and Tobago Limited ("TSTT") is required by law to publish this statement, which lists the documents and information generally available to the public and how members of the public can set out to obtain same.

The FOIA was assented to on November 4, 1999, and came into full effect on August 30, 2001, to "give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto." The Act provides members of the public with:

1. A legal right for each person to access information held by TSTT;
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 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.

**TSTT publishes the following statement as approved by the Minister of Public Utilities:**

### SECTION 7 STATEMENTS

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

TSTT was formed in 1991 with the merger of the domestic telecommunications company, TELCO, and the international carrier, TEXTEL. TSTT is 51% owned by National Enterprises Limited ("NEL") and 49% owned by Cable & Wireless (West Indies) Limited ("C&W"). In 2017, TSTT acquired Ampla Communications Limited, formerly Massy Communications Ltd, as a wholly-owned subsidiary of TSTT.

TSTT's telecommunications business is regulated by the Telecommunications Authority of Trinidad and Tobago ("TATT") established by virtue of the Telecommunications Act 2001, Chapter 47:31. TSTT's product offering includes fixed line services, mobile services on a frequency division duplex (FDD) LTE 4G network and fixed wireless broadband services on a time division duplex (TDD) LTE network, High-Speed Internet and High Definition TV on a next generation fibre optic telecommunications backbone using Fibre to the Home GPON technology. TSTT also provides metro Ethernet network services, video conferencing, subscription-based IP television ("IPTV"), digital terrestrial television, as well as business and home alarm monitoring services. Its business customers include key industry companies in the finance, energy, Government, manufacturing, education, healthcare, and tourism sectors.

#### Corporate Information

##### Vision

We will take the lead in the digital transformation of Trinidad and Tobago and the Caribbean by sustainably expanding our reach and continuously innovating our products and services.

##### Mission

Our mission is to enable all citizens and visitors to Trinidad and Tobago to effectively work, play and communicate everywhere by leveraging technological and digital innovation, delivered by a passionate and dedicated workforce.

TSTT is governed by a Board of Directors and comprises the following members:

- Mr. Kern Dass (Chairman)
- Mr. Randy Ramtahal
- Ms. Cassilina Kelshall
- Mr. Kyle Maloney
- Ms. Nadira Parbhudial

There are five (5) Sub-Committees of the Board of Directors:

- Audit, Finance and Risk Committee
- Human Resources and Compensation Committee
- Regulatory, Legal and Public Policy Committee
- Technology, Innovation and Sustainability Committee
- Oversight Committee

#### Structure of TSTT

TSTT is structured into thirteen (13) Business Units. There are also several support functions that report directly to the Board of Directors and have an indirect reporting relationship for administrative purposes to the Chief Executive Officer ("CEO").

#### Top Level Company Structure

##### • Office of the CEO

The main function is to provide strategic leadership for the Company by working with the Board of Directors and Corporate Leadership Team to establish and deliver short-, medium- and long-term strategic business targets and grow shareholder value. This includes the provision of strategic direction for the operations of the business to sustain and grow the company's profitability, providing leadership to ensure that the vision, mission, and values of the company are put into practice and leading motivating a high-performance management team while driving the company to achieve and surpass sales, profitability, cash flow, business goals and corporate objectives.



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

### • Finance

This Business Unit manages TSTT's financial operations by providing strategic financial guidance and insights through business intelligence. Its scope includes financial planning and analysis, budgeting, forecasting, reporting, treasury and vendor management, long-term financial planning, and enterprise risk management to support informed decision-making and organizational resilience. The Chief Financial Officer reports to the CEO. The following departments fall within this Business Unit:

- o Financial Controller
- o Treasury and Vendor Management
- o Financial Planning and Analysis
- o Business Intelligence
- o Enterprise Risk Management

### • Internal Audit

This Business Unit is responsible for the design and stewardship of TSTT's internal audit function, structure, and processes. This Business Unit plans, executes and reports on all financial, operational, technology and compliance audits, as well as manages and advises on internal controls for financial authority and reporting, resource utilization and optimization as well as the efficacy of systems and processes.

### • Corporate Secretary

The corporate secretarial function provides governance advisory services to the Board of Directors ("BOD") and facilitates the liaison between the BOD and Management. The Corporate Secretary role reports administratively to the CEO.

### • Technology

This Business Unit is responsible for the development and execution of the Information Technology strategy, ensuring alignment with and support for the overall business strategy by integrating company processes with appropriate technologies. Its mandate includes advancing automation and digitization initiatives to enhance efficiency, streamline operations, and deliver innovative solutions. Additionally, this Business Unit manages the technology lifecycle with a focus on transforming from a primarily operational function to one that is customer-centric and strategically driven. The Vice President Technology reports to the CEO. The following departments fall within this Business Unit:

- o Information Technology Support Services
- o Information Technology Infrastructure
- o Network Development
- o Network Operations
- o Field Operations

### • Corporate Services

This Business Unit is responsible for the overall management of the amalgamation of critical strategic and administrative imperatives, with the objective of increasing the strategic and operational effectiveness, efficiency and speed of these critical functions to support the operations of the Business Units. Areas of responsibility include Human Resources, Industrial Relations, Health Safety, Security and Corporate Support Services, Procurement Services, Regulatory, and Legal and Compliance. The Vice President Corporate Services reports to the CEO.

### • Customer Experience

This Business Unit establishes and implements customer retention and support delivery imperatives that are efficient, effective, and profitable. This includes developing a customer experience strategy and supporting initiatives toward building a robust customer experience organization. The Unit is also responsible for vendor management, contact support & credit vetting as well as service and technical support throughout Trinidad and Tobago. The Vice President Customer Experience reports to the CEO. The following departments fall within this Unit:

- o Corporate Customer Experience
- o Country Operations Trinidad
- o Country Operations Tobago

### • Business and Consumer Sales

This Business Unit leads the business in developing and executing the organization's strategy related to product/service development and delivery as well as the alignment of the Company's Commercial Convergence strategy. This includes product/service, pricing, strategy building, and lifetime value management. The following areas fall within this Business Unit:

#### o Business Sales & Operations

The core function of Business Sales is to deliver business solutions through digital media and technological innovation.

#### • Digital, Product Development & Innovation

This Business Unit is responsible for integrating emerging services and innovation functions to create synergy and alignment across the organization's growth initiatives. In addition, the position leads end-to-end digital transformation efforts, with a focus on accelerating the development and delivery of new products and services to ensure the organization remains agile, competitive, and responsive to changing market demands. The following areas fall within this Business Unit:

- o Emerging Services Commercial Operations
- o Emerging Services Operations
- o SaaS Solution



**TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED  
2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9  
OF THE FREEDOM OF INFORMATION ACT 1999**

**• Marketing**

This Business Unit is responsible for centralizing brand and marketing governance to optimize marketing spend and enhance customer acquisition strategies. It is responsible for developing and executing the company’s strategic marketing, brand positioning, communications, and stakeholder engagement initiatives, ensuring cohesive alignment between brand messaging, customer interactions, and public perception.

**• Enterprise Project Management Office**

The Business Unit is responsible for leading the strategic programme and portfolio management function to ensure effective execution of the organization’s priority initiatives. This includes oversight of capital projects, key operational and transformation programmes, and enterprise-wide initiatives aligned with the company’s strategic goals.

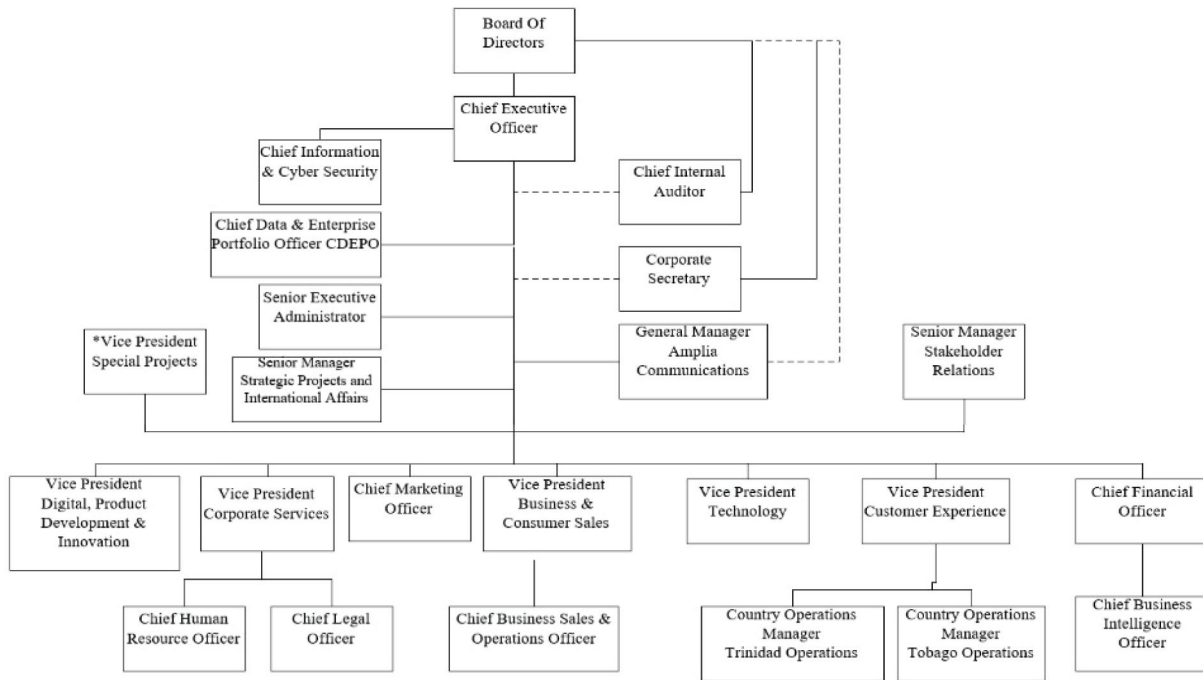
**• Information Security**

This Business Unit is responsible for developing, implementing, and maintaining an enterprise-wide information and cybersecurity strategy that safeguards the confidentiality, integrity, and availability of TSTT’s digital assets, infrastructure, data, and customer information.

**• Strategic Projects & International Affairs**

This Business Unit is responsible for leading the formulation and execution of strategies that enhance the company’s position and influence within the regional and international telecommunications ecosystem. This includes driving strategic partnerships, overseeing international relations, and ensuring alignment between corporate objectives and global industry trends.

**TSTT’s Organizational Structure**



TSTT’s organizational structure has six hundred and twenty-four (624) positions, inclusive of Senior Management.

**Head Office**

TSTT’s Registered Office / Head Office is located at #1 Edward Street, Port of Spain, Trinidad.



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

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

Categories of Documents in the Possession of the TSTT

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

#### 1. Corporate Documents

- (a) Incorporation documents, inclusive of by-laws
- (b) Minutes and Meeting documents for the Board of Directors and its Sub-Committees
- (c) Minutes and Meeting documents for Annual Meetings of TSTT
- (d) Corporate documents filed with and issued by the Companies Registry
- (e) Registers required to be maintained under the Companies Act
- (f) Documents filed with the Trinidad and Tobago Securities and Exchange Commission
- (g) Charters, Terms of Reference and other governance documents related to the operations of the Board of Directors
- (h) Monthly CEO's Board Report
- (i) Monthly CFO's Board Reports
- (j) Terms of Reference related to the operations of the Procurement Disposal and Advisory Committee
- (k) Terms of Reference related to the operations of the Disposal and Advisory Committee

#### 2. Correspondence with Corporation Sole, Line Ministry, Government and other State Agencies

- (a) Various correspondence addressed to or issued by the Chairman of the Board of Directors
- (b) Various correspondence addressed to or issued by the Chief Executive Officer
- (c) Various correspondence addressed to or issued by the General Counsel and Corporate Secretary

#### 3. Legal Activities

- (a) Legal contracts, deed, leases and other legal instruments
- (b) Legal opinions and related matters
- (c) Copies of Court proceedings/documents
- (d) Internal and external correspondence
- (e) Compliance documents

#### 4. Business Activities

- (a) Strategic Plan Documents
- (b) Records relating to marketing and business promotions
- (c) Consultancy, technical, valuation, assessment and other reports which support business decisions
- (d) Policies, Procedures and Processes
- (e) Procurement Policies and Procedures
- (f) Departmental Reports
- (g) Network Analysis
- (h) Network Quality
- (i) Quarterly Reports submitted to TATT
- (j) Concession for the Operation of a Public International Telecommunications Network
- (k) Concession for the Operation of a Public Domestic Fixed (Wireless) Telecommunications Network
- (l) Concession for the Operation of a Public Domestic Fixed (Wired) Telecommunications Network
- (m) Concession for the Operation of a Public Domestic Mobile Telecommunications Network
- (n) Concession for the Operation of a Public Domestic Broadcasting Network
- (o) Quarterly market data reports submitted to TATT
- (p) Company Issued Mobile Service Policy
- (q) Business Unit/Departmental Reports
- (r) Revenue and Billing Reports
- (s) Collections Report
- (t) Service Order Reports
- (u) Mobile Key Performance Indicator Report
- (v) Salesforce Opportunities Report
- (w) Book of Business
- (x) Churn Report (mobile)
- (y) Annual Schedule of Planned Procurement Activities
- (z) Quarterly reports on spend and asset disposal for the Office of Procurement Regulations (OPR) where applicable

#### 5. Financial and Accounting Operations

- (a) Statutory reports such as Annual Report on Operation, Audited Financial Accounts, Regulatory Filings
- (b) Investor call information
- (c) Quarterly financial statistics



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

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

#### 6. Commercial Activities

- (a) Records related to suppliers, contractors, bidders, purchasers and contract management
- (b) Strategy and Planning Reports
- (c) Retail Operations Manual showcasing TSTT's policy and guide for face-to-face interaction with the general public.
- (d) Query process
- (e) Escalated query resolution steps/stages

#### 7. Human Resources, Environment, Health, Safety and Security

- (a) Personnel Files
- (b) Organizational Chart
- (c) Recruitment and Selection Records
- (d) Performance Management Records
- (e) Risk Appetite
- (f) Risk Reports
- (g) Internal investigative reports
- (h) Corporate Communications Policy

#### 8. Internal Audit

- (a) Internal Audit Charter
- (b) Internal Audit Department Standard Operating Procedures
- (c) Internal Audit Process Maps
- (d) Internal Audit Reports
- (e) Anti-Corruption Policy
- (f) Internal Audit Policy

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

#### Material prepared for Publication or Inspection by the Public

Upon written request addressed to the Chief Marketing Officer Ag. at TSTT House, #1 Edward Street, Port of Spain, the public may obtain copies of the following material:

- 1) bmobile launches World Cup streaming app, partners with Guardian Media for 2022 Qatar World Cup – dated February 8, 2023
- 2) TSTT announces Major Additional Fibre Investment in T&T, Donates IdeaHub to Speyside High School – dated February 13, 2023
- 3) Central Bank awards provisional e-money issuer registration to TSTT Communications provider set to deploy e-wallet – PAYPR – dated February 13, 2023
- 4) bmobile champions the fight against bullying at seventh BI-Annual Secondary Schools' Anti-Bullying Conference – dated February 13, 2023
- 5) 'bmobile B SQUARE' is back  
The event returns with more Soca for all – dated February 13, 2023
- 6) bmobile Business continues to strengthen data security in the Caribbean  
Communications provider introduces VMware's carbon black solution to bolster business' security posture – dated February 13, 2023
- 7) Living Water and bmobile Share Christmas with those in Need - dated February 13, 2023
- 8) AMPLIA adopts Sangre Grande Community Aims to Increase Residents' Wellbeing and Raise Community Spirit – dated February 13, 2023
- 9) bmobile sponsors UNICEF U-Report Secondary Schools competition – dated February 14, 2023
- 10) bmobile supports POSFW's launch of the Fashionverse – dated March 9, 2023
- 11) Tobago's popular Easter cultural events return for their annual celebrations with support from bmobile – dated April 6, 2023
- 12) bmobile supports T&T's CARIFTA games team – dated April 6, 2023
- 13) bmobile launches T&T's first Maritime and Local Offshore Data Roaming Plan – dated April 11, 2023
- 14) Tobago Jazz Experience returns with bmobile as Technology Partner – dated April 18, 2023
- 15) bmobile helps restore the Tobago Cultural Tradition at the Carnbee/Mt Pleasant Sports Meeting and Goat Races – dated April 24, 2023
- 16) Public Procurement compliance made easier through TSTT's e-Tender – dated April 24, 2023
- 17) bmobile launches new mobile app – bmobileGo – dated April 28, 2023
- 18) bmobile brings free Public WIFI to Eddie Hart Grounds – dated May 11, 2023
- 19) bmobile's investment inspires schools' basketball bounce back – dated June 1, 2023
- 20) bmobile set to award Local Innovator at TT Chamber Champions of Business – dated June 9, 2023
- 21) TSTT supports first regional FinTech innovation centre – dated July 10, 2023
- 22) TIC is Back, Bigger than Before and Seeking to Grow – dated July 21, 2023
- 23) bmobile introduces eSIM technology – dated July 25, 2023
- 24) bmobile's Commitment to Tobago Heritage Festival 2023: Preserving Traditions and Cultural Legacy – dated July 26, 2023
- 25) Embracing Local Culture: bmobile joins 36th Tobago Heritage Festival for Tobago's Ole Time Moriah Wedding – dated August 7, 2023
- 26) Embracing Tobago's Rich History: bmobile Champions the Heritage Festival and Emancipation Parade – dated August 22, 2023
- 27) Tobago Carnival 2023: Second annual celebrations kick off with bmobile's support – dated October 24, 2023
- 28) TSTT Update on Cybersecurity Issue – dated November 3, 2023
- 29) bmobile, Nailah Blackman, Join Forces for Carnival and Beyond with Strategic Partnership – dated January 15, 2024
- 30) bmobile, United Way Trinidad and Tobago spread Christmas cheer at Hope Centre Children's Home – dated January 24, 2024
- 31) CANTO Celebrates 40th with Connect Tech Conference and AGM – January 25, 2024



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

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

- 32) bmobile Launches b Square in Tobago promises a Fun-Filled Concert on both islands – dated January 29, 2024
- 33) CANTO and Caribbean Telcos Aim to Use Technology to Impact UN SDG Initiatives – dated February 15, 2024
- 34) TSTT commits \$160m to network improvement as company reports strong third quarter results – dated April 5, 2024
- 35) Bmobile Business Supports 'Phil The Gap' in T&T's Financial Literacy Education with I Invest Programme – dated April 12, 2024
- 36) bmobile partners with The Patrons of The Arts Foundation to provide artistic bursary for music students – dated April 25, 2024
- 37) bmobile joins with Carnbee/Mt. Pleasant Community Council to celebrate Tobago's Vibrant Community Spirit at 49th Annual Easter Monday Sports Meeting. – dated April 25, 2024
- 38) TSTT Announces Enhanced Network Resilience for Tobago – dated April 29, 2024
- 39) bmobile Introduces Two New Value-Focused Prepaid Plans – May 2, 2024
- 40) bmobile teams up with Glamorgan Youth Foundation for community-building regatta – May 9, 2024
- 41) bmobile and United Way Trinidad and Tobago Partner to Uplift St David's RC Primary School for Annual Day of Caring – May 29, 2024
- 42) bmobile Business champions Innovation at TT Chamber Awards – June 13, 2024
- 43) bmobile supports movement to end period poverty – June 14, 2024
- 44) bmobile's Continued Support Shines at 2024 Rainbow Cup Tobago Triathlon – June 24, 2024
- 45) bmobile Renews Commitment to Trinidad and Tobago's Athletes Chasing Olympic Qualification – June 28, 2024
- 46) bmobile prioritizes safety as Hurricane Beryl approaches – June 30, 2024
- 47) bmobile Celebrates Tobago's Legacy as Platinum Sponsor of Tobago Heritage Festival 2024 – July 9, 2024
- 48) bmobile Joins YBTT To Empower Young Entrepreneurs Through JumpSTART Program – August 5, 2024
- 49) bmobile supports International Tennis Federation's (ITF) "World Cup of Tennis" in T&T – August 8, 2024
- 50) bmobile Partners with Lidj Yasu Omowale Emancipation Village – August 9, 2024
- 51) SOGET Partners with bmobile Business to Drive Digital Transformation at T&T Ports – September 5, 2024
- 52) bmobile Launches MI GENTE: New Prepaid Plan for Spanish-Speaking Customers – 13 September 2024
- 53) Nicholas Pooran Bats for bmobile: A Game-Changing Partnership to Inspire the Next Generation – September 16, 2024
- 54) TSTT Appoints Kent Western as Chief Executive Officer – September 27, 2024
- 55) bmobile Partners with CADV in Walk Against Domestic Violence – October 8, 2024
- 56) Bridging the Gap - bmobile Supports Moms for Literacy – October 14, 2024
- 57) bmobile Powers Iconic Mas for an Unforgettable Tobago Carnival Experience – October 23, 2024
- 58) bmobile and CARIRI Empower 3,500 Students with Cutting-Edge Skills at Innovation Camp – October 28, 2024
- 59) bmobile Celebrates Over 20 Years of Partnership with NCIC Divall Nagar, Connecting Culture and Community – October 29, 2024
- 60) bmobile volunteers remove over 300 pounds of trash from Marianne Bay – November 4, 2024
- 61) bmobile Business Partners with Hearts and Minds Foundation and Second Half Sport Foundation to Uplift Youth – November 6, 2024
- 62) bmobile and Pooran Hit Big with Young Talent at Nicky P Batting Academy – November 20, 2024
- 63) Young Innovators Shine Bright at CARIRI's Power Up Competition Powered by bmobile – December 9, 2024
- 64) bmobile Unveils New Experience Store at The Falls at West Mall – December 14, 2024
- 65) TSTT Dominates at TATT's Telecommunications and Broadcasting Industry Awards – January 7, 2025
- 66) Chutney Soca Monarch Goes Global: bmobile Powers 30th Anniversary with International Broadcast – January 24, 2025
- 67) bmobile Launches VoLTE in T&T – January 29, 2025
- 68) bmobile signs top soca talent for Carnival 2025 – February 13, 2025
- 69) bmobile's Bsquare doubles the Fete! Free Carnival concert hits Tobago and Trinidad – February 17, 2025
- 70) bmobile Business Partners with Neptune Communications to Deliver Satellite Broadband Solutions Nationwide – February 17, 2025
- 71) TSTT Partners with Credit Union League to Drive Digital Transformation and Financial Inclusion – February 19, 2025
- 72) bmobile Named Trinidad and Tobago's Fastest and Best Mobile Network by Ookla – February 19, 2025
- 73) Legends Collide at the bmobile Chutney Soca Monarch Finals – February 20, 2025
- 74) AI-Powered Math Tutoring: bmobile & RSC Partner to Boost CSEC Math Success Rates – February 26, 2025
- 75) bmobile Champions the Next Generation of Stars at Zachary and Friends Funday Fiesta – March 7, 2025
- 76) bmobile celebrates Yung Bredda: The People's Champion of Carnival 2025 – March 20, 2025
- 77) bmobile Connects Logos Hope to T&T – March 24, 2025
- 78) bmobile Powers Culture: Carvalho Productions Drives Creativity from Stage to Mas – April 10, 2025
- 79) bmobile Throws SEA Students a Well-Deserved PARDY – April 14, 2025
- 80) bmobile Partners with Carnbee/Mt Pleasant Sports & Family Day to Celebrate 50 Years of Culture, Community and Competition – April 16, 2025
- 81) bmobile Powers Trinidad and Tobago's Next Generation of Track and Field Stars at CARIFTA 2025 – April 18, 2025

These publications are also available on TSTT's website: <https://www.tstt.co.tt/copy-of-media-center>

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

#### Literature available by subscription

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

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

#### Procedure to be followed when accessing a document from the TSTT

The following procedures are to be utilized when accessing documents from TSTT, in accordance with Section 7 (1) (a) (v) of the FOIA.



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

### i. General Procedure

In order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The "Request for access to official documents" form under the FOIA which is available at [www.foia.gov.tt](http://www.foia.gov.tt) must be completed.

### ii. Addressing Requests

To facilitate prompt handling of a request, all requests should be addressed to the Designated Officer of TSTT [see section 7(1) (a) (vi)].

### iii. Details in the Request

Requests should include the following:

- (a) Name of applicant (full name preferred)
- (b) Contact information
- (c) Information requested and format to provide the information
- (d) Date of request
- (e) Signature of applicant

The completed form may be hand delivered, mailed, or emailed to TSTT at the contact information contained in section 7(1) (a) (vi).

If insufficient information is provided, clarification will be sought from the applicant. If the applicant is uncertain how to write his/her request, the applicant should consult TSTT's designated officer.

### iv. Requests not handled under the FOI Act

A request under the FOIA will not be processed to the extent that it asks for documents that:

- (a) Contain information that is open to public access
- (b) Contain information that is available for purchase by the public
- (c) is available via a publicly accessible register or from another public authority
- (d) is stored for preservation or safe custody.

### Responding to Requests

#### v. Retrieving Documents

TSTT is required to furnish copies of documents that it has in its possession, or that can be retrieved from its records.

#### vi. Furnishing Documents

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

- (a) Create new documents
- (b) Conduct research for the applicant

#### vii. Time Limits

TSTT will determine whether to grant the request for access to information as soon as practicable but no later than thirty days as required by Section 15 of the FOIA. 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.

#### v. Refusal of Requests

If it is determined that the information requested cannot be disclosed, the applicant will be informed of the refusal and the rights of the applicant according to the FOIA.

#### vi. Fees and Charges

In accordance with Section 17 (1) of the FOIA "No fee shall be charged by a public authority for the making of a request for access to an official document." Section 17 (2) states that "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, disc, film or other material, the applicant shall pay the prescribed fee."

The Freedom of Information (Fees and Charges) Regulations prescribe the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the documents within seven days of payment of the relevant fee. If TSTT fails to provide the information within the seven-day period, the applicant will be entitled to a refund of the fees paid in addition to free access to the documents requested.



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

### Section 7 (1) (a) (vi) Designated Officer in TSTT

The following is the Designated Officer charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOIA.

The Designated Officer:  
Mrs. Jinelle Millett  
Compliance Officer  
# 1 Edward Street  
Port of Spain  
Phone: 1-868-625-9317  
Email: compliance@tstt.co.tt

This Officer is responsible for executing the following functions:

- (i) The initial receipt of an action upon notices under Section 10,
- (ii) Requests for access to documents under Section 13, and
- (iii) 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)

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

### Section 7 (1) (a) (viii) Library/Reading Room Facilities

Any applicant requesting to view information can make general enquiries by calling the designated officer named in section 7(1)(a)(vi). The necessary arrangements will be made to accommodate the applicant at the reading room facility located at TSTT House, #1 Edward Street, Port of Spain, between the hours of 9:00 a.m. and 11:00 a.m. and 1:30 p.m. to 3:30 p.m.

## SECTION 8 STATEMENTS

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

- 1) Companies Act, Chapter 81:01
- 2) Freedom of Information Act, Chapter 22:02
- 3) The Income Tax Act, Chapter 22:02
- 4) Conveyancing and Law of Property Act, Chapter 56:01
- 5) Real Property Act, Chapter 56:02
- 6) Industrial Relations Act, Chapter 88:01
- 7) Interception of Communications Act, Chapter 15:08
- 8) The Property Tax Chapter 76:04
- 9) Corporation Tax Act No. 29 of 1966, Chapter 75:02 (Amendment)
- 10) Public Procurement and Disposal of Public Property Act No. 1 of 2015
- 11) Public Procurement and Disposal of Public Property (Amendment) Act No. 5 of 2016
- 12) Public Procurement and Disposal of Public Property (Amendment) Act No. 3 of 2017
- 13) Public Procurement and Disposal of Public Property (Amendment) Act, 2020 (Act No. 27 of 2020)
- 14) Public Procurement and Disposal of Public Property (Amendment) Act, 2023 (Act No. 13 of 2023)
- 15) Public Procurement and Disposal of Public Property (Evaluation) Regulations, 2021
- 16) Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations, 2021
- 17) Public Procurement and Disposal of Public Property (Retention and Disposal) Regulations, 2021
- 18) Public Procurement and Disposal of Public Property (Record of Proceedings) Regulations, 2021
- 19) Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations, 2021
- 20) Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021
- 21) Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-selection) Regulations, 2021
- 22) Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations, 2021
- 23) Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations, 2021
- 24) Public Procurement and Disposal of Public Property (Miscellaneous) Regulations, 2021
- 25) Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024
- 26) Telecommunications Act, Chapter 47:31
- 27) Telecommunications (Access to Facilities) Regulations, 2006
- 28) Telecommunications (Interconnection) Regulations, 2006
- 29) Telecommunications (Universal Service) Regulations, 2015
- 30) Telecommunications (Universal Service) (Amendment) Regulations, 2019
- 31) Telecommunications (Fees) Regulations, 2006



## TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED 2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

### 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:

- 1) Procurement Policy and Procedures
- 2) Code of Ethics
- 3) Retail and Partner Operations Manual
- 4) Vendor Support – Quality Assurance Procedure
- 5) Whistleblower Policy and Procedures
- 6) Supplier/Contractor Management Policy and Procedures

### 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.

- 1) Procedure for Processing Requests Pursuant to the Interception of Communications Act.

## SECTION 9 STATEMENTS

### Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within TSTT.  
There are no reports or statements to be published under this sub-section of the FOIA at this time.

### Section 9 (1) (b)

A report or a statement containing advice or recommendations prepared by a body established outside of TSTT by or under any written law, or by a Minister of Government or other public authority.

- 1) 8th Report of the Public Accounts (Enterprises) Committee, Second Session of the Twelfth Republican Parliament on its Examination of the Audited Financial Statements of the Telecommunications Services of Trinidad and Tobago (TSTT) for the years 2017 to 2021 and follow-up on the implementation of the recommendations in the Committee's Ninth Report from the 11th Parliament.
- 2) 9th Report of the Public Accounts (Enterprises) Committee, Third Session of the 11th Parliament on its Examination of the Audited Accounts, Balance Sheet and other Financial Statements of the Telecommunications Services of Trinidad and Tobago Limited for the financial years 2008-2016.

### Section 9 (1) (c)

A report or statement containing advice and recommendations of an inter-departmental Committee whose membership includes an officer of TSTT.

There are no reports or statements to be published under this sub-section of the FOIA at this time.

### Section 9 (1) (d)

A report or a statement containing advice or recommendations of a committee established within TSTT to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of TSTT who is not a member of the Committee.

There are no reports or statements to be published under this sub-section of the FOIA at this time.

### Section 9 (1) (e)

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

There are no reports to be published under this sub-section of the FOIA at this time.

### Section 9 (1) (f)

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

From time to time, TSTT may hire consultants to prepare reports on the telecommunications industry and otherwise and such reports may be available upon request, and strictly in keeping with the provisions of the FOIA.

### Section 9 (1) (g)

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

There are no reports to be published under this sub-section of the FOIA at this time.



**TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED  
2025 PUBLIC STATEMENT IN COMPLIANCE WITH SECTIONS 7, 8 AND 9  
OF THE FREEDOM OF INFORMATION ACT 1999**

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

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

- 1) Annual and Quarterly Financial Statements.

**Section 9 (1) (i)**

**A report containing:**

- (i) Final plans or proposals for the re-organization of the functions of TSTT
- (ii) The establishment of a new policy programme or project to be administered by TSTT
- (iii) The alteration of an existing policy, programme or project administered by TSTT

**Whether or not the plans or proposals are subject to approval by an officer of TSTT, another public authority, the Minister of Public Utilities.**

There are no documents to be published under this sub-section of the FOIA at this time.

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

**A statement prepared within TSTT and containing policy directions for the drafting of legislation.**

There are no statements to be published under this sub-section of the FOIA at this time.

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

**A report of tests carried out within TSTT on a product for the purpose of purchasing equipment.**

There are no reports to be published under this sub-section of the FOIA at this time.

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

**An environmental impact statement prepared within TSTT.**

There are no statements to be published under this sub-section of the FOIA at this time.

**Section 9 (1) (m)**

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

- 1) Charterfields Valuation Reports for Insurance – 2019.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
2025 Updated Public Statement
(UPDATED PUBLICATION)
of the
Office of Procurement Regulation

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA).
The following is published with the approval of the Minister of Finance

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02("FOIA") the Office of Procurement Regulation ("the OPR or the Office") being a public authority under the purview of the Ministry of Finance and a regulatory body is required by law to publish this statement, which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by the OPR.
A legal right for each person to have personal/official information relating to him/herself amended where it is held by the OPR, and such information is incomplete, incorrect or misleading.
A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
Upon a Notice of Refusal, a legal right to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review of decisions under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i):

The OPR is a body corporate created by an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act 2015, as amended, ("the PPDPPA") with a mandate to inter alia "provide for public procurement, and for the retention and disposal of public property, in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money".

The core functions of the OPR are as follows:

- To establish a comprehensive database of information on public procurement, including information on tenders received, the award and value of contracts, and such other

- information of public interest as the Office thinks fit.
To set training standards, competence levels and certification requirements to promote best practices in procurement.
To issue and review guidelines in relation to public procurement and the retention and disposal of public property, including model guidelines for special guidelines under sections 30 (1) (b) and 54 (1) (b).
To prepare, update and issue model handbooks, incorporating standardized bidding documents, procedural forms and relevant documents for use in public procurement and the retention and disposal of public property.
To approve, in respect of each procuring entity, special guidelines and handbooks in relation to public procurement and the retention and disposal of public property.
To promote the use of technology in public procurement and the retention and disposal of public property.
To provide best practice advice in the conduct of procurement activities, including the promotion of electronic transactions.
To audit and review the system of procurement and disposal of public property to ensure compliance with the objectives of the Act.
To harmonize policies, systems and practices in relation to public procurement activities and the disposal of public property.
To review procurement practices and delivery systems on an annual basis to identify best practices.
To determine, develop, introduce, maintain and update related system-wide databases and technology.
To promote the awareness of public of public bodies and the public to issues relating to public procurement and disposal of public property.
To undertake research and surveys with respect to public procurement and disposal of public property.
To investigate, on its own initiative or upon complaint

- from any party involved in public procurement or disposal of public property or any member of the public, any alleged or suspected breach of the Act.
To create and publish standard form contracts for public procurement and disposal of public property.
To prepare and maintain a database of pre-qualified contractors and suppliers.
To prepare and maintain a list of pre-qualified mediators, arbitrators, and experts for the purposes of alternative dispute resolution under the Act; and
To provide advice on best practice on the aggregation of the procurement or disposal of goods for the purpose of obtaining value for money.

Vision Statement:

To be a catalyst for transformation through best practice in procurement, retention and disposal of public property.

Mission Statement:

To regulate public procurement, retention and disposal of public property through capacity development, leveraging technology, monitoring and enforcement to promote best practices and socio-economic development in Trinidad and Tobago.

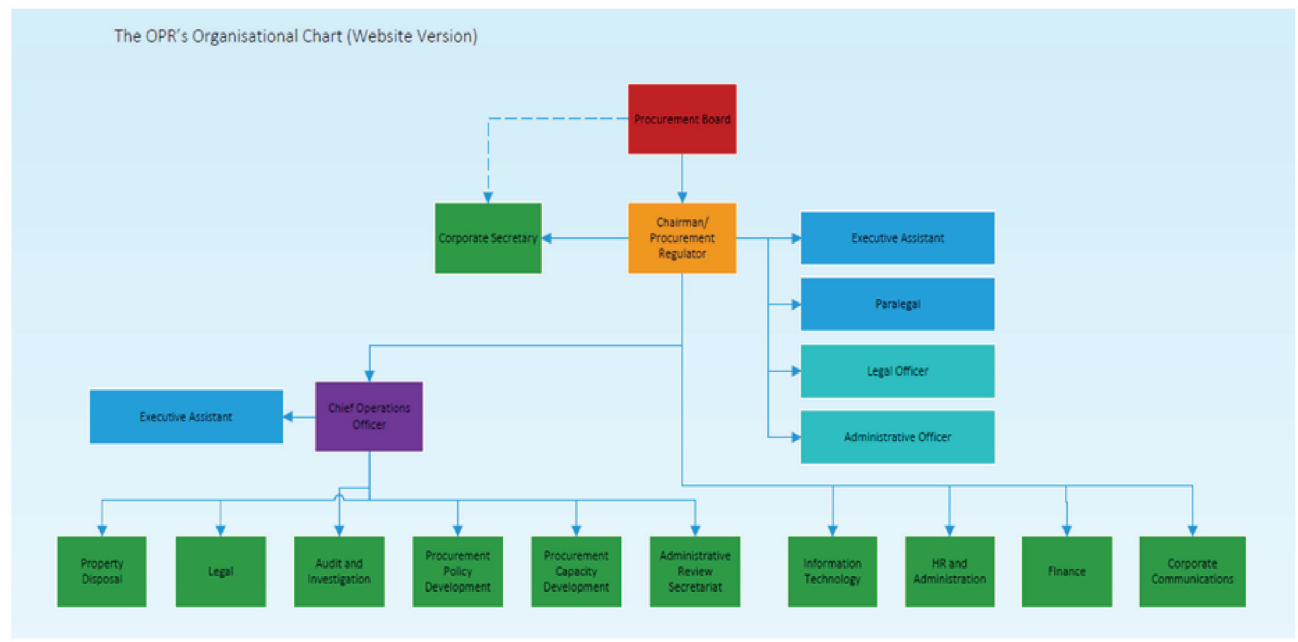
Values:

- Value for money
Integrity
Transparency
Accountability

(SEE ORGANISATIONAL CHART BELOW)

DEPARTMENTS AND FUNCTIONS

The OPR is governed by a Procurement Board comprising of eleven (11) members. The members of the Procurement Board are drawn from amongst persons with expertise in legal, financial, business or administrative matters. In accordance with



**2025 UPDATED PUBLIC STATEMENT (UPDATED PUBLICATION) OF  
THE OFFICE OF PROCUREMENT REGULATION—CONTINUED**

**FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)**

section 11 (2) of the PPDPPA, the Chairman of the Board is also the Procurement Regulator who is entrusted with the day-to-day management, administration, direction and control of the business of the Office.

The following departments and functions report directly to the Procurement Regulator:

1. Chief Operations Officer (COO)
2. Corporate Secretary
3. Legal
4. Property Disposal
5. Procurement Policy Development
6. Procurement Capacity Development
7. Administrative Review Secretariat
8. Audit and Investigation
9. Corporate Communications
10. Finance
11. Human Resource and Administration
12. Information and Communications Technology (ICT)

**Chief Operation Officer**

The COO is the operational lead of the OPR, with responsibility for managing and overseeing the day-to-day administration and business operations of the Office. He is required to adhere to the programme of work set by the Chairman/Procurement Regulator, consistent with the strategic direction given by the Board of the OPR. The COO is required to take the lead role in building enhanced capacity, robust operational systems and procedures and the necessary infrastructure that enables the OPR to deliver on its mandate in accordance with the PPDPPA. The COO is responsible for ensuring that the OPR is positioned to deliver on the expectations of all key stakeholders.

**Corporate Secretary**

The Corporate Secretary functions as the primary communication channel between the Procurement Board and the OPR's Management Team and is required to provide sound advice and guidance to the Procurement Board in relation to their roles, responsibilities, obligations and authorities under their terms of appointment. The Corporate Secretary ensures good corporate governance and corporate compliance on the part of the Procurement Board and the OPR's Management team.

**Legal**

The Legal department provides legal institutional support, advice and guidance to all other departments and to the Procurement Board. The Legal department assists in strengthening the policy, legal, regulatory, research and development framework on public procurement and disposal of public property in Trinidad and Tobago.

**Human Resource and Administration**

The Human Resource and Administration Department is responsible for key functions in human resource planning and development, performance management, employee and industrial relations, and training and development. This department plays a critical role in formulating policies and plans to support the recruitment and retention of staff with the necessary skills, knowledge, and competencies. In addition, it oversees office maintenance, improvement projects, and the inventory management of stationery and office supplies. Notably, Safety and Security Co-ordination also falls under the Human Resource and Administration Department, ensuring a safe and secure working environment for all employees.

**Finance**

The Finance department is responsible for the receipt and management of all financial resources allocated to the OPR by the Ministry of Finance, salary processing and payment and for the management of expenditure in accordance with the pertinent financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

**Information Technology**

The Information Technology Unit is responsible for providing and managing the information technology and systems policy, which includes planning administration, information system and application support, networking and communications and service support.

**Corporate Communications**

The Corporate Communications Department is responsible for the development, design and implementation of the OPR's communication strategy, policies and procedures. This department also implements the internal and external communication

initiatives that will advance the OPR's brand identity, broaden awareness of its programmes and priorities and increase the knowledge of the impact of its programmes across key stakeholder audiences.

**Audit and Investigation**

Pursuant to Sections 13 (h) and (n) of the PPDPPA, the Audit and Investigations Department has the authority to conduct an independent review of the procurement policies and procedures employed by any public body to determine whether the objectives of the Act are being met, through an audit. The investigations' function has the responsibility of conducting fieldwork to gather evidence to either prove or disprove claims, either on its own initiative or due to a complaint made by any party and report findings on any suspected offence to the Director of Public Prosecutions on same.

**Property Disposal**

This department informs and advises on the retention and disposal of public property based on best practices. It is charged with the preparation and development of Handbooks and General Guidelines. This department also reviews Special Guidelines as and when submitted by public entities and information provided on the OPR's database to enable reports on any discrepancies.

**Procurement Policy Development**

This department is responsible for the preparation and issuance of guidelines and model handbooks on public procurement, retention and disposal of public property in accordance with Section 13 (c), (d), (e) of the PPDPPA. Their responsibilities include review of special guidelines and handbooks prepared by procuring entities in accordance with Section 13 (c), (d) (e) as well as stakeholder analysis, mapping and engagement to support policy development, communication to stakeholders and monitoring of effectiveness of policy implementation.

**Procurement Capacity Development**

The Procurement Capacity Development Department is responsible for building procurement capacity across all public bodies to ensure that public procurement is conducted in a transparent, fair and efficient manner consistent with Section 5 of the PPDPPA. Core functions of the Department include setting training standards, competence levels and certification requirements to promote best practices and promoting awareness of the issues relating to public procurement and disposal of public property.

**Administrative Review Secretariat**

The Administrative Review Secretariat provides legal and administrative support to the OPR's Hearing Panels which are responsible for determining Challenge Proceedings pursuant to Part V of the PPDPPA as well as Ineligibility Proceedings pursuant to Section 58 of the PPDPPA. The Secretariat is responsible for overseeing the procedures and processes utilized for the filing of documents, case management and other ancillary services to enable the Hearing Panels to decide Challenge and Ineligibility Proceedings in a fair and efficient manner. The Administrative Review Secretariat also provides legal support to the Corporate Secretary in relation to the activities of the Board and its Committees under the PPDPPA.

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

**Categories of documents held and maintained in possession of the OPR:**

1. Files dealing with the general administrative documents for the operations of the OPR.
2. Files dealing with contracts for services and consultancy services.
3. Personnel files, which detail all staff appointments, contracts of employment, job applications, job specifications, transfers, promotions, employee performance appraisals, leave, vacation, retirements, deaths, statement of gratuity computation, letters of approval for gratuity payment etc.
4. Files relating to applications for employment, terms of engagement and offers of employment.
5. Files dealing with the financial and accounting management functions of the OPR.
6. Financial reports and statements, financial records such as schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders; journals, salary deduction information, requests for release of funds, monthly expenditure statements, monthly bank reconciliation statements, annual statement of budgetary proposals, annual financial statements etc.).
7. Statements on annual return of remuneration paid and income tax and health surcharge deducted.

8. Requests for statement of PAYE indebtedness.
9. Files dealing with matters relating to the procurement of supplies, services and equipment and requisition forms.
10. Files dealing with official functions, conferences and events and attended by the OPR.
11. Files dealing training- local and foreign and technical co-operation.
12. Policy and procedure documents.
13. Legal contracts and other legal instruments.
14. Legal opinions and related matters.
15. Correspondences.
16. Copies of legislation, laws, legal notices, Bills, regulations etc.
17. Gazettes, books, booklets, leaflets, pamphlets, brochures, public relations material and newspaper clippings.
18. Reports-annual/monthly/weekly/quarterly, statistical, audit, economic, consultants', technical, valuation, corpo rate etc.
19. News releases, speeches, interview reports and statements originating in the OPR.
20. Internal and external correspondence files.
21. Digital media.
22. Photographs, CD's, DVD's, videos, tapes, charts, abstracts and catalogues.
23. Minutes and agenda of meetings.
24. Complaint/suggestion files.
25. Strategic plans.
26. Tender documents.
27. Training plans.
28. Registers.
29. Fixed asset registers.
30. Cabinet notes.
31. Internal Reports.
32. Complaint classification forms.
33. Complaint additional information forms.
34. Complaint information sheets.
35. Internal policies.
36. Organisational Chart.
37. Group Health policies and documents.
38. Standard Operating Procedure documents and logs.
39. Challenge Proceedings files
40. Ineligibility Proceedings files
41. Investigative files
42. Audit files

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

**Material prepared for publication and inspection:**

The following documents can be accessed on the website at <https://oprtr.org/resource-centre>

1. Comprehensive Handbook on Procurement Retention & Disposal
2. Basic Procurement Handbook
3. General Guidelines - Preparation of Special Guidelines for Approval
4. General Guidelines - Developing the Annual Procurement Plan
5. General Guidelines - Procurement Portfolio Management & Supply
6. General Guidelines - Category Management
7. General Guidelines - Management of Risks in Procurement
8. General Guidelines - Developing Specifications
9. General Guidelines - Sustainable Development & Sustainable Procurement
10. General Guidelines - Supply Contracts
11. General Guidelines - Procurement Methods and Procedures
12. Request for Information Guideline and Template
13. Supplier-Contract Appraisal Template
14. Procurement Strategy Development Template - High R-V
15. Procurement Strategy Development Template - Low R-V
16. Request for Quotation Letter with Forms
17. Purchase Requisition-Template
18. Tender Evaluation Report Template
19. Market Research Report Template
20. General Guidelines - Pre-qualification and Pre-Selection
21. General Guidelines - eProcurement
22. General Guidelines - Evaluation of Submissions & Award of Contracts
23. General Guidelines - Negotiation in Procurement
24. General Guidelines - Standstill Period General Guidelines
25. General Guidelines - Management and Monitoring of Procurement Contract
26. General Guidelines - Record Keeping and Maintenance of Procurement Files
27. General Guidelines - Retention & Disposal of Personal

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<p>Property</p> <p>28. Handbook - Retention &amp; Disposal of Personal Property</p> <p>29. Disposal Forms Editable Templates.</p> <p>30. General Guidelines - Framework for Internal Control for Procurement</p> <p>31. General Guideline – Developing Procurement Capacity</p> <p>32. General Guidelines Procurement of Works</p> <p>33. General Guidelines: Ethical Conduct for Suppliers and Contractors</p> <p>34. General Guidelines: Ethical Conduct for Public Bodies and Public Officers</p> <p>35. General Guidelines: Simplified Procurement</p> <p>36. Desktop Reference: Procurement Methods &amp; Procedures - Quick Guide</p> <p>37. General Guidelines: Framework Agreements</p> <p>38. General Guidelines: Treating with Unsolicited Proposals</p> <p>39. General Guidelines: Disposal of Real Property</p> <p>40. General Guidelines Local Industry Development and Local Content</p> <p>41. Handbooks and Special Guidelines Template2020 Sensitisation Sessions and Documents</p> <p>42. 2019 Capacity Building Workshop Report and Documents</p> <p>43. Model Handbook</p> <p>44. Stakeholder Consultation Workshops- Overview of the Special Guidelines</p> <p>45. Trinidad Workshop Summary Report</p> <p>46. Tobago Workshop Summary Report</p> <p>47. Audited Financial Statements</p> <p>48. Stewardship Report with Organisational Chart 2018-2020</p> <p>49. Strategic Plan 2020-2022</p> <p>50. Annual Schedule of Planned Procurement Activities Template</p> <p>51. "Standard Bidding Document RFP Template - Consultancy Services"</p> <p>52. "Standard Bidding Document ITB Template - Framework Agreement "</p> <p>53. "Standard Bidding Document ITB Template - Procurement of Goods"</p> <p>54. Procurement Notice</p> <p>55. Standard Terms and Conditions of Purchase</p> <p>56. Developing the Annual Procurement Performance Report</p> <p>57. Handbook &amp; Special Guidelines Template</p> <p>58. Letter Template - Notification of Unsatisfactory Evidence of Payment of Taxes and Contributions</p> <p>59. Letter Template - Evidence of Payment of Taxes and Contributions</p> <p>60. Simplified Procurement Complaint Form</p> <p>61. Annual Report to Parliament April 2023 – April 2024</p> <p>62. Annual Report to Parliament- FY2023/2024</p> <p>63. Roadmap for Compliance and Compliance Assessment Checklist 2025</p> <p>64. Pictorial Roadmap for Compliance 2025</p> <p>65. Auditor General Report FY (2018-2023)</p>	<p>OPR and on the OPR's website on <a href="https://oprft.org/">https://oprft.org/</a>. Complete the form either at the OPR's office or at your own convenience.</p> <p><b>Addressing Requests</b> To facilitate the prompt handling of a request, it should be addressed to the Designated Officer of the OPR.</p> <p><b>Details in the Request</b> Applicants should provide details that will allow for ready identification and location of the information that is being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant needs assistance in writing a request or what details to include, they should communicate with the Designated Officer. The relevant information that must be provided to the OPR includes:</p> <ol style="list-style-type: none"> <li>Name of Applicant.</li> <li>Contact Information.</li> <li>Information requested and format to provide the information.</li> <li>Date of request.</li> <li>Signature of applicant; and</li> <li>Applications should be addressed to the Designated Officer of the OPR (see section 7 (1) (a) (vi)).</li> </ol> <p><b>Request not handled under the FOIA</b> In accordance with section 12, requests under the FOIA that will not be processed are as follows:</p> <ol style="list-style-type: none"> <li>Documents which contain information, which is open to public access, as part of a public register.</li> <li>Documents which contain information that is available for purchase by the public.</li> <li>Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority.</li> <li>Documents which are stored for or safe custody.</li> <li>Documents that are subject to an investigation.</li> </ol> <p><b>Retrieving Documents</b> The OPR is only required to furnish copies of documents that it has in its possession, custody or control or can be retrieved from storage.</p> <p><b>Furnishing Documents</b> The OPR is required to furnish only one (1) copy of a document. If a legible copy of the document to be released cannot be made, the OPR will not attempt to reconstruct it. Instead, the best copy possible will be furnished with its quality noted in the OPR's reply.</p> <p><b>Please note that the OPR is not compelled to do the following:</b></p> <ol style="list-style-type: none"> <li>Create new documents. For example, the OPR is not required to write a new programme so that a computer will print information in the format preferred by the applicant; and</li> <li>Perform research for the public.</li> </ol> <p><b>Time Limits.</b> <u>General:</u> The FOIA gives a stipulated time of thirty (30) calendar days from the date of receipt of an application for the OPR to determine the approval or refusal of the documents/information requested by the applicant. The OPR will try meticulously to comply with the statutory time limit. Since there is a possibility that requests may be wrongly addressed or directed, the applicant may wish to call or write to confirm that the OPR has received a request and ascertain its status.</p> <p><u>Time Allowed:</u> The OPR will determine whether to grant a request for access to information as soon as practicable but no later than thirty (30) calendar days from the date it was received as required by Section 15 of the FOIA. 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. If it is determined that the documents/information cannot be disclosed, then the applicant will be informed of the refusal and their rights according to Section 38A and 39 of the FOIA.</p> <p><b>SECTION 7 (1) (a) (vi)</b> <b>Officers in the OPR responsible for:</b></p> <ol style="list-style-type: none"> <li>The initial receipt of and action upon notices under Section 10 of the FOIA.</li> <li>Requests for access to documents under Section 13 of the FOIA.</li> <li>Applications for correction of personal information under</li> </ol>	<p>Section 36 of the FOIA</p> <p><b>The Designated Officer is:</b> Ms. Lindy-Ann Mitchell Head, Legal The Office of Procurement Regulation Level 19 and 21, Tower D Port of Spain International Waterfront Centre 1A Wrightson Road, Port of Spain Telephone: 226- 4OPR (4677) E-mail: <a href="mailto:lindy-ann.mitchell@opr.org.tt">lindy-ann.mitchell@opr.org.tt</a></p> <p><b>1<sup>st</sup> Alternate Designated Officer:</b> Ms. Stasha Mahabir Executive Assistant to the Chairman The Office of Procurement Regulation Level 19 and 21, Tower D Port of Spain International Waterfront Centre 1A Wrightson Road, Port of Spain Telephone: 226- 4OPR (4677) E-mail: <a href="mailto:stasha.mahabir@opr.org.tt">stasha.mahabir@opr.org.tt</a></p> <p><b>2<sup>nd</sup> Alternate Designated Officer:</b> Ms. Nathifa Williams Legal Officer The Office of Procurement Regulation Level 19 and 21, Tower D Port of Spain International Waterfront Centre 1A Wrightson Road, Port of Spain Telephone: 226- 4OPR (4677) E-mail: <a href="mailto:nathifa.williams@opr.org.tt">nathifa.williams@opr.org.tt</a></p> <p><b>SECTION 7 (1) (a) (vii)</b> <b>Advisory Boards, Councils, Committees and other bodies (Where meetings/minutes are open to the public.</b> Pursuant to Section 10 of the PPDDPA the OPR is governed by a Board which was appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. By virtue of Section 16 the Board may appoint such committees as it considers necessary. The following are appointed Committees within the OPR:</p> <ol style="list-style-type: none"> <li>Audit Committee.</li> <li>Human Resource Committee.</li> <li>Budget and Finance Committee.</li> <li>Procurement and Disposal Advisory Committee.</li> <li>Disposal Committee</li> <li>Strategic Management and Communications Committee</li> </ol> <p><b>SECTION 7 (1) (a) (viii)</b> <b>Library/Reading Room Facilities</b> Any applicant requesting to view information can make general enquiries by calling the Designated Officer under section 7 (1) (a) (vi). The necessary arrangements will be made to accommodate the applicant at the library/reading room facility of the OPR between the hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. on Mondays to Fridays save for Public Holidays.</p> <p><b>SECTION 8 STATEMENTS</b></p> <p><b>SECTION 8 (1) (a)</b> The public is at liberty to access documents that are provided by the OPR for the use or guidance of the OPR or its officers in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments being:</p> <p><b>SECTION 8 (1) (a) (i)</b> <b>Documents containing interpretations or particulars of written laws or schemes administered by the OPR, not being particulars contained in another written law</b></p> <ol style="list-style-type: none"> <li>Public Procurement and Disposal of Public Property Act No. 1 of 2015.</li> <li>Public Procurement and Disposal of Public Property (Amendment) Act, 2016.</li> <li>Public Procurement and Disposal of Public Property (Amendment) Act, 2017.</li> <li>Public Procurement and Disposal of Public Property (Amendment) Act, 2020.</li> <li>Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021.</li> </ol>
<p>The public may inspect and/or obtain copies of the materials listed from the Designated Officer between the hours of 8:00 a.m. and 4:00 p.m. Mondays to Fridays except for public holidays at:</p> <p><b>The Office of Procurement Regulation</b> Level 19 and 21, Port of Spain International Waterfront Centre 1A Wrightson Road Port of Spain Telephone number: 1 (868) 226-4OPR (4677) Website: <a href="http://www.oprft.org">www.oprft.org</a></p> <p><b>SECTION 7 (1) (a) (iv)</b> <b>Literature available by subscription:</b> The OPR does not currently publish any documents that are available by way of subscription.</p> <p><b>SECTION 7 (1) (a) (v)</b> The procedure to be followed when accessing a document from the OPR:</p> <p><b>General Procedure</b> The OPR's policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to the public by the FOIA, the applicant must make his/ her request in the following manner:</p> <ol style="list-style-type: none"> <li>Obtain a copy of the appropriate form (<i>Request for Access to Official Documents</i>) available at the reception desk at the</li> </ol>		

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6. Public Procurement and Disposal of Public Property (Record of Procurement Proceedings) Regulations, 2021.
7. Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations, 2021.
8. Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021.
9. Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-Selection) Regulations, 2021.
10. Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations, 2021.
11. Public Procurement and Disposal of Public Property (Miscellaneous) Regulations, 2021.
12. Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations, 2021.
13. Public Procurement and Disposal of Public Property (Evaluation) Regulations, 2021.
14. Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations, 2021.
15. Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024.

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

**Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters of Advice to persons outside the OPR, or similar documents containing rules, policies, guidelines, practices or precedents.**

1. Comprehensive Handbook on Procurement Retention & Disposal.
2. Basic Procurement Handbook.
3. General Guidelines - Preparation of Handbook & Special Guidelines for Approval.
4. General Guidelines - Developing the Annual Procurement Plan.
5. General Guidelines - Procurement Portfolio Management & Supply.
6. General Guidelines - Category Management.
7. General Guidelines - Management of Risks in Procurement.
8. General Guidelines - Developing Specifications.
9. General Guidelines - Sustainable Development & Sustainable Procurement.
10. General Guidelines - Supply Contracts.
11. General Guidelines - Pre-qualification and Pre-Selection.
12. General Guidelines - Evaluation of Submissions & Award of Contracts.
13. General Guidelines - Negotiation in Procurement.
14. General Guidelines - Standstill Period General Guidelines.
15. General Guidelines - Management Monitoring of Procurement Contract.
16. General Guidelines - Retention & Disposal of Personal Property.
17. Handbook - Retention & Disposal of Personal Property.
18. General Guidelines - Framework for Internal Control for Procurement.
19. General Guidelines - Procurement of Works.
20. General Guidelines: Ethical Conduct for Suppliers and Contractors
21. General Guidelines: Ethical Conduct for Public Bodies and Public Officers
22. General Guidelines: Simplified Procurement
23. Desktop Reference: Procurement Methods & Procedures - Quick Guide
24. General Guidelines: Framework Agreements
25. General Guidelines: Treating with Unsolicited Proposals
26. General Guidelines: Disposal of Real Property
27. The Charter of the Board.
28. The Audit Committee Charter.
29. Delegation of Authority Policy.
30. Cash Management Policy.
31. Online E-first Policy.
32. Clean Desk Policy.
33. Open Floor Policy.
34. Professional Fees Policy.
35. Care and Use of Company Vehicles Policy.
36. Leave Management Policy.
37. Communication Policy
38. Credit Card Policy.
39. Hours of Work and Flexi Time Policy.
40. Payments Policy.
41. Parking Validation Policy.
42. Customer Service Policy.
43. Crisis Communication Policy.
44. Education Assistance Policy.
45. Training Policy.
46. OPR Graduate and Internship Programme Policy.

47. Management of Change Policy.
48. Employment Conversion Policy.
49. Performance Management Policy.
50. Separation Policy
51. Complaints Process Map.
52. Complaints Sensitisation material
53. Challenge Process Map.
54. Challenge Sensitisation material.
55. Hearing Rules and Procedures for Part V Challenge Proceedings.
56. Electronic Filing and Hearing Rules for Part V Challenge Proceedings.
57. Challenge Proceedings decisions
58. Ineligibility Process Map.
59. Ineligibility sensitization material.
60. Hearing Rules and Procedures for Ineligibility Proceedings
61. Ineligibility Review Proceedings Process Map
62. Health and Safety Policy.
63. Internal Policy – Procurement Special Guidelines and Handbook.
64. Grievance Policy and Procedure.
65. Disciplinary Policy and Procedure.
66. Fixed Asset Management Policy.
67. Recruitment and Selection Policy.
68. E-mail Policy; and
69. Data Privacy Policy.
70. Acceptable Use Policy
71. Password Policy
72. Policy for Recording and Reporting on Pro Bono Services
73. Policy for Payment of Salaries and Allowances
74. Anti-Fraud Policy

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

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

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

**SECTION 9 STATEMENTS**

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

**Any report or statement containing the advice or recommendations, of a body or entity established within the OPR.**

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

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

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

- i. Sixth Report of the Joint Select Committee on Finance and Legal Affairs: Inquiry into the Implementation of the New Public Procurement System.
- ii. Sixth Report of the Joint Select Committee on Finance and Legal Affairs on a follow-up inquiry into the implementation of the new Public Procurement System, Third Session (2022/2023), Twelfth Parliament.
- iii. Fifth Report of the Public Accounts Committee: Examination of the Audited Financial Statements of the Office of Procurement Regulation (OPR) for the Financial Year 2018 to 2020.

**SECTION 9 (1) (c)**

**Any report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of the OPR**

At this time, there are no reports or statements to be published under this subsection.

**SECTION 9 (1) (d)**

**Any report or statement containing the advice or recommendations, of a committee established within the OPR to submit**

**a report, provide advice or make recommendations to the responsible Minister for the OPR or another officer of the OPR who a member of such committee is not.**

At this time, there are no reports or statements to be published under this subsection.

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

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

At this time, there are no reports to be published under this subsection.

**SECTION 9 (1) (f)**

**Any report prepared for the OPR by a consultant who was paid for preparing the report.**

- i. The Office of Procurement Regulation Employee Satisfaction Survey Report

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

**Any report prepared within the OPR and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations, on feasibility of establishing a new or proposed government policy, programme or project.**

At this time, there are no reports to be published under this subsection.

**SECTION 9 (1) (h)**

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

OPR Strategic Plan 2023 – 2025  
Revised OPR Strategic Plan 2020 – 2022  
OPR Strategic Plan 2020 – 2022  
OPR Stewardship Report 2018 – 2020  
OPR Annual Schedule of Planned Procurement Activities (FY 2021-2025)

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

**Any report containing final plans or proposals for the re-organisation of functions of the OPR, the establishment of a new policy, programme or project administered by the OPR, whether or not the plans or proposals are subject to approval by an officer or the OPR, another public authority, the responsible Minister for the OPR or Cabinet.**

- OPR Strategic Plan 2020 - 2022
- Revised OPR Strategic Plan 2020 – 2022
- OPR Strategic Plan 2023 – 2025

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

**Any statement prepared within the OPR and containing policy directions for the drafting of legislation.**

At this time, the OPR has no documents which fall within the meaning of this section.

**SECTION 9 (1) (k)**

**Any report of a test carried out within the OPR on a product for the purpose of purchasing equipment.**

At this time, there is no such report to be published under this subsection.

**SECTION 9 (1) (l)**

**Any environment impact statement prepared within the OPR.**

At this time, there is no such statement to be published under this subsection.

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

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

At this time, there is no such report to be published under this subsection.