



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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### SUPPLEMENT TO THIS ISSUE

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

#### *Legal Supplement Part B—*

The Civil Aviation [(No. 1) General Application and Personnel Licensing] (Amendment) Regulations, 2004—(Legal Notice No. 256 of 2004).

The Civil Aviation [(No. 2) Operations] (Amendment) Regulations, 2004—(Legal Notice No. 257 of 2004).

The Civil Aviation [(No. 3) Air Operator Certification and Administration] (Amendment) Regulations, 2004—(Legal Notice No. 258 of 2004).

The Civil Aviation [(No. 5) Airworthiness] (Amendment) Regulations, 2004—(Legal Notice No. 259 of 2004).

The Civil Aviation [(No. 6) Approved Maintenance Organization] (Amendment) Regulations, 2004—(Legal Notice No. 260 of 2004).

The Civil Aviation [(No. 7) Instruments and Equipment] (Amendment) Regulations, 2004—(Legal Notice No. 261 of 2004).

The Civil Aviation (Tenders Committee) Rules, 2004—(Legal Notice No. 262 of 2004).

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### REAPPOINTMENT OF CHAIRMAN AND MEMBERS TO THE BOARD OF THE AIRPORTS AUTHORITY

NOTICE is hereby given in accordance with the Airports Authority Act (Chap. 49:02) section 3, that the undermentioned persons have been re-appointed as Members of the Board of the Airports Authority for a period of two (2) years effective 3rd June, 2004:

MR. LINUS ROGERS—Chairman

MS. BEVERLY JOHN

MR. FRANKLIN GREAVES

MRS. JOAN MASSIAH

MR. ALLAN POWDER

DR. STEPHEN RAMROOP

23rd August, 2004.

L. MAIR  
Corporate Secretary  
Airports Authority  
Trinidad and Tobago

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### APPOINTMENT OF MEMBER TO THE TEACHING SERVICE COMMISSION

IT IS NOTIFIED for general information that His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 124 of the Constitution of the Republic of Trinidad and Tobago, has been pleased to appoint DR. ANNA MAHASE, a member of the Teaching Service Commission, for a period of three years, with effect from 1st September, 2004.

24th August, 2004.

H. HEMNATH  
Secretary to His Excellency  
the President

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## APPOINTMENT OF A PRIVATE WAREHOUSE

*(Customs Act, Chap. 78:01)*

IN EXERCISE of the powers conferred upon the Comptroller of Customs and Excise under the Customs Act, Chap. 78:01, I, Joseph A. Renaud, Acting Comptroller of Customs and Excise, acting under the provisions of section 263(2) of the said Act, do hereby appoint the place specified in the Schedule hereto to be a Private Warehouse for the storage, pending entry for home consumption or export of the following goods, as shall be warehoused by or in the private warehouse of Messrs. Peake Trading Limited—viz. Water Coolers, Water Heaters, Pumps, Motors, Marine Engines Refrigerants, Air Conditioning Equipment and Parts and such other goods as I may subsequently approve.

## SCHEDULE

An enclosed area measuring 6.14 metres long by 6.0 metres wide by 4.34 metres high a total area of 36.84 square metres constructed of a welded steel frame and heavy expanding metal and galvanized roofing situate on the western side of a building owned by Peake Industries Limited bounded on the north by Western Main Road, on the south by Research Industrial Limited, on the east by Fish Market and on the west by Peake Industries Limited.

J. A. RENAUD

*Acting Comptroller of Customs  
and Excise*

30th August, 2004.

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## APPOINTMENT OF DIRECTORS OF THE NORTH WEST REGIONAL HEALTH AUTHORITY

THE UNDERMENTIONED PERSONS have been appointed Directors of the North West Regional Health Authority for a period of two (2) years with effect from 30th April, 2004.

MR. HUGH EASTMAN	—	Chairman
MS. DEVATI MOOLEEDHAR	—	Deputy Chairperson
MR. MERU MAHARAJ	—	Member
DR. JACQUELINE SABGA	—	Member
MRS. SHERLYN MONTEIL	—	Member
MRS. VALERIE ALLEYNE-RAWLINS	—	Member
MR. MICHAEL QUAMINA	—	Member
MR. JEROME CHAMBERS	—	Member
MR. IAN THOMAS	—	Member

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## EXPIRATION OF TERM OF OFFICE OF DIRECTORS OF THE NORTH WEST REGIONAL HEALTH AUTHORITY

PLEASE BE INFORMED that the undermentioned Directors of the North West Regional Health Authority term of Office which commenced on 3rd April, 2002 expired on 2nd April, 2004. The names of the Directors are listed hereunder:

Dr. PATRICK WATSON	—	Chairman
Mr. IAN THOMAS	—	Deputy Chairman
Dr. GEOFFREY FRANKSON	—	Member
Mr. MERU MAHARAJ	—	Member
Mrs. SHERLYN MONTEIL	—	Member
Ms. DEVI MOLEEDHAR	—	Member
Mr. MICHAEL QUAMINA	—	Member
Mr. DEREK WINFORD	—	Member
Mrs. VALERIE ALLEYNE-RAWLINS	—	Member

**Government of the Republic of Trinidad and Tobago  
Public Statement of North-West Regional Health Authority  
In Compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the North-West Regional Health Authority (hereafter referred to as the NWRHA) being a Public Authority, is required by law to publish the following statements that list the documents and information generally available to the public.

The Act gives members of the public:

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

## **SECTION 7 STATEMENTS**

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

#### **Function and Structure of the NWRHA**

**The NWRHA's mission is to provide quality healthcare to all and the promotion of high standards of wellness.**

The NWRHA is a body corporate established in accordance with Act No.5 of 1994 (as amended) The NWRHA is managed by a Board of Directors which is accountable to the Minister of Health who can issue general or specific instructions to the Board. The Board of Directors is responsible for appointing a Chief Executive Officer. The NWRHA staff comprises approximately four thousand (4,000) monthly and daily paid employees. The NWRHA's Head Office is physically located at The Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs. The NWRHA is comprised of the following departments/offices:-

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**Main Departments/Offices**

- ◆ Office of the Chief Executive
- ◆ Operations
- ◆ Corporate Services
- ◆ Health Services
- ◆ Legal & Regulatory Affairs
- ◆ Human Resource
- ◆ Finance
- ◆ Internal Audit
- ◆ Laboratory
- ◆ Information Systems/Information Technology (IS/IT)
- ◆ Corporate Communications
- ◆ Employee Assistance
- ◆ Quality
- ◆ Biomedical
- ◆ Medical Records
- ◆ Clinical

**National Services**

The NWRHA is also responsible for the following National Services:

- ◆ Nutrition and Dietetics
- ◆ Blood Bank
- ◆ Cancer Registry

**Sub – Committees Of The Board Of Directors**

- Tenders Committee
- Human Resource Committee
- Finance Committee
- Public Relations Committee
- Asset Management Committee
- Information Systems/Information Technology (IS/IT) Committee
- Audit Committee
- Quality/Risk Management Committee

**Institutions and Health Care Facilities**

The NWRHA also has responsibility for the following institutions/units and health care facilities:-



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Institution	Caura Chest Hospital	St. Ann's Hospital	St. James Medical Complex	Mount Hope Women's Hospital	Tacarigua Extended Care Centre	Eric Williams Medical Sciences Complex (EWMSC)	General Hospital, Port of Spain	Arima Health Facility and Chaguanas Health Facility
Description	<p>-Provides care with preventative, diagnostic, curative and rehabilitation treatment to patients with chest conditions (medical and surgical) and substance abuse problems in Trinidad and Tobago and the Caribbean</p> <p>-Ensures the quarantine of passengers with contagious diseases</p> <p>-TB programme</p>	For treating psychiatric cases and provides rehabilitation services.	National Radiotherapy Centre Gerontology clinic	This is a Teaching Institution as well.	Psycho-geriatric services	<p>This Medical Complex consists of:</p> <p>An Adult Hospital</p> <p>A Paediatric Hospital - Wendy Fitzwilliam Paediatric Hospital</p> <p>(For patients from birth to 16 Years)</p> <p>A Dental Hospital</p> <p>A Veterinary Hospital</p> <p>Faculty of Medical Sciences (Teaching Hospital) under the aegis of The University of the West Indies</p>	It is also a Teaching Hospital associated with the University of the West Indies	<p>Arima Health Facility is a Polyclinic. Chaguanas provides Accident &amp; Emergency services along with other primary health care services.</p>

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Institution	Caura Chest Hospital	St. Ann's Hospital	St. James Medical Complex Including the National Radiotherapy Centre	Mount Hope Women's Hospital	Tacarigua Extended Care Centre	Eric Williams Medical Sciences Complex (EWMSC)	General Hospital, Port of Spain	Arima Health Facility and Chaguanas Health Facility
No. of Beds	106 181 (substance abuse)	900	98	110 and 80 bassinets	50		600	
Physiotherapy	✓					✓		At Arima
Dietary Department		✓		✓	✓	✓	✓	
Pharmacy	✓	✓	✓			✓	✓	✓
Laboratory			✓	✓		✓	✓	
Stores	✓	✓	✓			✓	✓	✓ (Stock management)
Diagnostic Services				✓		✓	✓	✓ X-Ray, Laboratory (only at Arima), ECG
Orthopaedic & Accident Emergency			✓	✓ (Gynaecological & Obstetrical emergencies)		✓	✓	✓
Intensive Care								
Mortuary						✓	✓	
Psycho-Geriatric			✓	✓	✓	✓	✓	
Radiology	✓							
Sewing Unit	✓	✓				✓	✓	

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Institution	Caura Chest Hospital	St. Ann's Hospital	St. James Medical Complex Including the National Radiotherapy Centre	Mount Hope Women's Hospital	Tacarigua Extended Care Centre	Eric Williams Medical Sciences Complex (EWMSC)	General Hospital, Port of Spain	Arima Health Facility and Chaguanas Health Facility
Laundry	✓	✓	✓	✓		✓		
Ambulance Service			✓			✓	✓	
Out Patient Clinics	✓	✓	✓			✓	✓	Paediatric Internal Medicine
Medical Records			✓	✓		✓	✓	
Social Services		✓	✓			✓	✓	
Carpentry	✓	✓					✓	
Transport	✓	✓				✓	✓	
OTHER	Wards for the treatment of Tuberculosis Patients. An In and Out Patient facility for substance abuse patients Outpatient clinics at EWMSC (Medical and Surgical)	Psychiatric – acute and chronic Forensic Psychiatric Rehabilitation services for Severely Mentally challenged children Social Services Outreach services	Physical Medicine Oncology Services to the entire population including Tobago and the Caribbean	Neonatal Antenatal Neonatal Intensive Care Unit Gynaecological Classroom Facilities		Priority Care (Adult & Paed Accident and Emergency treatment) Adult Heart Care Paediatric Heart Care Intensive Care General Practice Same Day Surgery Cardio thoracic Medical and Surgical Cases	General Medical General Surgery Neuro-Surgery Plastic Surgery Dental/Oral/Maxillofacial Ophthalmology Ear, Nose & Throat (ENT) Obstetric Gynaecological Haemodialysis Domiciliary Medical Library	General Practice Clinic & Accident Emergency Mental Health, Inpatient Clinic Dermatology Clinic, Family Planning, Dental Clinic Physiotherapy (only at Arima) Specialist Out-Patient Services (Paediatric, Internal Medicine) Stores.

## **Health Centres**

The following **Health and Outreach Centres** are under the purview of the NWRHA:-

### **St. George West**

1. George Street Outreach Centre
2. Maraval Health Centre
3. Woodbrook Health Centre
4. Diego Martin Health Centre
5. Petit Valley Health Centre
6. Oxford Street Health Centre
7. St. James Health Centre
8. Carenage Health Centre

### **St. George Central**

1. El Socorro Health Centre
2. Las Cuevas Outreach Centre
3. Santa Cruz Health Centre
4. Success/Laventille Health Centre
5. Barataria Health Centre
6. San Juan Health Centre
7. Morvant Health Centre
8. Upper Laventille Outreach Centre
9. Aranguez Health Centre
10. St. Joseph Health Centre
11. Maracas/St. Joseph Health Centre

### **St George East**

1. Arima Health Facility
2. Monte Grande Outreach Centre
3. Blanchisseuse Outreach Centre
4. Brasso Seco Outreach Centre
5. Talparo Outreach Centre
6. Arouca Health Centre
7. La Horquetta Health Centre
8. Macoya Health Centre
9. Maloney Health Centre
10. Tacarigua Health Centre

### **County Caroni**

1. Cunupia Health Centre
  2. San Raphael Outreach Centre
  3. St Helena Health Centre
  4. Chaguanas Health Facility
-



### **Additional Services**

The NWRHA is also responsible for the provision of:

- **Dialysis services to the entire nation including Tobago.**
- **Oncology services to the entire nation including Tobago and the Caribbean.**
- **Health Services at Ports of Entry within the physical jurisdiction of the NWRHA**
- **Health Services to the inmates of Prisons in Trinidad and Tobago**
- **The National Blood Transfusion Services**
- **Tuberculosis Programme**

### **Effect of Functions on Members of the Public**

The NWRHA's work impacts upon and influences the quality of life of every citizen of Trinidad and Tobago through the following media:-

- **Promotion of Healthier Lifestyles**  
This is done through advertisements, radio programmes etc.
- **Public Board Meetings**  
Members of the community are invited to participate and give their views as to how they benefit from the health care provided, how health care impacts upon their life and what can be done to improve the health system overall. There is a statutory requirement to hold a public meeting each year at which a review of the Authority's performance in the preceding year along with its goals and targets for the current year is presented and discussed.
- **Customer Client Feedback System**  
Through our Customer Service Departments located at the various institutions/units, members of the public are able to give feedback with respect to the quality of health care received. Also, Client Feedback Boxes are strategically placed throughout various institutions to garner feedback from members of the public.
- **Board Representation**  
**A nominee of the Association of Local Government sits on the Boards of Directors. At least one member of the Board represents public interest and welfare.**

**Section 7(1)(a)(ii)****Categories of Documents in the possession of the NWRHA**

1. Files dealing with administrative support and general administrative documents for the operations of the NWRHA Head Office and its facilities.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, pension, leave, performance appraisals etc. for all categories of staff.
3. Standing Financial Orders
4. Financial Statements and Financial Records (cheques, vouchers, receipts etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps/Charts/Photographs/Diskettes/Tapes
7. News Releases, speeches originating in the NWRHA.
8. Policy and Procedure Documents.
9. Internal and External Correspondence Files.
10. Medical Records of patients including Nurses Flow Charts, Diagnostic Reports, such as X-Rays, Post Mortem Reports and Death Certificates.
11. Documents relating to strategic review of the NWRHA/Strategic Plan
12. Legislation (especially health related) and Legal Instruments regulating the operations of the NWRHA
13. Legal Opinions on matters affecting the operations of the NWRHA
14. Files dealing with Training/Performance Management
15. Minutes/Agenda of Meetings of the Board of Directors and other Board Committees
16. Files dealing with Circulars, Memoranda, Notices, Bulletins etc.
17. Periodic Reports (annual, monthly and/or quarterly) prepared by the NWRHA, Consultants/Technical Reports, etc.
18. Environmental Impact Assessments
19. Briefing Papers/Status Reports pertaining to the IADB funded projects under the Health Sector Reform Programme and the Inter-American Development Bank
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on health related issues and the operations at the NWRHA.
21. Files dealing with official functions, conferences and events hosted and attended by the NWRHA.
22. Inventories/Fixed Assets Register
23. Periodicals and Publications
24. Complaints – Customer Complaints and Comment Forms
25. Registers/Certificates/Permits/Licenses etc.
26. Tender Documents
27. Contracts for the provision of Goods and Services to the NWRHA
28. Files dealing with Disaster Management; Risk Management and Safety within the NWRHA and in general
29. Quality Management documentation.

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**Section 7(1)(a)(iii)****Material Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following material between the hours of **9:00 a.m. to 3:00 p.m.** on normal working days at:

The Library/Reading Room  
North-West Regional Health Authority  
Building #39,  
Eric Williams Medical Sciences Complex  
**MT. HOPE**  
Telephone No.: 645-2940  
Fax No.: 663-0671

**Section 7(1)(a)(iv)****Literature available by Subscription**

The NWRHA subscribes to the Trinidad and Tobago Gazette.

**Section 7(1)(a)(v)****Procedure to be followed when accessing a Document from the NWRHA****How to request Information****♦ General Procedure**

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

**♦ Addressing Requests**

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



#### ◆ **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

#### **Requests not handled under the FOIA**

- ◆ A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the NWRHA or from any other public authority, for example, brochures and pamphlets etc.

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

##### ◆ **Retrieving Documents**

The NWRHA is required to furnish copies of documents only when they are in our possession or if retrievable from storage. Records prior to the commencement of the Freedom of Information Act, 1999 may now be unavailable. The granting of a request for such documents may therefore be impossible.

Various laws, regulations and manuals stipulate the time period for keeping records before they may be destroyed.

For example, ***The Ministry of Health's Medical Records Policies and Procedure Manual*** under "***Filing and Retention of Medical Records***" which states *inter alia* as follows:-

*Section 2.9(2.9.1) - "At the expiry of seven (7) years, medical records (exclusive of the Summary Admission and Discharge Sheet) should be destroyed, unless such records are required for medico-legal purposes or had some specific value for medical research. This would be determined by the Medical Records Committee".*

*Section 2.9(2.9.2) - "Each patient who was discharged from hospital must have a summary Admission and Discharge Record completed. This record should be preserved for at least ten (10) years".*

##### ◆ **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one (1) copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.



Please note that we are not compelled to do the following:-

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

### **Time Limits**

#### **◆ General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

#### **◆ Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but not later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

#### **◆ Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period you are entitled to a refund of the fees paid in addition to access to the documents/s requested.

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

#### **Officers in the NWRHA responsible for: -**

1. The initial receipt of and action upon notices under Section 10.
2. Requests for access to documents under Section 13 and
3. Applications for corrections of Personal Documents under Section 36 of the FOIA

**The Designated Officer is:**

Vice President, Legal & Regulatory Affairs/Corporate Secretary  
**Miss Wendy Ramkerrysingh**  
Building 39  
Eric Williams Medical Sciences Complex  
MT. HOPE  
**Telephone No: 645-2940**  
**Fax No.663-0671**

**The Alternate Officer is:**

Corporate Communications Manager  
**Ms. Charmaine Codrington**  
Building 39  
Eric Williams Medical Sciences Complex  
MT. HOPE  
**Telephone No.: 645-2960**  
**Fax No. 645-9101**

**The Decision Maker is:**

The Chief Executive Officer or the person acting in that position.

**Section7(1)(a)(vii)****Advisory Boards, Councils, Committees**  
**(Where meetings/minutes are open to the public)**

At the present time, there is no Advisory Board. The NWRHA at times hosts Public Board Meetings and Community Meetings, which are open to the public. These meetings are advertised accordingly.

**Section7(1)(a)viii)****Library/Reading Room Facilities**

Information in the public domain can be accessed in our library/Reading Room Facility.

You may make general enquiries to our Clerk/Receptionist at **Telephone No. 645-2940.**

## SECTION 8 STATEMENTS

### Section 8(1)(a)(i)

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

- ◆ Regional Health Authorities Act 1994, available for purchase at the Government Printery.
- ◆ Freedom of Information Act 1999, available for purchase at the Government Printery.
- ◆ Gazette material and copies of amendments to Acts of Parliament, available for purchase at the Government Printery.
- ◆ Code of Ethics (for Doctors), used to guide officers within the NWRHA, available for inspection.
- ◆ Patient Care Risk Reduction Protocol – Directorate of Quality Management, Ministry of Health, available for inspection only.
- ◆ Nurses & Midwives Act 1960, available for purchase at the Government Printery.
- ◆ National Health Services Plan, available for inspection only.
- ◆ NWRHA Annual Review 2002 (Presentation), available for inspection only.
- ◆ NWRHA Disaster Management Plan, available for inspection only.
- ◆ Rules and Trust Deed to the North-West Section of the Regional Health Authorities Pension Fund Plan, available for inspection only.
- ◆ Regional Health Authorities Human Resource Policies and Guidelines (DRAFT), available for inspection only.
- ◆ Annual Services Agreement, available for inspection only.
- ◆ School Health Policy Document, available for inspection only.
- ◆ Child Health Surveillance – Standard Protocols & Procedures, available for inspection.
- ◆ Policy and Procedure Manual – Accident and Emergency Department for Arima and Chaguanas Health Facilities, available for inspection.
- ◆ NWRHA Policy & Procedure Manual for Vehicles available for inspection only.
- ◆ NWRHA Policy for Clinic Management in Primary Health Care Lifestyle Diseases, available for inspection.
- ◆ Information Manual for Client Feedback System (*In collaboration with PAHO*), available for inspection only.
- ◆ Ministry of Health's – Medical Records Policies and Procedure Manual, available for inspection only.
- ◆ Legal opinions and advice from Attorneys-at-Law regarding the transfer of responsibility to the NWRHA for collecting User Fees for health services which is at present collected by the Port of Spain Regional Corporation, available for inspection only.
- ◆ Patients Charter of Rights and Obligations

The Library/Reading Room in the NWRHA is located at:

**Building #39,  
Eric Williams Medical Sciences Complex  
Uriah Butler Highway  
Champs Fleurs.**

The Library/Reading Room is open to the public from **Mondays to Fridays** between the hours of **9:00 a.m. to 3:00 p.m.** and may be used to make FOI requests or inspect printed material.

**Policy of the NWRHA for the provision of Copies of Documents  
held in the Public Domain**

- ◆ Charge for photocopies is \$0.50 cents per page.
- ◆ Certain provision of documents may be subject to a small charge to cover administrative costs.
- ◆ No smoking, eating nor drinking is allowed in the Library/Reading Room.
- ◆ Access to use our Library/Reading Room is by appointment only. Kindly liaise with the Designated Officer to schedule an appointment  
(See Section 7(1)(a)(vi))



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**Section 8(1)(a)(ii)**

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

This section is not applicable to the NWRHA at present.

**Section 8(1)(b)**

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

This section is not applicable to the NWRHA at present.

## **SECTION 9 STATEMENTS**

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

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

- Report on Laundry Services at the NWRHA – Eric Williams Medical Sciences Complex – 2001.
- Report on Optimum Energies Technologies Limited regarding the Medical Oxygen Plant at the Eric Williams Medical Sciences Complex – 2001.
- General Findings and Report of Investigation into the outbreak at the Mount Hope Women's Hospital.

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

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

At this time, we have no such reports or statements.

**Section 9(1)(c)**

**A report or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.**

- Report on Laundry Services at the NWRHA – Eric Williams Medical Sciences Complex – 2001.
- Report on Optimum Energies Technologies Limited regarding the Medical Oxygen Plant at the Eric Williams Medical Sciences Complex – 2001.

**Section 9(1)(d)**

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

At this time, we have no such reports or statements.

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

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

- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. Sue Jaan Mejias, Physicist, National Radiotherapy Centre, St. James – dated 28<sup>th</sup> September, 2001

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

**A report prepared for the NWRHA by a Consultant who was paid for preparing the report**

- ◆ Audit of National Programmes and Laboratories in Trinidad and Tobago – National HIV/AIDS/STI Project – Final Report by KPMG Consultancy, June 30, 2001.
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospital Laboratories – Information Systems Development – Draft Final Report by KPMG Consultancy

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- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – Laundry and Linen Services Programme – Final Report by KPMG Consultancy, June 30, 2001
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – National Tuberculosis Control Programme/Hansen's Disease Control Programme – Final Report by KPMG Consultancy
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – National Blood Transfusion Unit – Final Report by KPMG Consultancy, June 30, 2001.
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospitals Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- ◆ Audit of National Programmes and Laboratories Trinidad and Tobago – Hospital Laboratories – Final Report by KPMG Consultancy, June 30, 2001.
- ◆ Health Sector Quality Council – Risk Management Council Initial Findings; by Mercy International Health Services – May 2001
- ◆ Management Advisory Services, Ministry of Health; Information Technology Planning – Presentation by Ernst & Young, September 24, 2001
- ◆ Ministry of Health – Regional Health Authorities Organizational Restructuring Workshop Report – Management Advisory Services; by Ernst & Young, April 2001.
- ◆ Risk Management Consultancy; Briefing and Sensitization – Ministry of Health, by Mercy International Services, 2001
- ◆ Trinidad and Tobago Health Sector Accreditation Programme – Draft Final Report by Joint Commission International Consultants, November 9, 2001.
- ◆ Report by PMSL on the investigation into matters arising from the Auditor General's Report into the NWRHA, September 10, 2001
- ◆ Report on Present Security System at the NWRHA, December 2003, Mr. Carlos Neptune.
- ◆ Report on HR Project, February 2004 by Mr. Charles Bobb-Semple.

### **Section 9(1)(g)**

**A report prepared within the public authority that contains the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government Policy, Programme or Project.**

- At this time, we have no such reports.



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

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

- ◆ Report on NWRHA Achievements – 1995 - 2000
- ◆ Health Sector Reform Programme – NWRHA Annual Review 2001
- ◆ Auditor General's Report on the North-West Regional Health Authority – 2001
- ◆ NWRHA Strategic Business Plan – 2000 – 2001
- ◆ Report on 5<sup>th</sup> Annual Review of the Client Feedback System (Customer Relations/Complaints System) – March 2000 to February 2001; Directorate of Quality Management, July 2001.
- ◆ Status Reports on the Health Sector Reform Programme – Primary Health Care Centres
- ◆ Report on Medical Records Survey of Trinidad and Tobago, by Pan American Health Organization/World Health Organization (PAHO/WHO), submitted by Joanne G. Salazar, August, 2000.
- ◆ Report on NWRHA Achievements – 2002 (Public Meeting)
- ◆ Report on NWRHA Achievements – 2003 public meeting

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

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

- ◆ NWRHA Strategic Plan – 2004-2008
- ◆ NWRHA Strategic Plan – 2000-2001
- ◆ Accreditation Standards for the Health Sector of Trinidad and Tobago – Joint Commission International – 2001
- ◆ Dental Outreach Programme – Chaguanas Health Facility
- ◆ Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Draft 1 – Ministry of Health May 10, 2001
- ◆ Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 2 – Ministry of Health, March 21, 2001.
- ◆ Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 1 – Ministry of Health, March 8, 2001.



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- ◆ Information Manual for Client Feedback Systems (Customer Relations/Complaints System) – Ministry of Health/Regional Health
- ◆ Authorities, in collaboration with the Pan American Health Organization/World Health Organization (PAHO/WHO)
- ◆ Ministry of Health Medical Records Policies and Procedures – Death Information Systems Management – Directorate of Health Policy and Procedures, May 2001.
- ◆ Ministry of Health National Emergency Medical Services Policy – Trinidad and Tobago – Draft 2 – Ministry of Health
- ◆ Patient Care Risk Reduction Protocol – Directorate of Quality Management, Ministry of Health, August 2001
- ◆ Regional Health Authorities Human Resource Policies and Guidelines (Draft) – Ministry of Health, April 11, 2003
- ◆ NWRHA Strategic Plan 2004-2008

**Section 9(1)(j)****A statement prepared within the public authority, containing Policy directions for the drafting of legislation**

- At this time, we have no such statements.

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

- At this time, we have no such statements.

**Section 9(1)(l)****An environmental impact statement prepared within the public authority.**

- At this time, we have no such statements.

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

- Fixed Asset Verification Exercise – former Central Regional Health Authority.

**1753****TENDERS FOR THE SUPPLY AND DELIVERY OF EQUIPMENT TO THE TRINIDAD AND TOBAGO FIRE SERVICE,  
MINISTRY OF NATIONAL SECURITY**

TENDERS are invited for the supply and delivery of the under-mentioned equipment to the Trinidad and Tobago Fire Service, Ministry of National Security.

- Item I —Three (3) Aerial Ladder Platform
- Item II —One (1) Water Tender/Turn Table Ladder
- Item III—One (1) Airport Rescue and Fire Fighting Vehicle
- Item IV—One (1) Hazardous Material Vehicle 4 x 4

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further technical information may be obtained from Chief Fire Officer Mr. Lennox Alfred, Trinidad and Tobago Fire Service, No. 2 Wrightson Road, Port-of-Spain. Telephone Number 623-8463.

Tenders must be accompanied by the following:

- (1) Valid Income Tax and Value Added Tax Clearance Certificates issued not more than six (6) months prior to the closing date of the tender.
- (2) Compliance Certificate issued in accordance with the National Insurance Act.

Separate contracts may be awarded for the items.

Sealed tenders in duplicate on the approved Tender Form will be received up to 1.00 p.m. on Thursday 26th August, 2004. Envelopes must be addressed to the Chairman, Central Tenders Board and marked on the outside: "Tender for the Supply and Delivery of Equipment to the Trinidad and Tobago Fire Service, Ministry of National Security" and deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

27th July, 2004.

S. BABOOLAL  
*Acting Chairman,  
Central Tenders Board*

**1754****TENDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF A STAND-BY GENERATOR FOR THE MINISTRY OF  
LEGAL AFFAIRS**

TENDERS are invited for the supply, delivery and installation of a Stand-by Generator for the Ministry of Legal Affairs (Registration House), 72-74, South Quay, Port-of-Spain.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Any further information may be obtained during normal working hours from Mr. Glenford Codrington, Assistant Facilities Manager, Ministry of the Attorney General at Telephone Number 625-8061.

A pre-tender meeting will be held at the Ministry of Legal Affairs at 10.00 a.m. on Tuesday 24th August, 2004 followed by a site visit.

Prospective tenderers are required to visit the site in order to acquaint themselves with conditions which may influence their tender.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender and a Compliance Certificate issued in accordance with the National Insurance Act.

Sealed tenders in duplicate will be received up to 1.00 p.m. on Thursday 2nd September, 2004. Envelopes must be addressed to the Chairman, Central Tenders Board and clearly marked on the outside: "Tender for the Supply, Delivery and Installation of a Stand-by Generator for the Ministry of Legal Affairs (Registration House)" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

12th August, 2004.

M. MARCANO  
*Chairman,  
Central Tenders Board*

1755

**CONSULTANCY SERVICES FOR THE CONDITION ASSESSMENT DESIGNS AND PREPARATION OF TENDER DOCUMENTS FOR THE EXPANSION, REHABILITATION WORKS AND TECHNICAL UPGRADE OF FOUR GOVERNMENT SECONDARY SCHOOLS AND ONE SIXTH FORM SCHOOL**

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) through the Ministry of Education (MOE) has assessed loan funding from the Inter-American Development Bank (IDB) for a Secondary Education Modernization Programme (SEMP) IDB Loan 1180/OC-TT, the goal of which is to modernize the secondary education sector in Trinidad and Tobago.

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Education (MOE) is embarking upon a major school construction, repair, rehabilitation and upgrade programme.

Proposals are re-invited from interested consultants/consortia for the provision of consultancy services for the condition assessment, design and preparation of tender documents for the expansion, rehabilitation and technical upgrade works in selected secondary schools.

The projects are subdivided into two (2) packages, P7 and P8. The contents of the packages as detailed in the Tender Documents are:

(a) Package P7—three (3) schools:

South East Port-of-Spain Secondary School;  
Polytechnic Sixth Form; and  
Morvant Laventille Secondary School

(b) Package P8—two (2) schools:

Union Claxton Bay School; and  
San Fernando Government Secondary School.

A successful Consulting Firm or Team of Consultants will only be awarded one (1) package. The Consulting Firm, however, will have to meet all the objectives as detailed in the Terms of Reference. A Consulting Firm can submit proposal for one or both packages. Proposals must be submitted separately for each package.

The Terms of Reference and other related documents may be obtained during normal working hours at the Central Tenders Board's Office on the Ground Floor, 116, Frederick Street, Port-of-Spain. Any further technical information may be requested in writing during normal working hours from:

Mr. Wayne Nunes  
Project Manager  
Educational Facilities Management Division (EFMD)  
Ministry of Education  
No. 86 Frederick Street, Port-of-Spain  
Tel: 624-2807/12, Fax: 627-2019

A pre-tender meeting will be held on Thursday 16th September, 2004 at 10.00 a.m. at the above address.

Proposals must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender. In addition, a Certificate of Compliance issued in accordance with the National Insurance Act must be submitted.

Proposals will be evaluated in accordance with the following criteria:

General Background of Firm	10 pts
Qualifications and Experience in designs of Schools and similar Buildings	30 pts
Available Manpower Resources	20 pts
Implementation Methodology for scope of works	30 pts
Financial Capability	10 pts
<b>TOTAL</b>	<b>100 pts</b>

An average of 70% must be obtained in order to qualify, with at least 50% in each category.

Prospective consultants are requested to hold their proposals valid for ninety (90) days from the date of the opening of the proposal.

One original and six (6) copies each of the technical and financial proposals should be placed in separately sealed envelopes for each consultancy package.

**1755—Continued****CONSULTANCY SERVICES FOR THE CONDITION ASSESSMENT DESIGNS AND PREPARATION OF TENDER DOCUMENTS FOR THE EXPANSION, REHABILITATION WORKS AND TECHNICAL UPGRADE OF FOUR GOVERNMENT SECONDARY SCHOOLS AND ONE SIXTH FORM SCHOOL—CONTINUED**

The envelopes should be marked: "Provision of consultancy services for condition assessment design and the preparation of tender documents for the expansion, rehabilitation works and technical upgrade works of selected secondary schools—PACKAGE———"

Envelopes must be addressed to the Chairman, Central Tenders Board, and deposited in the Brown Tenders Box located in the lobby of the Board's Office on the Ground Floor, 116, Frederick Street, Port-of-Spain on or before 1.00 p.m. on Thursday 30th September, 2004. Technical proposal will be opened publicly shortly afterwards. The proposer or representative may attend the opening.

Late proposals will not be accepted in any circumstance.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially without defraying the cost incurred by any consultant in submitting its proposal.

M. MARCANO  
Chairman,  
Central Tenders Board

25th August, 2004.

**1756****EXTENSION OF CLOSING DATE FOR ENGAGEMENT OF CONSULTANTS TO ASSIST WITH THE IMPLEMENTATION OF THE NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY PLAN, FASTFORWARD, FOR THE MINISTRY OF PUBLIC ADMINISTRATION AND INFORMATION**

POTENTIAL bidders and all parties who expressed an interest in the following fastforward projects of Trinidad and Tobago are asked to note that the original deadline of Thursday 2nd September, 2004 for submission of procurement documentation for the following projects has been extended to Thursday 23rd September, 2004.

	PROJECT	OLD DEADLINE	NEW DEADLINE
1.	Selection of a consulting firm to assist with the National Broadband Strategy Design Project.	2nd September, 2004	23rd September, 2004
2.	Selection of a consulting firm to assist with a Review of Legislation in Support of Trinidad and Tobago's fastforward Implementation.	do.	do.
3.	Prequalification of a consulting firm to assist with the Design and Pilot Implementation of the Community Access Project.	do.	do.
4.	Prequalification of a consulting firm to assist with the Promotion and Awareness of Trinidad and Tobago's fastforward agenda.	do.	do.
5.	Prequalification of a consulting firm to assist in the e-business development of an Online SME B2B marketplace and supporting activities.	do.	do.

Packages must still be addressed to: Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, Republic of Trinidad and Tobago and be deposited in the Brown Tenders Box located in the lobby of the Board's Office on or before 1300 hours (Trinidad Time) on Thursday 23rd September, 2004.

The Government of the Republic of Trinidad and Tobago reserves the right to cancel the bidding process in its entirety or partially without defraying any cost incurred by individuals submitting proposal.

Late proposals will not be accepted.

M. MARCANO  
Chairman,  
Central Tenders Board

27th August, 2004