



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 43

Port-of-Spain, Trinidad, Friday 29th October, 2004—Price \$1.00

No. 193

2133

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 Provisional Collection of Taxes Order, 2004—(Legal Notice No. 311 of 2004).

Resolution—(Legal Notice No. 312 of 2004).

The Public Transport Service (Tax Exemption) Order, 2004—(Legal Notice No. 313 of 2004).

The Human Tissue Transplant Regulations, 2004—(Legal Notice No. 314 of 2004).

2134

ERRATA

This Notice is to correct errors that were made in the Probates of the *Trinidad and Tobago Gazette* published on the following dates:

Probate published on Thursday 26th August, 2004, *Gazette* No. 147, should have been published on Thursday 2nd September, 2004;

Probate published on Thursday 2nd September, 2004, *Gazette* No. 151, should have been published on Thursday 9th September, 2004;

Probate published on Thursday 9th September, 2004, *Gazette* No. 155, should have been published on Thursday 16th September, 2004;

Probate published on Thursday 16th September, 2004, *Gazette* No. 159, should have been published on Thursday 23rd September, 2004;

Probate published on Thursday 23rd September, 2004, *Gazette* No. 166, should have been published on Thursday 30th September, 2004;

Probate published on Thursday 30th September, 2004, *Gazette* No. 172, should have been published on Thursday 7th October, 2004;

Probate published on Thursday 7th October, 2004, *Gazette* No. 176, should have been published on Thursday 14th October, 2004;

Probate published on Thursday 14th October, 2004, *Gazette* No. 182, should have been published on Thursday 21st October, 2004.

2135

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Court House at San Fernando on WEDNESDAY THE 27TH DAY OF OCTOBER, 2004 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at San Fernando on Monday 1st November, 2004.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated 15th October, 2004.

M. ALEXANDER
Assistant Registrar, Supreme Court

2136

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS IN COMPLIANCE WITH
SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA)**GENERAL INFORMATION FOR ALL DIVISIONS IN THE MINISTRY OF SPORT AND YOUTH AFFAIRS**

IN ACCORDANCE with sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Sport and Youth Affairs is required by law to publish the following 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 Ministry of Sport and Youth Affairs.

A legal right for each person to have official information relating to him/herself amended where incomplete, incorrect or misleading.

A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.

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.

The following information is published by the Ministry of Sport and Youth Affairs with the approval of the Minister of Sport and Youth Affairs.

SECTION 7 STATEMENTS**Section 7 (I)(a)(I)—(1) STATEMENT OF THE FUNCTIONS AND STRUCTURE****Mission Statement**

"To deliver quality support services to the citizenry for development of youth and sport."

The Head Office is located at the Issa Nicholas Building, 86, Duke Street, Port-of-Spain.

The Ministry's major functions include:

Strengthening the organisational capacity and human capital to fulfil the goals and objectives of the Ministry.

Provision of opportunities and facilities for the citizenry to participate in physical recreation and sport.

Facilitating and supporting the Institutional development and capacity building of National Sport and Youth Organizations.

Development of human resources in sport and physical activity at the community level.

Promotion of special programmes in sport for women and girls, the mentally and physically challenged and the mature population.

Implementing proposals of the National Youth Policy.

Formulating policy and providing support as the co-ordinating agenda for Youth and Sport Development in Trinidad and Tobago.

Increasing the efficiency and effectiveness of the Youth Development Apprenticeship Centres.

Utilizing an Information Management and Technology System to support the Ministry's functions and enhance its service delivery.

Providing support for the prevention of the emergence of social problems among young people and enabling them to play an active part in altering their conditions.

The Ministry of Sport and Youth Affairs is comprised of the following Divisions /Units:

Internal Audit Unit

Human Resource Division

General Administration

Project Management

Physical Education and Sport Division

Research and Planning Unit

Youth Affairs Division

Accounting Unit

Public Relations Unit

Library

Information Management and Technology Unit

Project Execution Unit

2136—Continued

The Special Units which function under the overall ambit of the Ministry are:

Boxing Board of Control

Boards of Management of Sport and Youth Facilities

Youth Training and Employment Partnership Programme (YTEPP) Limited.

PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS

Internal Audit Unit:

Provides management with information about the adequacy and effectiveness of the organization's system of internal control.

Human Resource Division:

This division has the following core functions:

1. To establish a human resource division.
2. To improve human resource management services in the Ministry.
3. To establish and maintain a system of Human Resource Management in the Ministry.
4. To implement the Performance Management System.

General Administration Unit

The core functions of the Unit are:

1. To review the structure of the General Administration to ensure the effective function of the unit in the execution of policy decisions.
2. To provide adequate accommodation and ensure safe public work environment for all categories of staff at Head Office, District Offices, Sport and Youth Facilities.
3. To procure and maintain inventory records of stock supplies equipment and machinery.
4. (i) To maintain and upgrade security/janitorial services for sporting and youth facilities.
(ii) Maintain adequate Security for Head Office.
5. (i) To improve the Communication process within the Ministry.
(ii) Computerization of Records throughout the Ministry including the Library.

Project Management Unit

This Unit's key responsibilities are as follows:

1. To facilitate project design and implementation within the Ministry.
2. To maintain quality and standards of the Ministry's facilities.
3. To manage contracts and guarantees in relation to the Ministry's Project.

Physical Education and Sport Division

The major functions of this division are:

1. To increase the participation in Sport and Physical Recreation at all levels.
2. The implementation of the National Sport Policy— Objectives and Action Plan.
3. To raise standards of Performance.
4. To provide information for and about Sport and Physical Recreation.
5. To promote drug free Sport.
6. To encourage National Sporting Organizations to have a strategic approach to the development of sport and become more self sufficient.
7. To reduce the dependency on the state of the Hasely Crawford Stadium and other sporting facilities.
8. To increase the operational efficiency of all Stadia in the country.
9. To raise standards of performance of National Athletes.
10. Increase the earning capacity of sporting facilities.
11. To service the cultural, sporting and educational needs of the respective communities.
12. To increase the quality and quantity of sport infrastructure.

2136—Continued

Research and Planning Unit

This Unit's key areas of responsibility are as follows:

1. To facilitate policy formulation and review within the Ministry.
2. To establish, utilize and maintain data, which will inform the decision-making process.
3. To prepare an annual record of the Ministry's achievements.
4. To monitor and evaluate the Ministry's programmes to ensure that the objectives are being met.
5. To prepare and develop the Ministry's Annual Capital Programme Estimates and evaluate its status.
6. To analyse topical issues and prepare research.
7. To undertake specialized research in Sport and Youth development within our resource capabilities.
8. To assist in the development of a maintenance and security policy for the Ministry's facilities.

Youth Affairs Division

The core functions of this division of the Ministry are as follows:

1. To target high-risk youth with specialized programmes:
 - Crime and violence reduction.
 - Drug abuse Education Prevention and Treatment and Youth Health
2. To develop a multi-sectoral approach to Youth Development.
3. To facilitate the development of Comprehensive Support Services to connect young persons with constructive leisure and Social Development Programmes in the community.
4. To create mechanisms to promote greater joint participation in national development.
5. To promote and sponsor innovativeness, problem solving behaviour among the youth population.
6. To provide parental advisory and Counselling services.
7. To expand job creation and Skills Training Programmes by mobilizing social partners and Regional/International Agencies.
8. To promote fiscal incentives to organizations which offer social cultural and economic opportunities for young people.
9. To coordinate technical and administrative support to promote institutional strengthening of viable programmes.
10. To mobilize media capability to promote youth development with an emphasis on positive youth images, using both print and electronic media.

Accounting Unit

The main functions of this unit are:

1. To improve the effectiveness and efficiency of financial operations.
2. To ensure that expenditure is made in keeping with estimates, programme plan and financial regulations.
3. To maintain accounting records in proper order.
4. To facilitate staff development.

Public Relations

The core functions of this unit include:

1. To plan, implement and monitor programmes and projects.
2. To develop a communication approach to the Ministry's operations.
3. To develop local publications and products.
4. To strengthen ties with Information Division and the media.
5. To intensify information sharing of Ministry's programme and operations internally.

Library

Functions include:

1. To determine the information needs in relation to Sport and Youth Development.
2. To improve the skills and knowledge base of all categories of staff.
3. To maintain an up-to-date information and research system.

2136—Continued

Information Management and Technology Unit

Functions:

1. Establish Departmental Local Area Networks (LAN(s)).
2. Link Departmental LAN(s) to create a single LAN.
3. Link satellite facilities with Head Office.
4. Establish divisional Databases to facilitate the sharing of information.
5. Introduce and manage an Internet facility in the Ministry.
6. Development of an Information Technology Policy.
7. Provide user support facilities.
8. Provide hardware maintenance and ongoing services.
9. Establish procedure for the acquisition of new Information Technology Equipment.
10. Establish Web Site.
11. Provide Software Training.
12. Provide Internet Research Facility.

Project Execution Unit

Function:

To facilitate the implementation of the Sport Policy within a two year period with the following terms of reference:

1. To develop and establish the business operations and the budget for the Sport Commission of Trinidad and Tobago (SCOTT).
2. To develop an organizational structure and human resource structure for SCOTT and develop a strategy for the transference of the existing resources to the new entity.
3. To develop a strategy to promote the National Sport Policy and SCOTT to respective stakeholders.

Section 7(I)(a)(II)—CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, registrations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records—cheques, vouchers, receipts, journals.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet documents.
7. Maps/Plans/Charts/Photographs/Blue Prints/ Drawings/ Designs of Sport Facilities.
8. News releases, Speeches originating in the Ministry.
9. Policy and Procedure Documents.
10. Internal and external correspondence files.
11. Customer files.
12. Documents relating to the Training Plans of the Ministry.
13. Legislation and Legal Instruments (available at the Government Printery).
14. Files dealing with Training—local and foreign, Technical Assistance, Scholarships.
15. Minutes/Agenda of meetings.
16. Files dealing with circulars, memoranda, notices, bulletin etc.
17. Reports: statistical, annual/monthly/quarterly Audit, Consultants/Technical, Valuation etc.
18. Books, booklets, leaflets, pamphlets, brochures, posters.
19. Reports generated by Sport Officers on the status of Sport and Physical Recreation in Trinidad and Tobago.
20. Reports generated by Youth Affairs Division.
21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Files related to Sporting Facilities—Establishment Maintenance and use.
23. Files relating to Programmes and Projects—Training and development of youth in Trinidad and Tobago.
24. Files relating to Programmes and Projects—Development and promotion of Sport in Trinidad and Tobago.
25. Files relating to organisations (International, Regional and Local) associated with the Ministry.
26. Briefs relating to projects proposed for development by external agencies.

2136—Continued

Section 7(1)(a)(III)—MATERIAL PREPARED BY THE DIVISIONS/UNITS OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS AND WHERE THEY CAN BE INSPECTED OR OBTAINED

The public may inspect and/or obtain copies of the following material between the hours of 8.00 a.m. to 4.15 p.m. on normal working days at the Head Office of the Ministry of Sport and Youth Affairs, Issa Nicholas Building, 86, Duke Street, Port-of-Spain:

1. Guidelines on Grants to National Sporting Organizations—*Sport Division*
2. List of Sporting Organizations—*Sport Division*
3. Information List on Sporting Facilities—*Sport Division*
4. Policy Statements—*Sport and Youth Divisions*
5. Programme Document—Support for Young People 15–30 years—*Youth Division*
6. List of Youth Organizations—*Youth Division*
7. Annual Record of the Ministry's Achievements—*Research and Planning Unit*
8. End of Fiscal Year Development Programme Status Report—*Research and Planning Unit*
9. Statistical Summary on Facility Usage at Community Swimming Pools—*Research and Planning Unit*
10. Statistical Summary on Facility Usage at Indoor Sporting Arenas—*Research and Planning Unit*

Section 7(I)(a)(IV)—LISTING OF LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

Not Applicable.

Section 7 (1)(a)(V)—GENERAL POLICY FOR ACCESSING A DOCUMENT FROM ALL DIVISIONS OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS

How to request information:

General—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 the right to challenge a decision if your request for information is refused), *you must make your request in writing.*

You must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our Library and Reception/ Lobby area for information that is not readily available in the public domain.

Addressing Requests—It will help us to answer your request sooner if you address it to the Designated Officer or alternate of the Ministry of Sport and Youth Affairs.

Details in the Request—You should provide details that will help us to readily identify and locate the records you are requesting. If there is insufficient information we will request clarification from you. If you are not sure how to write your request or what details to include please do not hesitate to communicate with our Designated Officer.

Requests not handled under the FOIA

Please note that we will not handle your request under the FOIA to the extent it asks for information that is currently available in the public domain either from us or from another public authority, for example brochures and pamphlets etc.

Responding to your Request

The Ministry of Sport and Youth Affairs is required to furnish copies of documents only when they are in our possession or those we can retrieve from storage. If we have stored the information you want in the National Archives or another storage centre, we will retrieve it where possible in order to process your requests.

Furnishing Documents

1. We are required to furnish copies of information we have in our possession custody or power. We are not compelled to 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.
2. We are not required to perform research for you.
3. We are required to furnish only one copy of a document.
4. 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.

Time Limits

General—FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the dead line, 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

2136—Continued

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 possible but no 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 days of payment of the relevant fee. If we fail to provide the information within the seven day period, you are entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7(1)(a)(VI)—OFFICERS IN THE MINISTRY OF SPORT AND YOUTH AFFAIRS 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 correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Job Title: Records Manager II
Name: Grace Furlonge
Address: Ministry of Sport and Youth Affairs
Issa Nicholas Building
86, Duke Street
Port-of-Spain
Tel. Nos.: 625-5622-4
E-Mail Address: sporton@trinidad.net

The Alternate Officer is:

Job Title: Administrative Officer IV
Name: Elia Riguard
Address: Ministry of Sports and Youth Affairs
Issa Nicholas Building
86, Duke Street
Port of Spain
Tel. Nos.: 625-5622-4
E-Mail Address: sporton@trinidad.net

Section 7(1)(a)(VII)—ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES WHOSE MEETINGS ARE OPEN TO THE PUBLIC

Boards of Management of Youth Facilities
Trinidad Youth Council
Tobago Youth Council
Boards of Management of Sport Facilities

Section 7(1)(a)(VIII)—LIBRARY AND READING ROOMS IN THE MINISTRY OF SPORT AND YOUTH AFFAIRS

The library of the Ministry of Sport and Youth Affairs is located at the Ministry's Head Office at No. 86 Duke Street Port-of-Spain. The library is open to the public between the hours of 8.00 a.m. to 4.00 p.m.

No smoking, eating or drinking is allowed in the Library.

Section 8 STATEMENTS**Section 8(1)(a)(I)**

1. Gazette Material
2. Financial Regulations—Exchequer and Audit Ordinance
3. Financial Instructions
4. Public Service Commission (Amendment) Regulations
5. Guidelines for the Administration of the Devolved Functions
6. Service Commission Department Manual of Guidelines and Procedure for the Exercise of Delegated Powers

2136—Continued

Section 8(1)(a)(II)

1. The Revised National Sport Policy of Trinidad and Tobago
2. The National Youth Policy of Trinidad and Tobago
3. A Three (3) year Strategic Implementation Plan for the National Youth Development Policy
4. Ministry of Public Administration and Information—Training Policy for the Public Service of Trinidad and Tobago
5. Training Policy Guidelines
6. Shaping Performance—A manual for Performance Management in the Public Service
7. Strategic Plan of the Ministry of Sport and Youth Affairs
8. Guidelines for Requesting subvention/financial assistance
9. Policy and Guidelines for the Use and Rental of Sporting Facilities

Section 8(1)(b)

1. Guidelines for Requesting Subvention/ Financial Assistance
2. Policy and Guidelines for use and Rental of Sporting Facilities
3. Strategic Review
4. Rental Policy for YDAC (under review)
5. Code of Conduct for YDAC (under review)
6. Bills of Quantities and Specifications Governing Projects
7. Standard Form of Contract used to Govern Projects

SECTION 9—STATEMENTS

Section 9(1)(a)(c), (e)(g) and (k)(m)

At this time no documents that fall within the meaning of this section of the Act are lodged at the Ministry of Sport and Youth Affairs.

Section 9(I)(d)

1. Reports generated by the Youth Affairs Division on the Status of Youth in Trinidad and Tobago
2. Reports generated by Sport Officers on the Status of Sport and Physical Recreation in Trinidad and Tobago
3. Report on the Ministry's Activities Conducted through its Sport and Youth Affairs Division—May—2003

Section 9(I)(h)

1. Audit Reports
2. Quarterly Status Reports on the Ministry's Policy Implementation Initiatives
3. Quarterly Status Reports on the Ministry's Social and Economic Policy
4. End of Fiscal Year Development Programme Status Report
5. Annual Record of the Ministry's Achievements

Section 9(I)(i)

1. Strategic Plans—Strategic Implementation Plans for the National Youth Development Policy.

Section 9(I)(j)

1. The National Sport Policy
2. The National Youth Policy