



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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PUBLIC STATEMENT OF NATIONAL BROADCASTING NETWORK LIMITED IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (1999)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), the National Broadcasting Network Limited (NBN) is required by law to publish the following statements which list the documents and information existing within NBN and are generally available to the public.

The Act gives members of the public:

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

**SECTION 7 STATEMENTS**

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

**Function and structure of NBN**

The National Broadcasting Network Limited (NBN) was incorporated in the Republic of Trinidad and Tobago, under the Companies Act 1995 on May 21st 1999 and is wholly owned by the Government of the Republic of Trinidad and Tobago. It is an amalgamation of The Information Channel, International Communications Network Ltd., Trinidad and Tobago Television Co. Ltd. and National Broadcasting Service. The registered office of the Company is located at 11A Maraval Road Port of Spain. The Company employed 251 persons at 31st December 2003.

It presently comprises the following Business Units: Trinidad and Tobago Television (TTT), The Information Channel (TIC), Commercial Production and four radio frequencies 100FM, 91.1 FM, 96.3FM and 610AM.

The mission of the Broadcasting Network Limited is to lead the Integrated Communications Process through Excellence in Information, Entertainment and Educational products by being a potent catalyst for production and distribution of content locally, regionally and internationally.

Its vision is to facilitate Trinidad and Tobago Nationals and Caribbean people communicating with one another and the world community thru Electronic media.

**Organisational Structure**

The Organisational structure of the Company is as follows:



The Board of Directors is the representative of the shareholder and controls the overall direction of the Company. Its members are:

- Mr. Urick Werner - Chairman
- Mr. Joy Caesar - Deputy Chairman
- Mr. Joan Hadshaw-Martin - Director
- Ms. Tara Sampersingh - Director
- Mr. Rennie Goodsoningh - Director
- Mr. Kelvin Charles - Director
- Mr. George Singh - Director

The Leadership Team is responsible for the management of the Company. Its members are:

- Mr. Dominic Beauchamp - Chief Executive Officer Ag.
- Ms. Christine Frank - Director Finance and Administration
- Mr. Curtis Dryson - Manager Outside Broadcast & Post Production
- Mrs. Brenda De Silva - Manager Radio Programming, Admin. and Training
- Mr. Burt Hinison - Manager Radio & TV Broadcast Operations
- Mr. Enri Pajarin - Head of News and Current Affairs
- Mr. Rajendra Narine - Manager Information Technology
- Mr. Augustus Shannon - Chief Engineer Ag. / General Manager TIC

**Outside Broadcast & Post Production**

The Outside Broadcast & Post Production Department key responsibilities are:

- Planning, costing and managing television outside broadcasts
- Quality control of all internally produced local commercial and programmes.
- Overseeing all post production /editing of local programmes and commercials done internally for airing

**Radio Programming, Admin. and Training**

The Radio Programming, Admin. and Training Department's key responsibilities are:

- Planning, establishing procedures and managing four radio frequencies
- Consulting with government regulatory agencies to evaluate and review programs and policies to ensure conformance to regulations
- Initiating and developing features, musical recordings and productions, and liaising with artists, composers, producers and directors.

**Radio & TV Broadcast Operations**

The Radio & TV Broadcast Operations Department key responsibilities are:

- Effective and cost efficient operation of both radio and television, including transmission.
- Radio and television studio productions including site management of live and recorded programmes.
- Preventative and ongoing maintenance of plant, property and equipment including rented/ leased equipment.

**Finance and Administration**

The Finance and Administration Department key responsibilities are:

- Effective and efficient functioning through the delivery of support services in the areas of Planning, Treasury and risk management, Financial reporting, Budgeting and cost accounting, and administrative services.
- Providing the Human Resources to assist the Company in its strategic direction. This is done through Human Resource Planning, Recruitment and Selection, Career Planning, Training and Organizational Development Programmes, Employee services, Employee Assistance Programmes and Industrial relations.

**News and Current Affairs**

The News and Current Affairs Department key responsibilities are:

- Evaluating the suitability of features, news copy and wire service dispatches, broadcast or electronic media and recommending or making changes in content, style and organization
- Planning and Implementing layout or format of copy according to space or time allocations and significance of copy
- Planning coverage of upcoming events and assigning work accordingly

**Information Technology**

The Information Technology Department key responsibilities are:

- Developing and implementing policies and procedures for electronic data processing and computer systems operations and development
- Designing, developing, implementing, operating and administering computer and telecommunications software, networks and information systems

**Engineering**

The Engineering Department key responsibilities are:

- Selecting broadcasting equipment and supervising the installation, maintenance, modification, repair and updating of same.
- High technical quality of transmission by taking corrective steps to achieve or maintain excellence of broadcast.
- Providing advice on technical decisions in order to maintain established broadcast standards.

**The Information Channel**

The Information Channel key responsibility is:

- Broadcasting educative and informative programmes as well as Sponsored programmes; focusing on topics and concerns relevant to the nation and its people for example, health, social issues, arts and culture etc.

**Section 7(1)(a)(ii)**

**Categories of documents in the possession of NBN**

1. Files dealing with administrative support and general administration of the operations of NBN
2. Personnel files detailing inter alia staff movements and human resource and industrial relations issues
3. Files dealing with the accounting and financial management function of NBN.
4. Financial records and audit files
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Compact discs, diskettes, tapes
7. News releases and speeches originating from NBN
8. Policy and procedure documents
9. Internal and external correspondence files
10. Documents relating to strategic review of NBN
11. Legislation and legal instruments
12. Legal opinions and related matters
13. Files dealing with training (local and foreign)
14. Minutes and agendas of meetings
15. Files dealing with circulars, memoranda, notices, bulletins etc.
16. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings
18. Files dealing with official functions, conferences and events hosted and attended by NBN
19. Inventories
20. Periodicals and publications
21. Complaint/suggestion files
22. Registers, certificates, permits and licenses
23. Files dealing with tenders issued by NBN
24. Contract files inclusive of Collective Agreements

**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 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Office of the Director Finance and Administration  
National Broadcasting Network Limited  
11A Maraval Road  
Port of Spain  
Tel. No. 622-4411 ext. 2262  
Fax No. 626-6733  
E-mail FOIA@nbn.co.tt

1. NBN's Broadcast Licence
2. NBN's Board Minutes January 2002 to October 2003

Persons requesting Information may do so by making a request to the Director Finance and Administration, National Broadcasting Network Limited 11A Maraval Road Port of Spain.



741—Continued

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

This section is not applicable to NBN at this time.

**Section 7(1)(a)(v)****Procedure to be followed when accessing a document from NBN**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The following procedure should be followed when making a request:

1. Request an FOIA Application Form from the office of the Director Finance and Administration (ODFA) at 11A Maraval Road Port of Spain or obtain a copy from the Government FOIA Unit at their website address: [www.foia.gov.tt](http://www.foia.gov.tt)
2. You can either fill out the Form at the ODFA or request assistance from the Designated Officer or if you are certain of what to do, you can fill out the Form at your convenience. Please note that pursuant to sec.13(2) of the FOIA your request need not be specific but sufficient. Information is to be provided so that the document may be identified with reasonable effort.
3. The Form may be:
  - Hand delivered to the ODFA, or
  - Mailed to the ODFA, or
  - Faxed to the ODFA at no. 628-6733 to be followed up by mailing or delivering the original to the ODFA. Please note that for the purpose of calculating the time limit set out at 4 below, electronic signatures (i.e. fax, e-mail etc.) are not acceptable and computation will therefore commence upon receipt of the original document.
4. There is a time limit of not later than thirty days for your request to be determined by the Company (sec. 15). You should note that your request would be registered by the Administrator / Designated Officer as having been received on the day that your application form is stamped at ODFA. This means that the thirty-day period does not start to run until the request is received by the Unit. If we fail to meet the deadline, 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.
5. Upon any consultation between yourself and the Designated Officer time is suspended in the computation of the thirty-day period (sec. 21(7)).
6. You must get a notice in writing from the Company of its decision and the reasons for the decision taken (sec. 23(1)).
7. If your request for the information is granted and you need a copy of the data on paper, diskette or compact disc, you are required to pay the prescribed fee (sec. 17(2)) as set out in the Regulations to the FOIA prior to receiving the data. You will be notified of the appropriate fee. 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. Please note that the actual making of the request is free of charge (sec. 17(1)).
8. You have the right to correct by supplementing, amending or deleting personal information in an official document if the information is inaccurate, incomplete, misleading or not relevant to the purpose for which the document is held by the Company (sec. 36).
9. If your request for some or all of the information or for correction to personal information is denied and you are dissatisfied with the reasons, then you have the right to
  - (a) apply to the High Court for Judicial Review of the decision (sec. 39). Please note however, that pursuant to sec. 11 of the Judicial Review Act, No. 50 of 2000 an application for judicial review shall be made promptly and in any event within three months from the date of the decision, or
  - (b) write to the Ombudsman within twenty-one days of receiving the decision of the Company (sec. 38A).

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 NBN or from another public authority, for example brochures and pamphlets etc.

Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed e.g. The Exchequer and Audit Act, Chap. 69:01.

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

**Section 7(1)(a)(vi)****Officers in NBN 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 officers for NBN are Mr. Dominic Beaubrun and Mrs. Christine Frank. All communication to them should be addressed as follows:

PUBLIC STATEMENT OF  
NATIONAL BROADCASTING NETWORK LIMITED  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF  
THE FREEDOM OF INFORMATION ACT (1998)  
(CONTINUED)

Designated Officer (FOIA)  
National Broadcasting Network Limited  
11A Maraval Road  
Port of Spain

To contact the Unit, the public may either:

Phone 622-4141 ext.2262  
Fax 628-6733  
E-mail [FOIA@nbn.co.tt](mailto:FOIA@nbn.co.tt)

**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 in NBN that fall within the meaning of this section of the FOIA.

**Section 7(1)(a)(viii)****Library/Reading Room facilities**

Information in the public domain can be accessed in the reading area at the office of the Director Finance and Administration at NBN's 11A Maraval Road Port of Spain during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. Monday – Friday.

**Policy of NBN for provision of copies of documents:**

- Charge for photocopies is \$0.50 per page.
- Certain provision of documents may be subject to a small charge to cover administrative costs.
- Users will be liable for any damage caused to the Company's property through the said user's willful malicious use of the said property
- Downloading of information from the Company's information technology systems and data bases is strictly prohibited
- No smoking, eating or drinking is allowed in the Reading Area.

**SECTION 8 STATEMENT**

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

**SECTION 9 STATEMENT**

The public is asked to note that an index has been prepared and is available for inspection upon request.

**Section 9(1)(a)****A report or a statement containing the advice or recommendations, of a body or entity established with NBN**

1. Policies and Procedures with regard to
  - a. Political broadcast policy
  - b. The issuing and evaluation of tenders and contracts
  - c. Personnel administrative matters
  - d. Information technology
  - e. Company property
  - f. Schedule of financial authorities
2. Human resource and personnel issues reports
3. Information technology improvements and strategies
4. Legal Opinions
5. Agreements and contracts

**Section 9(1)(b), 9(1)(c), 9(1)(d), 9(1)(e), 9(1)(f), 9(1)(g), 9(1)(h), 9(1)(i), 9(1)(j), 9(1)(k), 9(1)(l)**

At this time we have no statements containing advice or recommendations under this section

**Section 9(1)(f)****A report prepared for NBN by a consultant who was paid for preparing the report.**

1. Strategic Plan
2. Legal Opinions

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

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

1. Departmental periods highlights and performance indicators
2. Monthly summary of tenders and contracts awarded
3. Monthly Corporate Overview annual report and other periodic financial data
4. Project status reports

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

A report containing:

- (i) final plans or proposals for the re-organization of the functions of NBN;
- (ii) the establishment of a new policy, programme or project to be administered by NBN, or
- (iii) the alteration of an existing policy programme or project administered by NBN, whether or not the plans or proposals are subject to approval by an officer of NBN, another public authority, the responsible Minister of NBN or Cabinet.

1. Budgets
2. Business Plan
3. Strategic Plan
4. Organisation structures and functional charts
5. Human resource matters including job descriptions and evaluations, manpower proposals and collective agreements

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

1. Actuarial valuations

31 March 2004

