



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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2281

Government of the Republic of Trinidad and Tobago

Public Statement of

The Trinidad and Tobago Free Zones Company Limited

**In Compliance with Sections 7, 8 and 9 of**

**The Freedom of Information Act, 1999 (FOIA)**

The Act gives members of the public:

- A legal right for each person to access information held by a Public Authority;
- A legal right for each person to have official information relating to him/herself amended where it 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;
- 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.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Free Zones Company Limited (hereinafter called TTFZ) is required by law to publish the following statements which list the documents and information generally available to the public.

### Section 7 (1) Statements

#### Function and structure of the TTFZ

TTFZ's mandate is to promote, facilitate, administer and regulate free zones in Trinidad and Tobago. A free zone is an area so designated by the Minister pursuant to the Act within which special Customs procedures and duty and tax waivers are applicable to exports of products and services.

TTFZ is a Wholly Owned Enterprise which was incorporated on 6<sup>th</sup> July 1988 and was continued under section 343 of the Companies Act 1995 on 9<sup>th</sup> April 1998. It comprises a staff of four and is headed by a Chief Executive Officer.

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TTFZ deals exclusively with the Free Zones Programme, which is administered in accordance with the provisions of the Trinidad and Tobago Free Zones Act No. 19 of 1988 (hereinafter called the Act). The Programme is dedicated exclusively to exports and as such the Authority's dealings are with investors with overseas market access.

TTFZ is empowered to:-

- Recommend designations of free zone areas to the Minister pursuant to section 3 and may recommend to the Minister, pursuant to section 14, the making of bye laws for the purpose of specifying information to be provided, conditions of use of facility, security arrangements and other relevant matters.
- Administer and control all free zones and regulate the activities which may be carried on therein and may operate and manage its own free zones under the provisions of section 6 of the Act.
- Approve enterprises to undertake approved activities subject to terms and conditions and make sales to the customs territory as provided for in sections 15 and 24 of the Act.

The Act provides for imposition of duties by the Comptroller of Customs and Excise and for revocation of designation and approval orders by the Minister on TTFZ's recommendation, for non-compliance with the provisions of the Act and terms and conditions of approval. And in addition, it provides, upon summary conviction, for imposition of significant fines and imprisonment.

#### Categories of Documents maintained in possession of TTFZ

- Legislation and Legal Instruments.
- Pamphlets, brochures, which are available upon request.
- Forms.
- General administrative documents.
- Annual audited statements of accounts and annual report which are laid in Parliament by the Minister. The audited statement of accounts is published by TTFZ in a daily newspaper, as required by Cabinet decision.

#### 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 12 noon and 1:30 p.m. to 4:00 p.m. on normal working days at TTFZ's office at:

61 Dundonald Street, Port of Spain  
Tel no. (868) 625-4749; (868) 623-8363  
Fax no. (868) 625-4755

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- Explanatory booklets.
- Compilation of the Act with amendments.
- Statements of policies and procedures.

Procedure to be followed in requesting access to documents

TTFZ's policy is to answer all requests, both oral and written, for information. However, requests for access for official documents, under section 13 of the FOIA must be made in writing in the form established in the FOIA. The appropriate form can be obtained from TTFZ's office.

Applicants should provide details that will allow for ready identification and location of the records that are being requested.

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 TTFZ or from another public authority, for example brochures and pamphlets, published Acts, Orders, statements of accounts, etc.

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

It should be noted that the FOIA does not mandate the creation of new documents or the performance of research for applicants.

The FOIA sets certain time limits for processing of applications. Written requests on the appropriate form will be processed within 30 days, as required by Section 15 of the FOIA.

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. However, if access to an official document is not provided within seven working days of payment of the relevant fee, the applicant shall, in addition to access to the official document requested, be entitled, pursuant to section 17 (4), to a refund of the fee paid.

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To facilitate prompt handling of requests they should be addressed to the Designated Officer.

**Officers responsible for processing requests for documents:**

The Designated Officer is:

Executive Assistant  
Eileen Richmond  
61 Dundonald Street, Port of Spain  
Tel. Nos. (868) 625-4749; (868) 623-8363  
Fax No. (868) 625-4755

**Section 8 (1) Statements**

**Manuals, rules of procedures, statements of policy.**

Statement of policies and procedures.

**Government of the Republic of Trinidad & Tobago**  
**Public Statement of Ministry of Community Development, Culture and Gender Affairs**

**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 Ministry of Community Development, Culture & Gender 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:

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

**Section 7**

**Section 7 (1) (a) (i)**  
**Function and Structure of the Public Authority**

The Ministry of Community Development, Culture & Gender Affairs mission is to partner with our communities, to identify and satisfy their needs through the provision of gender sensitive quality programmes and services thereby achieving improvement in their standard of living.

The Ministry of Community Development, Culture & Gender Affairs was established on March 22 2004. It is headed by Senator the Honourable Joan Yuille Williams, Minister of Community Development, Culture and Gender Affairs who is constitutionally responsible for its operations. Ministers of State in the Ministry are:

- (i) the Honourable Eulalie James
- (ii) the Honourable Edward Hart
- (iii) the Honourable Eudine Job-Davis

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The Minister of Community Development, Culture and Gender Affairs is assisted by a Permanent Secretary and two (2) Deputy Permanent Secretaries. The Ministry is divided into the following responsibility centres-

**Divisions**

- Community Development Division
- Gender Affairs Division
- Culture Division

**Units**

- Human Resource Management
- Finance and Accounting
- Administrative Services
- Communications
- Planning and Implementation
- Domestic Violence
- Library Services
- Information Technology
- Internal Audit

**Special Programmes of the Ministry under the Divisions/Units are as follows:-**

- Community Action for Revival and Empowerment (CARE)
- Geriatric Adolescent Partnership Programme (GAPP)
- Retirees Adolescent Partnership Programme (RAPP)
- Community Safety and Enhancement Programme
- Development of a National Gender Policy
- Women In Harmony
- Best Village Programme
- Community Scholarships
- National Domestic Violence Hotline
- Male support Programme
- Non-Traditional Skills Training for Women
- Terminal Malls
- Community Centres Construction and Refurbishment Programme
- Transformation and Development Centres
- Community Cultural Training Programme
- Construction and Upgrade of Cultural Facilities

**Agencies for which the Minister of Community Development, Culture & Gender Affairs has responsibility:-**

- National Carnival Commission of Trinidad and Tobago
- National Museum and Art Gallery
- National Commission for Self Help Ltd.

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- Export Centres Co. Ltd.
- Queens Hall
- Naparima Bowl
- Community Development Fund
- Trinidad and Tobago National Steel Orchestra
- Archaeological Committee
- Regional Complexes
  - Mon Repos Community Complex
  - Point Cumana Community Complex
  - Toco Regional Complex
  - Carenage Regional complex
  - La Horquetta Regional Complex
  - Barataria Regional Complex
  - Laventille Regional Complex
  - Warrenville Regional Complex
  - St. Madeline Regional Complex
  - Maloney Regional Complex
  - Barrackpore Regional Complex
  - Vistabella Regional Complex
  - Fyzabad Regional Complex
- Carnival Institute
- Civic Centres
  - Sangre Grande Civic Centre
  - Mayaro Civic Centre
  - Point Fortin Civic Centre
- National Trust of Trinidad and Tobago

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

#### Categories of Documents in the possession of the Ministry of Community Development, Culture and

#### Gender Affairs

The official documents in the Ministry of Community Development, Culture and Gender Affairs relate to a diverse range of government policy, administration and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:

- Files dealing with administrative support and general administrative documents for the operations of the Ministry.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Ministry.
- Financial Records (Votebooks, cheques, vouchers, receipts, journals, pay records etc)
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Cabinet Documents.

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- Charts/Photographs/Compact Discs / Diskettes / Abstracts / Tapes / Catalogues / Brochures / Pamphlets
- News Releases and Speeches originating in the Ministry
- Journals
- Policy and Procedure Documents
- Registers of internal and external correspondence
- Boards and Committees files
- Minutes of Board and Management Meetings
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Files dealing with Internal and External Circulars, memoranda, notices, bulletins, etc
- Inventories and Listings
- Periodicals and publications
- Board Appointments
- Reports- Statistical, Annual/quarterly, Audit, Consultants, Technical, Valuation, Accident etc.
- Books, booklets, leaflets, pamphlets, brochures, newspaper clippings and posters, periodicals and publications
- Files dealing with training-local, foreign and technical cooperation.

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

##### **Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material from the Ministry of Community Development, Culture and Gender Affairs between the hours of 9:00 a.m. and 3:00 p.m. on normal working days:

- **Defining Masculine Excellence Flyer**
- **Draft Cultural Policy**
- **Brochures on Non Traditional Skills Training Programmes**
- **Brochures (Gender Affairs Division):-**
  - Violence against Women,
  - Domestic Violence...what u need to know
  - Domestic Violence Unit- We reap what we sow
  - The Domestic Violence Act
- **Brochures on Community Skills Bank**

Inspection of the above mentioned documents may take place at the Ministry of Community Development, Culture and Gender Affairs located at the Cor. Jerningham Avenue and Queens Park East, Port of Spain

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

**Procedure to be followed when accessing a document from the Ministry of Community Development, Culture and Gender Affairs**



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How to Request Information

- General Procedure

Our policy is to answer all requests, both oral and written, for information. However, to give effect to 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 applicant must therefore complete the appropriate form (Request for Access to Official Documents) available from the Designated Officer of the Ministry, for information that is not readily available to the public.

- Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Community Development, Culture and Gender Affairs (see Section 7 (1) (a) (vi)).

- Details in the Request

Applicants should provide details that would 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, please 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 readily available to the public, either from the public authority or from another public authority, for example brochures, pamphlets, reports etc.

**N.B.**

Prior to the commencement of the FOIA Act, 1999 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.

- 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 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.

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**Please note we are not compelled to do the following:**

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

Time Limits

- **General**

The FOIA sets a time limit of thirty days (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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 incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time Allowed**

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

- **Fees and Refunds**

The fees payable by the applicant shall be commensurate with the cost incurred in making documents available. (See section 17 of the FOIA). You are entitled to receive the documents/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

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

**Officers in the Public Authority responsible for:**

- (1) **The initial receipt of and action upon notices under section 10 of the FOIA,**
- (2) **Requests for access to documents under section 13 of the FOIA ; and**
- (3) **Applications for corrections of personal information under Section 36 of the FOIA**

The Designated Officer is:-

Administrative Officer V  
Mrs. Brenda Robinson  
Ministry of Community Development, Culture and Gender Affairs  
Cor. Jerningham Avenue and Queens Park East  
Port of Spain  
Tel no: 623-7032  
Email: [brobinson@cdcga.gov.tt](mailto:brobinson@cdcga.gov.tt)  
Fax no: 627-5954

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The Alternate Officer is:-

Administrative Officer IV (Services)  
Mrs. Ruth Bharath  
Ministry of Community Development, Culture and Gender Affairs  
Cor. Jerningham Avenue and Queen's Park East  
Port of Spain  
Tel. No 623-7032  
Fax no: 627-5954

**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 under/in the Ministry of Community Development, Culture and Gender Affairs that fall within the meaning of this section of the FOIA.

**Section 7 (1) (a) (viii)**

**Library /Reading Room Facilities**

Certain Information may be readily accessed in our Library. You may make general enquiries to our Librarian II. The Library/Reading Room is located on the ground floor of the Ministry of Community Development Culture and Gender Affairs at the Corner of Jerningham Avenue and Queen's Park East, Port of Spain.

The Library is open to the public from Monday to Friday, except Public Holidays between the hours of 9:00 a.m. to 3:00 p.m.

The following rules are in effect at the Library:

No smoking, eating or drinking is allowed in the Reading Room. Applicants are asked to be properly attired.

**Section 8**

**Section 8 (1) (a) (i)**

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

- o Public Service Commissions Regulations
- o Civil Service Regulations
- o Pensions Act Chapter 23:52 and amendments thereto
- o Industrial Relations Act Chapter 88:01 and amendments thereto
- o Public Services Code of Conduct
- o Freedom of Information Act 1999
- o Financial Regulations
- o Financial Instructions
- o Queens Hall Act Chapter 40:50
- o Naparima Bowl Act Chapter 40:51
- o Cultural Council of Trinidad and Tobago

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- National Carnival Commission Act No 9 of 1991
- Trinidad and Tobago National Steel Orchestra Act No 24 of 2000
- National Trust of Trinidad and Tobago Act No 31 of 1999
- National Museum & Art Gallery Act No 5 of 2000

**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:**

- Community Development Handbook 2003
- Chief Personnel Officer's Guidelines for the Administration of Devolved Functions
- Department Circulars

**Section 8 (1) (b) and Sub-Sections (2) to (6)**

Not applicable at this time

**Sections 9 and 10 statements**

Not applicable at this time