



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 223

2412

APPOINTMENT TO ACT AS PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 78(1) of the Constitution of the Republic of Trinidad and Tobago, has authorized SENATOR DR. THE HONOURABLE LENNY SAITH, Minister of Public Administration and Information, to perform the functions conferred upon the Prime Minister, other than the functions conferred by section 78(2) of the Constitution, with effect from the morning of 3rd December, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable PATRICK A. M. MANNING, M.P., in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

2nd December, 2005.

2413

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANNY MONTANO, a Senator, to act in the Office of Senator the Honourable KNOWLSON GIFT, Minister of Foreign Affairs, with effect from 6th December, 2005 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Knowlson Gift, in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

5th December, 2005.

2414

APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed MRS. JOAN HACKSHAW-MARSLIN, to be temporarily a Member of the Senate, with effect from 6th December, 2005 and continuing during the absence from Trinidad and Tobago of Senator KNOWLSON GIFT.

H. HEMNATH
*Secretary to His Excellency
the President*

5th December, 2005.

2415

REVOCATION OF APPOINTMENT TO ACT AS PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (1) of section 78 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has revoked, with effect from the afternoon of 3rd December, 2005, the authority conferred on Senator Dr. the Honourable LENNY SAITH, by Instrument dated 2nd December, 2005, to perform the functions of the Prime Minister.

H. HEMNATH
*Secretary to His Excellency
the President*

5th December, 2005.

2416

ASSIGNMENT OF RESPONSIBILITY TO MINISTERS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, under the provisions of section 79(1) of the Constitution of the Republic of Trinidad and Tobago, has assigned to the following Ministers the Amended Schedules of responsibility for the Buisness and Departments of Government hereinafter mentioned:

<i>Minister</i>	<i>Business and Departments of Government</i>	<i>Designation</i>
The Honourable PENNELOPE BECKLES, M.P.	Ministry of Public Utilities and the Environment Public Utilities Water Electricity Electrical Inspectorate Postal Services Environmental Management Forestry, National Parks and Wild Life Horticulture Botanic Gardens Meteorological Services Pollution Control Solid Waste and Hazardous Substances Management Water Resources Management <i>Statutory Boards and other Bodies</i> Regulated Industries Commission Environmental Commission Environmental Management Authority Water Resources Management Unit <i>Enterprises</i> Trinidad and Tobago Postal Corporation (TT Post) Water and Sewerage Authority (WASA) Water Resources Agency Trinidad and Tobago Electricity Commission (T & TEC) Trinidad and Tobago Solid Waste Management Company Limited Trinidad and Tobago Forest Products Company Limited (TANTEAK)	Minister of Public Utilities and the Environment
Senator the Honourable HOWARD CHIN LEE	Ministry of Tourism Tourism Hotel Development Life Guard Services <i>Statutory Boards and other Bodies</i> Zoological Society of Trinidad and Tobago <i>Wholly Owned Enterprises</i> Tourism Development Company Limited	Minister of Tourism

H. HEMNATH
Secretary to His Excellency
the President

2417

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union:

NATIONAL WORKERS UNION
21, GLADIOLI BOULEVARD
MACOYA GARDENS
TUNAPUNA

Name and Address of Employer:

R & R TRANSPORT TOURS AND RENTALS LIMITED
14D, FACTORY ROAD
NORTH EXTENSION
GOLDEN GROVE
PIARCO

TAKE NOTICE that on the 11th July, 2005, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of a Bargaining Unit comprising "hourly rated monthly paid; hourly, daily, weekly, fortnightly and monthly rated workers" of R & R Transport Tours and Rentals Limited, 14D, Factory Road, North Extension, Golden Grove, Piarco.

Dated this 29th day of November, 2005.

J. HEPBURN
*Secretary, Registration Recognition
and Certification Board*

2418

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF STATUTORY DECLARATION

Ordinance Chap. 7 of No. 7

I, MRS. MA SHAO PING, of the County of Caroni and of Southern Main Road, Cunupia in the island of Trinidad and Tobago. Owner and operator of a Restaurant and Bar located at Light Pole No. 300, Southern Main Road, Cunupia and operating under a Special Restaurant and Bar Licence.

1. I due hereby declare that I have consented to and approved the transfer of the Special Restaurant and Bar Licence issued to me, to my nephew Liang Jian Zhang of No. 3 Perigod Road, Long Circular Road, Maraval.
2. I have presently fallen ill and will be going abroad to seek medical attention, hence my reason for the licence transfer to my nephew, Liang Jiang Zhang.

I, Mrs. Ma Shao Ping do hereby declare that all the aforementioned statements to be true and correct and according to the Statutory declaration Ordinance Chap. 7 of No. 7, I am aware that if there is any statement in this declaration which is false in fact, which I know to be false or do not believe to be true, I am liable to fine and imprisonment.

Sworn to this 10th day of August, 2005 at the Chaguanas Magistrate's Court.

Ma Shao Ping

Before me

V. Ramcharan
Justice of the Peace



STTE Ministry of Science, Technology and Tertiary Education

PUBLIC STATEMENT

Of the Ministry of Science, Technology and Tertiary Education In Compliance With Section 7, 8 and 9 of The Freedom of Information Act, 1999(FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the Ministry of Science, Technology and Tertiary Education is required by Law to publish the following statements, which 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 Ministry.
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.

The following information is published by the Ministry of Science, Technology and Tertiary Education with the approval of the Minister of Science, Technology and Tertiary Education

SECTION 7 STATEMENTS

Section 7 (i) (a) (i)

(1) ROLE AND STRUCTURE OF THE MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION (MSTTE)

The Vision of the Ministry of Science, Technology and Tertiary Education is to enhance the quality of life for all citizens through scientific and technological advancement and increased access to quality tertiary education.

The mission of the Ministry is to create the capacity to understand and adapt scientific and global technologies and to develop the human resources of the country by increasing access to quality tertiary education.

Organisation Structure and Staffing

The Ministry is comprised of the following divisions, special units and agencies:

Divisions

- Research, Planning and Technical Services
- Human Resources
- Higher Education Services
- Corporate Services

Special Units

- Accounts
- Internal Audit
- Funding and Grant Administration
- Life Skills

Agencies

The following agencies fall under the purview of the Ministry. Requests for information from these entities are to be made directly to the assigned Designated Officers.

- College of Science, Technology and Applied Arts (COSTAATT)
- National Institute of Higher Education Research, Science, and Technology (NIHERST)

- National Energy Skills Centre
- National Training Agency (NTA)
- University of the West Indies (UWI)
- Youth Training and Employment Partnership Programme (YTEPP)
- Metal Industries Company Limited (MIC)
- University of Trinidad and Tobago (UTT)
- Trinidad and Tobago Hospitality and Tourism Institute (THTI)

The Research, Planning and Technical Services Division

The Research, Planning and Technical Services Division is responsible for formulating policies and implementing the Ministry's strategic objectives through the effective coordination of the strategies, plans and projects of the various divisions, institutions and agencies under the Ministry's purview.

The core functions of this Division include:

- Formulating and implementing policies related to the Ministry's mandate
- Developing and implementing programmes and projects
- Monitoring, co-coordinating and managing the implementation of the Public Sector Investment Programme (PSIP)
- Preparing the Ministry's Medium Term Policy Framework
- Assisting institutions/agencies in the effective implementation of programmes and projects
- Overseeing the coordination and implementation of the Funding and Grants Administration Unit, Retraining Programme, MuST Programme and the On-the-Job Training Programme.

Human Resources Division

The Human Resources Division functions as a strategic partner in the formulation of the Ministry's strategies as well as in the implementation of those strategies through human resource activities such as recruiting, selecting, training and rewarding personnel. The Human Resources Division also plays a role in environmental scanning and participates in the strategy formulation process.

As such the core functions can be summarized as follows:

- **Strategic alignment:**
Set the mission, goals and organizational objectives for the Office in the Strategic Plan, Annual Performance Plan, and budget, and incorporate human capital as a part of these plans.
- **Organizational Alignment and Workforce Planning:**
Design and implement an effective organizational structure and workforce to carry out our mission. Match unit performance to organization goals and motivate and reward staff for high performance.
- **Leadership and knowledge Management:**
Ensure an integrated, strategic training and development program that builds needed leadership competencies.



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- **Skills and Competencies identification/Recruitment and Retention:**
Recruit, hire, develop, and retain employees with the necessary skills for the achievement of the mission.
- **Results-Oriented Performance culture:**
Develop a performance management system that distinguishes between high and low performers.

Higher Education Services Division

The Higher Education Services Division is responsible for ensuring that a relevant, coherent and modernized tertiary education system is established.

The functions of the division include:

- *Formulating policies in Education and Training, with particular reference to post secondary and higher education*
- *Implementing projects and programmes to support such policies*
- *Facilitating planning, improvement and monitoring of tertiary level institutions and agencies attached to the Ministry*
- *Evaluating the performance of agencies concerned with tertiary education planning, delivery or governance under the aegis of the Ministry*
- *Registering and re-registering public and private tertiary level institutions to operate within Trinidad and Tobago*
- *Granting clearance to public and private tertiary level institutions for administration and receipt of Government funding*
- *Producing literary publications on national tertiary education development and governance.*

Corporate Services Division

The Corporate Services Division is responsible for the management and upkeep of the Ministry's facility, information technology network, registry and records management systems, corporate communications, procurement and inventory control, maintenance of office equipment, security operations, and general support services.

Within this division, there are currently four (4) units

General Administration Unit

The General Administration Unit is the largest in the Division, and includes three sub-sections:

- i. **Procurement and Inventory Control.** This function involves the acquisition and control of goods and services for the day to day operation of the Ministry and for the general requirements of the programmes.
- ii. **Ancillary and Support Services** attends to the general Ministry upkeep, security matters, vehicle and driver detail, messenger services, telephone service including operators, cleaning services, and the maintenance of Ministry equipment.
- iii. **The Registry and Records** section is also responsible for the receipt and distribution of official correspondence for the Ministry and also control of official records and information classification.

Communications Unit

This Unit is responsible for liaison duties and public relations with members of the general public, media, and other Ministries. The responsibility of this unit includes communicating Ministry bulletins, events, and t

Information Technology Unit

The responsibility of this unit is to provide administrative support for the Ministry's electronic information systems.

Facilities Unit

The Unit ensures the functional integrity of Ministry buildings and equipment, effecting the necessary upgrades and maintenance as required. Also, evaluating and reporting on facilities projects which fall under the supervision of the Ministry.

Special Units of the Ministry

Accounts Unit

The Accounts Unit is involved in all the accounting functions related to the Ministry. This involves the acquisition of funding from the Ministry of Finance and meeting all the expenses incurred by the Ministry. The accounts are reconciled with the Treasury Division and the Appropriation Accounts of the monies expended are submitted to the Auditor General on an annual basis.

Internal Audit Unit

Internal Audit assists management in the effective discharge of its responsibilities by furnishing objective analysis, recommendations and suggestions, pertinent comments and opinions on the organizational activities.

Funding and Grants Administration Unit

The Funding and Grants Administration Unit (FGAU) is responsible for all financial support mechanisms for tertiary education. The FGAU currently administers the Government Assistance for Tuition Expenses (GATE).

The GATE programme is applicable for all citizens of Trinidad and Tobago who have been accepted to pursue courses of study at all the Public Tertiary Level Institutions and recognized Private Tertiary Level Institutions, which are in receipt of a Certificate of Approval of Provisional Registration Status (APRS) from the Ministry of Science, Technology and Tertiary Education

The objectives of the GATE programme are as follows:

- *To make tertiary education affordable to all so that no Citizen of Trinidad and Tobago will be denied tertiary education because of his/her inability to pay*
- *To widen access to tertiary education that will support economic development and promote social equity*
- *To build and strengthen a national quality tertiary education sector through both public and private tertiary institutions.*

Life Skills Unit

The Life Skills Unit's main responsibility involves improving the quality of the Life Skills programmes in the Ministry. The duties and responsibilities of the Life skills Unit include:

- *Advising on policies, procedures and programmes for life skills development relating to technical and Vocational Education and Skills Training and Development at the Tertiary level*
- *Facilitating planning, improvement and development of life skills programmes in tertiary level institutions and agencies attached to the Ministry*
- *Developing Life skills programmes including the assessment of instructional materials to ensure quality control and assurance*
- *Liaising with relevant training providers regarding the recruitment of quality Life Skills tutors*
- *Liaising with relevant training providers for the initiating, development and implementation of Life Skills programmes*



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Programmes Offered by the Ministry

Retraining Programme

The Retraining Programme targets retrenched or displaced workers between the ages of 30 to 45 years. Participants in the programme are trained to acquire new skills that would render them employable or self-employable. The programme is executed from various training centres in rural and urban communities throughout Trinidad and Tobago.

The Retraining Programme has the following objectives:

- To provide eligible individuals with skills training opportunities that would offer them access to viable employment and self-employment
- To encourage trainees to adopt specific strategies and the right attitude in order to acquire and maintain successful employment and self-employment opportunities
- To facilitate improved self-respect, self esteem and confidence among trainees
- To build a cadre of trained and efficient workers.

On the Job Training Programme

The On-The-Job Training Programme facilitates the provision of job related training opportunities. The On-the-Job Training is a pre-employment training programme for young persons (aged 16-30) who are graduates from secondary schools, technical – vocational training institutions and approved skills training programmes.

The aim of the programme is to provide individuals with structured work based training and assist them to develop the interpersonal and job skills necessary for success in the workforce.

The Multi-sector Skills Training (MuST)

The Multi-sector Skills Training Programme is a specialized craft-training programme that seeks to develop a cadre of competent workers within priority sectors of the national economy. Trainees will have the opportunity to gain actual on-site training, enabling them to become competent in an occupational area as well as develop other life skills that will benefit both their personal and professional development.

The key objectives of the programme are:

- To build a skills bank of qualified trainees thereby providing contractors and employers access to a pool of skilled employees
- To provide trainees with certification - the Trinidad and Tobago National Vocational Qualification (TTNVQ)
- To provide opportunities for entrepreneurial activities
- To facilitate movement of skilled labour across the Caribbean through the CARICOM Single Market & Economy (CSME).

Distance Learning

The Distance Learning Secretariat is responsible for ensuring the development and implementation of strategies related to distance learning in Trinidad and Tobago, namely:

- Developing the national infrastructure for networked distance learning within and among public tertiary education institutions
- Promoting human resource development through distance learning
- Managing professional development of educators and trainers in distance learning
- Developing linkages with local, regional and international professional bodies, agencies and institutions involved in distance learning.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Ministry

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Personnel Files/ Confidential Personnel Files (CPF)
- Training Policy/ Training Plan
- Performance Management Appraisal Reports
- Employee Manual
- Total Quality Management Process Manual
- Analysis of Communications in the Ministry
- Health and Safety Manual (Draft)
- HR Desk Manuals
- Financial records (cheques, vouchers, receipts, journals, etc...)
- Cabinet Documents
- News releases, speeches originating in the Ministry
- Policy and Procedure documents
- Internal and External correspondence files
- Legislation and Legal Instrument
- Files dealing with matters related to Tertiary Education
- Files relating to Distance Learning initiatives
- Minutes/Agenda of meetings
- Files dealing with Circulars, Memoranda, Notices, Bulletins etc
- Reports, Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation
- Briefing papers
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Inventories
- Files dealing with complaints
- Files dealing with training local and foreign
- Files dealing with the procurement of services equipment and supplies
- Documents relating to Strategic review of Ministry, Information Technology Strategy, Training Plans;
- Documents relating to Distance Learning Programmes;
- Documents dealing with Development Programme Estimates of Expenditure.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

On-the-Job Training Brochure
 Accessing Gate Brochure
 MuST Brochure
 Re-training Programme Brochure.

Section 7 (1) (a) (iv)

Literature available by subscription

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the Ministry of Science, Technology and Tertiary Education

How to Request Information:

- **General Procedure**
 Our policy is to answer all requests, both oral and written. To access a copy of a document that is not readily available to the public, the applicant must make a **request in writing** by completing the appropriate form (*Request for Access to Official Documents*) available **from our Designated Officer (see Section 7 (vi))**.


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- **Addressing Requests**
To facilitate prompt handling of your request, please address it to the Designated Officer, Ministry of Science, Technology and Tertiary Education (see Section 7 (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 readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

- **Retrieving Documents**
The Ministry of Science, Technology and Tertiary Education is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

- **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.

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) Conduct research.

Time Limits

- **General**

The FOIA sets a time limit of thirty (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.

Section 7 (1) (a) (vi)

Officers in the Ministry of Science, Technology and Tertiary Education are responsible for initial receipt of and action upon notices under Section 10, and requests for access to Documents under Section 13 and Applications Under Section 36 of the Freedom of Information Act.

The designated officer for the Ministry of Science, Technology and Tertiary Education is **Mrs. Shayphan Smith**, located at First Floor, Ministry of Science, Technology and Tertiary Education, Corner Patna and Agra Street, St. James. Telephone No: 622-9922 Ext. 152.

The alternate is **Mr. Troy Ramcharan**, located at Second Floor, Ministry of Science Technology and Tertiary Education, Telephone No. 622-9922 Ext. 224.

Section 7 (1) (a) (vii)

Committees/Boards/Meetings that are open to the Public.

Open Tenders

Section 7 (1) (a) (viii)

Reading Room Facilities.

Information in the public domain can be accessed by a request to the Designated Officer in the Ministry and the necessary accommodation will be made. The Ministry is currently making arrangements to offer library services open to the public.

SECTION 8 STATEMENTS
Section 8 (1) (a) (i)

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

- Copies of legislation, laws, regulations
- Financial regulations and instructions
- Freedom and Information Act No 26 of 1999
- Some copies of the Trinidad and Tobago Gazette.

These documents are also available for purchase from the Sales Office, Government Printery.

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

- Medium Term Planning Framework;
- Public Sector Investment Programme;
- Estimates of Expenditure, recurrent and development programme;
- Procurement Policies and guidelines;

Section 8 (1) (b)

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

Not applicable at this time.

SECTION 9 STATEMENTS

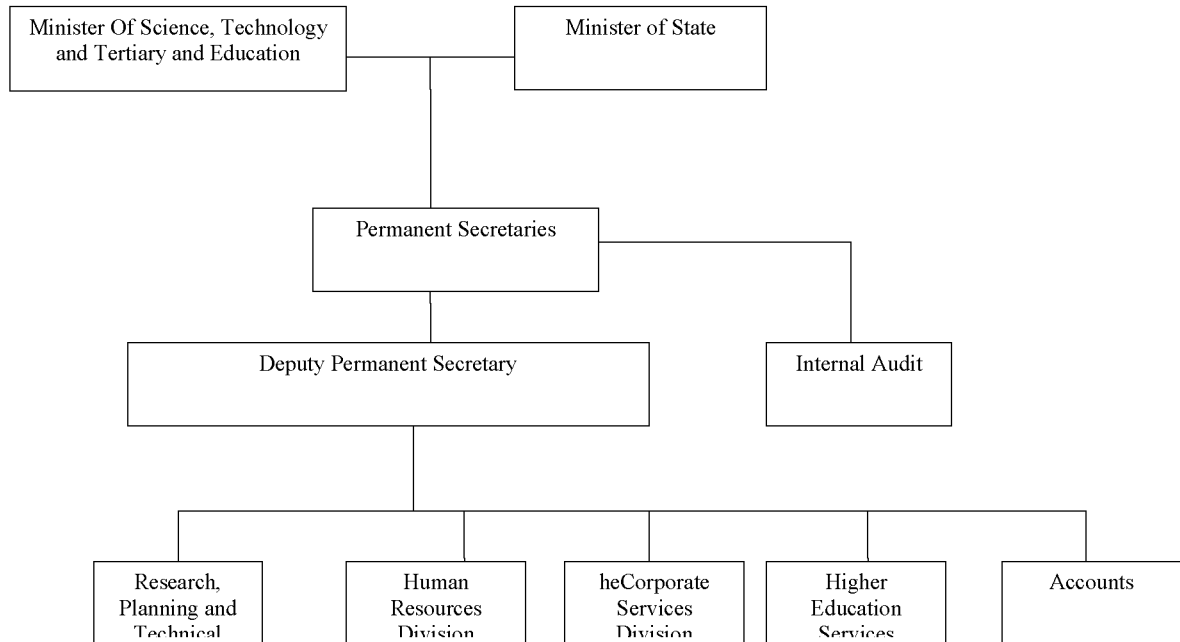
Not applicable at this time.

Ministry of Science, Technology and Te
Corner Agra and Patna Streets,
St. James.



ORGANIZATIONAL CHART

Ministry of Science, Technology and Tertiary Education



Ministry of Science, Technology and Tertiary Education

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