



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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APPOINTMENT TO ACT AS MINISTER OF PLANNING AND DEVELOPMENT

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. HOWARD CHIN LEE, a Senator, to act in the Office of the Honourable CAMILLE ROBINSON-REGIS, Minister of Planning and Development, with effect from 4th April, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Camille Robinson-Regis, M.P., in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

4th April, 2005.

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APPOINTMENT TO ACT AS MINISTER OF WORKS AND TRANSPORT

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 MRS. CHRISTINE SAHADEO, a Senator, to act in the Office of the Honourable FRANKLIN KHAN, Minister of Works and Transport, with effect from 24th March, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Franklin Khan, M.P., in addition to the discharge of her normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

22nd March, 2005.

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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 MRS. CHRISTINE SAHADEO, a Senator, to act in the Office of the Honourable FRANKLIN KHAN, Minister of Works and Transport, with effect from 6th April, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Franklin Khan, M.P., in addition to the discharge of her normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

6th April, 2005.

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APPOINTMENT TO ACT AS MINISTER OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION

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 DR. LENNY SAITH, a Senator, to act in the Office of the Honourable COLM IMBERT, Minister of Science, Technology and Tertiary Education, with effect from 22nd March, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Colm Imbert, M.P., in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

21st March, 2005.

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APPOINTMENT TO ACT TEMPORARILY AS MEMBERS OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 49(2)(c) and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President has appointed Ms. ALTHEA ROCKE to be temporarily a Member of the Senate, with effect from 31st March, 2005 and continuing during the absence from Trinidad and Tobago of Senator ANGELA CROPPER.

31st March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

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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 22nd March, 2005 and continuing during the absence from Trinidad and Tobago of Senator JOAN YUILLE-WILLIAMS.

21st March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

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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 his by section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, has appointed Ms. BONNIE-LOU DE SILVA to be temporarily a Member of the Senate, with effect from 22nd March, 2005 and continuing during the period of illness of Senator RAWLE TITUS.

22nd March, 2005.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT AND REPLACEMENT OF MEMBERS OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS

PURSUANT to section 8 of the Standards Act, No. 18 of 1997, notice is hereby given that the Minister of Trade and Industry in accordance with the provisions of section 4, has appointed MR. WAYNE PUNNETTE as a Member of the Trinidad and Tobago Bureau of Standards with effect from 10th January, 2005 to 31st July, 2006 to replace Mrs. SAVATRY RAMSARAN.

E. LEACOCK
*Permanent Secretary,
Ministry of Trade and Industry*

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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 Port-of-Spain on WEDNESDAY THE 27TH DAY OF APRIL, 2005 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 the Hall of Justice, Port-of-Spain, on Monday the 2nd day of May, 2005.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated the 4th day of April, 2005.

M. ROBERTSON
*Assistant Registrar,
Supreme Court*

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**PUBLIC STATEMENT OF THE MINISTRY OF PUBLIC UTILITIES
AND THE ENVIRONMENT**

**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 (FOIA) 1999, the Ministry of Public Utilities and the Environment is required to publish a statement setting out certain information for the benefit of the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Ministry of Public Utilities and the Environment;
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 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 Public Utilities and the Environment with the approval of the Minister of Public Utilities and the Environment.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE MINISTRY OF PUBLIC UTILITIES AND THE ENVIRONMENT

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MISSION STATEMENT

The mission of the Ministry of Public Utilities and the Environment is:

“To facilitate the delivery of affordable and high quality services in the public utilities and environmental management through a committed, properly resourced team of professionals and in close collaboration with all partners.”

FUNCTION OF THE MINISTRY

The Ministry, through the agencies under its purview, is charged with the responsibility for providing services which address the basic needs of the populace. These services include water, water resources management, electricity, electrical inspection, postal services, meteorological services, horticultural services, environmental management, environmental awareness and education, pollution control, solid waste and hazardous substances management.

CORE ACTIVITIES OF THE MINISTRY

The Head Office of the Ministry is located at Sacred Heart Building, 16-18 Sackville Street, Port-of-Spain. The Core Activities of the Ministry are as follows:

- Development of the policy framework (national and sectoral) for sound management of the utilities and the environment;
- Monitoring and evaluation of the implementation and effectiveness of environmental policy as well as policy for the utilities sector;
- Acting as the Focal Point for the Multilateral Environmental Agreements (MEA) to which the Government of the Republic of Trinidad and Tobago (GORTT) is signatory;
- Facilitation of the harmonization of social and economic policies with national policy objectives related to the environment and to the Utilities;
- Design and implementation of programmes and projects pursuant to national policy objectives related to the environment and the utilities;
- Conduct of research to facilitate the effective and efficient provision of services by the Utilities;
- Conduct of research to inform the formulation of environmental and public utilities policy;
- Promotion and facilitation of the Government’s efforts to promote sustainable development;
- Provision of ministerial oversight to the State Enterprises, Statutory Boards and other Bodies under its purview;
- Assistance in the identification and mobilization of financial and technical assistance to support Government’s efforts to promote sustainable development.

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STRUCTURE OF THE MINISTRY

The Ministry was established in 2002 by the merger of the Ministry of Public Utilities and the Ministry of the Environment. It currently comprises many departments, divisions, units, and technical programmes, semi-autonomous Statutory Bodies and State Enterprises.

The Head Office:

- The Office of the Minister
- General Administration:
 - The Permanent Secretary
 - The Deputy Permanent Secretary
 - The Human Resource Services Division which consists of:
 - The Accounts and Finance Unit
 - The Administrative Support Services Unit
 - The Human Resources Management Unit
 - Information Technology Specialist
- The Economic Research and Policy Planning Unit
- The Environmental Policy and Planning Division
- The Internal Audit Unit
- The Water Resources Management Unit
- The Project Implementation Unit for Postal Sector Reform

Divisions located outside the Head Office:

- The Meteorological Services Division
- The Forestry, National Parks and Wildlife Division
- The Horticultural Services Division
- The Electrical Inspectorate Division

These Divisions located outside the Ministry publish statements separately.

Technical Programmes of the Ministry:

- The National Social Development Programme
- The National Reforestation and Watershed Rehabilitation Programme
- The Hardship Relief Programme

The Ministry is further supported internally by the following contract positions who report to the Permanent Secretary:

- Senior Sector Specialist
- Communications Specialist
- Legal Officer
- Philatelic Advisor
- Forestry Advisor to the Minister
- Sector Accountant for Postal Sector Reform Programme
- Project Coordinator for Postal Sector Reform Programme

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State Enterprises, Statutory Boards and other Bodies under the purview of the Ministry:

- The Environmental Management Authority (EMA)
- The Institute of Marine Affairs (IMA)
- The Zoological Society of Trinidad and Tobago (ZSTT)
- The Regulated Industries Commission (RIC)
- The Environmental Commission (EC)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Trinidad and Tobago Postal Corporation (TTPOST)
- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)
- The Trinidad and Tobago Forest Products Company Limited (TANTEAK)

These entities are autonomous in the administration of their affairs and are classified as public authorities under the Freedom of Information Act. Requests for information from these entities listed above are to be made directly to the Designated Officer of the relevant authority. These authorities publish statements separately.

Details on the structure and functions of the divisions, units, technical programmes, state enterprises, statutory and other bodies of the Ministry are as follows:

DIVISIONS AND UNITS OF THE MINISTRY LOCATED AT THE HEAD OFFICE

General Administration

The Division is currently served by the following divisions and units:

- One (1) Permanent Secretary
- One (1) Deputy Permanent Secretary

The Human Resource Services Division

The role of the Human Resource Services Division is to provide timely and efficient support to the internal and external clients of the Ministry in the areas of human resource services, accounting, finance and administration. The Division consists of one (1) Director who reports to the Permanent Secretary and the following staff complement:

The Accounts and Finance Unit

- One (1) Accounting Executive I
- One (1) Accountant II
- Three (3) Accountant I

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- Eight (8) Accounting Assistants
- Three (3) Clerk II
- Three (3) Clerk I
- Two (2) Clerk /Typist

Temporary Staff

- Three (3) Clerk I
- One (1) Clerk II
- Two (2) Clerk Typists

The Human Resources Management Unit

- One (1) Senior Human Resource Officer
- One (1) Human Resource Officer III
- Two (2) Human Resource Officer II
- Two (2) Human Resource Officer I

Temporary Staff

- One (1) Clerk III
- Two (2) Clerk II
- One (1) Clerk I
- One (1) Clerk Stenographer I/II

The Administrative Support Services Unit

- One (1) Administrative Officer II
- One (1) Executive Secretary
- One Clerk Stenographer IV
- One (1) Clerk Stenographer III
- Two (2) Clerk III
- One (1) Clerk II
- Three (3) Clerk/ Stenographer I/II
- One (1) Chauffer/Messenger
- One (1) Maid

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Temporary Staff

- One (1) Records Manager II
- One (1) Clerk IV
- One (1) Clerk/Stenographer I/II
- One (1) Chauffeur/Messenger
- Two (2) Clerk I
- One (1) Messenger

The Economic Research and Policy Planning Division

The role and function of the Division is to undertake economic research to facilitate the effective and efficient provision of services by the Utilities; to advise on the development of policy for the sector; to provide project management services to the Utilities; to co-ordinate the activities of the Utilities; and to develop financial mechanisms to assist low income households.

The Division comprises one (1) Director who reports to the Permanent Secretary and the following staff:

- One (1) Senior Economist
- Two (2) Chief Engineers (Vacant)
- One (1) Operations Research Officer II
- One (1) Accountant IV
- One (1) Economist II
- One (1) Economist I
- One (1) Clerk IV
- One (1) Complaints Officer
- One (1) Clerk/ Typist I
- One (1) Estate Constable

The Environmental Policy Planning Unit

The primary aim of the Environmental Policy Planning Unit is to ensure that there is a balance between Government's efforts to increase the pace of socio-economic development and the need to ensure conservation of Trinidad and Tobago's natural resources. This is the heart of sustainable development and is the foundation of the mission, programmes and projects undertaken by the Environmental Policy and Planning Unit.

The Unit comprises one (1) Director (vacant) who reports to the Permanent Secretary and the following staff:

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- One (1) Senior Environmental Planning Officer (vacant)
- One (1) Environmental Engineer (vacant)
- One (1) Ecologist
- One (1) Environmental Economist (vacant)
- Two (2) Environmental Planning Officers (vacant)

The Internal Audit Unit

The overall objective of the Internal Audit Unit is to assist management of the Ministry in its discharge of its responsibilities by providing objective analysis and recommendation concerning specific activities/audits.

This Unit reports directly to the Permanent Secretary and comprises:

- One (1) Auditor II
- Two (2) Auditor I
- Three (3) Auditing Assistant

The Water Resources Management Unit

In December 2000, the Water Resources Management Unit was established in the Ministry of Public Utilities to implement the Action Plan and other recommendations of the Water Resources Management Strategy (WRMS) Study. This Study was commissioned in August 1997 by the Government of the Republic of Trinidad and Tobago to develop a comprehensive and integrated strategy for the management of the country's water resources in the medium to long term. The Water Resources Management Unit now falls under the purview of this Ministry and its primary objective is to establish an effective National Water Resources Management Policy.

The Unit is served by the following staff complement:

- One (1) Water Resources Planner
- One (1) Hydrologist

The Project Implementation Unit for Postal Sector Reform

In June 1999, the Government of the Republic of Trinidad and Tobago initiated the Postal Services Reform Project with the express purpose of modernizing a chronically underachieving postal marketplace. The primary role of Project Implementation Unit (PIU) is to manage the Postal Services Reform Project. This Unit reports to the Director of Economic Research and Planning Division.

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DIVISIONS OF THE MINISTRY LOCATED OUTSIDE THE HEAD OFFICE

The following briefly describes the functions of the Divisions located outside the Head Office. Further details on these Divisions are published separately.

The Meteorological Services Division

The primary goal of the Meteorological Services Division (MSD) is to provide information to the local population with respect to weather forecasting and to ensure the utilization of this information in planning, safety and economy. It seeks to meet the needs of the many sensitive sectors in the society including aviation (the main customer), agriculture, insurance, water resources, construction and education.

The Forestry, National Parks and Wildlife Division

The public forestry sector in Trinidad is managed by the Forestry, National Parks and Wildlife Division of the Ministry of Public Utilities and the Environment and addresses the management, conservation and sustainable development of the country's natural renewable resources. The Division's core objectives are to develop programmes to optimize the use of forest produce, stimulate the development of forest industries, conserve important ecosystems, protect biodiversity, and encourage public understanding of the country's natural heritage. In addition, the Division also seeks to exercise some measure of influence and regulation of activities on private lands through forest extension and incentive programmes; the issue of permits for the removal of timber; and monitoring the use of fires during the fire season.

The Horticultural Services Division

The Horticultural Services Division comprises the Botanic Gardens Station and the La Pastora Plant Propagating Station. It is also responsible for all activities at the Queen's Park Savannah except the Grand Stand and surrounding buildings. The objectives of the Horticultural Services Division are to facilitate, support and ensure the sustainable utilization of botanic landscapes and plant biodiversity for the development of agriculture, forestry, fishery and eco-tourism. Specifically, it seeks to ensure the ex-situ conservation and survival of our indigenous plant species and more so the rare, threatened, endangered or endemic wild species.

The Electrical Inspectorate Division

The Electrical Inspectorate Division is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspections of Electrical Installations, the licensing of Electricians and Cinema Operators:

- The Electricity (Inspection) Act Chapter 54:72
- The Electric Installations (Buildings) Act Chapter 54:71
- The Cinematograph and Video Entertainment Act Chap 20:10

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The goal of the Electrical Inspectorate is to maintain the integrity of wiring systems and their equipment through meticulous inspections.

THE TECHNICAL PROGRAMMES OF THE MINISTRY

The National Social Development Programme

The National Social Development Programme (NSDP) commenced in March, 2002. It was introduced as a national social intervention strategy under the Ministry of Public Utilities and the Environment, to meet the expressed needs of vulnerable communities throughout Trinidad and Tobago for basic amenities. The programme is designed to bring relief to deprived and underdeveloped communities, by providing and/or improving the supplies of water, street lighting and electrification to communities, residences and community facilities. The programme also seeks to encourage and complement self help initiatives aimed at improving community centres, sporting and recreational facilities and other community amenities.

The Programme comprises the following staff:

- One (1) Programme Coordinator
- Four (4) Project Officers (2 vacant)
- One (1) Research Officer (vacant)
- Two (2) Administrative Assistants (vacant)
- One (1) Clerk Typist
- Three (3) Clerical Assistants (2 vacant)
- One (1) Driver
- One (1) Cleaner/Maid (vacant)

The National Reforestation and Watershed Rehabilitation Programme

In recognition that the rate of forest regeneration must be increased in order to address the environment's deterioration and to allow for sustainable lumber production, the National Reforestation and Watershed Rehabilitation Programme was established in consultation with the Ministry of Planning and Development, and the Ministry of Agriculture Land and Marine Resources for the reforestation or establishment of new forest plantations throughout Trinidad and Tobago. The areas identified were chosen on the basis of environmental sensitivity, the impact of forest fires and land capability classification.

The Programme is currently served by the following staff complement:

- One (1) Project Coordinator
- Four (4) Project Site Managers
- One (1) Project Accountant
- Two (2) Community Human Resource Officers
- One (1) Information Technology Technician
- Five (5) Technical Assistants
- Four (4) Forest Officers
- Four (4) Community Communications Liaison Officers

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- One (1) Secretary
- Four (4) Assistant Secretaries
- Ten (10) Drivers

The Hardship Relief Programme

The Hardship Relief Programme provides an annual rebate on water rates to old age pensioners and recipients of Public Assistance, and targets all residential customers except standpipe customers. This Programme is executed by the Ministry of Public Utilities and the Environment in collaboration with the Water and Sewerage Authority and the Ministry of Social Development.

STATE ENTERPRISES, STATUTORY BOARDS AND OTHER BODIES UNDER THE PURVIEW OF THE MINISTRY

The Ministry of Public Utilities and the Environment supports and facilitates the state enterprises and statutory boards within its purview in accomplishing specific objectives especially in relation to policy implementation. Each of these entities publishes statements in compliance with the FOIA separately.

The Environmental Management Authority

The Environmental Management Authority (EMA) was established by the Environmental Management Act No. 3 of 2000 and is responsible for coordinating, facilitating and directing the execution of an effective environmental regulatory programme, to promote public awareness and develop an effective environmental regulatory programme. Its primary responsibility is, therefore, the development of environmental legislation and enforcement.

The Institute of Marine Affairs

The Institute of Marine Affairs (IMA) is a multi-disciplinary research institution, incorporated by Act of Parliament No. 13 of 1990. The Institute is required to conduct research on the marine and related environments in Trinidad and Tobago and the Wider Caribbean, and to provide related advisory services to the Government of the Republic of Trinidad and Tobago.

The Zoological Society of Trinidad and Tobago

The Zoological Society of Trinidad and Tobago was founded on April 23rd, 1947 and by Ordinance No. 12 of 1952 dated April 12th, 1952. By Statutory Authorities (Declaration) (Amendment) Order No. 128 of 1968, the Society was added to the Schedule of the Statutory Authorities (Declaration) Order of 1967. The Society manages the Emperor Valley Zoo which first opened to the public in 1952. Its primary objective is to expose the people of Trinidad and Tobago to new and various forms of animal life for the purposes of entertainment and education.

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The Regulated Industries Commission

The RIC was established under the Regulated Industries Commission Act No. 26 of 1998. The RIC, which succeeded the Public Utilities Commission (PUC), is a consumer-oriented entity with independent regulatory powers and responsibilities. The Act has empowered the RIC to set and enforce quality standards for the following:

- Water and Sewerage Authority (WASA)
- Trinidad and Tobago Electricity Commission (T&TEC);
- The Power Generation Company of Trinidad and Tobago (POWERGEN)
- Trinity Power Management (formerly INNCOGEN Ltd.) and
- Trinidad and Tobago Telecommunications Service (TSTT)

The Environmental Commission

The Environmental Commission was established under Section 81(1) of the Environmental Management Act, 2000 and operationalised in October 2000 with the first appointments of Commissioners. The Environmental Commission is a superior court of record and adjudicates matters of an environmental nature, including appeals from decisions of the Environmental Management Authority.

The Trinidad and Tobago Electricity Commission

The Trinidad and Tobago Electricity Commission (T&TEC) came into being by virtue of the Trinidad and Tobago Electricity Commission Ordinance No. 42 of 1945. It was formed to generate electricity and to distribute it outside the city of Port of Spain and the town of San Fernando. T&TEC is responsible for the design, construction, operation and maintenance of the country's electrical transmission and distribution network. The utility supplies electric power to customers in Trinidad and Tobago via a single interconnected grid.

The Trinidad and Tobago Postal Corporation

In 1999 by virtue of the Trinidad and Tobago Postal Corporation Act No. 1 of 1999 assented to on February 10, 1999, the Government of the Republic of Trinidad and Tobago (GORTT) converted its Government Post Office into an autonomous government owned corporation, the Trinidad and Tobago Postal Corporation (TTPOST).

The Water and Sewerage Authority

The Water and Sewerage Authority (WASA) is a Statutory Authority created by an Act of Parliament – Act 16 of 1965. Modified by a series of amendments, the Act empowers the Authority to provide a number of key services within a framework of legislative obligations which makes the Authority the sole provider of Water and Wastewater Services.

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The Trinidad and Tobago Solid Waste Management Company Limited

The Solid Waste Management Company Limited (SWMCOL) is a wholly owned State Company which has responsibility for the following core functions: management, treatment and control of all wastes; promotion and establishment of recovery systems for secondary materials from wastes; disposal of hazardous wastes; establishment of faecal waste disposal systems; public education and sensitization on the sanitary disposal of wastes. Additionally, SWMCOL was given responsibility for the management of the three official landfill sites at Beetham Estate, Forres Park and Guanapo, and is provided with a Government subvention pursuant to this mandate.

The Trinidad and Tobago Forest Products Company Limited

The Trinidad and Tobago Forest Products Company Limited (TANTEAK) was incorporated in April 1975 and became operational in 1978. The Company was established to harvest, process and market teak and pine products grown on state owned forest plantations. The Company, therefore, was engaged in logging, sawmilling and further processing of lumber using drying kiln, chemical treatment and dimensional stock production. In July 2001, TANTEAK's operations were discontinued and action has been taken by the Government to divest the holdings of the Company. To date the Company remains closed and its operations have ceased.

Committees

- National Wetlands Committee
- Wildlife Conservation Committee
- Interim Management Committee San Fernando Hill Natural Landmark
- Honorary Game Warden Administrative Committee
- Caroni Lagoon National Park and Bird Sanctuary Management Committee
- The National Committee for Development of a National Policy and Regulations on Biosafety
- Ad Hoc Committee-Establishment of a Zoological Park in Central Trinidad
- Management, Maintenance and Security of the Queen's Park Savannah
- National Beach Clean-Up Steering Committee
- Steering Committee for the Continued Implementation of the Postal Sector Reform Programme during the Transition Period
- Committee to evaluate proposals for the audit of the "Regulated Industries Commission Programme Non-Reimbursable Technical Co-operation No. ATN/MT – 6575-TT"
- Committee to pursue the implementation of the Rural Electrification Programme
- The Water Sale Agreement – Coordinating Committee re the Desalination Plant, Point Lisas
- The Modernization Assessment Sub Committee with respect to the Desalination Plant
- Committee to negotiate the financing of the existing debt of WASA and to develop proposals on the clearing of WASA's Balance Sheet of Debt

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- Committee established to address issues of the vesting of properties (formerly under the direction and management of the Postmaster General) in the Trinidad and Tobago Postal Corporation
- Task Force to ensure that Trinidad and Tobago fulfills its role as a member of the Council of Administration of the Universal Postal Union in an efficient manner to deal with UPU matters

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Public Authority:

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, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial Records (vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Photographs/Compact Discs/ Diskettes/ Tapes.
8. News Releases, speeches originating in the Public Authority.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Documents relating to the Strategic Review of the Ministry.
12. Documents relating to the country's membership multi-lateral environmental agreements.
13. Legislation and Legal Instruments.
14. Files dealing with Circular memoranda from other Government Ministries/Departments.
15. Documents relating to Committee and Sub-Committee meetings.
16. Information on external Boards.
17. Documents concerning environmental law and policy.
18. Gazettes
19. Budget Documents
20. Legislation relating to financial regulation.
21. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
22. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
23. Inventories

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Section 7 (1) (a) (iii)

Material prepared for publication or inspection

This section is not applicable at this time. However, material can be obtained from the relevant Division, State Enterprise, Statutory Board or other body which has published a separate Statement.

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

How to Request Information:

General Procedure:

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 applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Library 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 (**see 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 readily available to the public, either from this Ministry or from another public authority.

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Responding to your Request

Retrieving Documents:

The Ministry is required to furnish copies of documents only when they are in our possession.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible.

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) Perform research for you.

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.

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.

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Section 7 (1) (a) (vi)

Officers in the Public Authority 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:

Operational Research Officer
Mrs Sarah Briggs
Sacred Heart Building
16-18 Sackville Street
Port-of-Spain
Phone: 627-5915
Fax: 625-7003
Email: Environment@tstt.net.tt

The Alternate Officer is:

Legal Officer
Ms Nievia Ramsundar
Sacred Heart Building
16-18 Sackville Street
Port-of-Spain
Phone: 627-5915
Fax: 625-7003
Email: Environment@tstt.net.tt

Section 7 (1) (a)(vii)

**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

This Section is not applicable at this time.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Reading Room in the Ministry is located on Fifth floor, Sacred Heart Building, 16-18 Sackville Street, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 10.00 am to 3.00 pm.

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Policy of the Public Authority for provision of copies of documents which are readily available to the public

Charge for Photocopies is 50 cents per page, however if you provide your own paper no fee will be charged.

Provision of documents may be subject to a charge to cover administrative costs.

No smoking, eating or drinking is allowed in the Reading Room.

SECTION 8 STATEMENTS

List of documents provided by the Ministry for use by its officers:

- Copies of legislation, laws, regulations and orders
- Copies of Trinidad and Tobago Gazettes
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments
- Reports of Government Agencies
- Public Sector Investment Programme
- Policies of agencies within the purview of the Ministry
- Estimates of Expenditure, Recurrent and Development Programme
- Procurement Policies and guidelines
- Financial Regulations and Instructions

These documents are available for perusal at the respective divisions of the Ministry at Sacred Heart Building, 16-18 Sackville Street, Port-of-Spain. They can be purchased at the Government Printery or relevant publishing agency or Ministry.

SECTION 9 STATEMENTS

Section 9 (1) (a)

A list of the reports available is being compiled at this time. However, any inquiries can be directed to our Designated Officer.

Government of the Republic of Trinidad and Tobago

Public Statement of Zoological Society of Trinidad & Tobago Inc.

**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 Zoological Society of Trinidad & Tobago Inc. (Z.S.T.T Inc.) 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 Zoological Society.
- (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 Statements

Section 7 (1) (a) (i)

Function and structure of the Zoological Society of Trinidad & Tobago

Mission Statement:

The Zoological Society of Trinidad & Tobago is committed to the promotion and maintenance of a naturalistic, vibrant setting where people commune with indigenous and exotic flora and fauna and participate in a unique and challenging education and entertaining experience.

The Zoological Society of Trinidad & Tobago is a **Statutory Body**. The Zoological Society of Trinidad & Tobago was established by an Act of Parliament, Act 12 of 1952. The ZSTT Inc. is divided into five (5) responsibility centers:

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Details of Responsibility Centres

- (1) Council:
Sets broad policy for the direction of the organization
- (2) Curator's Office:
Plans, organizes and directs all activities of the Emperor Valley Zoo.
- (3) Administrative Office:
Keep all personnel records
Accounts payable and receivable
Process all correspondence
Human Resource Management
- (4) Zookeeping Section:
Animal care and maintenance
- (5) Maintenance Section:
Repair and maintenance of Infrastructure

Effect of functions on members of the public

Through the operation of the Emperor Valley Zoo the Society assists in educating and sensitizing the public on the importance of environmental conservation to protect habitats and animal species from extinction. The organization also provides information on animals and animal husbandry to the public.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Zoological Society of Trinidad & Tobago**

1. Files dealing with administrative support and General administrative documents for the operations of the Zoological Society.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Zoological Society.
4. Financial Records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
7. News Releases, speeches originating in the Zoological Society.
8. Policy and Procedure Documents.
9. Internal and External correspondence files.

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10. Documents relating to strategic review of the Zoological Society, Information Technology Strategy and Training Plans.
11. Legislation and Legal Instruments.
12. Files dealing with training – local and foreign and technical co-operation.
13. Minutes/Agenda of meetings.
14. Files dealing with Circulars, memoranda, notices, bulletins, etc.
15. Environmental Impact Assessments.
16. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
17. Files dealing with official functions, conferences and events hosted and attended by the Zoological Society.
18. Periodicals and publications
19. Complaint/suggestion files

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 9:30 a.m and 4:00 pm on normal working days at:

Emperor Valley Zoo
Royal Botanic Gardens
Port of Spain
(868) 622-3530
(868) 622-7808 Fax

- Video Tapes: On animals, animal husbandry, conservation and natural history.
- Handbook on animals, animal husbandry, conservation and natural history.
- Report on animals, animal husbandry, conservation and natural history.
- Guidelines on animals, animal husbandry, conservation and natural history.
- Publications – animals, animal husbandry, conservation and natural history.

A catalogue is available for viewing.

Section 7 (1) (a) (iv)

Literature available by subscription

Not Applicable

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the ZSTT Inc.

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How to Request Information:

- **General Procedure**

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 applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our **Library/Reception/Lobby etc.**, 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 Zoological Society (see **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 Zoological Society or from another public authority, for example brochures and pamphlets etc.

Responding to your Request

- **Retrieving Documents**

The Zoological Society is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information 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. As guided by, The Exchequer and Audit Act, Chap. 69:01

- **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 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 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 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 days 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 Zoological Society of Trinidad & Tobago 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**

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The Designated Officer (s) is / are:

Secretary
Zoological Society of Trinidad & Tobago Inc.
Emperor Valley Zoo
Royal Botanical Gardens
Port of Spain 868 622-5344

The Alternate Officer(s) is / are:

Treasurer
Zoological Society of Trinidad & Tobago Inc.
Emperor Valley Zoo
Royal Botanical Gardens
Port of Spain
868 622-5344

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies

(Where meetings/minutes are open to the public)

Council of the Zoological Society of Trinidad & Tobago

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

You may make general enquires to our Librarian/Clerk etc at 622-3530. The Library/Reading Room in the Public Authority is located at the Emperor Valley Zoo, Royal Botanical Gardens, Port of Spain.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 9:30 am and 4:00 pm.

Policy of the Zoological Society of Trinidad & Tobago for provision of copies of documents held in the public domain

- Charge for Photocopies is \$1.00 cents per page however if you provide your own paper .50 cents will be charged.
- Certain provision of documents may be subject to a small charge to cover administrative costs. An Index of prices is available in the Library.
- No bags, smoking, eating or drinking is allowed in the Reading Room/Library etc.

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Section 8 Statements

Section 8 (1) (a) (1)

Documents containing interpretations or particulars of written laws or schemes administered by the Zoological Society, not being particulars contained in another written law

Statutory Authorities' Service Commission Act Chapter 24:01

Exchequer and Audit Act Chapter 69:01

Act # 12 of 1952

Section 8 (1) (a) (ii)

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

Not Applicable

Section 8 (1) (b)

In enforcing written laws or schemes administered by the ZSTTInc. 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

Section 9 Statements

Section 9 (1) (a)

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

Not Applicable

Section 9 (1) (b)

Not Applicable

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 ZSTTInc.

Not Applicable

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Section 9 (1) (d)

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

Not Applicable

Section 9 (1) (e)

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

Not Applicable

Section 9 (1) (f)

A report prepared for the ZSTTInc. by a consultant who was paid for preparing the report.

Not Applicable

Section 9 (1) (g)

A report prepared within the ZSTTInc. and containing 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.

Not Applicable

Section 9 (1) (h)

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

Not Applicable

Section 9 (1) (i)

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

Not Applicable

578—Continued

Section 9 (1) (j)

A statement prepared within the ZSTTInc. and containing policy directions for the drafting of legislation.

Not Applicable

Section 9 (1) (k)

A report of a test carried out within the ZSTTInc on a product for the purpose of purchasing equipment.

Not Applicable

Section 9 (1) (l)

An environmental impact statement prepared within the ZSTTInc.

Not Applicable

Section 9 (1) (m)

A valuation report prepared for the ZSTTInc. by a valuator, whether or not the valuator is an officer of the ZSTTInc.

Not Applicable

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
Public Statement of the Electrical Inspectorate Division
Ministry Of Public Utilities And The Environment
In compliance with sections Sections 7, 8 And 9 of
The Freedom Of Information Act (FOIA)1999

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division 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 **Electrical Inspectorate Division.**
- (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 Statements

Section 7(1) (a) (i)

Function and structure of the Electrical Inspectorate Division

The Structure

The Chief Electrical Inspector is the Divisional Head of the Electrical Inspectorate. He is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspections of Electrical Installations, the licensing of Electricians and Cinema Operators (Projectionists).

- (1) The Electricity (Inspection) Act Chapter 54:72
- (2) The Electric Installations (Buildings) Act Chapter 54:71
- (3) The Cinematograph Act

The Chief Electrical Inspector is assisted by the following senior officers:-

- | | | |
|--------------------|----------------------------------|---------------|
| (a) Tunapuna - | (1) Electrical Inspector III and | (1) Clerk III |
| (b) San Fernando - | (1) Electrical Inspector III | |
| (c) Tobago - | (1) Electrical Inspector II | |

(See attached Appendix 1).

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Functions

ADMINISTRATIVE

- 1.a. (iii) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for the said inspections.
- (iv) Assignment of inspections to electrical Inspectors on a daily basis and review of submitted reports.
- (v) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (vi) Other functions associated with the maintenance of the clerical and technical operations of the Division.

INSPECTIONS

- (i) Inspections of all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago. Issuing Certificates of Approval which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections of all rewired or altered installations for compliance with established standards of safety. Certificates of Approval are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety. Advising owners/occupiers of defects if any, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (a) Commissioning of new Installations including large industrial plants.
- (b) Maintenance Testing (at stipulated intervals).

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ADVISORY/CONSULTANCY SERVICES

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Participating in the work of the Electrical Codes Committee (Board of Engineering of Trinidad and Tobago and the National Training Board).
- (iii) Interfacing with the Trinidad and Tobago Electricity Commission as regards defects/problems associated with electrical systems/installations.
- (iv) Presentations to schools and firms as regards electrical safety and training.

FIRE AND ACCIDENT INVESTIGATION

- (i) Visiting scenes of fires upon requests from the Police; the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies. Carrying out investigations with the intent of determining if the fire was due to an electrical fault.
- (ii) Attending court proceeding that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the relevant Authorities (nearest Magistrate).

REGULATORY FUNCTIONS

- (i) Determining/reviewing codes, regulations and standards that are adhered to in the inspection of installations.
- (ii) Evaluating the qualifications, competence and experience of applications for the grant of Wireman's Licences. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licences as appropriate.
- (b) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.
- (iii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iv) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.

(Structure See Attached Appendix 1)

579—Continued

Mission Statement:

The **Electrical Inspectorate Division** mission is to **certify qualified, competent persons to safeguard the well being of our people and their property from injury and fire; to maintain the integrity of wiring systems and their equipment through timely and meticulous electrical inspections.**

The Electrical Inspectorate Division is a **Division of the Ministry of Public Utilities and the Environment**. The establishment comprises a staff of **thirty-five (35) officers** and is headed by **Chief Electrical Inspector**. The Electrical Inspectorate Division is divided into **three (3)** responsible centres:

Details of Responsibility Centres:

- (1) The Head Office at Tunapuna: which service North Trinidad and part of Central.
- (2) Sub Office at San Fernando: Services South Trinidad from Guayaguayare to Cedros, including Central South.
- (3) Sub Office at Scarborough: Services the entire Island of Tobago.

Effects of functions on members of the public

The functions of the Electrical Inspectorate Division have a profound effect on the public in that it affords them a degree of comfort, knowing that their wiring system have met a satisfactory standard of safety. They are also assured the practical safeguarding of all persons and their property from hazards, which may arise from their usage of electricity.

The public can only participate in the decision-making of the Electrical Inspectorate Division through the Electrical Association of Trinidad and Tobago (E.A.T.T.) via the Electrical Code Committee of the Board of Engineering of Trinidad and Tobago.

The public has no direct involvement in policy formation. Note that the Electrical Inspectorate Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

579—Continued

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Electrical Inspectorate Division

1. Files dealing with administrative support and General administrative documents for the operation of the Electrical Inspectorate Division.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Electrical Inspectorate Division.
4. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Policy and Procedure Documents.
7. Internal and External correspondence files.
8. Customer files.
9. Legislation and Legal Instruments.
10. Legal Opinions and related matters.
11. Files dealing with training – local and foreign and technical co-operation.
12. Files dealing with Circulars, memoranda, notices, bulletins, etc.
13. Inventories.
14. Complaints/suggestions files.
15. Registers/Certificates/Permits/Licenses etc.

579—Continued

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 8:00 am to 4:00 p.m. on normal working days at:

SECTION LOCATION

HEAD OFFICE: Corner Eastern Main Road and Cochrane Streets, Tunapuna
Tel/Fax: 645-6997.

SOUTH SUB OFFICE: 11 Independence Avenue, San Fernando.
Tel. 652-3483/0646

TOBAGO OFFICE: Jerningham Street, Scarborough, Tobago
Tel. 639-3459

- High Voltage Regulations
- Low Voltage Regulations
- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's Licence and Cinema Operators Permits.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Electrical Inspectorate Division.

How to Request Information:

+ General Procedure

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 applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

+Addressing Requests

To facilitate prompt handling of your request, please address it to the Head of the Electrical Inspectorate Division (**see section 7 (1) (a) (vi)**)

579—Continued

+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.

Request 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 Electrical Inspectorate Division or from another public authority.

Responding to your Request**+ Retrieving Documents**

The Electrical Inspectorate Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

N.B. Where the Electrical Inspectorate Division has existing standing orders, which previously allowed the Electrical Inspectorate to destroy documents, this may be stated in the statement for public knowledge. The following paragraph may be adapted if applicable:

Prior to the commencement of the Freedom of Information 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. For example, The Exchequer and Audit Act, Chap. 69:01

+ 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) Perform research for you.

579—Continued

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.

+ 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 document and/or be provided with copies.

+ 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 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 Electrical Inspectorate Division are 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:

Mr. Donney Singh

Chief Electrical Inspector

Corner Eastern Main Road and Cochrane Street, Tunapuna.

Telephone: 645-6773

The Alternate Officer is:

Deputy Chief Electrical Inspector (Vacant)

Section 7 (1) (a) (vii)

Advisory Boards, Council, Committee, and other bodies

There are no bodies that fall within the meaning of this section of the FOIA

579—Continued

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at our three offices:

- Head Office, Corner Eastern Main Road and Cochrane Street, Tunapuna
Telephone #645-6773 (645-6997)
- Sub Office, 11 Independence Avenue, San Fernando
Telephone #652-3483/0646
- Tobago Office, Jerningham Street, Scarborough, Tobago
Telephone #639-3459

You may make general enquiries to Chief Electrical Inspector (Mr. Donney Singh at 645-6773)

Our offices are open to the public from Monday to Friday between the hours of 9:00am and 3:00pm.

Policy of the Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.

- You must provide your own paper, (no fee will be charged).
- No smoking, eating or drinking are allowed in the Conference Room.

Section 8 Statements

This section is not applicable at this time.

Section 9 Statements

This section is not applicable at this time.

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LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES

SWORN declaration having been made that Policy Number ET6009579 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of OMAR ALI has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

581

SWORN declaration having been made that Policy Number 800007849-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JASON LAI LEUNG has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

582

SWORN declaration having been made that Policy Number 50004080-7 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of TYRONNE ANDERSON ALEXANDER has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

583

SWORN declaration having been made that Policy Number ET6026026-2 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DEBORAH JENNIFER PITT has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

584

SWORN declaration having been made that Policy Number 500017544-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of LISA MURADALI has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

585

SWORN declaration having been made that Policy Number 500036169-5 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DAHLIA LYNELLE JONES has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

586

SWORN declaration having been made that Policy Number GT1019716-2 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ASLAN NASSER KHAN has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

587

SWORN declaration having been made that Policy Number 500052254-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of SEAN PETER SYLVESTER has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

588

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES—CONTINUED

SWORN declaration having been made that Policy Number ET6012300-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VASHESH CHANDRABHAN ARJUNSINGH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

589

SWORN declaration having been made that Policy Number ET6002230-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VASHESH CHANDRABHAN ARJUNSINGH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

590

SWORN declaration having been made that Policy Number ET6029651-5 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VASHESH CHANDRABHAN ARJUNSINGH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

591

SWORN declaration having been made that Policy Number CT2009951-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of RICHARD SORZANO has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

592

SWORN declaration having been made that Policy Number CT2019819-7 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of RICHARD SORZANO has been lost, and having made application to the Company for a duplicate policy,

notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

593

SWORN declaration having been made that Policy Number CT2017221-7 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of RICHARD SORZANO has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
16th March, 2005.

594

LOSS OF COLONIAL LIFE INSURANCE COMPANY
(TRINIDAD) LIMITED POLICIES

NOTICE is hereby given that Policy Number R0019557 on the life of TREVOR FORDE by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

A. ST. LOUIS
*Customer Service and
In Force Administration*

595

NOTICE is hereby given that Policy Number R0000173 on the life of SUMATEE PUNWASIE by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

A. ST. LOUIS
*Customer Service and
In Force Administration*

596

NOTICE is hereby given that Policy Number R0020201 on the life of CHE DUPREY issued by COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED is lost according to sworn declaration made by the Assured under this policy.

It is the intention of Colonial Life Insurance Company (Trinidad) Limited to issue a special policy in place of the said lost policy, in accordance with section 163 of the Insurance Act, 1980, unless objection is raised within one (1) month from the date hereof.

A. ST. LOUIS
*Customer Service and
In Force Administration*