



TRINIDAD AND TOBAGO GAZETTE

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GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE SUGAR INDUSTRY LABOUR WELFARE COMMITTEE IN COMPLIANCE WITH SECTIONS: 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 (1999) (FOIA) the Sugar Industry Labour Welfare Committee (SILWC) is required by law to publish the following statement which lists the documents and information generally available to the public:

The (FOIA) Act gives members of the public:

- (1) A legal right for each person to access information held by the SILWC;
- (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 - STATEMENT

Section 7 (1) (a) (i)

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FUNCTION AND STRUCTURE OF THE SILWC

The SILWC Mission:

MISSION STATEMENT

**WE ARE A PROFESSIONAL ORGANISATION COMMITTED
TOWARDS NATION BUILDING BY THE NUTURING OF
BUDDING COMMUNITIES THROUGH THE PROVISION OF
AFFORDABLE HOUSING TO LOW INCOME CITIZENS**

The SILWC is a Statutory Authority established in 1948 based on the findings and recommendations of the Soulbury Commission. It is an arm of the Ministry of Housing and is guided by the following pieces of legislation:

- (1) The Sugar Industry Special Funds Act Chap. 64:04; and,
- (2) The Sugar Industry Labour Welfare Committee (Incorporation Act Chap. 64:05.

The main services offered by the SILWC include:

- 1) The disbursement of housing loans for first time construction and repairs/renovations to existing dwelling houses. .
- 2) The purchase of property (House & Land) for first time homeowners.
- 3) The acquisition of land and its development into housing settlements for its client group
- 4) The maintenance of the Committee's Housing Settlements
- 5) The provision of welfare services to its less fortunate clients through financial aid and other forms of assistance.

The SILWC'S policies are formulated by a Board; its term is for a two year period. The SILWC is staffed by seventy-seven (77) employees. The Head of the Department is the Secretary/Executive Officer. He has the responsibility of implementing the decisions of the Board and the Ministry.

SILWC is divided into the following centers:

- a) Management
To provide guidance to achieve the aims and objectives of the SILWC
- b) Accounting
To manage and maintain proper financial accountability.
- c) Administration
To provide administrative guidelines and records.
- d) Audit
To ensure that all financial matters are done accordingly to acceptable standards.
- e) Loans, Land and Legal
To ensure that all legal transactions are properly done.

ORGANISATION CHART (attached)**EFFECT OF SILWC'S FUNCTION ON MEMBERS OF THE PUBLIC**

The SILWC was established to provide affordable housing loans for low-income sugar workers, cane fanners and diversified workers of Caroni (1975) Limited in order for them to improve their standard of living. Within recent times, the SILWC has entered into an agency agreement with the Trinidad and Tobago Mortgage Finance Company Limited to provide housing for the low-income members of the general public.

SECTION 7 (A) (ii)**Categories of Documents in the possession of the SILWC**

1. Files dealing with administrative support and general administration documents for the operation of the SILWC.
2. Personnel files with details of all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation etc.
3. . Files dealing with accounting and financial management functions of the SILWC.

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4. Financial Records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
- 6.; Files dealing with the award of contracts for land development works and construction of dwelling houses and maintenance of existing settlements.
7. Cabinet Documents.
8. Circulars from other Government Agencies, Statutory Authorities, Non Government Organisation, Ministries, etc.
9. Maps, Charts, Photographs, Cadastral, Land Plans, Compact Disk, Diskettes, Abstracts & Tapes.
10. Policy and Procedure Documents.
11. Guidelines for loan requirements.
12. Internal and External correspondence files.
13. Customers files.
14. Documents related to Strategic Review of the SILWC 2000 - 2003.
15. Legislation and Legal Instruments.
16. Legal Opinions and related matters.
17. Deeds and other land related documents.
18. Files dealing with training - Local, Foreign and Technical Co-operation.
19. Minutes/Agenda of Meetings.
20. Files dealing with Circulars both external and internal, memoranda, notices, bulletins etc.
21. Reports - Statistical, annual/monthly/quarterly Audit Consultants/queries, Valuation.
22. Briefing paper.
23. Books, booklets leaflets, photographs, brochures, posters, newspaper clippings. .
24. Files dealing with official functions, conferences and events attended by the Board and Management.
25. Complaints/Suggestion files.
26. Registers.
27. Inventories.
28. Confidential Personal Files.

SECTION 7 (I) (a) (iii)**Materials prepared for publication or inspection**

The public may inspect and or obtain copies of the following materials between the hours of 8:00 a.m to 4:00 p.m. on normal working days at -

**SUGAR INDUSTRY LABOUR WELFARE COMMITTEE
CORNER DOVE AND BALISIER AVENUES COUVA**

TELEPHONE NO. 636-2771/2
679 -7264

FAX NO. 679 - 0544

1. Handbook on Loan Portfolio of the SILWC.
2. Guidelines on applications for Loans/Lots.
3. Handbook, Summaries - SILWC HANDBOOK.
4. Brochures, Leaflets - Applications Forms

Literature available by subscription

Not applicable

SECTION 7 (I) (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) which is available in any Public Authority in order to access information that is not readily available in the public domain.

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Addressing Requests

To expedite the processing of your request, please address the completed request form to the Designated Officer Sugar Industry Labour Welfare Committee (see Section 7 (1) (a) (vi)). Information in the Public Domain can be accessed at our reading area. The Library/Reading Room in the SILWC is located in our Conference Room area at our Head Office. You may make general enquiries of our Designated Officer/Alternate Officer at 636 - 2771/2 or Fax No. 679-0544.

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, you can communicate with the 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 Sugar Industry Labour Welfare Committee or from another Public Authority, for example brochures and pamphlets etc.

Responding to a Request for Access to Information:**Retrieving Documents**

The SILWIC is required to furnish copies of documents only when they are in our possession, or can be retrieved 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.

Furnishing Documents

Subject to some exceptions, as indicated in the FOIA, an applicant is entitled to copies of information in the possession, custody or power of the SILWIC. The SILWIC is required to furnish only one copy of a document. If the SILWIC 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 programme 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 the request may be misaddressed or misrouted, you may wish to call to confirm that we have received the request and to ascertain its status.

Fee and Refunds

Not applicable at this time

SECTION 7 (a) (vi)

Officers in the Sugar Industry Labour Welfare Committee 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
Administrated Assistant
Mr. Yussuf Rahim
Corner Dove & Balisier Avenues,
Couva
Tel. 636-2771/2 Fax. 679-0544**

**The Alternate Officer is
Clerk III
Mrs. Willa Guy Straker
Corner Dove & Balisier Avenues
Couva
Tel. 636-2771/2 Fax. 679-0544**

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Section 7 (I) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies (where Meetings / Minutes are open to the public)**

Not Applicable

Section 7 (I) (a) (viii)**Library/Reading Room Facility****Library/Recreation/Lobby etc., for information that is not readily available in the public domain.**

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. - 4:00 p.m. In the event this room is used for other purposes alternative accommodation would be made available.

Policy of the SILWC for provisions of copies of documents held in the SILWC.

- Charges for photo copies is nil at this time.
- Certain provisions of documents may be subject to a small charge to cover administrative costs. (Not applicable at this time).
- No smoking, eating or drinking is allowed in the Library/Reading area.
- A level of quietness would be appreciated.

SECTION 8 - STATEMENTS**SECTION 8 (I) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the SILW not being particulars contained in another written law.

1. SILWC Act. Chapter 64:01
2. SASC Act Chapter 24:01
3. C.S Act Chapter 23:01
4. Exchequer and Audit Act-Chapter 69:01 - 06 The Financial Regulations of 1965
5. The Travelling Regulations 48:50
6. Pensions Account Chapter 23:52 - 55
7. Town & Country Planning Act Chapter 35:01
8. Land & Building Taxes Act Chapter 76:04
9. Industrial Relations Act Chapter 88:01 - 06

Documents available at Government Printery

Section 8 (1) (a) (ii)

Manuals, rules or procedure, statements of policy, records of decisions, letters of advise to person outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

- Criteria for housing loan
- Sugar Welfare Manual
- Strategic plan 2000 - 2003

Section 8 (1) (b)

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

Section 9 (1) (a) - (m)

Statements not applicable at this time.

Government of the Republic of Trinidad and Tobago
Public Statement of the Ministry of Housing (MOH)
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 Ministry of Housing is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:-

- (1) A legal right for each person to access information held by the Ministry of Housing (MOH).
- (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 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)

Mission and Vision Statements:-

The mission of the Ministry of Housing is to “*provide affordable and accessible housing solutions towards the creation of integrated and wholesome communities.*” The Vision is “*providing quality housing for quality living*”.

Function:

The goal of the Ministry of Housing is to facilitate the provision of ten thousand housing solutions annually. The Ministry is comprised of a core with the attendant functions and three (3) executing agencies, namely the National Housing Authority (NHA), Land

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Settlement Agency (LSA) and the Sugar Industry Labour Welfare Committee (SILWC). Each of these Agencies is required to publish individual statements in compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA). The core Ministry's role is one of facilitator and enabler in the provision or realization of the housing solutions envisaged in its forecasted goal.

Organizational Structure and Staffing

The core Ministry of Housing is headed by the Permanent Secretary and has seventy-seven (77) established and sixteen (16) contract positions. The core Ministry is divided into the following Divisions/Sections/Units:

(i)Organizational Chart

See attached.

(ii)Information Technology Unit

This Unit provides the Ministry and its agencies with the information technology services needed to fulfill the objectives of providing sustainable housing solutions to the people of Trinidad and Tobago.

(iii)Project Monitoring and Coordinating Unit (PMCU)

The PMCU Unit was established to implement and monitor the Inter-American Development Bank (IDB) assisted Second National Settlement Program of the Ministry and is staffed by Contract Officers.

Goal

To establish a more equitable, transparent and sustainable system of affordable housing.

Purpose

To improve housing conditions for low income groups.

To make public expenditures for housing more efficient and equitable.

To expand private sector activity in the affordable housing market.

Effects of Functions on Members of the Public

The work of the Ministry of Housing directly impacts on social and economic sectors in the country. Moreover, the Ministry's functions are geared towards improving the quality of life of citizens by the provision of adequate and affordable homes, the accumulation of wealth, through property ownership and the creation of more jobs.

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Section 7 (1) (a) (ii)

Categories of Documents held by General Administration

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:
 - a) Estimates
 - b) Accounts
 - c) Administrative
5. Files dealing with matters relating to the procurement of supplies, services, and equipment.
6. Cabinet Documents.
7. News Releases and / or speeches originating in the Ministry of Housing
8. Policy and Procedure Documents.
9. Internal and external correspondence files.
10. Customer files.
11. Documents relating to Strategic Review of the Ministry, Information Technology Strategy and Training Plans.
12. Legislation and legal instruments.
13. Legal opinions and related matters.
14. Files dealing with training – local and foreign and technical co-operation.
15. Minutes/Agendas of meetings.
16. Files dealing with circulars, memoranda, notices, bulletins etc.
17. Reports: Statistical, annual/monthly/quarterly, leaflets, newspaper clippings.
18. Complaint/suggestions files.
19. Periodicals and publications.

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Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

- (1) A Discussion Paper On Trinidad And Tobago Housing Finance Mechanisms For Lower Income Households
Report To The Ministry of Housing and Settlements And The Inter-American Development Bank
Group Habitat Consell Shelter Consultants (James Mc Gregor), April 20, 2001
- (2) Showing Trinidad & Tobago A New Way Home
A Policy for Shelter, A Strategy for Equity, A Commitment to Employment and a Vision of Caring
Ministry Of Housing, September 18, 2002
- (3) PADCO Housing Studies Phase 1 & 2
PADCO (Planning and Development Collaborative International Inc. and Laughlin & Associates Limited) 1995
 - Strategic Implementation Framework & Programme for Land Settlement and Shelter Development 1995-2005
Volume I: The Context for Action Proposed Implementation Strategy and Programme.

Part 1 – The Context for Action
Part 2 – Proposed Implementation Strategy and Programme
 - Strategic Implementation Framework & Programme for Land Settlement and Shelter Development 1995-2005
Volume II: Proposed Implementation Strategy and Programme for Land Management and Development 1995-2005

Part 1 – The Context for Strategy and Programme Development
Part 2 – Proposed Programme For Land Management and Development 1995-2005
 - The Feasibility of Turnkey Contracting and Other Public-Private Partnerships for Promoting Housing Development in Trinidad and Tobago
 - Expanding the Provision for Rental Housing
- (5) Sugar Industry Labour Welfare Committee Presentation at the Strategic Planning Session for Delivery In the Housing Sector,
Sugar Industry Labour Welfare Committee, November 25, 2002
- (6) Rapporteurs's Report of Search Conference
Ministry of Housing and Settlement, April 1992
- (7) National Housing Authority Annual Administrative Report
January 01, 1998 – September 30, 1998
National Housing Authority

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- (8) A Preliminary Proposal for Inclusion of the Land Settlement Agency of the Ministry of Housing and Settlements, Government of the Republic of Trinidad and Tobago, in the European Community-Funded Poverty Alleviation Programme.
- (9) Restructuring the Trinidad and Tobago Mortgage Finance Company Limited. **PADCO Report, Laughlin and Associates**
- (10) Interim Synthesis Report-**PADCO Report, Laughlin and Associates**
- (11) Housing Finance Report PADCO Report- **Laughlin and Associates.**
- (12) A New Administrative and Distribution Policy For Land- **November 1992**
- (13) Trinidad and Tobago Country Report, Housing And Settlements In Trinidad and Tobago
Ministry of Planning and Development, November 19, 1992
- (14) Second United Nations Conference on Settlements
HABITAT 11 Istanbul, Turkey, June 3-14, 1996

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 Public Authority

How to Request Information:

- **General** – The MOH’s Policy is to respond to all requests for information, both oral and in writing. In order to have the rights provided under the FOIA for example, the right to challenge a decision if a request for information is refused, a request must be made in writing on the appropriate form, that is, the “**Request for Access to Official Documents**” form.
- **Addressing Requests** – To facilitate prompt handling of requests for access to information, please address the completed request form to the Designated Officer, Ministry of Housing.
- **Details in the Requests** – 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 you. If you are unsure how to make the request or the details to be included, communicate with our Designated Officer.

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Requests Not Handled under the FOIA

- A request under the FOIA to access information that is currently available in the public domain, for example in the form of brochures and pamphlets, will not be made available.

Responding to A Request for Access to Information

Retrieving Documents

The Ministry of Housing is only required to furnish copies of documents currently in its possession or when the said documents could be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals state the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information that the Ministry of Housing has in its possession, custody or power. The MOH is required to furnish one copy of a document to an applicant. If a legible copy of a document cannot be made for release, the MOH may not attempt to reconstruct it. Instead, the best copy available will be furnished and a statement regarding its quality made in the response to the applicant.

Please note that the Ministry of Housing is not compelled to do the following:

- a) Create new documents. The MOH is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
- b) Perform research for the applicant.

Time Limits

- **General** – The FOIA establishes time limits for the Ministry to make a decision regarding its ability to disclose the documents requested. If these deadlines are not met, the FOIA gives the applicant the right to proceed as if his/her request has been denied. The MOH will diligently try to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer to confirm that the MOH received the request and to ascertain its status.
- **Time Allowed** – The MOH will determine whether to grant the 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, the applicant will be permitted to inspect the documents or be provided with copies, if so requested.

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- **Time Allowed** – The MOH will determine whether to grant the 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, the applicant will be permitted to inspect the documents or be provided with copies, if so requested.
- **Fees and Refunds** – The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. The applicant is entitled to receive the document/s within seven days of payment of the relevant fee. If the MOH fails to provide the information within the seven day period he\she is entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (vi)**Officers in the Ministry of Housing are responsible for:**

1. The initial receipt of and action upon notices under Section 10
2. Processing requests for access to documents under Section 13
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Job Title	Administrative Officer II
Name	James Francis
Address	Ministry of Housing 44-46 South Quay Port-of Spain
Telephone	624-7909
Fax	625-2793
e-mail	francisj@housing.gov.tt

The Alternate Officer is:

Job Title	Operational Research Officer II
Name	Simone Thorne-Mora
Address	Ministry of Housing 44-46 South Quay Port-of Spain
Telephone	623-4663 Ext. 2110
Fax	625-2793
e-mail	moras@housing.gov.tt

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Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies where Meetings/Minutes are Open to Members of the Public**

- Committee to Implement Land Tribunal Legislation Package
- National Coordinating Committee on Disability
- National ICT Plan Development Project – Infrastructure Sub-Committee
- Joint Consultative Committee
- Multi-Sectoral Committee to Address the Impact of Deported Persons in Trinidad and Tobago
- Sustainable Indicators Committee

The public may inspect and/or obtain copies of the above minutes between the hours of 8:00 a.m. and 4:15 p.m. on Monday to Thursday and from 8:00am to 4:00pm on Friday at:

Location: Ministry of Housing
44-46 South Quay
Port-of-Spain

Phone: 623-HOME (623-4663)

Fax Number: 625-2793

E-mail Address: info@housing.gov.tt

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

Information in the Public Authority 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 secure a Library / Reading Room Facility.

Policy of the Public for Provision of Copies of Documents held in the public domain

- No smoking, eating or drinking is permitted.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i)****Certain Documents to be Made Available for Inspection**

1. Housing Act Chapter 33:01
Acts 3 of 1962
Laws of Trinidad and Tobago

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2. Sugar Industry Special Funds Act Chapter 64:04
Act 12 of 1948
Laws of Trinidad and Tobago
3. State Land (Regularization of Tenure)
Act 25 of 1998
Laws of Trinidad and Tobago

Documents containing interpretation or particulars of written laws or schemes administered by the Public Authority, not being particulars contained in another written law.

Section 8 (1) (a) (ii)

At this time this section is not applicable.

Section 8 (1) (b)

At this time this section is not applicable.

SECTION 9 STATEMENTS

Section 9 (1) (a) (i)

Statement of Possession of Certain Documents to Be Published

1. Sugar Industry Labour Welfare Committee Presentation at the Strategic Planning Session for Delivery In the Housing Sector,
Sugar Industry Labour Welfare Committee, November 25, 2002
2. Trinidad and Tobago Country Report
United Nations Conference on Human Settlements Istanbul, June 2001
3. Trinidad and Tobago National Settlements Program Second Stage Project Report-
Jose Mauricio Silva, July 2002
4. A National Settlement Program for Trinidad And Tobago: The Key to Housing Policy Reform
Dr. Shlomo Angel, Housing Policy Advisor, November 2000
5. Draft Report Vision 2020 Housing Sub-Committee, **September 2003**

Government of the Republic of Trinidad and Tobago**PUBLIC STATEMENT OF THE
NATIONAL HOUSING AUTHORITY
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 National Housing Authority (NHA) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the NHA.
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 National Housing Authority****Vision Statement**

The National Housing Authority will establish functional and attractive housing communities cost effectively, with competent and motivated staff.

Mission Statement

The National Housing Authority will promote and assist in developing sustainable settlements, through the provision of innovative and affordable shelter solutions for lower and middle income groups within identified growth poles, in partnership with the private sector.

Consequently, it will effectively manage its resources, as well as create an environment conducive to employee development, organisational efficiency and responsiveness to its stakeholders.

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The National Housing Authority is a body corporate established by Act No.3 of 1962 (Chapter 33:01 of the Laws of Trinidad and Tobago). It is

"an Act to create a National Housing Authority to replace existing Statutory Bodies dealing with housing, and to revise, consolidate and extend the laws relating to the encouragement of construction of dwelling houses and home ownership, and for matters incidental thereto".

Location and Structure

The Head Office of the NHA is located at #44-46 South Quay, Port of Spain. The NHA is managed by a Board of Directors and an Executive Director.

The current organisational structure of the NHA is divided into seven (7) departments, which include Property Management, Land Assembly and Construction, Legal, General Administration, Finance and Accounts, Mortgage and Rental Administration and Human Resource Management. There is also an independent Audit Department.

Functions

The NHA's work directly impacts the Housing Sector as its main functions are:

- (i) construction of houses for rent or sale;
- (ii) acquisition of property;
- (iii) land development and sale of lots;
- (iv) property management;
- (v) providing incentives to developers to enter the housing section of the economy;
and
- (vi) research and planning in housing demand, design and construction.

The functions of Property Management are also administered from site offices at the following locations:

- (i) Maloney
- (ii) Morvant
- (iii) Beetham
- (iv) Cocorite
- (v) Couva
- (vi) San Fernando
- (vii) Port of Spain, and
- (viii) Tobago.

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

The Authority's work impacts directly on the Housing Sector and indirectly on the other sectors, including health and safety. The land development and housing programmes pursued by the Authority also stimulate the construction industry thereby bolstering the economy and labour market.

The public has the opportunity to shape the Authority's policy and programmes through participation in exhibitions, legal clinics as well as ongoing community development initiatives pursued within the Authority's housing estates.

Section 7 (1) (a) (ii):

Categories of Documents in the possession of the National Housing Authority

The NHA maintains records that relate to its administrative function, support services, and technical operations. These records include the following:

1. Files dealing with administrative support and general administrative documents for the operations of the NHA.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements and leave.
3. Files dealing with the financial accounting and management functions of the NHA
4. Financial Records (budgets, financial planning and reporting, capital investments, cheques, vouchers, invoices, receipts, journals, pay records, financial statements.)
5. Files dealing with matters relating to the procurement of equipment supplies and services.
6. Minutes of Board of Directors and Board Committees meetings.
7. News releases and speeches originating in the NHA.
8. Policy and Procedure documents.
9. Internal and external correspondence files.
10. Customer files.
11. Documents relating to the strategic review of the Structure and Information Technology Strategy of the NHA.
12. Legislation and Legal Instruments
13. Files dealing with training -local, foreign and technical co-operations.
14. Minutes / Agenda of Meetings.
15. Circulars, Memoranda, Notices and Bulletins.
16. Reports: Annual / Monthly / Quarterly.
18. Newspaper clippings.
19. Files dealing with official functions and events hosted.
20. Inventories.
21. Complaint / suggestion files
22. Registers / Certificates / Consents / Licenses
23. Structure Plans and approved drawings for housing estates
24. Planning permissions to carry out development.

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Section 7 (1) (a) (iii):

Material prepared for Publication or Inspection

This Section is not applicable at this time.

Section 7 (1) (a) (iv):

Literature available by Subscription

The NHA does not publish any documents at present that are available by way of subscription.

Section 7 (1) (a) (iv):

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) which is available in any Public Authority in order to access information that is not readily available in the public domain.

· Addressing Requests

To expedite the processing of your request, please address it to the Designated Officer of the NHA (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, you can communicate with the 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 NHA or from another public authority, for example, brochures and pamphlets etc.

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Section 7 (1) (a) (iii):

Material prepared for Publication or Inspection

This Section is not applicable at this time.

Section 7 (1) (a) (iv):

Literature available by Subscription

The NHA does not publish any documents at present that are available by way of subscription.

Section 7 (1) (a) (iv):

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) which is available in any Public Authority in order to access information that is not readily available in the public domain.

· Addressing Requests

To expedite the processing of your request, please address it to the Designated Officer of the NHA (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, you can communicate with the 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 NHA or from another public authority, for example, brochures and pamphlets etc.

617—Continued

Responding to your Request

• Retrieving Documents

The NHA is required to furnish copies of documents only when they are in our possession, or can be retrieved 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.

• Furnishing Documents

Subject to some exceptions, as indicated in the FOIA, an applicant is entitled to copies of information in the possession, custody or power of the NHA. The NHA is required to furnish only one copy of a document. If the NHA cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, the NHA will furnish the best copy possible and note its quality in our reply.

Please note that the NHA is not compelled to do the following:

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

Time Limits

• General

The FOIA sets certain time limits for a decision to be made on whether to disclose the documents you have requested. If the NHA fails to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. The NHA will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, your request will be acknowledged, and advice of its status given. Since there is a possibility that requests may be misaddressed or misrouted, you may call or write to confirm that the NHA has received the request and to ascertain its status.

• Time Allowed

The NHA will determine whether to grant your request for access to information as soon as is 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.

617—Continued

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees incurred in making documents available. You are entitled to receive the document/s within seven days of payment of the relevant fee. If the NHA fails 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 PUBLIC AUTHORITY RESPONSIBLE FOR**

- (1) The initial receipt of the action upon notices under Section 10.
- (2) Request for access to documents under Section 13.
- (3) Applications for corrections of personal documents under Section 36 of the FOIA.

The Designated Officer is:

Ms. Daphine Berkeley
Administrative Officer IV
National Housing Authority
#44-46 South Quay
Port of Spain.
Tel. No. 623-4663
Fax No. 625-3963
Email: nhagov@tstt.net.tt.

The Alternate Officer is:

Mrs. Marilyn Ramkissoon
Administrative Officer II
National Housing Authority
#44-46 South Quay
Port of Spain
Tel. No. 623-4663
Fax No. 625-3963
Email: nhagov@tstt.net.tt.

Section 7 (1) (a) (vii)**ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES (WHERE MEETINGS ARE OPENED TO THE PUBLIC)**

The NHA at times hosts town and community meetings which are open to the Public. These meetings are advertised accordingly.

617—Continued

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information in the public domain can be accessed at our Research Unit on the 1st Floor, #44-46 South Quay, Port of Spain. You may direct your general enquiries to the Receptionist/Telephone Operator.

The office is open to the public from Mondays to Fridays between the hours of 8.00 a.m. and 3.00 p.m. and may be used to make FOIA requests or to inspect printed material.

Policy of the Public Authority for provision of copies of documents held in the public domain.

- Certain provision of documents may be subject to a small charge to cover administrative costs.
- Access to documents in the public domain is by appointment only. You are to liaise with the Designated Officer or Alternate Officer to schedule an appointment (see Section 7 (1) (a) (vi)).
- No smoking, eating or drinking is allowed in the NHA.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- Housing Act (Chapter 33:01) Updated version.
This document is available for purchase at the 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.

- Rules for the Invitation and Consideration of Offers and Tenders and the Award of Contracts for Goods, Services and the Execution of Works for the National Housing Authority.

617—Continued

Section 8 (1) (b)

At this time we have no such documents under the aforementioned section.

SECTION 9 STATEMENTS

Section 9 (1) (a) – Section 9 (1) (f)

At this time we have no such reports under the aforementioned sections.

Section 9 (1) (g)

A report prepared within the public authority 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.

- . Public Sector Investment Programme (PSIP): Development Programme Report - October 2002-September 2003
- . Public Sector Investment Programme (PSIP): Recurrent Estimate Report - October 2002 September 2003

Section 9 (1) (h)

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

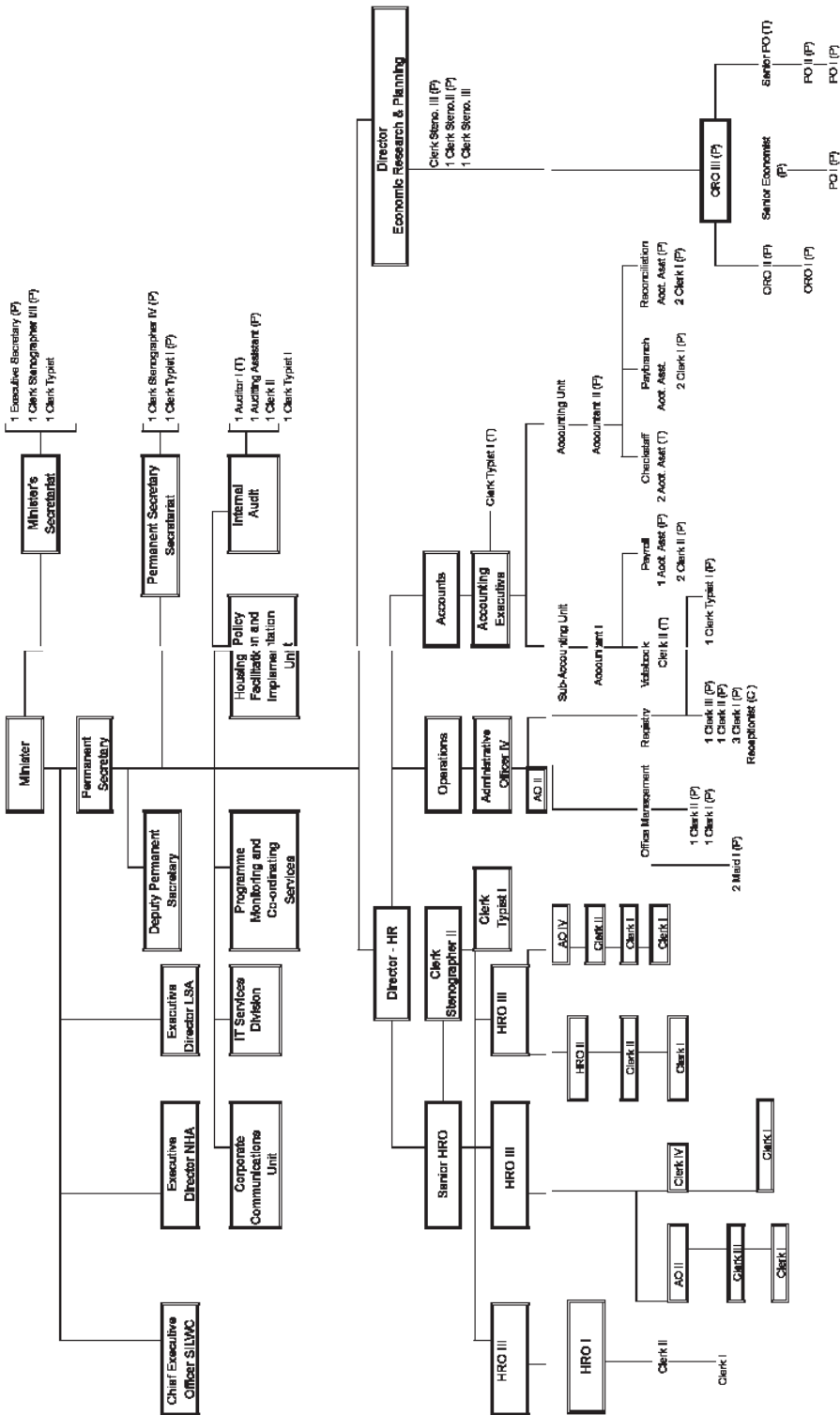
- . Annual Administrative Report 1998-1999 prepared by the Research Unit.
- . Status Report on Medium Term Policy Framework - April 2000 I-June 2001 prepared by the Research Unit

Section 9 (1) (i) – Section 9 (1) (m)

At this time we have no such reports under the aforementioned sections.

617—Continued

Ministry of Ho using
Existing Organisation Structure





**TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED**

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

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) Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish the following statements that 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 Trinidad & Tobago National Petroleum Marketing Company Limited;
- (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.

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) publishes the following statement as approved by the Minister of Energy and Energy Industries:

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972 when the Government of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the ten year old company Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalize the Oil Industry.



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NP, in addition to its local marketing activity is also the parent company of five subsidiary companies and the Head Office of several foreign branches as follows: -

Subsidiary companies:

Natpet Investments Company Limited
Natstar Manufacturing Company Limited
National Agro Chemicals Limited
Natpetrol (Sint Maarten) N.V.
Natpet (Sint Maarten) N.V.

Branches:

Tobago National Petroleum Marketing Company Limited - Dominica Branch
Tobago National Petroleum Marketing Company Limited - Barbados Branch
Tobago National Petroleum Marketing Company Limited - Jamaica Branch

At present the Dominica Branch is the only branch that is actively trading.

NP's Mission is to achieve the status where "We are a profitable, environmentally-conscious marketing company that delivers excellence and uncompromising customer satisfaction, through inspired teamwork".

NP holds a Vision "To be the most valued marketer to all our customers".

NP's Head Office is located at National Drive, Sea Lots, Port of Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company. There are four Board Sub-Committees that considers, approves and where necessary makes recommendations to the Board of Directors on matters relating to Tenders, Audit and Finance, Operations and Human Resource.

NP employs a workforce of approximately six hundred (600) persons and is headed by a Chief Executive Officer (CEO). NP's organization structure consists of six (6) major responsibility centers along with other support, monitor and executive functions under the Office of the CEO.

Major Responsibility Centers and its sub divisions are:

(1) Retail Marketing:

Retail Sales
Branding

(2) Industrial Sales:

Sales
Technical Services
Industrial Product Sales

(3) Business Development:

Export Sales

(4) Operations:

Production
Tobago Terminal
Distribution
Engineering:
Maintenance
Development and Infrastructure



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(5) Human Resource:

Employee Relations
Organisation Development
Industrial Relations

(6) Finance:

Accounting Services
Treasury & Management Accounting
Procurement & Warehousing

Other support, monitoring and executive functions are:

Marketing Specialist
Internal Audit
Information Systems
Legal & Company Secretariat
Health, Safety & Environment
Customer Services
Corporate Communications

The following Committees are operational and comprise officers of NP as well as members of the Trade Union and Pension Funds:

Management Tenders Committee
Credit Committee
Joint Health & Safety Committee
Pension Fund Management Committees

Effect of functions on members of the public

NP is a diversified petroleum marketing company with its main activities comprising: -

- Acquisition and distribution of fuels to service stations, aviation, marine and industrial users.
- Marketing of fuels including LPG and CNG
- Blending and marketing of lubricants and brake fluid
- Service Station Activities Convenience Store Activities
- Contract Blending Activities
- Technical and Laboratory Services
- Branch Activities
 - The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refueling facilities. It also markets fuels and lubricants to service stations and other users.
- Subsidiary Activities
 - National Agro Chemicals Limited (NACL) supplies a wide range of fertilizers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and also sells a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owns and operates, at Point Lisas, one of the few fertilizer blending plants in the Caribbean.
 - Natstar Manufacturing Company Limited maintains and refurbishes LPG containers used in the cooking gas trade. In addition, the company's drum making plant is used to manufacture special steel drums that are crafted to produce the national instrument - The Steel Pan.
 - Napet Investment Company Limited operates company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied. The filling plant is located in the parent company's facilities at Sea Lots, Port of Spain.

NP considers feedback from the public gathered through its Corporate Communications and Customer Services Departments in guiding its formulation of policy.



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Section 7 (1) (a) (ii)**Categories of Documents in the possession of NP**

1. Files dealing with organizational support and administrative/contractual documents for the operations of NP.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Industrial Agreements and Terms and Conditions of Employment
4. Files dealing with training - local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of NP.
6. Financial Records (cheques, vouchers, invoices, receipts, journals etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in NP.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.
13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to NP.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Audit, Consultants', Technical, Corporate, Valuation, Accident, Feasibility studies and Surveys etc.
19. Files on Marketing Policies, Pricing Strategies and Price Build-ups
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/ Logs/Certificates/Permits/Licenses etc.
25. Files dealing with engineering, construction and maintenance of NP's facilities.

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8.30a.m. to 11.30a.m. and 1.30p.m. to 3.00 p.m. on normal working days at: -

NP's Library
NP House,
National Drive,
Sea Lots,
Port-of-Spain.

Telephone: (868) 625-1364 / 8
Fax: (868) 627-4028
E-Mail: npmc@trinidad.net

- Annual Financial Statements
- Tenders Procedure Guide
- Credit Policy & Procedure
- Customer Service Handbook
- Health, Safety & Environmental Policy Statement
- Emergency Response Procedure - Visitors



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- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion Policy
- Donation Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy

General information is also available on the Company's website, www.np.co.tt

Section 7 (1) (a) (iv)

Literature available by subscription

NP does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from NP.

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

- Obtain an FOIA application form (*Request for Access to Official Documents*) available in our Library, Legal Department or from the Government FOIA Unit on its website address: www.foia.govt.tt in order to access information that is not readily available to the public.
- To facilitate prompt handling of your request, please address it to the Designated Officer of the Company **(see Section 7 (1) (a) (vi))**.
- 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, please communicate with the Designated Officer.
- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public.
- Copies of documents are only furnished when they are in our possession custody or power. 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. 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.
- A request is deemed to be received when the original of the completed request form is received by the Designated Officer, the Company Secretary's Office or in the Legal Department of the Company and a written acknowledgement is issued.
- 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 advise you of its status.
- Upon any consultation between the applicant and the Designated Officer time is suspended in the computation of the thirty-day period **(Sec. 21{7})**.
- 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. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.



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- 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. The Freedom of Information Fees and Charges Regulations are not yet in force and, except for duplication charges, documents will be provided free of charge.

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 corrections of personal information under section 36 of the FOIA**

The Designated Officer is:

Manager Legal & Company Secretary
Suzette Liverpool Bailey (Mrs.)
NP House, National Drive,
Sea Lots, Port of Spain
Telephone 625 1364 Ext. 432
Fax 627 6103
E-mail sbailey@np.co.tt

The Alternate Officer is:

Administrative Assistant - Company Secretariat
Ingrid Harris-Dick
NP House, National Drive,
Sea Lots, Port of Spain
Telephone 625 1364 Ext. 472
Fax 627 6103
E-mail iharris@np.co.tt

Section 7 (1) (a)(vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.np.co.tt
General enquiries may be made to our Clerk at telephone number 625-1364 Ext 420.

The Library/Reading Room at NP is located on the 2nd Floor of NP House Phase I at Sea Lots, Port of Spain and is open to the public on normal working days between the hours of 8.30 a.m. to 11.30 a.m. and 1.30p.m. to 3.00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Library/Reading Room.

Provision of copies of documents that are readily available to the public

- NP at its discretion may charge for photocopies at 50cents per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision.



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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 public authority, not being particulars contained in another written law

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

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.

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

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.

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

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 public authority.

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

Report on the Rationalization of the Petroleum Products Service Station Network of the Trinidad & Tobago National Petroleum Marketing Company Limited. - February 2004.

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 public authority.

'Tender Evaluation Report' - Provision of Services for an Independent Systems Audit - NGC, MPMC and Petrotrin

Section 9 (1) (d)

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

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (e)

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

At this time, we have no reports or statements under this sub-section.



618—Continued

Section 9 (1) (f)

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

Business Process Risk Assessment - November 2001 - Ernst & Young.
Marine Services - 2002 - Edmond Arneaud

Section 9 (1) (g)

A report prepared within the public authority 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.

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (h)

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

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (i)

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

Budgets and Strategic Plans - Compiled internally - 2001 to 2004

Section 9 (1) (j)

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

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (k)

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

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time, we have no reports or statements under this sub-section.

Section 9 (1) (m)

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

At this time, we have no reports or statements under this sub-section.



619

LIGHTING-UP HOURS FOR THE MONTHS OF
APRIL, MAY AND JUNE, 2005

LIGHTING-UP HOURS for Motor Vehicles and other Vehicles for
the months of April, May and June, 2005.

Month	Period	Lighting-up Hours
April	1st to 15th 16th to 30th	6.40 p.m. to 5.04 a.m. 6.46 p.m. to 5.20 a.m.
May	1st to 15th 16th to 31st	6.48 p.m. to 5.15 a.m. 6.52 p.m. to 5.12 a.m.
June	1st to 15th 16th to 30th	6.56 p.m. to 5.12 a.m. 6.59 p.m. to 5.15 a.m.

T. PAUL
Commissioner of Police

Police Administration,
Corner Sackville and
Edward Streets,
Port-of-Spain.

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LOSS OF SAGICOR LIFE INC. POLICIES

FRANCINE DOS RAMOS having made sworn deposition that Policy
Number 06298101 on the life of FRANCINE DOS RAMOS has
been lost, and having made application to the Directors to grant
a duplicate of the same, notice is hereby given that unless
objection is raised within one month of the date hereof, the
duplicate policy asked for will be issued.

SAGICOR LIFE INC.

621

JULIET GOMEZ having made sworn deposition that Policy
Number 06518025 on the life of JULIET GOMEZ has been lost,
and having made application to the Directors to grant a
duplicate of the same, notice is hereby given that unless
objection is raised within one month of the date hereof, the
duplicate policy asked for will be issued.

SAGICOR LIFE INC

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SPECIAL LICENSING SESSIONS
(Liquor Licences Act, Chap. 84:10)

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the
provisions of the Liquor Licences Act, Chap. 84:10, the
Licensing Committee for the Licensing District of the County of
St. George West, Port-of-Spain Area, has appointed THURSDAY
THE 21ST DAY OF APRIL, 2005 at 1.00 o'clock in the afternoon at
the Port-of-Spain Magistrates' Court as the day, hour and place
at which a Special Session will be held to hear and determine
the application of Michael Rambert, of 9, Ali's Drive, El Socorro
Road, San Juan, for a Certificate authorising him to carry on
the business of a Special Restaurant in respect of premises
situate at 91-93, Duke Street, Port-of-Spain.

Dated this 6th day of April, 2005 at the Port-of-Spain
Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

623

NOTICE is hereby given that by lawful authority under the
provisions of the Liquor Licences Act, Chap. 84:10, the
Licensing Committee for the Licensing District of the County of
St. George West, Port-of-Spain Area, has appointed THURSDAY
THE 28TH DAY OF APRIL, 2005 at 1.00 o'clock in the afternoon at
the Port-of-Spain Magistrates' Court as the day, hour and place
at which a Special Session will be held to hear and determine
the application of Terrance F. Charles of 162, North Post Road,
Diego Martin, for a Certificate authorizing him to carry on the
business of a Grocer in respect of premises situate at 162, North
Post Road, Diego Martin.

Dated this 8th day of April, 2005 at the Port-of-Spain
Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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TUNAPUNA

NOTICE is hereby given that by lawful authority under the
provisions of the Liquor Licences Act, Chap. 84:10, the
Licensing Committee for the Licensing District of the County of
St. George East, Tunapuna Area, has appointed WEDNESDAY THE
27TH DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon at the
Tunapuna Magistrate's Court as the day, hour and place at
which a Special Session will be held to hear and determine the
application of Farouk Khan, for a Certificate authorising him to
carry on the business of a Spirit Retailer in respect of premises
situate at Opposite Light Pole No. 183, Maracas Royal Road,
St. Joseph.

Dated this 29th day of March, 2005 at the Tunapuna
Magistrate's Court.

A. ALI
*Secretary, Licensing Committee,
St. George East*

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CHAGUANAS

NOTICE is hereby given that by lawful authority under the
provisions of the Liquor Licences Act, Chap. 84:10, the
Licensing Committee for the Licensing District of the County of
Caroni, Chaguanas Area, has appointed THURSDAY THE 21ST DAY
OF APRIL, 2005 at 9.00 o'clock in the forenoon at the Chaguanas
Magistrate's Court as the day, hour and place at which a Special
Session will be held to hear and determine the application of
Stephen Boodram of Main Road, Todd's Road, for a Certificate
authorising him to carry on the business of a Spirit Retailer in
respect of premises situate at Main Road, Todd's Road.

Dated this 4th day of April, 2005 at the Chaguanas
Magistrate's Court.

V. K-RAMCHARAN
*Secretary, Licensing Committee,
Caroni*

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SPECIAL LICENSING SESSIONS—CONTINUED
(*Liquor Licences Act, Chap. 84:10*)

CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of Caroni, Chaguana Area, has appointed THURSDAY THE 21ST DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon at the Chaguana Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Dharamraj Jugmohansingh of Light Pole No. 57, Mon Plasir Road, Cunupia, for a Certificate authorising him to carry on the business of a Spirit Retailer in respect of premises situate at Light Pole No. 57, Mon Plasir Road, Cunupia.

Dated this 1st day of April, 2005 at the Chaguana Magistrate's Court.

V. K-RAMCHARAN
*Secretary, Licensing Committee,
Caroni*

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NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10:18(3), the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, has appointed THURSDAY THE 28TH DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Roland St. George, for a Certificate authorising him to obtain a Special Restaurant Licence in respect of premises situate at 200–202, Southern Main Road, La Romain.

Dated this 6th day of April, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM
*Secretary, Licensing Committee,
Victoria (West)*

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NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10:18(3), the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, has appointed THURSDAY THE 28TH DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Nicole Sanayhie, for a Certificate authorising her to obtain a Special Restaurant Licence in respect of premises situate at 62, Union Road, Marabella.

Dated this 6th day of April, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM
*Secretary, Licensing Committee,
Victoria (West)*

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TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Caroni, Chaguana Area, by Dane Darbasie, of 105, Golf Course Road, Fairways, Maraval, that it is his intention to apply to the Licensing Committee at the Chaguana Magistrate's Court on THURSDAY THE 28TH DAY OF APRIL, 2005 for a transfer to him of the Licence to carry on the trade of a Special Restaurant now held by David O'Brien, in respect of premises situate at Price Plaza, Endeavour Road, Chaguana, in the said district.

Dated this 7th day of April, 2005 at the Chaguana Magistrate's Court.

V. K-RAMCHARAN
*Secretary, Licensing Committee,
Chaguana*

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VICTORIA (WEST)

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, by Roodal Ramlogan, of St. Clements Junction, Ste. Madeleine, that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 21ST DAY OF APRIL, 2005, at 9.00 o'clock in the forenoon for a transfer to him of the Special Restaurant Licence now held by Rajkumari Sankar in respect of premises situate at St. Clements Junction, Ste. Madeleine.

Dated this 6th day of April, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM
*Secretary, Licensing Committee,
San Fernando*

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ST. PATRICK (WEST)

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of St. Patrick (West), Point Fortin Area, by Radha Teeluck, of Fullerton Village, Cedros, that it is her intention to apply to the Licensing Committee at the Point Fortin Magistrate's Court on WEDNESDAY THE 20TH DAY OF APRIL, 2005, for a transfer to her of the Licence to carry on the business of a Spirit Retailer now held by Sahadeo Teeluck in respect of premises situate at No. 3 Guapo-Cap-de-Ville Road, Point Fortin, in the said district.

Dated this 4th day of April, 2005 at the Point Fortin Magistrate's Court.

R. SOOKHANSINGH
*Secretary, Licensing Committee,
Point Fortin.*