



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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No. 39

418

### APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Mr. NOEL GAYLE, to be temporarily a Member of the Senate, with effect from 4th March, 2008 and continuing during the absence from Trinidad and Tobago of Senator TINA GRONLUND-NUNEZ.

4th March, 2008.

H. HEMNATH  
*Secretary to His Excellency  
the President*

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### APPOINTMENT TO ACT AS MINISTER OF HEALTH

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. COLM IMBERT, a Member of the House of Representatives, to act in the Office of Senator the Honourable JERRY NARACE, Minister of Health, with effect from 11th March, 2008 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Jerry Narace, in addition to the discharge of his normal duties.

10th March, 2008.

H. HEMNATH  
*Secretary to His Excellency  
the President*

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### REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

WRIT OF VENIRE  
(*Jury Ordinance, Ch. 4 No. 2*)

TO: THE MARSHAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO

YOU are hereby commanded that you cause before Our said High Court of Justice, at the Court House, in the City of San Fernando on Tuesday the 1st day of April, Two Thousand and Eight a competent number of good and lawful men qualified according to law to serve as Jurors, and have then and there the names of the Jurors, and this Writ:

WITNESS: The Honourable Mr. Ivor Archie, Chief Justice in and for the said Republic at San Fernando, this 29th day of March, in the Year of Our Lord Two Thousand and Eight.

J. RODRIGUEZ  
*Registrar*

LIST OF PAYEES WITH UNCASHED CHEQUES ISSUED BY THE MINISTRY OF LEGAL AFFAIRS UP TO  
30TH SEPTEMBER, 2007

LIST OF PAYEES with cheques issued by the Ministry of Legal Affairs up to 30th September, 2007, which to date have not been presented for encashment and are due to become void on the 30th March, 2008 in accordance with the Ministry of Finance Circular No. 2 of 1994, dated 18th March, 1994 and Comptroller of Accounts Circular No. 28, dated 11th September, 1998.

Kindly ignore this notice if cheques were encashed after January, 2008.

<i>Name</i>						<i>Address</i>
Aaron Ramirez	...	...	...	...	...	c/o Ministry of Legal Affairs, Mode Alive Building, Frederick Street, Port-of-Spain
Aba Perrotte	...	...	...	...	...	do.
Abiegall Rennie	...	...	...	...	...	do.
Academics Plus	...	...	...	...	...	do.
Akim Mc Allister	...	...	...	...	...	do.
Alana Kavita Ramlogan	...	...	...	...	...	do.
Albertina Salina	...	...	...	...	...	do.
Alison Morrison	...	...	...	...	...	do.
Allison Hughes	...	...	...	...	...	do.
Aloma Ramdeen	...	...	...	...	...	do.
Amanda Bugros	...	...	...	...	...	do.
Amberlene Joseph	...	...	...	...	...	do.
Andre Cheltenham	...	...	...	...	...	do.
Aneisha Mahase	...	...	...	...	...	do.
Anessa Ballack	...	...	...	...	...	do.
Angela Bruce	...	...	...	...	...	do.
Anisa Maharaj	...	...	...	...	...	do.
Arianne Bailey	...	...	...	...	...	do.
Ayanna Alexis	...	...	...	...	...	do.
Ayodele Eastman	...	...	...	...	...	do.
Bhogawatie Seunarine-Singh	...	...	...	...	...	do.
Board of Inland Revenue	...	...	...	...	...	do.
Caribbean Industrial Research Ins.	...	...	...	...	...	do.
Calvin Munroe	...	...	...	...	...	do.
Carlton Cox	...	...	...	...	...	do.
Carlyle Lodge	...	...	...	...	...	do.
Carol Alleyne	...	...	...	...	...	do.
Cherryann Stewart	...	...	...	...	...	do.
Chevon Alexis	...	...	...	...	...	do.
Chevon Baynes	...	...	...	...	...	do.
Christine Andrews	...	...	...	...	...	do.
City Treasurer's P.O.S. Corporation	...	...	...	...	...	do.
Clara Boohoo	...	...	...	...	...	do.
Clint Seecharan	...	...	...	...	...	do.
Commissioner of Inland Revenue	...	...	...	...	...	do.
Corey James	...	...	...	...	...	do.
Curt Ann Toby	...	...	...	...	...	do.
Cynthia Belgrove	...	...	...	...	...	do.
Dale Baird	...	...	...	...	...	do.
Daniel Ramsaroop	...	...	...	...	...	do.
Daniella Lezama	...	...	...	...	...	do.
Denise Daniel-Brown	...	...	...	...	...	do.
Devon Charles	...	...	...	...	...	do.
Diamond Systems & Supplies Ltd.	...	...	...	...	...	do.
Dosunmu Olukayode	...	...	...	...	...	do.
Dr. Winston Butler	...	...	...	...	...	do.
Earla Small	...	...	...	...	...	do.
Eric Solis Marketing Limited	...	...	...	...	...	do.
Ettes Office Furniture Ltd.	...	...	...	...	...	do.
Eulin Sebro Belfour	...	...	...	...	...	do.

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LIST OF PAYEES WITH UNCASHED CHEQUES ISSUED BY THE MINISTRY OF LEGAL AFFAIRS UP TO  
30TH SEPTEMBER, 2007—CONTINUED

<i>Name</i>						<i>Address</i>
F1 Connect	...	...	...	...	...	c/o Ministry of Legal Affairs, Mode Alive Building, Frederick Street, Port-of-Spain
Gabrielle Garbo	...	...	...	...	...	do.
Gale Lashley Bailey	...	...	...	...	...	do.
Ganesh Persad	...	...	...	...	...	do.
Gillian Riley	...	...	...	...	...	do.
Glendon Calliste	...	...	...	...	...	do.
Hamdali Rostan	...	...	...	...	...	do.
Ian Sullivan	...	...	...	...	...	do.
Ife Thembisa	...	...	...	...	...	do.
Illuminat (Trinidad and Tobago Ltd.)	...	...	...	...	...	do.
Ingrid Giffith	...	...	...	...	...	do.
Ingrid Hector	...	...	...	...	...	do.
Inland Revenue Sports Club	...	...	...	...	...	do.
Iska Richardson	...	...	...	...	...	do.
Jacques Durieux	...	...	...	...	...	do.
Jacqueline Peters	...	...	...	...	...	do.
Janelle Carimbocas	...	...	...	...	...	do.
Jason Barkley	...	...	...	...	...	do.
Jean Paul Christian	...	...	...	...	...	do.
Jemma Adams	...	...	...	...	...	do.
Jennifer Frederick	...	...	...	...	...	do.
Joel Burgess	...	...	...	...	...	do.
Joeline O'Brien	...	...	...	...	...	do.
Juliana Lawrence	...	...	...	...	...	do.
Justin Jarrette	...	...	...	...	...	do.
K. Wilson Auto Tech. Service	...	...	...	...	...	do.
Kamla Ragoo	...	...	...	...	...	do.
Karleen Richards	...	...	...	...	...	do.
Katherina Jones	...	...	...	...	...	do.
Kathleen Cummings	...	...	...	...	...	do.
Keith Khan's Books etc. Ltd.	...	...	...	...	...	do.
Keith Wallace	...	...	...	...	...	do.
Kelsey Ali ...	...	...	...	...	...	do.
Kenrick Bede Bourne	...	...	...	...	...	do.
Kenrick Williams	...	...	...	...	...	do.
Kent Atiba Turpin	...	...	...	...	...	do.
Kester Forde	...	...	...	...	...	do.
Kevin Gore	...	...	...	...	...	do.
Kevin Williams	...	...	...	...	...	do.
Kiune Sorzano	...	...	...	...	...	do.
La Toya De Souza	...	...	...	...	...	do.
Leandra Antoine	...	...	...	...	...	do.
Lee Andra Diana Prentice	...	...	...	...	...	do.
Leslie Harris	...	...	...	...	...	do.
M & M Insurance Services Ltd.	...	...	...	...	...	do.
Marissa Joseph	...	...	...	...	...	do.
Marjorie Bidaisee	...	...	...	...	...	do.
Marlon Warner	...	...	...	...	...	do.
Marvin Gomes	...	...	...	...	...	do.
Melissa Alexander	...	...	...	...	...	do.
Melissa Charles	...	...	...	...	...	do.
Melissa Persad	...	...	...	...	...	do.
Michael Durham	...	...	...	...	...	do.
Michelle Harripersad	...	...	...	...	...	do.
Mohani Ramlochan	...	...	...	...	...	do.

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LIST OF PAYEES WITH UNCASHED CHEQUES ISSUED BY THE MINISTRY OF LEGAL AFFAIRS UP TO  
30TH SEPTEMBER, 2007—CONTINUED

<i>Name</i>						<i>Address</i>
Monica Wint	...	...	...	...	...	c/o Ministry of Legal Affairs, Mode Alive Building, Frederick Street, Port-of-Spain
Monique W. Austin	...	...	...	...	...	do.
Moses Brown	...	...	...	...	...	do.
Nardia Kanhai	...	...	...	...	...	do.
National Insurance Board	...	...	...	...	...	do.
Neal Bowen	...	...	...	...	...	do.
Neka Riley	...	...	...	...	...	do.
Nikeshia Crooks	...	...	...	...	...	do.
Nindra Bridgemohan	...	...	...	...	...	do.
Niquemba Orr	...	...	...	...	...	do.
Norbert Bernard Yawching	...	...	...	...	...	do.
Ousha Ramphall	...	...	...	...	...	do.
Peake Trading Limited	...	...	...	...	...	do.
Pereira & Company Ltd.	...	...	...	...	...	do.
Petra Campbell	...	...	...	...	...	do.
R & R Buyers Mart	...	...	...	...	...	do.
Rajiv Ramkissoon	...	...	...	...	...	do.
Ravi Ramesh Singh	...	...	...	...	...	do.
Reeti Maharajh	...	...	...	...	...	do.
Regina Ann Ramdeen	...	...	...	...	...	do.
Renne Beckles	...	...	...	...	...	do.
Rennée De Freitas	...	...	...	...	...	do.
Rhonda Alexander-Charles	...	...	...	...	...	do.
Ricardo Quashie	...	...	...	...	...	do.
Rollocks Car Rentals Ltd.	...	...	...	...	...	do.
Ronnie Seeth	...	...	...	...	...	do.
Russel Seebaran	...	...	...	...	...	do.
S. Chang Variety Store	...	...	...	...	...	do.
Sade George	...	...	...	...	...	do.
Scotia Bank Ltd.	...	...	...	...	...	do.
Seve Fraser	...	...	...	...	...	do.
Shandy Nelson	...	...	...	...	...	do.
Sharon Skerritt	...	...	...	...	...	do.
Sheldy Mc Gail	...	...	...	...	...	do.
Sheron Martinez-Bonald	...	...	...	...	...	do.
Shimon Carter	...	...	...	...	...	do.
Shirl P. Douglas	...	...	...	...	...	do.
Stacy Constantine	...	...	...	...	...	do.
Stephon Cadette	...	...	...	...	...	do.
Suncoast Enterprises Ltd.	...	...	...	...	...	do.
The American Stores Ltd.	...	...	...	...	...	do.
The Boss Stationers	...	...	...	...	...	do.
Theresa Simon-Keane	...	...	...	...	...	do.
Trisha Basdeo	...	...	...	...	...	do.
Valon Vidale	...	...	...	...	...	do.
Vanessa Herbert	...	...	...	...	...	do.
Vanessa Ramkaran	...	...	...	...	...	do.
Venita Morgriff	...	...	...	...	...	do.
Vernill Thompson	...	...	...	...	...	do.
Victor Amos Daniel	...	...	...	...	...	do.
Victoria Sellier	...	...	...	...	...	do.
Walston Romany	...	...	...	...	...	do.
Wayne Charles	...	...	...	...	...	do.
Yohannes Zion	...	...	...	...	...	do.
Yvonne Haynes	...	...	...	...	...	do.

**ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO****PUBLIC NOTICE****CONFERMENT OF INSTITUTIONAL TITLE**

The public is advised that the Accreditation Council of Trinidad and Tobago (ACTT) has conferred the title of **Tertiary College** on the institute **College of Legal Studies** with its main operations located at **#37 Eleanor Street, Chaguanas.**

**For further information please contact:**

**The Accreditation Council of Trinidad and Tobago (ACTT)**

**Level 3, Building B, ALGICO Plaza**

**91-93 St. Vincent Street,**

**Port of Spain**

**Telephone: 623-2500/5282/7340/8389/8620**

**Facsimile: 624-5711**

**Tobago Office Tel/Fax: 639-1333**

**Email: [customerservice@actt.org.tt](mailto:customerservice@actt.org.tt)**

**Visit our website: [www.actt.org.tt](http://www.actt.org.tt)**

**ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO****PUBLIC NOTICE**  
**CONFERMENT OF INSTITUTIONAL TITLE**

The public is advised that the Accreditation Council of Trinidad and Tobago (ACTT) has conferred the title of **Tertiary College** on the institute **College of Ultrasound Sciences** with its main operations located at **#25 Hollis Avenue, Arima.**

**For further information please contact:**

**The Accreditation Council of Trinidad and Tobago (ACTT)**

**Level 3, Building B, ALGICO Plaza**

**91-93 St. Vincent Street,**

**Port of Spain**

**Telephone: 623-2500/5282/7340/8389/8620**

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**Email: [customerservice@actt.org.tt](mailto:customerservice@actt.org.tt)**

**Visit our website: [www.actt.org.tt](http://www.actt.org.tt)**

## ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO



### PUBLIC NOTICE

### REGISTRATION OF PROVIDER

The public is hereby advised that the Accreditation Council of Trinidad and Tobago (ACTT) has registered **OSHA Services, LLC** for the period **23<sup>rd</sup> November 2007 to 22<sup>nd</sup> November 2010.**

**For further information please contact:**

**The Accreditation Council of Trinidad and Tobago (ACTT)**

**Level 3, Building B, ALGICO Plaza**

**91-93 St. Vincent Street,**

**Port of Spain**

**Telephone: 623-2500/5282/7340/8389/8620**

**Facsimile: 624-5711**

**Tobago Office Tel/Fax: 639-1333**

**Email: [customerservice@actt.org.tt](mailto:customerservice@actt.org.tt)**

**Visit our website: [www.actt.org.tt](http://www.actt.org.tt)**

## ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO



### PUBLIC NOTICE

### REGISTRATION OF INSTITUTION

The public is hereby advised that the Accreditation Council of Trinidad and Tobago (ACTT) has registered **The UWI School of Business and Applied Studies Limited (Trading as ROYTEC)** for the period December 18<sup>th</sup> 2007 to December 17<sup>th</sup> 2010.

For further information please contact:

**The Accreditation Council of Trinidad and Tobago (ACTT)**

**Level 3, Building B, ALGICO Plaza**

**91-93 St. Vincent Street,**

**Port of Spain**

**Telephone: 623-2500/5282/7340/8389/8620**

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**Email: [customerservice@actt.org.tt](mailto:customerservice@actt.org.tt)**

**Visit our website: [www.actt.org.tt](http://www.actt.org.tt)**

# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO



## PUBLIC STATEMENT OF THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO (ACTT) 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 Accreditation Council of Trinidad and Tobago (ACTT) is required by law to publish the following statements which list the documents and information generally available to the public. The Accreditation Council of Trinidad and Tobago publishes the following statements as approved by the Minister of Science, Technology and Tertiary Education and the Board of Directors of the Council.

The Freedom of Information Act gives members of the public:

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

### 1. Section 7 Statements

#### Section 7 (1) (a) (i)

#### Function and structure of the Accreditation Council of Trinidad and Tobago.

The Accreditation Council of Trinidad and Tobago is a statutory body and its line Ministry is the Ministry of Science, Technology and Tertiary Education. ACTT was established by Act No. 16 of 2004. This Act was proclaimed on July 9, 2004. ACTT commenced its operations as a corporate body in February 2005. It comprises a staff of thirty-nine (39) and is headed by Dr. Ruby S. Alleyne, Executive Director.

Act No. 16 of 2004 established ACTT as the principal body in Trinidad and Tobago for advising on:

- The accreditation and recognition of post secondary and tertiary educational and training institutions.
- Qualifications awarded by institutions whether local or foreign.
- The promotion of the quality and standards of post secondary and tertiary education and training in Trinidad and Tobago.

Act No. 16 of 2004 also empowers ACTT to develop, implement and monitor national quality standards for the higher education sector, confer institutional titles, and collaborate with recognized accrediting and professional bodies in the pursuit of the fulfillment of its mission.

ACTT is a key instrument in the development of quality tertiary education in Trinidad and Tobago and plays a major role in facilitating quality assurance and accountability mechanisms across the tertiary education sector. ACTT assures the quality and integrity of higher education through the recognition, registration and accreditation of institutions and programmes.

#### ACTT'S CORE FUNCTIONS:

- Registration of post secondary & tertiary institutions
- Conferment of institutional titles
- Accreditation and re-accreditation of post secondary and tertiary institutions and programmes
- Recognition of foreign institutions and their degrees, programmes and awards
- Approval of new programmes
- Quality enhancement

#### ACTT'S VISION:

ACTT's vision is to create a quality higher education sector in which ACTT, through collaboration with the diverse, dynamic educational community and other stakeholders would provide assurance to the general public that institutions and programmes offered in Trinidad and Tobago meet local, regional and international standards.

#### ACTT'S MISSION :

ACTT's mission is to assure the quality and integrity of higher education through the recognition, accreditation of institutions and programmes for the improvement of the educational sector and the advancement of society.

#### ACTT'S CORE VALUES :

- Excellence
- Honesty
- Integrity
- Professionalism
- Transparency
- Accountability
- Fairness and Openness
- Stakeholder care
- Continuous learning
- Commitment to quality work products and services
- Continuous Improvement
- Creativity and Innovation
- Teamwork
- Customer focus
- Results orientation

The Board of Directors of the Council comprises thirteen (13) persons and was appointed on September 30, 2004 by the President of the Republic of Trinidad and Tobago for a period of three (3) years. Section (4) of Act No. 16 of 2004 provides the areas of representation on the Board. There are three (3) Sub-Committees of the Board which make recommendations to the Board on matters relating to:

- Human Resource and Governance Committee
- Finance Committee
- Operations Committee

All appointments to the Board of Directors of the Council are published in the Trinidad and Tobago Gazette. The Council meets on the third Thursday of each month to conduct general meetings. Sub-Committees of the Board meet as required, but generally once per month.

The following lists the names of the Members of the Board of Directors of the Council and their areas of representation as specified in Act No. 16 of 2004.

- **Dr. Janet Stanley-Marcano**, Chairman  
Member represents the interests of “the general public”.
- **Dr. Alvin Ashton**, Deputy Chairman  
Member is “a person with expertise in accreditation and quality assurance at the tertiary level”.
- **Mr. Eduardo Ali**  
Member represents the interests of the Ministry of Science, Technology and Tertiary Education.
- **Dr. Ruby S. Alleyne**, Executive Director, ACTT,  
*ex officio* Member.
- **Mrs. Lennon Ballah-Lashley**  
Member represents the Employers Consultative Association – “an organisation most representative of employers”.
- **Mr. Cipriani Davis**  
Member represents a tertiary institution “involved in technical and vocational education or training”.
- **Professor Clement Imbert**  
Member represents the Society of Professional Engineers - “a professional association involved in the discipline of education”.
- **Mrs. Deborah Maharaj-Newling**  
Member represents the interests of “tertiary institutions”.
- **Mr. Peter O’Neil**  
Member represents the interests of “the general public”.
- **Professor Dyer Narinesingh**  
Member represents the interests of “tertiary institutions”.
- **Ms. Sally Siriram**  
Member represents the Trinidad and Tobago Unified Teachers Association (TTUTA) - “an organisation most representative of trade unions”.

Three Members of the Board of Directors of the Council have resigned and only one has been replaced.

**ACTT comprises six areas of responsibility as follows:**

- The Office of the Executive Director
- Accreditation and Quality Enhancement
- Qualifications and Recognition
- Corporate Communications

- Finance and Administration
- Corporate Secretary/ Legal Officer

**THE OFFICE OF THE EXECUTIVE DIRECTOR**

The Executive Leadership Office is responsible for overall strategic leadership and management of the Council’s daily affairs. This office focuses on the development of the strategic, policy and performance infrastructure; providing authoritative advice to government and other stakeholders; increasing access to and availability of ACTT’s services; improving organizational effectiveness and efficiency; motivating staff and enhancing job satisfaction; building a quality culture both externally in the higher education sector and internally within ACTT; creating and strengthening local, regional and international linkages, partnerships and strategic alliances and creating a harmonious, respectful and productive work environment. This department implements programmes to assure that ACTT is effective, efficient, and economically viable and would be continually relevant in addressing the needs of all our customers, stakeholders and various interested parties.

**THE INFORMATION TECHNOLOGY UNIT**

The Information Technology (IT) Department also forms part of the Executive Leadership Office and is responsible for providing all the Council’s IT needs. The IT Department is responsible for improving the information management system and capability of the Council. ACTT is in the process of establishing databases to provide the public with easy access to reliable information on registered institutions and accredited institutions and programmes. The database will also provide links to information on recognized and accredited institutions in other countries. Additionally, the information management system will focus on developing the Council’s document management system and other systems that will support fact based and reliable decision making. These IT platforms and solutions are critical to establishing and expanding ACTT’s local, regional and international presence, connectivity and integration.

**THE QUALITY ASSURANCE UNIT**

The Quality Assurance (QA) Unit is also attached to this Office and is essentially responsible for maintaining ACTT’s Quality Management Systems and coordinating the registration of post secondary and tertiary institutions. The QA Unit develops and implements operational policies and procedures that meet with international standards, conducts ongoing internal and external performance reviews and quality audits to maintain compliance with international quality standards and establishes links with international accrediting and regulatory bodies for tertiary education to gain access to expertise and resources. ACTT will provide support for institutions and guide them to implement quality management systems that meet the criteria for registration. All post secondary and tertiary educational institutions must be registered with the Accreditation Council of Trinidad and Tobago by 8th July 2008 and all registered institutions will be eligible for accreditation.

### ACCREDITATION AND QUALITY ENHANCEMENT

The Accreditation and Quality Enhancement Department is responsible for managing and maintaining ACTT's system of accreditation and quality enhancement. ACTT has adopted a developmental approach to accreditation and quality assurance and this department provides the necessary technical support and advice to assist institutions in satisfying the criteria and standards for the following activities:

1. Conferment of institutional titles such as "university", "tertiary college", "technical institute", "polytechnic", "community college", "technical college" and "technical university"
2. Accreditation and re-accreditation of institutions and programmes
3. Approval of Programmes, and
4. Quality Enhancement

This department is also responsible for creating and maintaining a national database of accredited institutions and programmes. Further, it has the responsibility to establish and maintain an effective mechanism for quality assurance in post secondary and tertiary education. The Accreditation and Quality Enhancement Department is also responsible for establishing relationships including joint accreditation exercises with regional and international accrediting and quality assurance bodies and for keeping under review their systems of accreditation, procedures and practices.

### QUALIFICATIONS AND RECOGNITION

The Qualifications and Recognition Department is responsible for recognizing local and foreign institutions and qualifications and determining the equivalence of foreign qualifications in Trinidad and Tobago. These functions are accessed by members of the public through requests for *Statements on Recognition and Equivalence Assessments* of foreign qualifications. *Statements on Recognition and Equivalence Assessments* are used primarily by employers, prospective students and student funding/scholarship agencies to determine the validity and/or value of a qualification. ACTT offers these services through its offices in Port of Spain and Scarborough. To facilitate the efficient performance of these functions, ACTT must access the most current and reliable information on institutions across the world.

This department is also responsible for the establishment of a framework for tertiary level qualifications. Through collaboration with regional accrediting bodies and local stakeholders, the department is responsible for the development of a national qualifications framework.

### CORPORATE COMMUNICATIONS

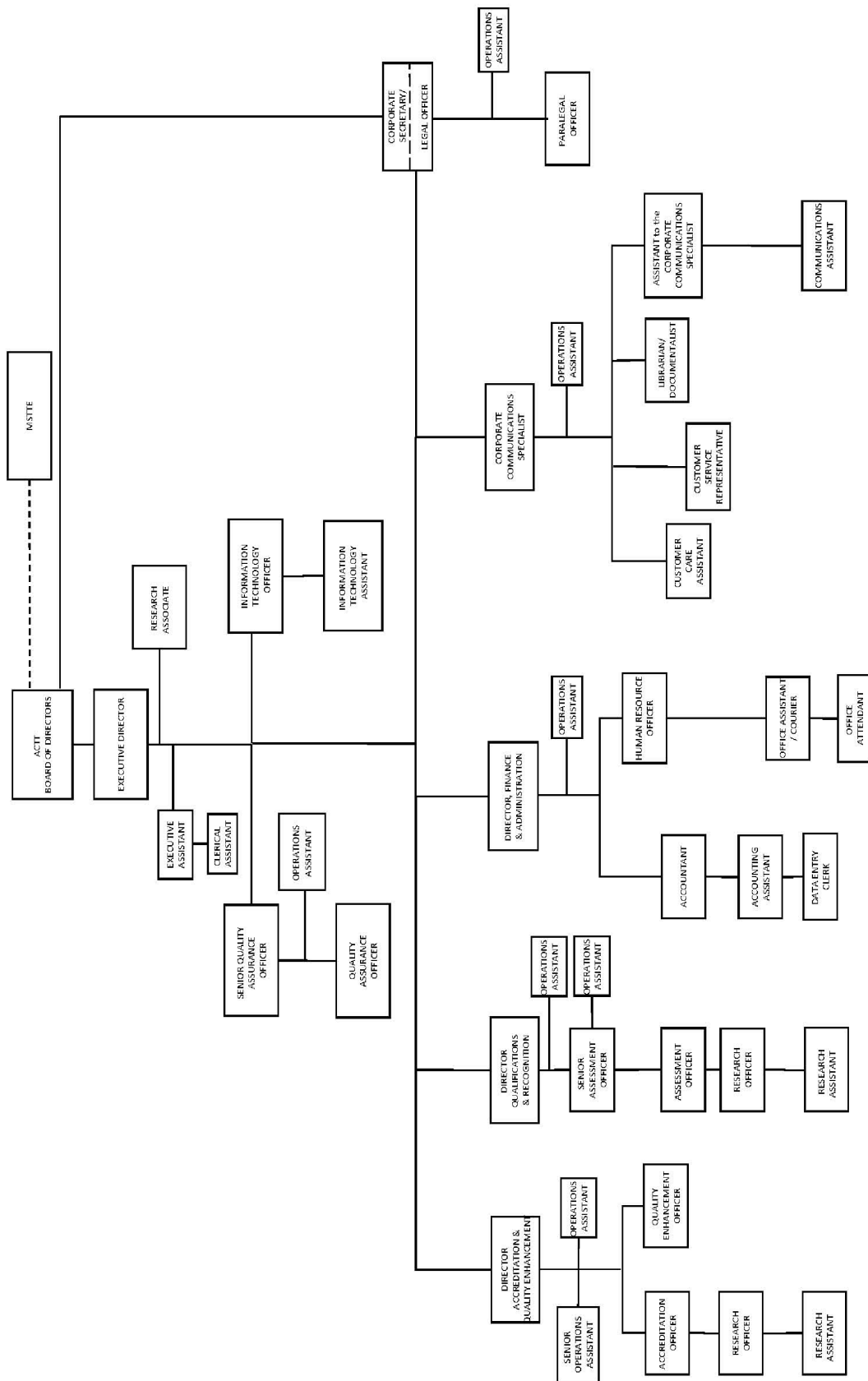
The Corporate Communications Department is responsible for managing the corporate image of ACTT, disseminating information to its various stakeholders, maintaining communication with its internal and external publics and generally, managing ACTT's public interface. The planning and coordinating of social events for and behalf of ACTT is also the responsibility of this department. The Corporate Communications Department is actively engaged in various aspects of planning and coordinating conferences, training sessions and stakeholder fora. The department is also responsible for planning, developing and implementing public relations and communication strategies. These include disseminating information on registration, accreditation and recognition to post secondary and tertiary level institutions both locally and internationally. Additionally, this department manages the image and reputation of ACTT whilst effectively developing working relationships with print and electronic media to facilitate the proper marketing of ACTT's services.

### FINANCE AND ADMINISTRATION

The Finance and Administration Department is responsible for ensuring the financial transparency, accountability and integrity of the financial management of the Council. The department focuses on creating a robust, efficient and effective system of financial administration and management of the Council, acquiring and distributing the human, financial and physical resources and ongoing monitoring and evaluation of work programme objectives and achievements. The department provides both technical and administrative support to the Executive Leadership Office in addressing the resource needs of the Council. The department is responsible for providing monthly/quarterly and yearly management reports and financial and other statistical data on ACTT's operations and facilitates the preparation of the Council's annual budget and financial statements.

### CORPORATE SECRETARY/LEGAL OFFICER

The Corporate Secretary/ Legal Officer's Department performs general legal work and provides essential legal input and support to both the Council and the Board of Directors. This department is responsible for ensuring that ACTT complies with all legal and statutory requirements and provides effective corporate secretarial services to the Board and its Sub-Committees.



**2. Section 7 (1) (a) (ii)**Categories of documents which are in the possession of the Accreditation Council of Trinidad and Tobago

These documents pertain to the operations and administration of both the Council and the Board of Directors of the Council.

**OPERATIONAL DOCUMENTS OF ACTT**

- Act No. 16 of 2004 and other Legislation and Legal instruments (available at the Government Printery)
- Trinidad and Tobago Gazette - copies to be obtained from the Government Printer
- ACTT's commitment to the International Network of Quality Assurance Agencies for Higher Education (INQAAHE) Code of Good Practice Guidelines
- Corporate Governance Manual
- Policies, Processes & Procedures Manual
- Policy and procedure documents including Administrative and Personnel Policies Manual
- Strategic Plan
- Annual Business Plan
- Annual Training Plan
- Tenders Policy
- Job specifications
- The Accreditation Process
- Criteria for Accreditation of Institutions
- Criteria for Accreditation of Programmes
- Criteria for Conferment of Institutional Titles
- The Programme Approval Process
- Criteria for the Conferment of Institutional Titles
- Designing and Approving Quality Programmes in Tertiary Education
- Application Forms for Conferment of Institutional Titles, Programme Approval and Accreditation of Institutions and Programmes
- Registration Handbook
- Recognition Handbook
- Promotional videos
- Books, brochures, flyers
- Videotapes
- Periodicals and publications
- Publications prepared by the Communications Department
- Database of accredited institutions
- Public notice of accreditation, registration and recognition

**OPERATIONAL RECORDS AT ACTT**

- Legal opinions and related matters
- Minutes/Agenda of Meetings of the Board of Directors and its Sub-Committees and other minutes
- Appeals
- Reports of Consultants
- Financial Records including cheques, vouchers, receipts, journals etc
- Contracts, including contracts of employment and contracts of services and leases

- Un-audited financial statements
- Files dealing with the accounting and financial management function of the Council including files dealing with matters relating to the procurement of supplies and equipment and inventories of stocks
- Tenders Evaluation
- Inventories
- Files dealing with correspondence from the Ministry of Science, Technology and Tertiary Education and other government agencies including the Ministry of Finance
- Internal and external circulars, memoranda, notices and bulletins
- Internal and external correspondence files
- Reports- statistical, annual/monthly/quarterly, audits
- Files dealing with administrative support and general administrative documents for the operations of the Council
- Human resource matters including personal files of employees of ACTT which detail all staff appointments, job applications, promotions, transfers, resignations, leave, vacation, attendance logs etc.
- Performance Appraisals
- Training records – local and foreign and technical co-operation
- General office files required for internal administration of the department
- Records of internal audit, corrective and preventive action – in developmental stage
- Management reviews
- Feedback and input from customer and employee surveys
- Progress reports on projects and all plans
- Institutional Data Forms
- Applications for statements on recognition of programmes and institutions
- Registers/Certificates/Licences
- Application Forms for Conferment of Institutional Titles, Approval of Programmes and Accreditation of Institutions and Programmes
- Independent Reports/Gap Analyses from Accreditation Officers on Applications for Conferment of Titles, Approval of Programmes and Accreditation of Institutions and Programmes
- Self Studies from Institutions
- Database of Institutions to which titles were conferred.
- Applications for Equivalence Assessment
- Statements on Recognition and Equivalence Assessments
- Certificates of recognition
- Files dealing with official functions, conferences and events hosted and attended by ACTT

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

The public may inspect and/or obtain copies of certain material between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at ACTT's offices. ACTT's offices are located at:

**Level 3, Building B, ALGICO Plaza,  
91-93 St. Vincent Street, Port of Spain.  
ACTT can be contacted by telephone at:  
623-2500/5282/7340/8620/8389  
Fax: 624-5711  
Email address: [info@actt.org.tt](mailto:info@actt.org.tt)  
Website : [www.actt.org.tt](http://www.actt.org.tt)**

**List of material that may be inspected:**

All documents listed as "OPERATIONAL DOCUMENTS" in Section 7 (1) (a) (ii) above.

**4. Section 7 (1) (a) (iv)**

Literature available by subscription

- The Journal of Higher Education
- Phi Delta Kappan
- Chronicle of Higher Education  
Times Educational Supplement

**5. Section 7 (1) (a) (v)**

Procedure to be followed to access documents from ACTT

• **General Procedure**

ACTT's policy is to answer all requests for information, both oral and written. In order to gain access to a document or other information, an applicant must submit a 'Request for Access to Official Documents' form providing sufficient information to enable the Council to determine what document is required. This form forms the back portion of the Freedom of Information Act and is available at the Government Printer or from the FOIA website @ [www.foia.gov.tt](http://www.foia.gov.tt). These forms should be addressed to the Designated Officer at ACTT (See Section 7 (i) (a) (vi) for further details).

• **Details in the request**

Applicants should provide details that will allow for ready identification and location of records that are being requested. If sufficient information is provided, clarification would be sought from the applicant. If an applicant is unclear of how to write a request or the relevant details required to be filled in, he should make a request to the Designated Officer (For further information see section 7 (1) (a) (vi) below) for assistance.

• **Requests not handled under the FOIA**

A request under the FOIA would not be processed if it seeks information which is readily available to the public either from ACTT, the Ministry of Science, Technology and Tertiary Education or from some other government agency or may be contained in brochures, pamphlets, reports etc.

• **Responding to Request for Information**

**Time limits**

**General**

The FOIA sets a time limit of thirty (30) calendar days from the date on which the request was received, 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 thirty (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.

Responding to your Request

• **Retrieving Documents**

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

• **Furnishing documents**

An applicant is entitled to copies of information which ACTT has in its possession, custody or power. ACTT is required to furnish only one copy of a document. If ACTT cannot make a legible copy of a document to be released, ACTT may not attempt to reconstruct it. Instead we will furnish the best copy possible and note its quality in our reply. ACTT is not compelled under the FOIA to do the following :

- (i) Create new documents or re-format documents to meet the specifications of the applicant.
- (ii) Conduct research at the request of the applicant.

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

Officers at ACTT are responsible for :

- (i) The initial receipt of and action upon notices under Section 10
- (ii) The requests for access to documents under Section 13 and
- (iii) Making applications for correction of personal information under Section 36 of the FOIA.

Requests should be submitted to the under mentioned persons:

**The DESIGNATED OFFICER for the Accreditation Council of Trinidad and Tobago is:**

Dr. Ruby S. Alleyne  
Executive Director  
Level 3, Building B  
ALGICO Plaza  
91-93 St. Vincent Street  
PORT OF SPAIN  
623- 8620 Ext. 228  
E-mail address:- [rsalleyne@actt.org.tt](mailto:rsalleyne@actt.org.tt)

**The ALTERNATE OFFICER is :**

Mr. Jason Stafford  
 Research Associate  
 Level 3, Building B  
 ALGICO Plaza  
 91-93 St. Vincent Street  
 PORT OF SPAIN  
 623- 8620 Ext. 229  
 E-mail address:- jstafford@actt.org.tt

**7. Section 7 (1) (a) (vii)**

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

When tenders for ACTT's projects are being opened, members of the public who had submitted tenders for ACTT's projects may be invited to attend and witness the opening of the tenders.

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

ACTT does not have these facilities at this time but ACTT is currently making arrangements to secure a Library/Reading Room Facility.

**9. Section 8 STATEMENTS****Section 8 (1) (a) (i)**

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

- Act No. 16 of 2004
- Financial regulations and instructions
- Freedom of Information Act No. 26 of 1999
- Limited copies of the Trinidad and Tobago Gazette

**Section 8 (1) (a) (ii)**

Manuals, rules of procedure, statements of policy, records of decisions, non-personal letters of advice to persons outside ACTT, or similar documents containing rules, policies, guidelines, practices or precedents.

- Act No. 16 of 2004 and other Legislation and Legal instruments (available at the Government Printery)
- Trinidad and Tobago Gazette - copies to be obtained from the Government Printery
- ACTT's commitment to the International Network of Quality Assurance Agencies for Higher Education (INQAHE) Code of Good Practice Guidelines
- Corporate Governance Manual
- Policies, Processes & Procedures Manual
- Criteria and Standards for recognition, accreditation, registration, conferment of title
- Policy and procedure documents including Administrative and Personnel Policies Manual
- Strategic Plan
- Tenders Policy

- Job Specifications
- Registration Handbook
- Recognition Handbook
- Public Sector Investment Programme
- Elements of the Quality Management System

**Section 8(1) (b)**

In enforcing written laws or schemes administered by ACTT 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

- Handbooks – Registration Handbook, Recognition Handbook
- Manuals
- Public guides
- Reviews

**10. Section 9 Statements****Section 9 (1) (a)**

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

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within ACTT.

**Section 9 (1) (b)**

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

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

**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 ACTT

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

**Section 9 (1) (d)**

A report, or a statement containing the advice or recommendations, of a committee established within ACTT to submit a report, provide advice or make recommendations to the Minister with responsibility for ACTT or to another officer of ACTT who is not a member of the committee.

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

**Section 9 (1) (e)**

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

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

**Section 9 (1) (f)**

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

- The Strategic Plan for ACTT
- A Corporate Governance Manual
- A Job Evaluation and Compensation Survey

**Section 9 (1) (g)**

A report prepared within ACTT 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.

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

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

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

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

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

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

- The Strategic Plan

**Section 9 (1) (j)**

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

Policies, Procedures and Processes Manual for Drafting of Rules and Regulations for Act No. 16 of 2004

**Section 9 (1) (k)**

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

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

**Section 9 (1) (l)**

An environmental impact statement prepared within ACTT

There are no statements to be published under this subsection at this time

**Section 9 (1) (m)**

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

There are no statements to be published under this subsection at this time

**For further information, contact us at:**



**THE ACCREDITATION COUNCIL OF TRINIDAD  
AND TOBAGO (ACTT)**

Level 3, Building B,  
ALGICO Plaza,  
91-93 St. Vincent Street,  
Port of Spain

Tel: 623-2500/8620/8389/7340/5282

Fax: 624-5711

Website: [www.actt.org.tt](http://www.actt.org.tt)

Email: [info@actt.org.tt](mailto:info@actt.org.tt)