



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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## REVOCATION OF ASSIGNMENT OF MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, in exercise of the power vested in him under the provisions of the Constitution of the Republic of Trinidad and Tobago, acting in accordance with the advice of the Prime Minister, has revoked the assignment of responsibility of the Honorable DONNA COX, M.P., as Minister of State in the Ministry of Community Development, Culture and Gender Affairs, with effect from 3rd April, 2008.

H. HEMNATH  
*Secretary to His Excellency  
the President*

3rd April, 2008.

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF  
THE SUPREME COURT OF JUDICATURE ACT, CHAP. 4:01

And

IN THE MATTER OF  
THE RULES COMMITTEE

TAKE NOTICE that MR. GREGORY ARMORER has been nominated by the Law Association, pursuant to section 77(e) of the Supreme Court of Judicature Act, Chap. 4:01, to be a Member of the Rules Committee with effect from 21st February, 2008.

E. A. PETERSEN  
*Registrar and Marshal,  
Supreme Court*

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE MATTER OF  
THE SUPREME COURT OF JUDICATURE ACT, CHAP. 4:01

And

IN THE MATTER OF  
THE RULES COMMITTEE

TAKE NOTICE that MR. ALVIN FITZPATRICK S.C. has been nominated by the Law Association, pursuant to section 77(e) of the Supreme Court of Judicature Act, Chap. 4:01, to be a Member of the Rules Committee with effect from 5th July, 2008.

E. A. PETERSEN  
*Registrar and Marshal,  
Supreme Court*

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

**FREEDOM OF INFORMATION ACT (FOIA) 1999**

**PUBLIC STATEMENT**

**OF**

**EVOLVING TECHNOLOGIES AND ENTERPRISE DEVELOPMENT**  
**COMPANY LIMITED (e TecK)**

**INTRODUCTION**

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, e TecK is required to publish an updated public statement setting out certain information for the benefit of the public. The Statement describes e TecK's organisation, functions, decision-making powers and arrangements for consultation in the formulation of policy. The Statement also lists the categories of documents that are available for inspection by the public and how to access the documents which are eligible for public scrutiny.

**The FOIA gives members of the public:-**

- (1) A legal right for each person to access information held by e TecK;
- (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(1)(a)(i)****SECTION 7 STATEMENTS****(i) STATEMENT OF ORGANISATION AND FUNCTIONS OF E TECK****Mission Statement**

"e Teck will develop and nurture Trinidad and Tobago's non-energy sector through the creation of new industry, enterprise and services that are economically sustainable, technology driven, environmentally accountable, community oriented and knowledge based, acting always in the national interest"

**Vision Statement**

"e Teck will be the significant partner in the sustainable development of Trinidad and Tobago by diversifying the country's non-energy sector and export base."

**Core Values**

e Teck will achieve its Mission by recruiting, nurturing and rewarding talented team players who will continuously deliver the highest standards of service through a commitment to:

- Performance
- Integrity
- Entrepreneurship
- Collaboration
- Employee Commitment

**Company History**

Incorporated in 1997 to manage the Industrial Estates previously owned by the Industrial Development Company of Trinidad and Tobago (IDC), the Property and Industrial Development Company of Trinidad and Tobago Limited (PIDCOTT) in June 2003, was transformed from a subsidiary of the Tourism and Industrial Development Company of Trinidad and Tobago Limited (TIDCO) to an independent State enterprise with an entirely new mandate to develop the Wallerfield Industrial and Technology Park (Tamana InTech Park) and to cause the development of a new business sector in Trinidad and Tobago – the Information Communications Technology (ICT), non-energy business and knowledge- and technology-driven sector.

The name was changed from PIDCOTT to Evolving TecKnologies and Enterprise Development Company Limited (e Teck) in October 2004 so as to more adequately represent the expected new role of catalyst for the transformation of the economic life of Trinidad and Tobago, by transforming the export base and the skill levels of the citizens.

**e Teck's Mandate**

e Teck is responsible for developing the light Industrial estates in Trinidad and Tobago by encouraging diversification of the country's production and export bases, exploring niche areas of investment for local and foreign investors, as well as providing infrastructural support by development of e Teck Parks throughout Trinidad and Tobago.

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More specifically, the Mandate is interpreted as enabling e Teck to pursue the following activities:

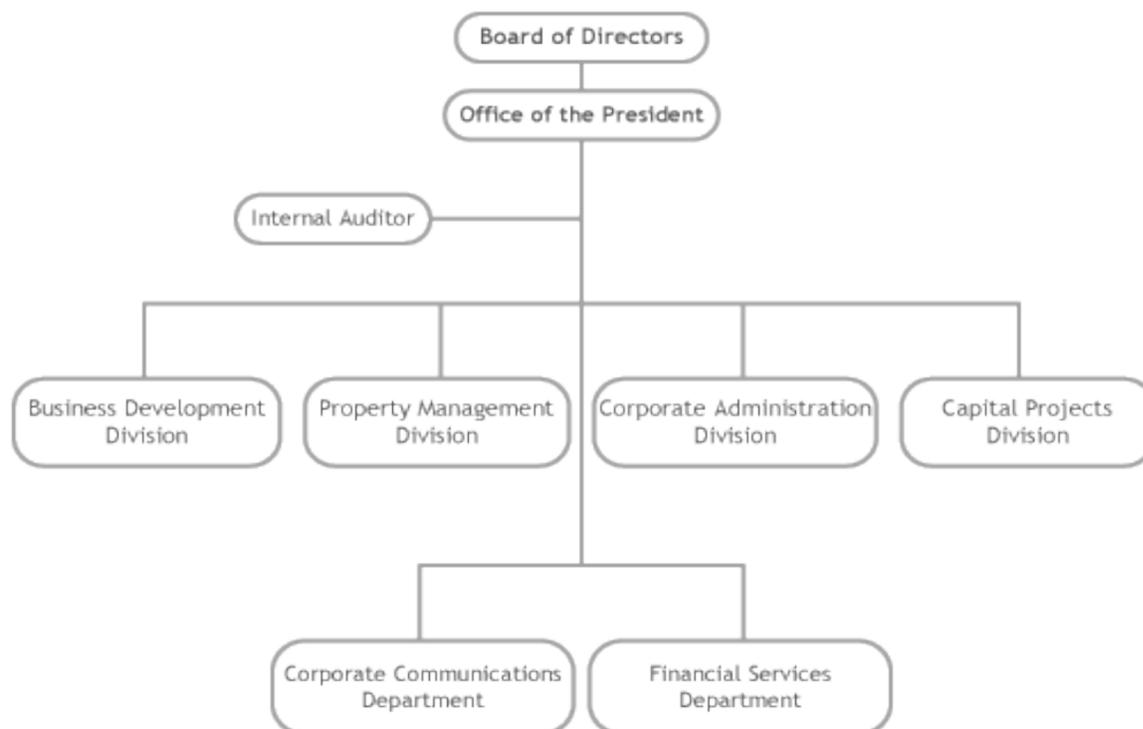
- To foster the sustainable industrial and economic development of the light industrial sector of Trinidad and Tobago through diversification of the production and export base;
- Industrial Site development;
- Development and upgrade of existing Industrial Parks;
- Non-energy Sector Business Development, including the development of the ICT, knowledge-based and downstream energy industries;
- Ownership, development and management of the Wallerfield Industrial and Technology Park (Tamana InTech Park);
- Management of the lease operatorship for the hotels operated by Hilton Hotel Corporation in Trinidad and in Tobago;
- Rationalising responsibility for the management of the operation arrangements for Hilton Trinidad and Hilton Tobago (in which there is State participation);
- Monitoring the business ventures established under the Equity Fund (to be established to provide venture capital funding for start ups in the on-shore economy by taking equity positions in innovative small business ventures);
- Development and delivery of non-energy Industrial sector incentives;
- Resolution of the issues surrounding the Tobago hotel and developing proposals for the protection of Government's interest;
- Development of the onshore industrial base through opportunities provided by the downstream aluminum sector, other downstream energy industries and the ICT industry;
- Development of a state-of-the-art project management capability for Trinidad and Tobago;
- Collaborating with NEC and TDC in the development of promotional strategies as well as material on Trinidad and Tobago.
- Investment Promotion

The deliverables include the development of light industrial estates, a number of investment projects delivered within budget and timeframe, the expansion of local business, employment creation, increased production and export base. The Target Client is the Industrial sector with an asset base of over \$250,000.00.

### **Organisational Structure and Functions of e Teck**

e Teck is led by a President who reports to a Chairman and Board of Directors. The Company comprises the following Divisions as shown on the Organisational Chart:

Business Development;  
Capital Projects;  
Property Management  
Corporate Administration.



These Divisions are located at e TeckK's office and managed by Vice Presidents. The portfolios of Corporate Communications and Financial Services report to the Office of the President. e TeckK's line Ministry is the Ministry of Trade and Industry. The Ministry stakeholders of e TeckK are the Corporation Sole (sole shareholder), the Ministry of Trade and Industry, the Ministry of Science, Technology and Tertiary Education. Other stakeholders are Trinidad & Tobago Manufacturers Association, Trinidad & Tobago Chamber of Industry & Commerce and e TeckK's tenants.

## Particulars of the Organisation and Functions of e TeckK

### Business Development Division

This Division is responsible for:

- Developing and sourcing new Business Ventures in the Non-Energy Sector;
- Sourcing and analyzing businesses for the Wallerfield Industrial and Technology Park (Tamana InTech Park);
- Development of non-energy industrial sector incentives;
- Facilitating the development of the light industrial sector through diversification of the production and export base;
- Corporate re-branding;
- Managing Company website;
- Branding of Trinidad and Tobago in conjunction with TDC;
- Managing the Community Relations at Industrial Parks;
- Investment Promotion.

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### **Capital Projects Division**

This Division is responsible for:

- Development of the eco-Friendly, LEED Certified Wallerfield Industrial and Technology Park (Tamana InTech Park) ;
- Development of a Project Management Capability;
- Overseeing the Hilton Trinidad Renovation Project;
- Development, upgrade and maintenance of the infrastructure of new and existing Industrial Parks.

### **Property Management Division**

This Division is responsible for:

- Management of the relationship between e Teck and the tenants of the Industrial Parks which would involve rent collection, lease administration;
- Negotiating lease agreements for the new and existing Industrial parks;
- Development of Industrial sites;
- Management of the lease operatorship for the Hilton Trinidad & Conference Centre.

### **Corporate Administration Division**

This Division is comprised of the Legal Services Department, Corporate Secretariat, Corporate Administrative Services and the Human Resource Department.

This Division is responsible for:

- The provision of all support services through the above-stated Departments;
- Developing, implementing and monitoring the policies, procedures and organizational behavioral practices which facilitate the attainment of eTeck's mandate;
- The provision of Health, Safety and Environment services within e Teck.

### **e Teck's Industrial Parks**

#### **Trinidad**

- Sea Lots
- East Dry River
- Abbatoir Lands
- Morvant
- Beetham
- Macoya
- Trincity
- O'Meara
- Valencia
- Frederick Settlement
- Biljah
- Chase Village
- Point Lisas
- Harmony Hall
- Plaisance Park
- Lady Hailes
- Debe
- Point Fortin

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**Tobago**

- Rocky Point
- Cove Point
- Milford Road
- Sangster's Hill Mall

**Effect of functions on members of the public**

1. The diversification of the non-energy sector and export base of Trinidad & Tobago.
2. Creation of employment the development of new industry enterprise and services.

**Arrangements for public consultation or representation**

None

**(ii) SECTION 7(1)(a)(ii)  
CATEGORIES OF DOCUMENTS MAINTAINED IN THE POSSESSION OF  
E TECK**

1. Files dealing with administrative support and general administrative documents for the operations of e Teck;
2. Personnel files, which detail all staff appointments, job applications, job specifications, resignations, leave, vacation etc.
3. Files dealing with the accounting and financial management function of e Teck;
4. Financial Records;
5. Files dealing with matters relating to the procurement of goods, services, works;
6. Maps, Photographs, Compact Discs, Diskettes, DVDs;
7. Policy and Procedure Documents;
8. Internal and External Correspondence files;
9. Legal opinions and related matters;
10. Lease agreements and contracts;
11. Corporate documents, minutes of Board and Board committee meetings;
12. Legislation and Legal instruments\*\*;
13. Consultants'/Technical Reports, Architectural and Engineering Designs and Feasibility Studies;
14. Work Programmes and Implementation Schedules;
15. Files dealing with official functions, conferences and events hosted and attended by representatives of e Teck;

\*\* All legislation is available for purchase from the Government Printery.

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(iii) **SECTION 7(1)(a)(iii)  
MATERIAL PREPARED BY E TECK FOR PUBLICATION OR  
INSPECTION BY THE PUBLIC AND WHERE THEY CAN BE INSPECTED  
OR OBTAINED**

Not Applicable

(iv) **SECTION 7 (1)(a)(ii)  
LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION**

Not Applicable

(v) **SECTION 7(1)(a)(v)  
PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT  
FROM E TECK**

## **HOW TO REQUEST INFORMATION:**

### **General Procedure**

Our policy is to answer all legitimate requests, oral and written, for information. However, to exercise the right of access under Sections 11 and 13 of the FOIA the appropriate form must be completed and submitted to our office. These forms are available at e Teck's office located at The Atrium, Don Miguel Road, Extension, El Socorro.

### **Addressing Request**

To facilitate prompt processing, all requests should be addressed to e Teck's Designated Officer. Please refer to Section 7(1)(a)(vi) for further details.

### **Details in Request**

Applicants should provide details that will allow for ready identification and location of the documents that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure as to how to adequately complete the form, please contact the Designated Officer who will take all reasonable steps to render the necessary assistance.

**REQUESTS NOT HANDLED UNDER THE FOIA**

A request under the FOIA will not be processed to the extent that it asks for access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 FOIA.

**RESPONDING TO THE REQUEST****Retrieving Documents**

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

**Furnishing Documents**

The applicant is entitled to access to all documents to which the FOIA applies. Copies of the requested documents, if requested, will be furnished within seven (7) calendar days. If a legible copy cannot be produced, no attempt will be made at reconstruction. However, the best copy possible will be furnished and its quality noted in the reply.

Please note there is no duty upon e TecK under the FOIA to do the following:

- (a) Create new documents;
- (b) Perform research for the applicant.

**TIME LIMITS****General**

The FOIA prescribes a Time limit of thirty (30) calendar days for e TecK to communicate to the applicant, its approval or refusal of a request for access to documents. e TecK will make all attempts to adhere to this time limit, however, if it appears that the processing of the request will not be within the said time limit, e TecK will advise the applicant of same. If e TecK fails to meet the thirty (30) day deadline, the FOIA gives the applicant the right to proceed as though his/her request has been denied.

The possibility exists that requests may be incorrectly addressed or misdirected. Applicants are asked to call or write to confirm that e TecK has received the request, and to ascertain its status.

**Time Allowed**

E TecK will determine whether to grant the applicant's 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, the applicant will be permitted to inspect the documents and/or be provided with copies.

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**(vi) SECTION 7(1)(a)(vi)**

**OFFICERS IN THE PUBLIC AUTHORITY RESPONSIBLE FOR THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 AND REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 AND APPLICATIONS UNDER SECTION 36 OF THE FOIA**

The Designated Officer is:

**Ms. Maritta Jones**

Legal Officer

e Teck

The Atrium

Don Miguel Road Extension

El Socorro

San Juan

Phone: (868) 675-1989 ext. 2173

E-mail: [maritta.jones@eteck.co.tt](mailto:maritta.jones@eteck.co.tt)

The Alternate Designated Officer is:

**Ms. Ria Bazie**

Legal Administrative Officer

e Teck

The Atrium

Don Miguel Road Extension

El Socorro

San Juan

Phone: (868) 675-1989 ext. 2258

E-mail: [ria.bazie@eteck.co.tt](mailto:ria.bazie@eteck.co.tt)

**(vii) SECTION 7(1)(A)(vii)  
ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES  
(Where meetings are open to the public)**

Not Applicable

**(viii) LIBRARY/READING ROOM FACILITIES**

None

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**SECTION 8 STATEMENTS**

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

Not Applicable

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

- Tenders Rules and Procedures
- Human Resources Policy Manual
- Health & Safety Policy
- Departmental Process Manuals
- Inter-Agency Regulatory Guidelines
- e Teck's Mandate
- e Teck's Vision, Mission and Core Values Statements

(iii) Section 8(1)(b)

Not Applicable

**DOCUMENTS PROVIDED BY E TECK FOR USE BY ITS OFFICERS**

- Copies of all legislation, laws, regulations, orders;
- Monthly, midterm and annual reports on the performance of the Public Sector Investment Programme (PSIP);
- Tenders Rules and Procedures;
- Corporate and Business Plans;
- Strategic Plans

**SECTION 9 STATEMENTS****Section 9(1)(a) - Section 9(1)(d)**

Not applicable.

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

- Reptilian, Mammalian & Amphibian Survey for the Tamana InTech Park (December 2003)
- Sensitive Trees and Military Batteries on the Wallerfield Industrial and Technological Park (January 2004)
- A Concentric Design for the Protection of the Moriche Palm stand – Wallerfield Industrial and Technological Park (May 2004)

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

- Broadband Network Infrastructure Specification of the Wallerfield Industrial and Technological Park (March 2004)
- Wallerfield Master Plan (May 2004)
- Feasibility for the Spa and Fitness Centre – Hilton Trinidad (October 2004)
- Hilton Trinidad Master Plan Study (June 2005)
- Proposed National Strategic Investment Plan for the Diversification of the Economy (January 2006)
- Hilton Tobago Building Condition Survey (November 2006)
- Report on Current Investment Incentives and Recommended Legislative Amendments to the Trinidad & Tobago Investment Legislation – Services Sector (January 2006)
- Security Study – Wallerfield

**Section 9(1)(g) to Section 9(1)(m)**

Not applicable.