



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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No. 202

2188

### APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. CAMILLE ROBINSON-REGIS, a Member of the House of Representatives, to act in the Office of Senator the Honourable KNOWLSON GIFT, Minister of Foreign Affairs, with effect from 29th October, 2005 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Knowlson Gift, in addition to the discharge of her normal duties.

28th October, 2005.

H. HEMNATH  
*Secretary to Her Excellency  
the Acting President*

2189

### APPOINTMENT TO ACT AS MINISTER OF LEGAL AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. DANNY MONTANO, a Senator, to act in the Office of Senator the Honourable CHRISTINE KANGALOO, Minister of Legal Affairs, with effect from 3rd November, 2005 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Christine Kangaloo, in addition to the discharge of his normal duties.

28th October, 2005.

H. HEMNATH  
*Secretary to Her Excellency  
the Acting President*

2190

### APPOINTMENT TO ACT AS MINISTER OF SOCIAL DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. MUSTAPHA ABDUL-HAMID, a Senator, to act in the Office of the Honourable ANTHONY ROBERTS, Minister of Social Development, with effect from 3rd November, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Anthony Roberts, M.P., in addition to the discharge of his normal duties.

28th October, 2005.

H. HEMNATH  
*Secretary to Her Excellency  
the Acting President*

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### REVOCATION OF APPOINTMENT TO ACT AS MINISTER OF SOCIAL DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from 3rd November, 2005, the appointment of Senator the Honourable CHRISTINE KANGALOO, to act in the Office of the Honourable Anthony Roberts, M.P., Minister of Social Development, made by Instrument dated 11th October, 2005.

28th October, 2005.

H. HEMNATH  
*Secretary to Her Excellency  
the Acting President*

**PUBLIC STATEMENT OF THE POLICE COMPLAINTS AUTHORITY****In  
COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE  
FREEDOM OF INFORMATION ACT, 1999**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Police Complaints Authority (PCA) is required to publish the following statements which lists the documents and information generally available to the public.

The Act gives members of the public:-

1. A legal right for each person to access information held by the PCA.
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.

**THE FOLLOWING INFORMATION IS PUBLISHED BY THE POLICE  
COMPLAINTS AUTHORITY AS APPROVED BY THE MINISTER OF  
NATIONAL SECURITY****SECTION 7 STATEMENTS****SECTION 7 (1) (a) (i)****FUNCTION AND STRUCTURE OF THE POLICE COMPLAINTS AUTHORITY****MISSION STATEMENT**

**A dedicated, dynamic and investigative organization committed to developing trust, confidence and satisfaction of our clients through a competent and motivated team of employees supported by advanced/appropriate technology, in accordance with the Police Complaints Authority Act and any other relevant legislation.**

The Police Complaints Authority Act, 1993, proclaimed on October 16, 1995 (and amended by Act 10, 2000) established the PCA as an independent and impartial body to perform four basic functions —

- i) To receive complaints on the conduct of any police, municipal or special reserve officer;
- ii) To monitor the investigation of a complaint by the Police Complaints Division, so as to ensure that the investigation is conducted impartially;
- iii) To report to the Minister of National Security from time to time, or at his request; and



- iv) To review reports from the Police Complaints Division in accordance with Part IV of the Police Complaints Authority Act.

In fulfilling these four basic functions, the PCA acts as an intermediary between the public and the Police Service seeking the resolution of grievances and the improvement of relations between them. In so doing, the Authority endeavors to enhance the image of the Police Service so that the public would willingly embrace it as a body that protects and serves the citizenry.

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The Authority carries out its mandate by way of sittings held at least once per month. During these meetings it—

- reviews and decides on matters at the request of complainants; and
- establishes and/or re-examines systems and procedures to guide its operations.

The Secretary assists the Chairman in carrying out his statutory functions and is responsible for the general management of the Authority's staff, assets and operations. This is accomplished partly through the duties performed by the support staff.

- ⌘ The two (2) Investigations Officers take and process complaints received from members of the public, such complaints having been either submitted in person or by an attorney-at-law/legal officer or forwarded from the police station at which they were made. They also investigate and report on matters that are to be reviewed by the Authority.
- ⌘ The Administrative Co-ordinator plans, organises and directs the work activities of the clerical and manipulative staff to *inter alia* ensure that records are maintained efficiently and front line service is provided to clients.

### EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

Most of the complaints received are lodged directly with the PCA. However, as dictated by the PCA Act, the initial investigation of all complaints is the responsibility of the Complaints Division of the Police Service. The Division's findings and recommendations are then reported to the Authority. However, the review of the complaints lies solely with the Authority whose Investigations Officers may conduct further investigations and/or it may request further information from the Commissioner of Police to assist it as far as possible to determine the facts. In so doing, it seeks to build an effective and credible complaints resolution system that enhances the confidence of both the public and the police.

### PUBLIC PARTICIPATION

The Authority is committed to addressing the concerns of members of the public who are aggrieved by police misconduct. It can only be effective if it encourages the public to make suggestions about its service. This they can do by mail to:

**Secretary**  
**#46 Park Street,**  
**Port of Spain,**  
**Telephone No. 627-4377**  
**Fax No. 627-0432**

### SECTION 7 (1) (a) (ii)

### CATEGORIES OF DOCUMENTS HELD BY THE POLICE COMPLAINTS AUTHORITY

The documents which relate to complaints made by the members of the public and which may include:

- Legislation;
- Completed complaint forms or letters of complaint;

- Reports of investigations by the PCA including accompanying material gathered during the course of the investigations;
- Notes for the PCA;
- Agenda/Minutes of the PCA's meetings;
- Correspondence to the Minister of National Security /Permanent Secretary, Ministry of National Security on decisions taken with respect to complaints;
- Reports: annual (that includes statistics).

Other General Administration documents which include:-

- Instruments of Appointment of Chairman, Members and Secretary of the PCA;
- Files dealing with complainant's matters;
- Files detailing personnel matters;
- Circulars, memoranda, notices, bulletins/brochures;
- Files pertaining to the procurement of supplies, services, and equipment;
- General correspondence files;
- Financial Records (files, cheques, vouchers, journals, etc).

#### **SECTION 7 (1) (a) (iii)**

#### **MATERIAL PREPARED FOR INSPECTION BY PUBLIC**

The following documents may be accessed by the public:

- Annual Reports
- Brochures/pamphlets:
  - Role and Functions of the PCA
  - Procedures for making a complaint
- Documentation of the guidelines, factors/reasons that inform a decision of the PCA.

The public may access/inspect copies of these documents by contacting the FOI Designated Officer at

Police Complaints Authority  
#46 Park Street  
Port of Spain  
Between the hours of 9.00 a.m. to 11.00 a.m. on normal working days  
Telephone: (868) 627-4377  
Facsimile: (868) 627-0432  
E-mail address: <http://www.pca.gov.tt>

Arrangements can be made through the FOI Designated Officer, to access/inspect documents of the PCA at the office of the Central Administrative Services Tobago (CAST), Jerningham Street, Scarborough, on the third Friday of each month.



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

The PCA has no literature available by way of subscription at this time.

**SECTION 7 (1) (a) (v)****PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE POLICE COMPLAINTS 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 Freedom of Information Act (FOIA) (e.g. the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form [Request for Access to Official Documents] available in our Reception area, or from our Designated Officer, for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the PCA [See Section 7 (1) (a) (vi)].

- **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

- **Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or the Ministry of National Security or from another public authority {e.g. brochures and pamphlets etc...}



### **Responding to your Request**

- **Retrieving documents**

The PCA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of reproduction.

Please note that we are not compelled to do the following:

- (a) Create new documents.
- (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. 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 misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

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

Officers in the Ministry 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) Application for corrections of Personal Documents under Section 36 of the FOIA.

The Designated Officer is:

**Mrs. Sylvia McClean**  
**Secretary**  
**Police Complaints Authority**  
**#46 Park Street**  
**Port of Spain**  
**Tel: (868)627-4377**  
**Facsimile(868)627-0432**

The Alternate Officer is:

**Miss Lisa Serrilla**  
**Senior Clerical Officer**  
**Police Complaints Authority**  
**#46 Park Street**  
**Port of Spain**  
**Tel: (868)627-4377**  
**Facsimile: (868)627-0432**

**SECTION 7 (1) (a) (vii)**

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

At this time, the PCA does not fall within the meaning of this Section of the FOIA.

**SECTION 7 (1) (a) (viii)****LIBRARY/READING FACILITIES**

At this time, the PCA does not have a Reading Room but has a designated reading area to accommodate persons requesting information through the Designated Officer.

**Policy of the PCA for provision of copies of documents held in the public domain**

The PCA is yet to formulate a policy for the provision of copies of documents held in the public domain.

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

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

- PCA Act, 1993
- PCA Amendment Act, 2000.

These are available from 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 PCA, or similar documents containing rules, policies, guidelines, practices or precedents.**

Not applicable at this time.

**SECTION 8(1) (b)**

Not applicable at this time.

**SECTION 9 STATEMENTS****SECTION 9 (1) (a) – (h)**

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

**SECTION 9 (1) (i)**

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

The PCA Bill 2002, to restructure the PCA, to be approved by Parliament. Available from the Government Printery.

**SECTION 9 (1) (i)**

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

The Authority's comments on the PCA's Bill 2002.

**SECTION 9 (1) (k) – (m)**

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

24/02/03/WQY



**PUBLIC STATEMENT OF THE FIREARMS APPEAL BOARD****In  
COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE  
FREEDOM OF INFORMATION ACT, 1999**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the Firearms Appeal Board (FAB) is required to publish the following statements which lists the documents and information generally available to the public.

The Act gives members of the public:-

1. A legal right for each person to access information held by the FAB.
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.

**THE FOLLOWING INFORMATION IS PUBLISHED BY THE FIREARMS  
APPEAL BOARD AS APPROVED BY THE MINISTER OF NATIONAL  
SECURITY**

**SECTION 7 STATEMENTS****SECTION 7 (1) (a) (i)****STRUCTURE AND FUNCTION OF THE FIREARMS APPEAL BOARD**

The Firearms Appeal Board (FAB) is an **independent and impartial body** established by the Firearms (Amendment) Act, 1995. Its primary purpose is to —

*Hear and determine appeals arising from the decision of the Commissioner of Police under sections 17 and 21 of the Firearms Act 14, 1970 and amendments.  
(Chapter 16:01 of the Laws of Trinidad and Tobago)*

A person aggrieved (dissatisfied) by the decision of the Commissioner of Police not to grant him/her a Firearm User's Licence, certificate or permit, or to have his/her licence revoked (cancelled) may appeal to the Firearms Appeal Board to review the Commissioner's decision.

In accordance with Section 22 B of the Firearms (Amendment) Act, 1995: *The Board shall consist of the Chairman of the Police Complaints Authority established under*

*Section 4 of the Police Complaints Authority Act, 17 of 1993 and two (2) other members to be appointed by the President for a period of three (3) years.*

The Secretary, Police Complaints Authority serves as Secretary to the FAB. In addition the staff, accommodation and facilities of the Authority serve the Firearms Appeal Board.

Significant among the members of staff who serve the FAB directly are persons holding the office of:-

- Secretary, Police Complaints Authority
- Senior Stenographer
- Senior Clerical Officer
- Customer Services Representative
- Office Services Attendant

The FAB meets at least twice per month to hear and determine appeals. Notes of the hearings are recorded verbatim.

Any administrative concerns of the Board are addressed by the Secretary assisted by the Senior Stenographer.

#### **PUBLIC PARTICIPATION**

The FAB is committed to addressing the concerns of members of the public who are aggrieved by the decision of the Commissioner of Police to disallow them a Firearms Users Licence/Employees Certificate. It can only be effective if it encourages the public to make suggestions about its service. This they can do by mail to:

**Firearms Appeal Board**  
**C/o The Office of The Police Complaints Authority**  
**# 46 Park Street**  
**Port of Spain**  
**Telephone No. 627-4377**  
**Fax No. 627-0432**

#### **EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The Firearms Appeal Board in accordance with the Firearms Act No. 22 of 1995 is obligated to ensure that appellants are given another opportunity to further state their case before a different set of individuals. Also, they can have their matter presented by their legal representative, if they so desire.

**SECTION 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS HELD BY THE FIREARMS APPEAL BOARD**

The documents which relate to appeals made by members of the public and may include:

- Legislation;
- Letters/memoranda relating to applications for review;
- General correspondence/documents from appellants and the Commissioner of Police to support their positions;
- Minutes and recordings of hearings;
- Correspondence to the Minister of National Security, the Commissioner of Police and appellants or their legal representative, on decisions taken with respect to appeals;
- Reports – statistical summary, annual.

**Other General Administration documents**

- Files dealing with appellants' matters;
- General correspondence files;
- Instruments of Appointment of the Members of the Firearms Appeal Board;
- Personnel files relating to appointment, remuneration etc. of members;
- Financial documents (cheques, vouchers and files).

**SECTION 7 (1) (a) (iii)****MATERIAL PREPARED FOR INSPECTION BY PUBLIC**

The following documents may be accessed by the public:

- Annual Reports of Appeals;
- Pamphlets regarding procedures for appealing the Commissioner's decision;
- Documentation of the guidelines and factors/reasons that inform a decision of the FAB.

The public may access/inspect these documents by contacting the FOI Designated Officer at:

Firearms Appeal Board  
C/o The Office of The Police Complaints Authority  
#46 Park Street  
Port of Spain  
Between the hours of 9.00am to 11.00 am  
Website: <http://www.pca.gov.tt>

## PROCEDURE TO BE FOLLOWED TO ACCESS DOCUMENTS

Arrangements can be made to purchase copies of the documents/to inspect documents by contacting the Designated Officer at 627-4377 or visit the office of the FAB at the office of the Police Complaints Authority at #46 Park Street, Port of Spain.

All notices or requests for access of documents or queries for amendment of information concerning an individual in the possession of the FAB should be addressed to the Designated Officer at 627-4377 (#46 Park Street, Port of Spain.)

### SECTION 7 (1) (a) (iv)

## LITERATURE AVAILABLE BY SUBSCRIPTION

The FAB has no literature available by way of subscription at this time.

### SECTION 7 (1)(a) (v)

## PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE FIREARMS APPEAL BOARD

### 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 Freedom of Information Act (FOIA) (e.g. the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form [Request for Access to Official Documents] available in our Reception area, or from our Designated Officer, for information that is not readily available in the public domain.

- Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the FAB [See Section 7 (1) (a) (vi)].

- Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient



information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

- **Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or the Ministry of National Security or from another public authority {e.g. brochures and pamphlets etc...}

### **Responding to your Request:**

- **Retrieving documents**

The FAB is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we will furnish the best copy possible and note its quality in our reply. Extra copies will be provided at the cost of reproduction.

Please note that we are not compelled to do the following:

- (a) Create new documents.
- (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. 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 misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

**Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable **but no later than** 30 days as required by Section 15 of the FOIA.

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

Officers in the FAB 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) Application for corrections of Personal Documents under Section 36 of the FOIA.

The Designated Officer is:

**Mrs. Colleen Greaves-St. Aude**  
**Senior Stenographer**  
**Police Complaints Authority**  
**# 46 Park Street**  
**Port of Spain**  
**Telephone: (868) 627-4377**  
**Facsimile: (868) 627-0432**

The Alternate Officer is:

**Miss Lisa Serilla**  
**Senior Clerical Officer**  
**Police Complaints Authority**  
**#46 Park Street**  
**Port of Spain**  
**Telephone: (868) 627-4377**  
**Facsimile: (868) 627-0432**

**SECTION 7 (1) (a) (vii)**

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

At this time, the FAB does not fall within the meaning of this Section of the FOIA.

**SECTION 7 (11 (a) (viii))****Policy of the FAB for provision of copies of documents held in the public domain**

The FAB is yet to formulate a policy for the provision of copies of documents held in the public domain.

**SECTION 8 STATEMENTS****SECTION 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws or schemes administered by the FAB, not being particulars contained in another written law.**

- Firearms Appeal Board (Amendment) Act 22 of 1995; and
- Firearms Act 14 of 1970 (Chapter 16:01 of the Laws of Trinidad and Tobago)

These are available from 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 FAB, or similar documents containing rules, policies, guidelines, practices or precedents.**

- Decision Sheet of the FAB;
- Letters to appellants or their legal representative, the Minister of National Security and the Commissioner of Police regarding decisions of the FAB.

**SECTION 8(1) (b)**

Not applicable at this time.

**SECTION 9 STATEMENTS**

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



## **Parliament of the Republic of Trinidad and Tobago**

### **Public Statement of the Office of the Parliament**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA) [Act No. 26 of 1999], the Office of the Parliament is required by law to publish the following statements:

#### **SECTION 7 - STATEMENTS**

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

##### **Structure and Function of the Office of the Parliament of the Republic of Trinidad and Tobago**

The offices of the Parliament have their origins in the Department of the Colonial Secretary's Office, which was in existence up to the attainment of Independence in 1962. The Trinidad and Tobago (Constitution) Order in Council, 1961 created the bi-cameral Legislature that is in operation today. The Legislature today is supported by an organization comprising over 100 members of staff, the administrative management of which is exercised by the Clerk of the House.

The Mission of the Office of the Parliament is:-

**“To provide Parliamentarians with timely procedural advice and essential professional support services, in order that they may carry out their responsibilities as legislators in an informed and efficient manner”**

The key objectives of the Office of the Parliament are:

1. Ensuring that the Houses of Parliament and their Committees have the necessary procedural, administrative and research support to effectively carry out their functions;
2. Providing all Members with the requisite advice and assistance regardless of party or office;
3. Providing efficient and effective service delivery while at the same time ensuring that resources are allocated responsibly and utilized to their maximum capacity;
4. Increasing public understanding of Parliament and its institutions;



5. Developing its physical and human resources so that the organization will be equipped to anticipate and manage changes in the organization's environment.

The Office of the Parliament is divided into the following responsibility areas:

1. Parliament Secretariat:
  - Offices of the Presiding Officers (President of the Senate and Speaker of the House of Representatives)
  - Office of the Clerk of the House
  - Office of the Clerk of the Senate
  - Office of Committees
  - Office of the Public Accounts Committee and Public Accounts (Enterprises) Committee
2. Accounting Unit
3. Administrative Services Unit
4. Auditing Unit
5. Communications Unit
6. Hansard Unit
7. Human Resource Management Unit
8. Information Systems Unit
9. Office of the Marshal of the Houses
10. Parliament Library
11. Records Management Unit

The Offices of the Leader of the Opposition and the Ombudsman fall under the jurisdiction of the Parliament and include members of staff of the Office of the Parliament, but maintain separate functions.

#### **PARLIAMENT SECRETARIAT**

Purpose: To provide professional advice and assistance to the Presiding Officers and Members of Parliament in support of their parliamentary duties.

Responsibilities include:-

- Ensuring that the Houses of Parliament have the necessary procedural advice, information and secretarial support services to effectively carry out their functions
- Preparing the Order Papers and other departmental documents

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- Researching matters of procedure and preparing papers occasionally on parliamentary matters
- Maintaining manual and computerized records of all the legislative and other activities of the Office of the Parliament
- Preparing Bills passed by both Houses, for Presidential assent (and proclamation)
- Responding to requests for information and advice from Members of Parliament. Response is also made to requests from the public and private sectors, the general public, other Parliaments, regional and international organizations
- Providing secretarial services to the Presiding Officers
- Providing secretarial services to the Trinidad and Tobago Branch of the Commonwealth Parliamentary Association.

Committees for which the Secretariat is responsible:-

#### **Sessional Select Committees**

- Standing Orders Committee: Considers and reports on such matters relating to standing orders referred by Houses of the Parliament
- House Committee: Considers and advises the Presiding Officers on all matters connected with the comfort and convenience of Members of Parliament
- Committee of Privileges: Considers and reports on matters which affect the powers or privileges of the Houses of Parliament
- Regulations Committee: Scrutinizes and reports whether powers to make regulations, rules, sub-rules and bye-laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation.
- Statutory Instruments Committee: Scrutinizes and reports whether powers to make regulations, rules, sub-rules and bye-laws conferred by the Constitution or delegated by Parliament are properly exercised within such delegation.

#### **OFFICE OF COMMITTEES**

Purpose: To provide secretarial services and procedural advice to Select Committees of the Parliament other than Sessional Select Committees.

Responsibilities include:-

- Ensuring that the Committees have the necessary procedural advice, information and secretarial support services to effectively carry out their functions

- Preparing the agenda and notices of meetings, reports, minutes and other documents following meetings of Committees
- Advising Members of Parliament on parliamentary practice and procedure

Committees for which the Office of Committees is responsible:

**Special Select Committees**

(Appointed on an ad hoc basis to consider specific matters)

**Joint Select Committees**

(Appointed on an ad hoc basis to consider specific matters. Comprises Members of both Houses)

**Committees established by Act 29 of 1999 (Amendment to the Constitution) to inquire into and report to both Houses of Parliament in respect of:**

- Government Ministries
- Municipal Corporations
- Statutory Authorities
- Service Commissions (with the exception of the Judicial and Legal Services Commission)
- State-owned enterprises

**OFFICE OF THE PUBLIC ACCOUNTS COMMITTEES**

Purpose: To function as the secretariat of the Public Accounts Committee (PAC) and the Public Accounts (Enterprises) Committee (PA(E)C) and to provide professional advice to the Members of these Committees.

Established under our Republican Constitution (1976), the Public Accounts Committee and the Public Accounts (Enterprises) Committee respectively, are mandated to consider and report to the Houses of Parliament on appropriation accounts of monies expended out of sums granted by Parliament to meet public expenditure and audited accounts, balance sheets and other financial statements of all enterprises that are owned or controlled by, or on behalf of the State.

Responsibilities include:-

- Ensuring that all necessary arrangements are made to facilitate regular and punctual meetings of the PAC and PA(E)C
- Providing professional communication linkages between these Committees and the Office of the Auditor General as well as other relevant offices and corporations

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- Providing advice on practice and procedure, particularly relating to the work of the Committees, to the Members of the Committees, other Members of Parliament and interested persons
- Preparing and maintaining up-to-date information and records to facilitate decision-making by these Committees

### **ACCOUNTING UNIT**

Purpose: To provide effective financial and accounting services to the Office of the Parliament, and to ensure that the financial functions are conducted in compliance with the Exchequer and Audit Act, and with financial regulations and instructions.

Responsibilities include: -

- Paying salaries and allowances to Members of Parliament, in accordance with the financial regulations
- Accounting for and advising the Accounting Officer on all aspects of the votes, Members' salaries and other financial matters pertaining to the Office of the Parliament
- Maintaining accurate and up to date accounting records to facilitate prompt and effective decision-making
- Paying all approved invoices for goods and services required by the Office of the Parliament

### **ADMINISTRATIVE SERVICES UNIT**

Purpose: To provide and maintain efficient and functional administrative support to the Parliament.

Responsibilities include:-

- Coordinating the preparation and timely production of annual Estimates of Expenditure
- Procuring the supplies, furniture and equipment essential to the functioning of the Office of the Parliament
- Maintaining official personnel files of all staff employed by the Office of the Leader of the Opposition and Constituency Offices for the administration of personnel matters like vacation leave and casual/sick absences and for the payment of salaries and allowances.



- Keeping staff informed of the Office of the Parliament's goals and plans through regular bulletins, and the provision of opportunity for feedback
- Maintaining a reliable system of record and registry management
- Providing up-to-date and accurate information, particularly on administrative matters to facilitate decision-making by the Clerk of the House

### **AUDITING UNIT**

Purpose: To plan, organize and implement the internal audit function in the Office of the Parliament, including the office of the Ombudsman and Office of the Leader of the Opposition.

Responsibilities include:-

- Examining the records of the organization to ensure that all transactions are authorized properly, seconded and executed, in accordance with the financial regulations and instructions
- Ensuring that accounting and management systems are properly adhered to
- Examining the relevant registers on a regular basis and making recommendations when necessary

### **COMMUNICATIONS UNIT**

Purpose: To provide the public and other stakeholders with information relating to the parliamentary affairs both in print and electronic format.

Responsibilities include:-

- Liaising with the public, including the media, other departments of Government and schools and providing information requested.
- Arranging group tours for visiting schools.
- Producing up-to-date informative material on Parliament
- Maintaining information on the Office of the Parliament website.

### **HANSARD UNIT**

Purpose: To provide a permanent and accurate record of the proceedings of both Houses of Parliament as well as verbatim records of meetings of Select Committees

Responsibilities include:-

- Producing the timely editing of verbatim transcripts of proceedings of the Parliament
- Facilitating the printing, by the Government Printer, of the official Hansard

### **HUMAN RESOURCE MANAGEMENT UNIT**

Purpose: To acquire, develop, motivate, organize and maintain the employees of the Office of the Parliament.

Responsibilities include:-

- Performing the duties of personnel management and maintaining adequate staff levels, essential to the requirements of the organization
- Encouraging human resource development by preparing/conducting training programmes for the improvement of skills, attitudes and knowledge of staff; performance management and career guidance
- Ensuring that adequate levels of occupational safety and health are maintained, conducive to the effective performance of all Members of staff
- Serving as the nexus of labour management relations

### **INFORMATION SYSTEMS UNIT**

Purpose: To provide Information Technology support and service to the Presiding Officers, Members of Parliament and staff of the Office of the Parliament and Constituency Offices, through the installation, testing, repairing and upgrading of all computer systems.

### **OFFICE OF THE MARSHALL OF THE HOUSES OF PARLIAMENT**

Purpose:

- a. To ensure the security of, and the maintenance of order and cleanliness in the Parliament Chamber and its precincts
- b. To provide reliable messengerial services through which information is disseminated to Members of Parliament and to other public offices
- c. To provide dining room services to Members of Parliament, staff and visitors in a professional and courteous manner

**Responsibilities include:-**

- Ensuring the security of the Presiding Officers and Members of Parliament, the Parliamentary officers and the parliamentary precincts
- Ensuring that the offices are, at all times, clean and well kept
- Providing a sufficient and reliable delivery service, which ensures that Members of Parliament receive their documents on time
- Providing efficient housekeeping services to the Office of the Parliament

**THE PARLIAMENT LIBRARY**

**Purpose:** To provide high-quality information resource services to Members of Parliament and their research staff, officers of the Parliament and their assistants in a timely, accurate and nonpartisan manner.

**Responsibilities include:-**

- Ensuring that books, journals and other printed documents which may be required by Members of Parliament, in support of their legislative duties, are available.
- Responding promptly to requests from Members, officers of both Houses and other authorized users, for such relevant documents that are considered necessary for the performance of parliamentary duties.
- Maintaining a definitive collection of sessional papers and other documents related to the business of proceedings of the Senate and House of Representatives.
- Assisting Members' research staff to make effective use of parliamentary and other sources in their work for the Members.

**Section 7 (1)(a)(ii)****Categories of documents in the possession of the Office of the Parliament:**

1. Administrative files dealing with general matters for the operations of the organization
2. Personnel files of employees of the organization
3. Accounting files and financial records dealing with the financial management of the organization
4. Files dealing with the purchase of supplies, services and equipment.
5. Inventory files
6. Cabinet documents

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7. Minutes/Agenda of Parliament and Committee meetings
8. Order Papers of the Houses of Parliament
9. Papers laid in Parliament
10. Debates of the Houses of Parliament
11. Standing Orders of the Houses of Parliament
12. Internal and External correspondence files
13. Query files
14. Legislation and legal instruments
15. Commonwealth Constitutions
16. Files dealing with circulars, memoranda, notices and bulletins
17. Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.
18. Files dealing with official functions, conferences and events hosted and attended by Parliamentarians and Staff
19. Books, booklets and newspaper clippings of matters relating to parliamentary government
20. Periodicals and publications on matters relating to parliamentary government
21. Other multimedia resources such as films and cassettes relating to parliamentary government

**Section 7 (1)(a)(iii)**

**Material prepared for inspection**

Material prepared for inspection:

- Order Papers of the House of Representatives and Senate 1961 -
- Debates of Parliament
  - Legislative Council 1901 – 1962
  - House of Representatives, 1962 -
  - Senate 1962 -
- Reports of the Committees of Parliament

Material not prepared for inspection but which can be inspected:

- Debates of Parliament (British)
  - House of Commons 1980 – 1994
  - House of Lords 1977 - 1980



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- Reports: Annual/monthly/quarterly
  - Annual Reports (State-owned enterprises) 1960
  - Auditor General's Reports (State-owned enterprises) 1960-
  - Central Statistical Office Statistical Reports
  - Central Bank Reports
- Minutes of Legislative Council 1865 – 1961
- Papers laid in Parliament 1874 -
  - These include Green Papers, White Papers, Reports of Commissions of Enquiry, Committee Reports *et al*
- Standing Orders of the House of Representatives and the Senate
- Legislation and legal instruments (Acts, Bills and Legal Notices) 1901-
- Briefing papers, photographs of official functions, conferences and events hosted and attended by Parliamentarians and staff.
- Commonwealth Parliamentary Association documents
- Books, booklets and newspaper clippings of matters relating to government
  - Books relating to governmental and parliamentary procedure, Caribbean history, philosophy, management etc
  - Vertical file newspaper clippings 1994 – 1997: parliamentary and general topics
  - Newspapers from 1997- :
    - Trinidad Guardian
    - Express
    - Newsday
    - Selected weeklies
- Periodicals and publications
  - Royal Gazette, Trinidad Gazette 1874-
  - Parliamentarian 1960-
  - Other Periodicals relating to general matters such as health, accounting, government, current events etc

The Parliament Library is the repository for papers laid in Parliament and a source for reference material on parliamentary and related topics. The above material exists in the public domain and can be accessed **by appointment only** between the hours of 9:00 a.m. to 3:00 p.m. on working days when Parliament is not sitting. The Library is now being modified to allow members of the Public access on all working days:

The following rules for the use of the Parliament Library apply:

1. Read-access only to material - No photocopying or scanning of resources
2. Public users are not allowed to remove or borrow items from the library shelves
3. Cellular phones are to be silenced or switched off
4. No eating, drinking or smoking allowed
5. No music or group discussions allowed

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

Literature is not available by way of subscription.

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

**Procedure for accessing a document not available in the public domain**

General enquiries can be made via telephone and email without the necessity of completing an official request form. Selected legislation, debates and general parliamentary information are available on our website, [www.ttparliament.org](http://www.ttparliament.org).

For information that is not readily available in the public domain **the request must be submitted in writing**. FOIA request forms are available at the Office of the Parliament or can be downloaded from the Freedom of Information Act website, [www.foia.gov.it](http://www.foia.gov.it). The request should provide sufficient details to allow for easy identification and location of the records requested. If the applicant is unsure of how to write the request or what details to include, he/she may communicate with the Designated Officer or Alternate Officers. The applicant should receive a reply within thirty (30) days granting either approval or refusal of access to requested documents.

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

Requests must be addressed to the Designated Officer or in his absence the Alternate Officers:

**Designated Officer:** Mr. Jason Elcock - Communications Officer

**Alternates:** Mrs. Gertrude James – Graduate Research Assistant *or*  
Mrs. Lila Rodriguez-Roberts Editor of the Official Report

Office of the Parliament

The Red House

Abercromby Street

Port-of-Spain

Tel: 624-7275 ext. 246 (J. Elcock);

624-7275 ext. 289 (G. James);

623-4494 ext. 240 (L. Rodriguez-Roberts)

Fax: 625-4672

Email: [webmaster@ttparliament.org](mailto:webmaster@ttparliament.org)

There is no application fee, however, there may be charges for time spent on searches, photocopies etc., as outlined in the Freedom of Information Fees and Regulations.

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

There are no bodies which fall under this section of the Freedom of Information Act that have been established for the purpose of advising the organization and whose meetings are open to the public.

### **Section 8**

#### **Documents provided by the Office of the Parliament for use by its Officers**

- Standing Orders of the House of Representatives and the Senate. These are rules of procedure pertaining to the conduct of the Offices of the Presiding Officers and Members of Parliament only and the procedure in the Chambers and in the Parliament generally. These Standing Orders are available for purchase from the Government Printery Sales Section
- Desk manuals for Parliament staff outlining duties and responsibilities

### **Section 9**

#### **Documents created since 2001 which fall under Section 9 (1) (d):**

Address by His Excellency the President Arthur N.R. Robinson, T.C, O.C.C, S.C., on the occasion of the First Session of the Sixth Parliament of the Republic of Trinidad and Tobago.

First Report (2001 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the Expenditure from the Public Revenue which were not included in the Annual Estimates, 1999/2000.

Second Report (2001 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the supplementation and variation of the Annual Estimates 2001.

Special Report of the Finance Committee of the House of Representatives

Special Select Committee appointed to consider and report on a Bill entitled "The Occupational Safety and Health (No.2) Bill, 2001."

Report of the Committee of Privileges of the House of Representatives of the Republic of Trinidad and Tobago (2001 Session).

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Third Report (2001 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for supplementation of the annual estimates 2001.

Address to a joint sitting of both Houses of Parliament by Her Excellency the Acting President of the Republic of Trinidad and Tobago, Dr. Linda Baboolal on the occasion of the commencement of the First Session (2002/2003) of the Eighth Parliament of the Republic of Trinidad and Tobago.

First Report (2002/2003 Session) of the Finance Committee of the House of Representatives of Trinidad and Tobago on proposals for the Expenditure from the public revenue which were not included in the annual estimates, 2002.

Special Report of the Joint Select Committee appointed to consider and report on the Police Service Reform Bills (i) The Constitution (Amendment) Bill, 2002; (ii) The Police Service Bill, 2002; and (iii) The Police Complaints Authority Bill, 2002.

Second Special Report of the Joint Select Committee appointed to consider and report on the Police Service Reform Bills (i) The Constitution (Amendment) Bill, 2002; (ii) The Police Service Bill, 2002; and (iii) The Police Complaints Authority Bill, 2002.

First Report (2002/2003 Session) of the Committee of Privileges – House of Representatives.

Second Report (2002/2003 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the supplementation and variation of the 2003 Appropriation.

Third Special Report of the Joint Select Committee appointed to consider and report on the Police Service Reform Bills (i) The Constitution (Amendment) Bill, 2002; (ii) The Police Service Bill, 2002; and (iii) The Police Complaints Authority Bill, 2002.

Third Report (2002/2003 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the supplementation of the 2003 Appropriation.

Report of the House Committee of the House of Representatives (2002/2003 Session).

Second Report of the Committee of Privileges of the House of Representatives (2002/2003 Session).

Report of the Standing Orders Committee of the House of Representatives (2002/2003 Session).

Address by His Excellency Professor George Maxwell Richards, TC, CMT, PhD, President of the Republic of Trinidad and Tobago, at the opening of the Second Session of the Eighth Parliament of the Republic of Trinidad and Tobago.



Report of the Joint Select Committee appointed to consider and report on the (i) Integrity in Public Life (Prescribed Forms) Regulations, 2003 and (ii) Integrity in Public Life (Furnishing of Information) Regulations, 2003.

First Report (2003/2004 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the supplementation and variation of the 2003 Appropriation.

Address by His Excellency Professor George Maxwell Richards, TC, CMT, PhD, President of the Republic of Trinidad and Tobago, at the opening of the Third Session of the Eighth Parliament of the Republic of Trinidad and Tobago.

A Statement by Senator the Honourable John Jeremie, Attorney General, in the House of Representatives on the Annual Legislative Agenda for 2004 to 2005.

First Report (2004/2005 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the supplementation of the 2004 Appropriation.

Second Report (2004/2005 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on proposals for the variation of the 2004 Appropriation.

Special Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

Report of the Joint Select Committee appointed to consider and report on the Public Broadcasting of Debates and Business of Both Houses.

First Report of the Public Accounts Committee – First Session of the Eighth Parliament (2002/2003).

Second Interim Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

First Report of the Committee of Privileges of the House of Representatives (2004/2005 Session) on allegations of breach of privilege arising out of an incident that occurred in the Member's Lounge on Wednesday September 15, 2004.

Third Interim Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

Fourth Interim Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

Third Report (2004/2005 Session) of the Finance Committee of the House of Representatives of the Republic of Trinidad and Tobago on the proposals for the supplementation and variation of the 2005 Appropriation.

Fifth Interim Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

Report of the Special Select Committee appointed to consider and report on a Bill entitled "The Copyright (Amendment) Bill, 2004."

Report of the Statutory Instruments Committee of the Senate for the 2002/2003 Session.

Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "An Act to provide for Mediation in Trinidad and Tobago."

Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

Second Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

Third Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

Fourth Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

Fifth Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Venture Capital (Amendment) Bill (No.2), 2004."

First Interim Report of the Special Select Committee of the Senate appointed to consider and report on a Bill entitled "The Anti-Terrorism Bill, 2004"

Report of the Committee of Privileges of the Senate on a matter of privilege raised by Professor Deosaran.

Report of the Special Select Committee appointed to consider and report on a Private Bill entitled "An Act for the Incorporation of the Child Welfare League of Trinidad and Tobago and for matters incidental thereto."