



TRINIDAD AND TOBAGO GAZETTE

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147

APPOINTMENT TO SHORT SERVICE AND SPECIAL DUTY COMMISSIONS IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (REGIMENT AND COAST GUARD)

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President has been pleased to approve the appointment of the undermentioned persons to Short Service and Special Duty Commissions in the Trinidad and Tobago Defence Force (Regiment and Coast Guard), in the ranks and positions indicated against their names, with effect from 24th August, 2005, for a period of three (3) years in the first instance—

TRINIDAD AND TOBAGO REGIMENT

<i>Name of Officer</i>	<i>Recommended Rank</i>	<i>Recommended Position</i>
STAFF SERGEANT IAN CARTER ...	Lieutenant	Staff Officer 3 (Finance)
SERGEANT DEXTER HORSFORD ...	do.	Dietician
SERGEANT NEVILLE WINT ...	do.	Staff Officer 3 (Operations)

TRINIDAD AND TOBAGO COAST GUARD

<i>Name of Officer</i>	<i>Recommended Rank</i>	<i>Recommended Position</i>
PETTY OFFICER YOHAN SERRETTE ...	Sub Lieutenant	Staff Officer 3 (Human Resource)

TRINIDAD AND TOBAGO AIR GUARD

<i>Name of Officer</i>	<i>Recommended Rank</i>	<i>Recommended Position</i>
MR. KERRY DASS ...	Sub Lieutenant	Pilot (Trinidad and Tobago Air Guard)

TRINIDAD AND TOBAGO SPECIAL DUTY COMMISSION

<i>Name of Officer</i>	<i>Recommended Rank</i>	<i>Recommended Position</i>
CHIEF PETTY OFFICER RICHARD ALEXANDER	Sub Lieutenant	Administrative Officer to the Commanding Officer (Air Guard)
CHIEF PETTY OFFICER DANNY SINNETTE ...	do.	Administrative Officer to the Commanding Officer of the Trinidad and Tobago Coast Guard
PETTY OFFICER ANDREW CLEMENT ...	do.	Administrative Officer to the Executive Officer of the Trinidad and Tobago Coast Guard
PETTY OFFICER NAZIM MOHAMMED ...	do.	Administrative Officer to the Commander (Administration) of the Trinidad and Tobago Coast Guard

PUBLIC STATEMENT

of

The Tourism Development Company Limited

IN COMPLIANCE WITH SECTION 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 Tourism Development Company Limited (TDC) is required by law to publish the following statement which lists the documents and information existing within the TDC and are generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the TDC
- (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 Tourism Development Company Limited publishes the following information as approved by the Minister of Tourism.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the TDC

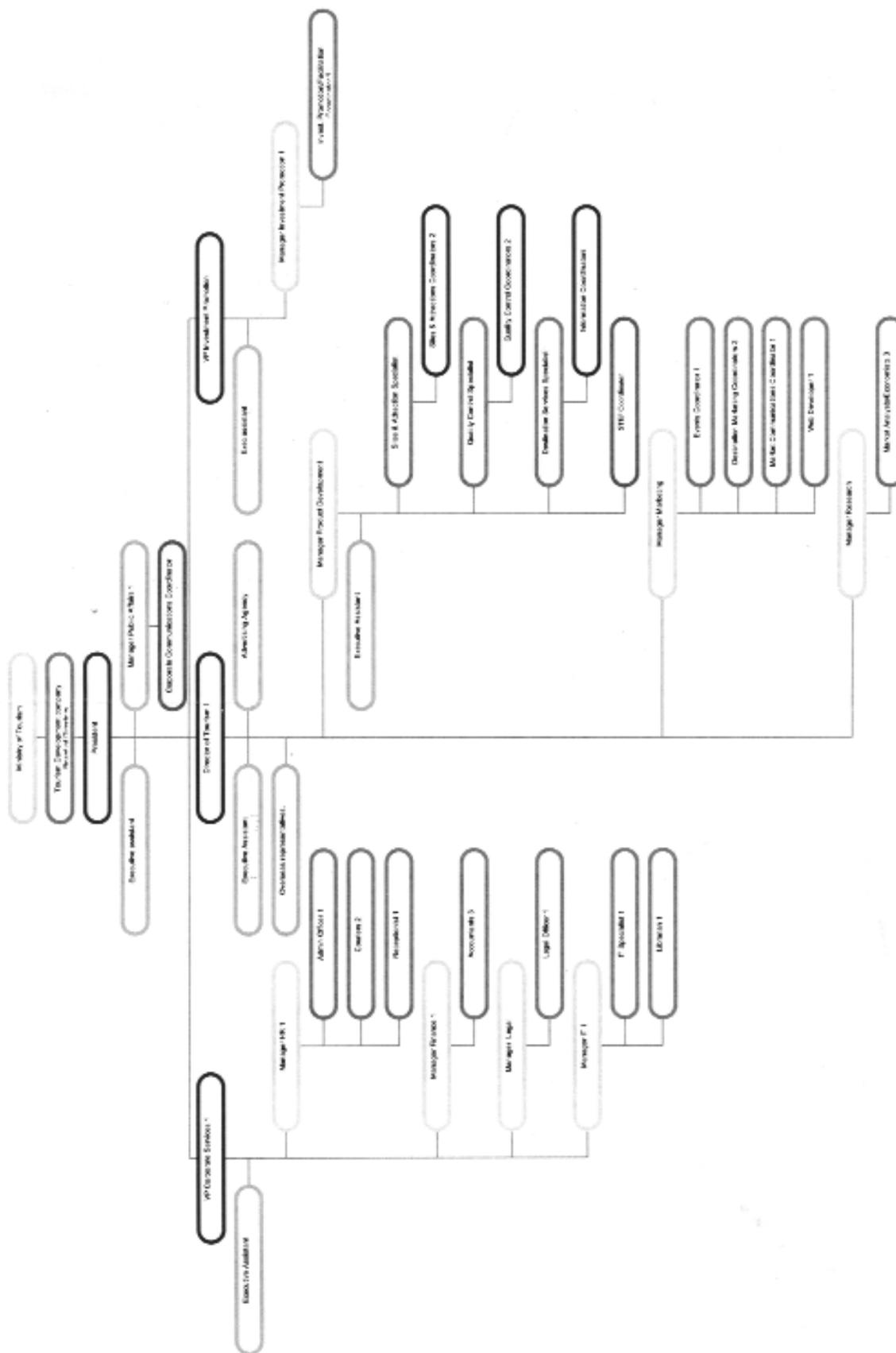
The TDC is mandated to develop and promote Trinidad and Tobago's tourism product.

The TDC is a State Enterprise incorporated on 13th September 2004. The Registered Office of the TDC is 29th Tenth Avenue, Barataria. The TDC is governed by a Board of Directors appointed by the Company's shareholders.

The following Organizational Chart depicts the main responsibility centers of the TDC:

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The following Organizational Chart depicts the main responsibility centers of the TDC:



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Scope of Responsibilities

The TDC was established to be the agency responsible for the development and promotion of Trinidad and Tobago's tourism sector. More specifically, with regards to development, the TDC will establish and implement standards for the development and maintenance of tourism infrastructure and amenities as well as standards for all identified tourist sites and attractions. The TDC will also rationalize the ownership of all beach facilities, tourism sites and attractions and maintain these facilities/amenities.

All elements of tourism marketing and promotion are the exclusive responsibility of the TDC, including the promotion of hotel investment opportunities. Furthermore, with regards to hotel investment, the company will manage the state's interest in all new hotel development and facilitate applications from tourism investors for concessions under the Tourism Development Act or similar legislation. To date, growth of the industry has been hampered by insufficient room stock, particularly during peak seasons such as Carnival. Apart from the generation of increased foreign exchange earnings, added hotel investment will ensure that the international demands of the local industry are adequately met, particularly with regard to the immense increase in business tourism travelers.

The TDC in conjunction with other public authorities will undertake and upgrade the reception and information service facilities at the official ports of entry to Trinidad and Tobago. Where the functions of the TDC relate to Tobago, the TDC will continue to consult with the Tobago House of Assembly.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the TDC:

As stated earlier the TDC is newly formed and currently not in possession of many files. The following documents are currently in TDC's possession:

1. Files dealing with administrative support and general administration of the operations of the TDC.
2. Personnel files detailing inter alia all staff appointments, job applications, job specifications, resignations, human resource issues.
3. Financial and Accounting Records
4. Files dealing with procurement of supplies, services and equipment
5. Promotional and Collateral Material
6. Legislation and Legal Instruments
7. News releases from the TDC
8. Inventories
9. Registers
10. Intra-Governmental Correspondence: such as correspondence with Ministries and other public authorities
11. Files dealing with contracts
12. Maps
13. Brochures and Posters
14. Newspaper clippings
15. Certificates

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Section 7 (1) (a) (iii)

Material prepared for publication or inspection

- This section is not applicable at the present time.

Section 7 (1) (a) (iv)

Literature available by subscription

- We currently have no material available for subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the TDC

How to Request Information:

§ General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents* which is available from the Designated Officer of the TDC or www.foia.gov.tt or the schedule of the FOIA) for information that is not readily available to the public.

§ Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the TDC **see Section 7 (1) (a) (vi)**.

§ Details in the Request.

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

Requests not handled under the FOIA:

§ A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from TDC or from another public authority, for example brochures , pamphlets , reports etc.

Responding to your Request:

§ Retrieving Documents

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

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Requests for access to documents maintained by the TDC should be forwarded to:

The Legal Manager

Tourism Development Company Limited

29 Tenth Avenue

Barataria

675-7034-7

§ Furnishing Documents

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

Please note we are not compelled to do the following:

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

Time Limits

§ General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

§ Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the TDC responsible for:

- (1) The initial receipt of and action upon notices under section 10,
- (2) Requests for access to documents under section 13 and
- (3) Applications for corrections of personal information under section 36 of the FOIA

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The officer responsible for the receipt of and action upon notices under section 10, requests for access to documents under section 13 and applications under Section 36 would be the Legal Manager.

Section 7 (1) (a) (vii)

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

- At the present time there are no bodies in the TDC that fall within the meaning of this section of the FOIA

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

- Library facilities are not available at this time.

SECTION 8 STATEMENTS

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

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

- At this time we have no such reports or statements

Section 9(1) (b)

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

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- Guidelines from the Ministry of Finance, Investments Division STANDARD PROCUREMENT PROCEDURES FOR THE ACQUISITION OF GOODS, SERVICES TO BE PROVIDED AND WORKS TO BE UNDERTAKEN AND FOR THE DISPOSAL OF UNSERVICEABLE ITEM IN STATE ENTERPRISES/STATUTORY BODIES (STATE AGENCIES).

Section 9(1)(c)

A report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the TDC.

- At this time we have no such reports or statements

Section 9(1)(d)

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

- At this time we have no such reports or statements.

Section 9(1)(e)

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

- Trinidad & Tobago Key Tourism Statistics 2005
- Trinidad and Tobago- the Impact of Travel & Tourism on Jobs and the Economy

Section 9(1)(f)

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

- At this time we have no such documents

Section 9(1)(g)

A report prepared within the TDC and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, program or project.

- At this time we have no such reports

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Section 9(1) (h)

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

- At this time we have no such reports.

Section 9(1)(i)

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

- At this time we have no such reports

Section 9 (1)(k)

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

- At this time we have no such reports

Section 9 (1) (l)

An environmental impact statement prepared by the TDC.

- At this time we have no such statement.

Section 9 (1)(m)

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

- At this time we have no such reports.

Government of the Republic of Trinidad and Tobago
Public Statement of
The Trinidad and Tobago Free Zones Company Limited
In Compliance with Sections 7, 8 and 9 of
The Freedom of Information Act, 1999 (FOIA)

The Act gives members of the public:

- A legal right for each person to access information held by a Public Authority;
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 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.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Free Zones Company Limited (hereinafter called TTFZ) is required by law to publish the following statements which list the documents and information generally available to the public.

Section 7 (1) Statements

Function and structure of the TTFZ.

TTFZ's mandate is to promote, facilitate, administer and regulate free zones in Trinidad and Tobago. A free zone is an area so designated by the Minister pursuant to the Act within which special Customs procedures and duty and tax waivers are applicable to exports of products and services.

TTFZ is a Wholly Owned Enterprise which was incorporated on 6th July 1988 and was continued under section 343 of the Companies Act 1995 on 9th April 1998. It comprises a staff of four and is headed by a Chief Executive Officer.

TTFZ deals exclusively with the Free Zones Programme, which is administered in accordance with the provisions of the Trinidad and Tobago Free Zones Act No. 19 of 1988 (hereinafter called the Act). The Programme is dedicated exclusively to exports and as such the Authority's dealings are with investors with overseas market access.

TTFZ is empowered to:-

- Recommend designations of free zone areas to the Minister pursuant to section 5 and may recommend to the Minister, pursuant to section 14, the making of bye laws for the purpose of specifying information to be provided, conditions of use of facility, security arrangements and other relevant matters.
- Administer and control all free zones and regulate the activities which may be carried on therein and may operate and manage its own free zones under the provisions of section 6 of the Act.
- Approve enterprises to undertake approved activities subject to terms and conditions and make sales to the customs territory as provided for in sections 15 and 24 of the Act.

The Act provides for imposition of duties by the Comptroller of Customs and Excise and for revocation of designation and approval orders by the Minister on TTFZ's recommendation, for

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non-compliance with the provisions of the Act and terms and conditions of approval. And in addition, it provides, upon summary conviction, for imposition of significant fines and imprisonment.

Categories of Documents maintained in possession of TTFZ.

- Legislation and Legal Instruments.
- Pamphlets, brochures, which are available upon request.
- Forms.
- General administrative documents.
- Annual audited statements of accounts and annual report which are laid in Parliament by the Minister. The audited statement of accounts is published by TTFZ in a daily newspaper, as required by Cabinet decision.

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 12 noon and 1:30 p.m. to 4:00 p.m. on normal working days at TTFZ's office at 61 Dundonald Street, Port of Spain, Tel no. (868) 625-4749; (868) 625-8363; Fax no. (868) 625-4755:

Explanatory booklets; Compilation of the Act with amendments; Statements of policies and procedures.

TTFZ's policy is to answer all requests, both oral and written, for information. However, requests for access for official documents, under section 13 of the FOIA must be made in writing in the form established in the FOIA. The appropriate form can be obtained from TTFZ's office.

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

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 TTFZ or from another public authority, for example brochures and pamphlets, published Acts, Orders, statements of accounts, etc.

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

It should be noted that the FOIA does not mandate the creation of new documents or the performance of research for applicants.

The FOIA sets certain time limits for processing of applications. Written requests on the appropriate form will be processed within 30 days, as required by Section 15 of the FOIA.

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. However, if access to an official document is not provided within seven working days of payment of the relevant fee, the applicant shall, in addition to access to the official document requested, be entitled, pursuant to section 17 (4), to a refund of the fee paid.

To facilitate prompt handling of requests they should be addressed to the Designated Officer.

Officers responsible for processing requests for documents:

The Designated Officer is: Executive Assistant, Filcen Richmond, 61 Dundonald Street, Port of Spain, Tel. Nos. (868) 625-4749; (868) 625-8363; Fax No. (868) 625-4755

Section 8 (1) Statements

Manuals, rules of procedures, statements of policy.

Statement of policies and procedures.

