



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 45

Port-of-Spain, Trinidad, Wednesday 17th May, 2006—Price \$1.00

No. 82

901

APPOINTMENT TO ACT AS MINISTER OF PLANNING AND DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. CHRISTINE SAHADEO, a Senator, to act in the Office of the Honourable CAMILLE ROBINSON-REGIS, Minister of Planning and Development, with effect from 5th May, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable Camille Robinson-Regis, M.P., in addition to the discharge of her normal duties.

8th May, 2006.

H. HEMNATH
*Secretary to His Excellency
the President*

902

APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. HOWARD CHIN LEE, a Senator, to act in the Office of the Honourable KENNETH VALLEY, Minister of Trade and Industry, with effect from the afternoon of 8th May, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable Kenneth Valley, M.P., in addition to the discharge of his normal duties.

8th May, 2006.

H. HEMNATH
*Secretary to His Excellency
the President*

903

APPOINTMENT TO ACT AS MINISTER OF PUBLIC UTILITIES AND ENVIRONMENT

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. RENNIE DUMAS, a Senator, to act in the Office of the Honourable PENNELOPE BECKLES, Minister of Public Utilities and Environment, with effect from the afternoon of 8th May, 2006 and continuing during the absence from Trinidad and Tobago of the said the Honourable Penelope Beckles, M.P., in addition to the discharge of his normal duties.

8th May, 2006.

H. HEMNATH
*Secretary to His Excellency
the President*

904

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed Mr. DANNY MONTANO, a Senator, to act in the Office of Senator the Honourable KNOWLSON GIFT, Minister of Foreign Affairs, with effect from 9th May, 2006 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Knowlson Gift, in addition to the discharge of his normal duties.

8th May, 2006.

H. HEMNATH
*Secretary to His Excellency
the President*

Government of the Republic of Trinidad and Tobago
Updated Public Statement of the Meteorological Services Division,
Ministry of Public Utilities and the Environment
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Meteorological Services Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the **Meteorological Services Division**;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Meteorological Services Division

Mission Statement:

The *Meteorological Services Division* mission is to provide meteorological information and advice consistent with international standards towards the pursuit of national, scientific, social, economic and cultural goals and sustainable development.

The Meteorological Services Division is a *Division of the Ministry of Public Utilities and the Environment*. It comprises a staff of *fifty-one (51) officers* and is headed by a *Director*. The Meteorological Services Division is divided into *three (3) responsibility* centers:

905—Continued

Details of Responsibility Centres(1) Administration Centre:

The Administration Centre is responsible for the overall policy direction of the Division. All clerical, financial and administrative functions fall under this center, which is under the purview of the Director.

(2) Applied Section:

This Section is headed by the Climatologist and has as its responsibilities the dissemination of monthly climatological information to relevant agencies both nationally and internationally. Requests for climatological information from agencies, and companies both nationally and internationally must be referred to the Climatologist for a reply. The Climatologist is also responsible for the functioning of the Rawinsonde office.

Both the Administration and Applied Section are housed in the same building, which is located opposite the BelAir Hotel in Piarco.

(3) Synoptic Office:

The Synoptic Office, which is located in the South Terminal building at the Piarco Airport, is responsible for:

- a) The analysis and forecast of weather systems*
- b) The dissemination of Public Weather Forecast to the general public through the media houses.*
- c) Making of weather observations at Piarco and the dissemination of these observations through the communication gateway to the aviation community both nationally and internationally.*
- d) Creation and dissemination of aviation forecast to the aviation community both nationally and internationally.*
- e) The issuance to the aviation community of significant weather systems, which can negatively impact on aviation. These systems include but are not limited to severe weather associated with thunderstorms, volcanic ash clouds and tropical cyclones.*
- f) The issuance of bulletins to the public through the media houses and to critical agencies directly, warning of rough seas, severe weather and approaching tropical cyclones.*
- g) Outreach to the public through lectures and seminars.*

Effect of functions on members of the public

The functions of the Meteorological Services Division have a profound effect on the public through the public weather forecasts and bulletins, which are issued for rough seas, severe weather and tropical cyclones. The latter warns the public about the impact of adverse weather systems on their lives and it gives the public the opportunity to take preventative measures to avoid personal or property damage. The public forecast, which is issued daily, allows the public to plan their daily schedules around expected weather events.

905—Continued

Companies, agencies make use of climatological data in the design of buildings, drainage, infrastructural development and environmental impact assessments.

The public has no direct involvement in policy formation. Note that the Meteorological Services Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Meteorological Services Division

1. Files dealing with administrative support and General administrative documents for the operations of the Meteorological Services Division.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Division.
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Minutes pertaining to the functioning of the Meteorological Services Division.
7. Analyzed weather charts, satellite photographs, software diskettes and CDs
8. Hourly and special reports, monthly and annual weather summaries, monthly climate statistics.
9. Text books on environmental topics and related physical sciences. Technical guides and manuals. Periodicals and journals
10. Files dealing with Circulars, memoranda, notices, bulletins, etc

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of **8:00am to 4:00pm** on normal working days at:

Meteorological Services Division
Rawinsonde Building, Piarco International Airport
Telephone: 669 5465
Fax: 669 4009
Email: dirmet@tstt.net.tt

- Video Tapes of weather systems
- Publications Textbooks on Meteorology
- Monthly Climate Summaries.

905—Continued

Section 7 (1) (a) (iv)**Literature available by subscription**

This Section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Meteorological Services Division**How to Request Information:▪ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in our **Library/Reception/Lobby etc.**, for information that is not readily available to the public.

[The request is to be made in writing and, where possible, on the requesting organization's letterhead or with the requesting organization's stamp. It may be posted, hand delivered or faxed. If it is e-mailed a non-electronic copy must be provided upon agreement to fulfill request.]

▪ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Meteorological Services Division (**see Section 7 (1) (a) (vi) for further details**).

▪ *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

(1) 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 this public authority or from another public authority, for example, brochures, pamphlets, reports etc.

(a) TIME LIMIT

▪ *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

905—Continued

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.

Responding to your Request

- *Retrieving Documents*

The Meteorological Services Division is required to furnish copies of 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.

"Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before they may be destroyed. For example, The exchequer and Audit Act, Chap. 69:01"

- *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.

905—Continued

Section 7 (1) (a) (vi)**Officers in the Meteorological Services Division are responsible for:**

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

The Designated Officer is:

Assistant Director (Ag)
Mr. Emmanuel Moolchan
Rawinsonde Building, Piarco International Airport, Piarco
Telephone 669-5465/3964
Fax: 669-4009
E-mail: dirmet@tsft.net.tt

The Alternate Officer is:

Meteorologist IV (Ag)
Mr. Marlon Noel
Rawinsonde Building, Piarco International Airport, Piarco
Telephone 669-4282
Fax: 669-4727
E-mail: synop@tsll.net.tt

Section 7 (1) (a)(vii)**Advisory Boards, Councils, Committees, and other bodies**

At this time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**Library Facilities**

Certain information may be readily accessed in our library. You may make general enquiries to Mr. Emmanuel Moolchan at telephone No. 669 5465/3964.

The Library Room in the Meteorological Services Division is located at the Rawinsonde Building, Piarco International Airport, Piarco

The Library is open to the public from Mondays to Fridays between the hours of 9:00am and 3:00pm.

Policy of the Meteorological Services Division for provision of copies of documents that are readily available to the public

- You must provide your own paper, no fee will be charged.
- No smoking, eating or drinking is allowed in the Library.

905—Continued

Section 8 Statements

Section 8 (1) (a) (ii)

Manuals on Regulations and Procedures at the Meteorological Services Division

Technical Regulations

- Regulations pertaining to the duties of technical staff, weather forecasters in particular.

Hurricane Procedures

- Procedures to adhere to in the event of hurricanes/storms.

Section 9 Statements

Section 9 (1) (I)

Environmental Impact Statement

- Severe weather advisories, watches and warnings – issued when necessary.

This statement represents an update to the last published statement.

Government of the Republic of Trinidad and Tobago
Updated Public Statement of the Forestry Division,
Ministry of Public Utilities and the Environment
In Compliance with Section 7, 8 and 9 of
The Freedom Of Information Act, 1999 (FOIA)

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Public Utilities and the Environment, Forestry Division is required by law to publish the following statements that list the documents and information generally available to the public.

Please note these statements have been updated for the year 2006.

The Act gives members of the public:

1. A legal right to access information held by the Forestry Division.
2. A legal right to have official information relating to oneself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (A) (I)

FUNCTION AND STRUCTURE OF THE FORESTRY DIVISION

MISSION STATEMENT

The mission of the Forestry Division, Ministry of Public Utilities and the Environment, is to promote the well being of the nation's forest resources and those who depend upon them.

STRUCTURE OF THE FORESTRY DIVISION

The Conservator of Forests is the Divisional Head and the Chief Advisor to the Honourable Minister on all Forestry and Wildlife matters. However, the Minister exercises ultimate control of all operations through the Permanent Secretary, who is the Administrative Head of the Ministry. The Conservator of Forests is also the Chief Game Warden under the Conservation of Wildlife Act, Chap 67:01.

906—Continued

For administrative convenience, Trinidad is divided into six (6) territorial districts, referred to as Conservancies. Within the Division, there are three (3) Sections, namely, Wildlife, National Parks and Forest Resource Inventory and Management (F.R.I.M.) Other specialized units are the Forestry Information Unit and Community Forestry/Incentive Unit.

An Assistant Conservator of Forests is placed in charge of each Conservancy and Section. Each Conservancy comprises several ranges, each managed by one Forester I, who is usually assisted by one or more Forest Rangers. An Organizational chart for the Division is shown at Appendix I.

SECTION LOCATION

Head Office	Long Circular Road, St. James
South Sub-Office	Pleasantville, San Fernando
South-East Conservancy Office	District Revenue Office, Rio Claro
South-Central Conservancy Office	Brickfield
South-West Conservancy Office	Cap-de-Ville, Point Fortin
North-West Conservancy Office	Farm Road St. Joseph
Wildlife	Farm Road St. Joseph
National Parks	Farm Road St. Joseph
Community-based Forestry and Agro Forestry / Incentive	Farm Road St. Joseph
North-Central Conservancy Office	Main Road, Cumuto
North-East Conservancy Office	District Revenue Office, Sangre Grande
F.R.I.M. Section	Long Circular Road, St. James

ADMINISTRATION

POLICY

To equip the forestry administration with the necessary means and structure to best meet the objectives of the Forest Policy.

906—Continued

STRATEGIES

- (a) Periodically review and update the structure of the forestry organization to take into account its changing responsibilities and the desirability of it having separate functional identity within the overall framework of the government's administration.
- (b) Attract adequate and suitable staff to meet management needs.
- (c) Retain staff through equitable financial remuneration and a good motivational climate.
- (d) Establish and maintain effective communication systems within the forestry organization.
- (e) Prepare and use suitable operational and procedural manuals.
- (f) Optimize economic returns from forestry activities.
- (g) Provide the necessary financial resources to execute management plans.
- (h) Provide supportive services to allow staff to function effectively.
- (i) Construct and maintain adequate office facilities.
- (j) Provide adequate housing and 'overnight' facilities in strategic locations for forest officers.
- (k) Prepare periodic reports on the work and achievements of the forestry organization.

FOREST RESOURCE INVENTORY MANAGEMENT

The Forest Resource Inventory And Management (F.R.I.M.) Section is the unit within the Forestry Division that advises the Director of Forestry on matters concerning the management of the Forest Resource of Trinidad. As a consequence, this section is therefore responsible for the following activities: -

- The review of the forest policies guiding the Division's operations;
- The preparation of management plans for the forests of Trinidad and Tobago;
- The initiation of projects that would encourage better forest management within the country;

906—Continued

F.R.I.M. consists of the following units: -

- (i) Administration, Inventory and Management.
- (ii) Mapping and Surveys.
- (iii) Research.

WILDLIFE MANAGEMENT

The Wildlife Section has the major responsibility for wildlife management including research and conservation programmes. Patrols for the detections of various forest and wildlife offences, including poaching, are undertaken by Game Wardens, the majority of whom are supervised by the Conservancies. The work of the Game Wardens is supplemented by Honorary Game Wardens.

FOREST FIRE PROTECTION

The Forest Fire Protection Unit monitors and coordinates the Forestry Division's Fire Protection Programme. The major components of this programme are planning, publicity/education, fire detection and suppression, and fire investigation and report. The Fire Protection Unit is responsible for planning, monitoring and data compilation, while the various Conservancies are responsible for fire detection and suppression.

NATIONAL PARKS AND FOREST BASED RECREATION

The National Parks Section of the Forestry Division manages ten (10) park areas including six (6) Natural areas and four (4) Historic Sites.

The Section focuses on routine maintenance and upkeep of the Parks and dissemination of Educational and Interpretive Programmes.

The major objective of the National Parks Section is to "To protect in perpetuity, those areas of the country which represent significant examples of the country's natural heritage, in such ways and by such means that will leave it unimpaired for the benefit of future generations".

906—Continued

COMMUNITY-BASED FORESTRY AND AGROFORESTRY/ INCENTIVE PROGRAMME

This project was implemented to assist in arresting and reversing the cycle of deforestation and land degradation on private lands.

In 1999, a revised Agricultural Incentive Programme was introduced. In this programme, for the first time, incentives for forestry operations were included. These incentives have increased the interest in and implementation of forestry - related activities on private lands.

The Forestry Division assists in the following ways:

- It provides technical assistance to farmers, community groups and other organizations.
- It processes incentives to assist farmers in establishing and maintaining plots.
- It monitors and assesses projects.
- It conducts basic training in forestry and Agro-forestry practices.

FORESTRY INFORMATION UNIT

The Forestry Information Unit is evolving to meet the growing demand for forest resource information.

The officers of this unit prepare and conduct indoor and outdoor educational, interactive and interpretive presentations for schools, communities and other interest groups. The Unit facilitates an information desk, a forestry reference library service and special events that require an environmental exhibition.

CONSERVANCIES

There are six conservancies in Trinidad, namely South East, South Central, South West, North East, North Central and North West. Some of the main functions and services of the conservancies are:

- Issue licences for sale of trees on state lands.
- Patrol and protect Forest Reserves.
- Provide technical advice on proper land use practices.
- Issue removal permits for logs on private lands / state lands.
- Issue licences for non-wood forest produce - leaves, vines etc.

SECTION (7) (A) (II)**CATEGORIES OF DOCUMENTS IN THE POSSESSIONS OF THE FORESTRY DIVISION**

1. Files dealing with administrative and general documents for the operations of the Division.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions transfer, resignations, deaths, retirements, leave, vacations, etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records (cheques, vouchers, receipts, etc....).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps, Charts, Photographs.
8. News releases, speeches originating in the Ministry.
9. Policy and Procedure documents.
10. Internal and External correspondence files.
11. Documents relating to strategic review of the Ministry.
12. Legislation and legal instruments.
13. Legal opinions and related matters.
14. Files dealing with training - local and foreign and technical co-operation.
15. Minutes/Agenda of meetings.
16. Files dealing with Circulars, Memoranda, Notices, Bulletins etc.
17. Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation.

906—Continued

18. Briefing Papers.

19. Files dealing with official functions, conferences and events hosted and attended by the Ministry.

20. Inventories.

21. Files dealing with complaints.

22. Registers, Certificates, Permits, Licences etc.

SECTION 7 (1) (A) (III) Not applicable at this time

SECTION 7 (1) (A) (IV) Not applicable at this time

SECTION 7 (1) (A) (V)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENT FROM THE MINISTRY

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, Forestry Information Unit or from our Designated Officer, for information that is not readily available in the public domain. [See Section 7 (1) (a) (VI)]

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Forestry Division, Ministry of Public Utilities and the Environment, Long Circular Road, St. James P.O. Bag 30. N.B. To facilitate requests from the southern part of the country, they may be delivered to Forestry Office, Balisier Avenue, Pleasantville, San Fernando.

- *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 your request ought to be written or what details should be included, communicate with our Designated Officer.

- Requests not handled under the FOIA

906—Continued

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

Responding to your Request

- *Retrieving Document*

The Forestry Division 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 Freedom of Information Act 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.

906—Continued

SECTION 7 (1) (A) (VI)

Officers in the Division are responsible for: -

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

The Designated Officer is: -

Mr. Antony Ramrine, Ag. Conservator of Forests
Long Circular Road, St. James, Port of Spain, P.O. Bag 30
Telephone : 622-7476
E-mail: forestry@tstt.net
Fax: 628-5503

The Alternate Designated Officer is: -

Ms. Monica John, Forester II
Long Circular Road, St. James, Port of Spain, P.O. Bag 30
Telephone : 622-7476
E-mail: forestry@tstt.net
Fax: 628-5503

SECTION 7 (1) (a) (VII)

List of Agencies/Authorities, Advisory Boards, Councils and Committees whose meetings or minutes of meetings are open to public scrutiny as follows:

- National Wetlands Committee
- Wildlife Conservation Committee
- San Fernando Hill Interim Management Committee
- Honorary Game Warden Administrative Committee
- Caroni Swamp National Park and Bird Sanctuary Management Committee

SECTION 7 (1) (a) (VIII)

Certain information may be readily available in our **reference library**. You may make general enquiries to the **Designated Officer** during the hours of 8:00 a.m. and 4:00 p.m.

906—Continued

from Mondays to Fridays at Forestry Division, Long Circular Road, St. James, Port of Spain at telephone nos. 622-7476,3217. The library room at the Division is located at Long Circular Road, St. James and opens from Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m.

The Policy of the Forestry Division for provision of copies of documents that are readily available to the public:

- You must provide your own paper.
- No smoking, eating or drinking is allowed in the library.

SECTION 8 (1) (a) (i)

Governing Legislation

- Civil Service Act and Regulations, Chapter 23:01
- Public Services Commission Regulations, 1966, Chapter 88:01
- Code of Conduct-Legal Notice No. 217 of 1996 - (Amendment to Chapter XI of the Civil Service Act, Chapter 23:01)
- Industrial Relations Act, 1972
- Exchequer and Audit Ordinance, 1959
- Financial Regulations, 1955
- Travelling Regulations, Chapter 23:50
- Central Tenders Board Ordinance No. 22 of 1961 (and Amendments)
- Freedom of Information Act, No. 26 of 1999 as amended by Act No. 92 of 2000
- Land Acquisition Act, No. 28 of 1994 Highway Act, No. 3 of 1970, Chapter 48:01
- Waterworks and Water Conservation Act, Chapter 54:41
- Forests Act, Chapter 66:01 and Amendments, Act 23/99
- Sawmills Act, Chapter 66:02 and Amendments, Act 24/99
- Conservation of Wildlife Act, Chapter 67:01
- Agricultural Fires Act, Chapter 63:02
- Litter Act, Chapter 30:52
- Environmental Management Act, 2000
- State Lands Act, Chapter 51:01
- Pounds Act, Chapter 67:03
- Fisheries Act, Chapter 67:51

SECTION 8 (1) (a) (II)

Not applicable at this time

SECTION 8 (1) (b)

Not applicable at this time at this time

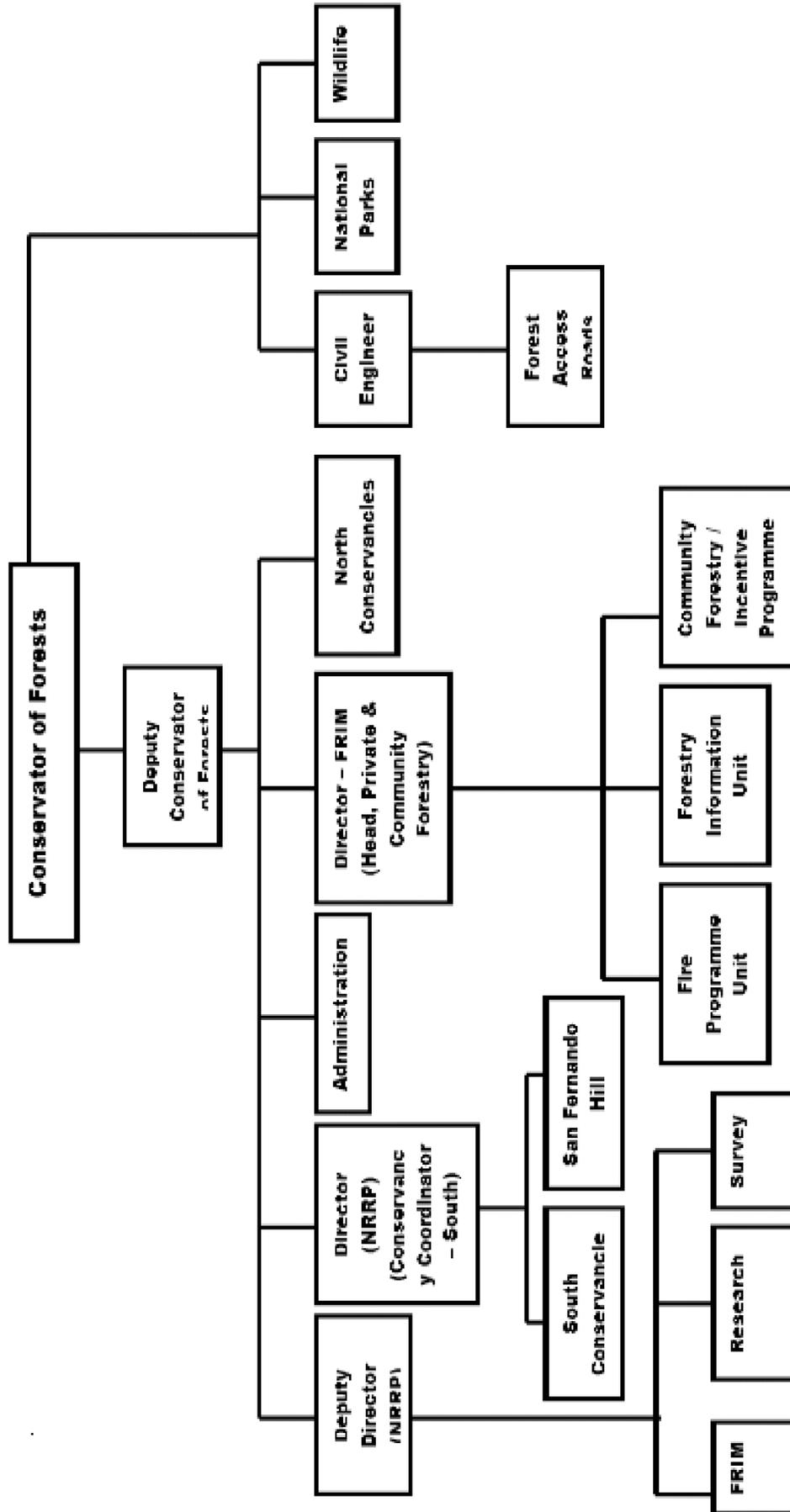
SECTION 9 STATEMENTS

Not applicable at this time

906—Continued

APPENDIX I

**FORESTRY DIVISION
ORGANISATIONAL CHART**



TRINIDAD AND TOBAGO RACING AUTHORITY

PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO RACING AUTHORITY IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

Volume 1, Issue 1

September 2, 2005

Under the Freedom of Information Act 1999 each Public Authority which includes all Ministries, Statutory Authorities and Publicly owned companies amongst others, is required to publish certain information for the benefit of the Public. Included in this is the function and structure of each Public Authority, a list of the categories of documents held by the Authority and the process for obtaining these documents. The Statement identifies those documents which are generally available for Public scrutiny and purchase

Special points of interest:

- Functions of the Trinidad and Tobago Racing Authority (TTRA)
- Mission Statement
- Categories of Documents held by the Trinidad and Tobago Racing Authority
- Literature available by way of subscription

FUNCTIONS OF THE T.T.R.A

The TTRA came into effect by Act No. 45 of and is now contained in Chapter 21:50 of the Laws of the Republic of Trinidad and Tobago and was amended by Act No. 31 of 1989. The Powers of the Authority under the Act are as follows:-

- a) make all such rules as necessary; (Section 17 of Act)
- b) undertake the registration of race horses, dogs and their owners thereof; (Section 17 of Act)
- c) issue such licences and grant such permits as may be required by the act; (Section 19 of Act)
- d) establish training schemes for jockeys, stable lads and other personnel in the industry. (Section 10(b) of Act)
- e) administer and enforce rules made under section 17 of the Act and regulations made under section 19 of the Act.
- f) hear all disputes arising out of the Rules of Racing made under section 17 of the Act.

Pursuant to Section 19 of Act 45 of 1976 the Racing Authority with the approval of the Minister make Regulations generally to give effect to the Act

Pursuant to Section 19(1) and (2) of the Act.

The Racing Authority may with the approval of the Minister make regulations generally for giving effect to this Act. Regulations made under this section shall be subject to affirmative resolution of Parliament.

The Racing Authority shall consist of nine members appointed by the Minister as per Section 3(2) of the Act follows:-

- a) Four members appointed after consultation with the Turf clubs; (Section 3 (2) (a))
- b) one member representing the Ministry of Finance; (Section 3(2) b)
- c) one member appointed after consultation with organizations most representative of race horse owners; (Section 3 (2) (c))
- d) three independent members with knowledge of racing at least one of whom has qualifications in law. (Section 3 (2) (d))

The Members of the Authority meet at least once a month to conduct its regular statutory meeting.

- 1) The Racing Authority shall meet at such times as may be necessary or expedient for the transaction of its business and meetings shall be held at such places and at such times as the Racing Authority may determine. Section 8 (1) of the Act.
- 2) The Chairman, or in his absence the Vice-Chairman, shall preside at all meetings of the Racing Authority and shall call a special meeting within seven days of a written request therefore addressed to him by any three members of the Racing Authority. Section 8 (2) of the Act.
- 3) Five members of the Racing Authority one of whom shall be the Chairman or the Vice-Chairman shall constitute a quorum. Section 8 (3) of the Act.
- 4) Decisions shall be by a majority of the votes and in any case where the voting is equal the person presiding shall, in addition to his original vote, have a casting vote. Section 8 (4) of the Act.

- 5) The validity of the proceedings of the Racing Authority shall not be affected by any vacancy in its membership or by any defect in the appointment of a member. (Section 8 (5) of the Act)

- 6) Subject to this section, The Racing Authority shall regulate its own procedure (Section 8 (6) of the Act)

The Racing Authority Pursuant to Section 17 of the Act shall make rules relating to the conduct of racing and such rules may provide for:

- a) the content and publication of programmes for race meetings (Section 17 (a))
- b) the conditions for the acceptance of entries for races; (Section 17 (b))
- c) entry fees; (Section 17 (c))
- d) the payment of prize money (Section 17 (d))
- e) the classification of horses (Section 17 (e))
- f) Handicapping (Section 17 (f))
- g) any other matters relating to the breeding, training, grooming and racing of race horses; (Section 17 (g))
- h) for the imposition of fines and other penalties for any breach thereof. (Section 17 (h))

It also elects sub committees of its members together with any person who may be co-opted should their knowledge be considered beneficial to the cause, to handle matters of a specific nature

MISSION STATEMENT

To uphold the Integrity of the Racing Industry in Trinidad and Tobago,
so as to ensure fair play for all participants without fear or favour.

CATEGORIES OF DOCUMENTS HELD BY THE T.T.R.A

- Administration Report
- Minutes of Board and Sub Committee Meetings
- Organization Chart of The Authority
- Staffing Arrangement
- Job Applications
- Job Specifications
- Personal files of Employees of the Authority
- Files on registered Horses, Owners, Trainers, Assistant Trainers, Jockeys, Grooms, Exercise Lads, Stable Lads
- Rules of Racing and Amendments
- Audited Financial Reports
- Annual Estimates of Income and Expenditure
- Quarterly Statements of Income and Expenditure

**PUBLICATION OF STATEMENT
ON CERTAIN DOCUMENTS
PURSUANT TO
SECTION 8 and 9 (1) OF
THE F.O.I.ACT**

MATERIAL FOR INSPECTION

- Trinidad and Tobago Racing Authority Act .
- Standing Orders of the Authority
- Appointment of Members and Staff
- Rules of Racing
- Administration Report
- Literature available by way of subscription

PROCEDURE TO ACCESS DOCUMENTS

The designated officers for the Racing Authority are

Mr. David Loregnard -

Secretary and

Mrs. Sulan Sorzano -

Assistant Secretary

Telephone Nos: 646-0103

646-1986/2004

All requests for access to official documents shall be made to:

**The Minister of Trade
and Industry.**

The Public may view these during normal working hours :-

Monday -Thursday 7.45 a.m to 4.00 p.m and Friday 8.00 a.m - 4.00 p.m at the Authority's office: Administration Building, Santa Rosa Park, O'Meara Road, Churchill Roosevelt Highway Arima, by making a request to the above persons or by enquiry at the above address.

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

- TRINIDAD AND TOBAGO STUD BOOK
- TRINIDAD AND TOBAGO ANNUAL RACING REVIEW
- MONTHLY RACING CALENDAR
- FIVE GENERATION TABULATED PEDIGREE CHARTS
- HORSE RACING PERFORMANCE CHARTS
- RULES OF RACING
- RULES FOR REGISTRATION OF HORSES
- RACING INSTRUCTIONS AND OTHER INDUSTRY MATTERS

908

TENDER FOR THE CONSTRUCTION OF A JETTY AT ROXBOROUGH FOR THE DIVISION OF AGRICULTURE, MARINE AFFAIRS AND THE ENVIRONMENT, TOBAGO HOUSE OF ASSEMBLY

TENDERS are invited for the Construction of a Jetty at Roxborough for the Division of Agriculture, Marine Affairs and the Environment, Tobago House of Assembly.

Tender documents can be collected during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further information may be obtained during normal working hours from—

- (a) Mr. K. Ramkissoon, Consultant—Lee Young & Partners
Telephone Numbers 625-3516/3569/3258; or
- (b) Mr. Ivor Wong, Snr. Civil Engineer II
Division of Infrastructure and Public Utilities
Tobago House of Assembly
Telephone Number 639-1287 Ext. 235

A pre-tender meeting is scheduled for Friday 26th May, 2006, at 10.00 a.m. at the Works Division, Tobago House of Assembly, Old Government Farm Road, Shaw Park, Tobago, to be followed by a site visit.

Tenderers are required to pay a tender deposit of five hundred dollars (500.00) payable by cash or certified cheque to the Director of Contracts and attach the original receipt to their tender.

Tenders must be accompanied by—

- (i) a valid Income Tax Certificate;
- (ii) a valid Value Added Tax Clearance Certificate;
- (iii) a Certificate of Compliance issued in accordance with the National Insurance Act; and
- (iv) a Tender Security duly stamped by the Board of Inland Revenue in the sum of \$100,000.00.

The original Tenders Document and two (2) copies of the Form of Tender, should be placed in sealed envelopes clearly marked: "Tender for the Construction of a Jetty at Roxborough for the Division of Agriculture, Marine Affairs and the Environment, Tobago House of Assembly." The envelopes, addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 22nd June, 2006.

Tenders should be packaged to fit the slot in the Tenders Box, the dimensions of which are 37.5 cm x 5.5 cm.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Central Tenders Board reserves the right to cancel the present Notice in its entirety or even partially without defraying any cost incurred by any firm in submitting its tender.

The Board does not bind itself to accept the lowest or any tender.

2nd May, 2006.

S. BABOOLAL
Acting Chairman,
Central Tenders Board

909

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES

SWORN declaration having been made that Policy Number EG7400184-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of LUIS ENRIQUE DOVALE has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

910

SWORN declaration having been made that Policy Number EG7400741-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of BINICIO OSWALDO SEVERIE has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

911

SWORN declaration having been made that Policy Number 800008345-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of CAROL MARILYN HOLDER has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

912

SWORN declaration having been made that Policy Number 800026569-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of HOLLIS PATRICK SIMON has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

913

SWORN declaration having been made that Policy Number 800028591-6 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ANTHONY JOSEPH HART has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

914

SWORN declaration having been made that Policy Number 800007065-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of PENELOPE ANASTASIA SMITH-LEE-CHEONG has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

915

SWORN declaration having been made that Policy Number 800024634-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of MERVYN RODRIQUEZ has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

916

SWORN declaration having been made that Policy Number DT9009354-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of RUSSELAR JULIA DE GALE has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

917

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES—CONTINUED

SWORN declaration having been made that Policy Number DT9010368-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of KAREN ANGELIQUE LOWHAR has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

918

SWORN declaration having been made that Policy Number DT9003961-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of CHERYL URANIA CLARKE has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

919

SWORN declaration having been made that Policy Number DT9010204-6 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VICTOR CLAIRMONT ADONIS BETAUDIER has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

920

SWORN declaration having been made that Policy Number 500025168-7 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ALEYAH SHERENUS EDWARDS has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

921

SWORN declaration having been made that Policy Number 500023664-5 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ARLENE THERESA JOSEPH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

922

SWORN declaration having been made that Policy Number 500036797-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of AJAY LINESH SOOKRAM has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive,
Westmoorings South-East.
25th April, 2006.

923

LICENSING SESSION
(*Liquor Licences Act, Chap. 84:10*)

COUVA

NOTICE is hereby given in pursuance of the provisions of the above Act, that the Licensing Committee for the Magisterial District of Couva, has appointed THURSDAY THE 22ND DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Couva Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue and renewal of Liquor Licences for the period 1st July, 2006 to 31st March, 2007.

Applications for New Licences must be submitted in triplicate on the prescribed forms and accompanied by the following:

- (i) three (3) copies of the floor plan of the premises sought to be licensed;
- (ii) Board of Inland Revenue Number of Applicant;
- (iii) Prescribed fee of forty (\$40.00) dollars.

These should reach the Secretary, Liquor Licensing Committee, Couva, on or before the 1st day of June, 2006.

Applications for the Renewal of licences must be submitted in duplicate accompanied by—

1. Licence (2005-2006)
 2. Board of Inland Revenue Number,
- to reach the Secretary on or before 8th June, 2006.

Dated this 4th day of May, 2006 at the Couva Magistrate's Court.

R. BASDEO
*Secretary, Licensing Committee,
Caroni*