



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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### **UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND YOUTH AFFAIRS**

**In compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999.**

Under the Freedom of Information Act, 1999, each public authority is required to publish and update certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies these documents that are generally available for public scrutiny and purchase.

**The Act gives members of the public: –**

- A legal right for each person to access information held by the Ministry of Sport and Youth Affairs.
- A legal right for each person to have official information relating to him/herself amended where 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.

The following information is published by the Ministry of Sport and Youth Affairs with the approval of the Minister of Sport and Youth Affairs.

## **SECTION 7 STATEMENTS**

### **Section 7 (1) (a) (I) – (1) Statement of the Functions and Structure**

#### **MISSION STATEMENT**

*“To coordinate and facilitate the delivery of quality development services with special emphasis on the enhancement of youth and sport for recreation and industry.”*

The Head Office is located at No. 12 Abercromby Street, Port of Spain.

**The Ministry’s major functions include:**

- Strengthening the organizational capacity and human capital to fulfil the goals and objectives of the Ministry.
- Provision of opportunities and facilities for the citizenry to participate in physical recreation and sport.
- Facilitating and supporting the institutional development and capacity building of National Sport and Youth Organizations.
- Development of human resources in sport and physical activity at the community level.
- Promotion of special programmes in sport for women and girls, the mentally and physically challenged and the mature population.
- Implementing proposals of the National Youth Policy.
- Formulating policy and providing support as the co-ordinating agenda for Youth and Sport Development in Trinidad and Tobago.
- Increasing the efficiency and effectiveness of the Youth Development Apprenticeship Centres.
- Utilizing an Information Management and Technology System to support the Ministry’s functions and enhance its service delivery.
- Providing support for the prevention of the emergence of social problems among young people and enabling them to play and active part in altering their conditions.

**The Ministry of Sport and Youth Affairs is comprised of the following Divisions/Units:**

- Youth Affairs Division
- Physical Education and Sport Division
- Research and Planning Unit
- Information Management and Technology Unit
- Internal Audit Unit
- Human Resources Division
- General Administration
- Project Management
- Accounting Unit
- Communications Unit
- Library

The Special Units which function under the overall ambit of the Ministry are:

- Boxing Board of Control
- Sports Company of Trinidad and Tobago

**PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE  
MINISTRY OF SPORT AND YOUTH AFFAIRS**

**YOUTH AFFAIRS DIVISION**

The core functions of this division of the Ministry are as follows:

1. To target high-risk youth with specialized programmes:
  - Crime and violence reduction
  - Drug abuse education, prevention and treatment and youth health
2. To develop a multi-sectoral approach to youth development.
3. To facilitate the development of comprehensive support services to connect young persons with constructive leisure and social development programmes in the community.
4. To create mechanisms to promote greater, joint participation in national development for young persons.
5. To promote and sponsor innovativeness, problem solving behaviour among the youth population.
6. To provide parental advisory and counseling services.

7. To expand job creation and Skills Training Programmes by mobilizing social partners and Regional/International Agencies.
8. To promote fiscal incentives to organizations which offer social, cultural and economic opportunities for young people.
9. To coordinate technical and administrative support to promote institutional strengthening of viable programmes.
10. To mobilize media capability to promote youth development with an emphasis on positive youth images, using both print and electronic media.

### **PHYSICAL EDUCATION AND SPORT DIVISION**

The major functions of this division are:

1. To increase the participation in Sport and Physical Recreation at all levels.
2. The implementation of the National Sport Policy – Objectives and Action Plan.
3. To raise standards of performance of National Athletes.
4. To promote drug free Sport.
5. To encourage National Sporting Organizations to have a strategic approach to the development of sport and become more self sufficient.
6. To increase the operational efficiency of all Stadia in the country.
7. To increase the earning capacity of sporting facilities.
8. To increase the quality and quantity of sport infrastructure.

### **RESEARCH AND PLANNING UNIT**

This Unit's key areas of responsibility are as follows:

1. To facilitate policy formulation and review within the Ministry.
2. To establish, utilize and maintain data, which will inform the decision-making process.
3. To prepare annual reports of the Ministry's achievements.



4. To monitor and evaluate the Ministry's programmes to ensure that the objectives are being met.
5. To prepare and develop the Ministry's Annual Capital Programme Estimates and evaluate its status.
6. To analyze topical issues and prepare research.
7. To undertake specialized research in Sport and Youth Development.
8. To assist in the development of a maintenance and security policy for the Ministry's facilities.

### **INFORMATION MANAGEMENT AND TECHNOLOGY UNIT**

The functions of this Unit are:

1. To establish Departmental Local Area Networks (LAN(s)).
2. To link Departmental LAN(s) to create a single LAN.
3. To link satellite facilities with Head Office.
4. To establish divisional Databases to facilitate the sharing of information.
5. To introduce and manage an Internet facility in the Ministry.
6. To develop an Information Technology Policy for the Ministry.
7. To provide user support facilities.
8. To provide hardware maintenance and ongoing services.
9. To establish procedure for the acquisition of new Information Technology Equipment.
10. To establish a web site.
11. To provide software training.
12. To provide an Internet Research Facility.

### **INTERNAL AUDIT UNIT**

Provides management with information about the adequacy and effectiveness of the organization's systems of internal control.

**HUMAN RESOURCE DIVISION**

The division has the following core functions:

1. To establish and maintain a system of Human Resource Management in the Ministry.
2. To improve human resource management services in the Ministry.

**GENERAL ADMINISTRATION UNIT**

The core functions of the Unit are:

1. To ensure the effective functioning of the unit in the execution of policy decisions.
2. To provide adequate accommodation and ensure safe public work environment for all categories of staff at Head Office, District Offices, Sport and Youth Facilities.
3. To procure and maintain inventory records of stock supplies equipment and machinery.
4. To maintain and upgrade security/janitorial services for sporting and youth facilities.
5. To maintain adequate Security for Head Office.
6. To improve the Communication systems and processes within the Ministry.
7. To computerize the Records throughout the Ministry including the Library.

**PROJECT MANAGEMENT UNIT**

This Unit's key responsibilities are as follows:

1. To facilitate project design, implementation and management within the Ministry.
2. To maintain quality and standards of the Ministry's facilities.
3. To manage contracts and guarantees in relation to the Ministry's Projects.

**ACCOUNTING UNIT**

The main functions of this unit are:

1. To improve the effectiveness and efficiency of financial operations in the Ministry.
2. To ensure that expenditure is made in keeping with estimates, programme plan and financial regulations.
3. To maintain accounting records in proper order.
4. To facilitate staff development.

**COMMUNICATIONS UNIT**

The core functions of this unit are:

1. To develop a communication approach to the Ministry's operations.
2. To develop local publications and products in support of youth and sport development.
3. To strengthen ties with Information Division and the media.
4. To intensify information sharing of Ministry's programme and operations internally.

**LIBRARY**

The functions of this department are:

1. To determine the information needs in relation to Sport and Youth Development.
2. To improve the skills and knowledge base of all categories of staff.
3. To maintain an up-to-date information and research system.

**Section 7 (1) (a) (II) – Categories of Documents in the Possession of the Ministry of Sport and Youth Affairs**

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry.
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, registrations, deaths, retirements, leave, vacation, etc.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records – cheques, vouchers, receipts, journals.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet documents.
7. Maps/Plans/Chart/Photographs/Blue Prints/Drawings/Designs of Sport Facilities.
8. News releases, Speeches originating in the Ministry.
9. Policy and Procedure Documents.
10. Internal and external correspondence files.
11. Customer files.
12. Documents relating to the Training Plans of the Ministry.
13. Legislation and Legal Instruments (available at the Government Printery).
14. Files dealing with Training – local and foreign, Technical Assistance, etc.
15. Minutes/Agenda of meetings.
16. Files dealing with circulars, memoranda, notes, bulletins, etc.
17. Reports: statistical, annual/monthly/quarterly Audit, Consultants/Technical, Valuation, etc.
18. Books, booklets, leaflets, pamphlets, brochures, posters.
19. Reports generated by Sport Officers on the status of sport and physical recreation in Trinidad and Tobago.
20. Reports generated by Youth Affairs Division.

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21. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
22. Files related to Sporting Facilities – establishment, maintenance and use.
23. Files relating to Programmes and Projects – training and development of youth in Trinidad and Tobago.
24. Files relating to Programmes and Projects – development and promotion of sport in Trinidad and Tobago.
25. Files relating to organizations (international, regional and local) associated with the Ministry.
26. Briefs relating to projects proposed for development by external agencies.

**Section 7 (1) (a) (III) – Material Prepared by the Divisions/Units of the Ministry of Sport and Youth Affairs and Where they can be Inspected or Obtained**

The public may inspect and/or obtain copies of the following material at the respective Division/Unit between the hours of 8.00 a.m. and 4.15 p.m. on normal working days at the Head Office of the Ministry of Sport and Youth Affairs, #12 Abercromby Street, Port of Spain:

**Sport Division**

1. Guidelines on Grants to National Sporting Organizations
2. List of Sporting Organizations
3. Information List on Sporting Facilities
4. National Sport Policy

**Youth Division**

5. Programme Document – Support for persons 15 – 30 years
6. List of Youth Organizations
7. National Youth Policy

**Research and Planning Unit**

8. Annual report of the Ministry's achievements
9. End of Fiscal Year Development Programme Status Report
10. Statistical summary on Facility usage at Community Swimming Pools
11. Statistical summary on Facility usage at Indoor Sporting Arenas

**Section 7 (1) (a) (IV) – Listing of Literature available by way of Subscription**

Not applicable.

**Section 7 (1) (a) (V) – General Policy for Accessing a Document from All Divisions of the Ministry of Sport and Youth Affairs****HOW TO REQUEST INFORMATION****General**

Our policy is to answer all requests for information both oral and written. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request is refused), *you must make your request in writing*.

You must, therefore, complete the appropriate form (**Request for Access to Official Documents**) available in our Library and Reception/Lobby area for information that is not readily available in the public domain.

**Addressing Requests**

It will help us to answer your request sooner if you address it to the Designated Officer or the Alternate Officer of the Ministry of Sport and Youth Affairs.

**Details in the Request**

You should provide details that will help us to readily identify and locate the records you are requesting. If there is insufficient information, we will request clarification from you. If you are not sure how to write your request or what details to include, please do not hesitate to communicate with our Designated Officer.

**Requests not handled under the FOIA**

Please note that we will not handle your request under the FOIA to the extent it asks for information that is currently available in the public domain either from us or from another public authority, for example, brochures and pamphlets.

**Responding to your Request**

The Ministry of Sport and Youth Affairs is required to furnish copies of documents only when they are in our possession or those we can retrieve from storage. If we have stored the information you want in the National Archives or another storage centre, we will retrieve it where possible in order to process your requests.

**Furnishing Documents**

1. We are required to furnish copies of information we have in our possession, custody or power. We are not compelled to create new documents. For example, we are not required to write a new programme so that a computer will print information in the format that you prefer.
2. We are not required to perform research for you.
3. We are required to furnish only one copy of a document.
4. 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.

**TIME LIMITS****General**

FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but 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 misaddressed 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 possible but no later than thirty (30) days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

**Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document(s) within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period, you are entitled to a refund of the fees paid in addition to access the document(s) requested.

**Section 7 (1) (a) (VI) – Officers in the Ministry of Sport and Youth Affairs Responsible for:**

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

**The Designated Officer is:**

**Job Title:** Senior Legal Advisor  
**Name:** Mr. Brent Williams  
**Address:** #12 Abercromby Street, Port of Spain  
**Tel. Nos.:** 625-8588, 625-8874 Ext. 4040  
**E-Mail Address:** sportdiv@tsstt.net.tt

**The Alternate Officer is:**

**Job Title:** Administrative Officer IV  
**Name:** Mr. Steve Boodoo  
**Address:** #12 Abercromby Street, Port of Spain  
**Tel. Nos.:** 625-5622 Ext. 2003  
**E-Mail Address:** sportdiv@tsstt.net.tt



**Section 7 (1) (a) (VII) – Advisory Boards, Councils, Committees and Other Bodies whose Meetings are Open to the Public**

None at the present time.

**Section 7 (1) (a) (VIII) – Library and Reading Rooms in the Ministry of Sport and Youth Affairs**

The Library of the Ministry of Sport and Youth Affairs is located at the Ministry's Head Office at No. 12 Abercromby Street, Port of Spain.

No smoking, eating or drinking is allowed in the Library.

**Section 8 – CERTAIN DOCUMENTS TO BE MADE AVAILABLE FOR INSPECTION AND PURCHASE**

**Section 8 (1) (a) (I) – Documents Containing Interpretations and Particulars of certain Laws, administered by the Public Authority**

1. Gazette Material
2. Financial Regulations – Exchequer and Audit Ordinance
3. Financial Instructions
4. Public Service Commission (Amendment) Regulations
5. Guidelines for the Administration of the Devolved Functions
6. Service Commission Department Manual of Guidelines and Procedure for the Exercise of Delegated Powers

**Section 8 (1) (a) (II) – Manuals, Rules of Procedure, Statements of Policy and Similar Documents**

1. The Revised National Sport Policy of Trinidad and Tobago.
2. The National Youth Policy of Trinidad and Tobago.
3. A three (3) year Strategic Implementation Plan for the National Youth Development Policy.
4. Training Policy Guidelines.
5. Shaping Performance – A manual for Performance Management in the Public Service.
6. Draft Strategic Plan of the Ministry of Sport and Youth Affairs, 2006 – 2007 – Not yet approved.
7. Guidelines for requesting subvention/financial assistance.
8. Policy and guidelines for the use and rental of Sporting Facilities.

**Section 8 (1) (b) – Documents for Guidance on Various Procedures**

1. Guidelines for requesting subvention/financial assistance
2. Policy and guidelines for use and rental of Sporting Facilities
3. Strategic Review
4. Rental Policy for Youth Development Apprenticeship Centres
5. Code of Conduct for Youth Development Apprenticeship Centres
6. Bills of quantities and specifications governing Projects
7. Standard forms of contract used to govern Projects

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**Section 9 – STATEMENT OF CERTAIN DOCUMENTS TO BE PUBLISHED****Section 9 (1) (a), (c), (e), (g) and (k), (m)**

At this time no documents that fall within the meaning of these subsections of the Act are lodged at the Ministry of Sport and Youth Affairs.

**Section 9 (1) (d) – Reports or Statements Containing Advice or Recommendations of Committees Established by a Public Authority**

1. Reports generated by the Youth Affairs Division on the status of youth in Trinidad and Tobago.
2. Reports generated by Sport Officers on the status of sport and physical recreation in Trinidad and Tobago.
3. Report on the Ministry's activities conducted through its Sport and Youth Affairs Division – May 2003.

**Section 9 (1) (h) – Reports on the Performance or Efficiency of a Public Authority**

1. Audit Reports
2. Quarterly Status Reports on the Ministry's Projects listed in the Government's Social and Economic Policy
3. End of Fiscal Year Development Programme Status Report
4. Annual Record of the Ministry's Achievements

**Section 9 (1) (i) – Reports Containing Final Plans for the Re-organization of a Public Authority**

1. Strategic Plans – Strategic Implementation Plans for the National Youth Development Policy.

**Section 9 (1) (j) – Statements containing Policy Directions**

1. The National Sport Policy
2. The National Youth Policy

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LOST OF CUNA CARIBBEAN INSURANCE SOCIETY  
LIMITED POLICIES

NOTICE is hereby given that Policy Number 2209980T on the life of ADRIANA RALPH issued by CUNA CARIBBEAN INSURANCE SOCIETY LIMITED, is lost according to a sworn declaration made by the Insured under this policy.

It is the intention of CUNA Caribbean Insurance Society Limited to issue a Special Policy in place of the said policy, in accordance with section 163 of the Insurance Act, 1980, unless objections are raised within one month of the date thereof.

CUNA CARIBBEAN INSURANCE SOCIETY LIMITED

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NOTICE is hereby given that Policy Number 4045676T on the life of DEREK CELESTIN issued by CUNA CARIBBEAN INSURANCE SOCIETY LIMITED, is lost according to a sworn declaration made by the Insured under this policy.

It is the intention of CUNA Caribbean Insurance Society Limited to issue a Special Policy in place of the said policy, in accordance with section 163 of the Insurance Act, 1980, unless objections are raised within one month of the date thereof.

CUNA CARIBBEAN INSURANCE SOCIETY LIMITED

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NOTICE is hereby given that Policy Number 258261200T on the life of TABITHA THOMAS issued by CUNA CARIBBEAN INSURANCE SOCIETY LIMITED, is lost according to a sworn declaration made by the Insured under this policy.

It is the intention of CUNA Caribbean Insurance Society Limited to issue a Special Policy in place of the said policy, in accordance with section 163 of the Insurance Act, 1980, unless objections are raised within one month of the date thereof.

CUNA CARIBBEAN INSURANCE SOCIETY LIMITED

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LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE  
POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to MERLYN GLENDOR DELLMORE a replacement Policy, Number TD: SUB: 68 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to LEETA MATTHEWS-GRIFFITH a replacement Policy, Number T: 31722 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.

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

ARIMA

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George East, Arima Area, has appointed TUESDAY THE 21ST DAY OF AUGUST, 2007 at 9.00 o'clock in the forenoon at the Arima Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Richard Byer of No. 1 Tumpuna Road, Arima, for a Certificate authorising him to carry on the business of a Spirit Retailer in respect of premises situate at No. 1 Tumpuna Road, Arima.

Dated this 30th day of July, 2007 at the Arima Magistrate's Court.

S. RAGHOO  
*Secretary, Licensing Committee,  
St. George East*

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TRANSFER OF LICENCES  
(*Liquor Licences Act, Chap. 84:10*)

ST. GEORGE WEST

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, by Znov Jian Jin, that it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's First Court on THURSDAY THE 23RD DAY OF AUGUST, 2007 at 1.00 o'clock in the afternoon for a transfer to him of the Special Restaurant Licence now held by Kin Yui Cheng, in respect of premises situate at No. 4 Broadway, Port-of-Spain.

Dated this 7th day of August, 2007 at the Port-of-Spain Magistrates' Court.

E. PRINCE  
*Secretary, Licensing Committee,  
Port-of-Spain*

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CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, by Curtis Williams of Light Pole No. 58, Williams Avenue, Welcome Road, Cunupia, that it is his intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on THURSDAY THE 23RD DAY OF AUGUST, 2007, for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Anoj Janarka for premises situated at 144A, Old Southern Main Road, Edinburgh Village, Chaguanas.

Dated this 7th day of August, 2007 at the Chaguanas Magistrate's Court.

T. RAMLAL  
*Secretary, Licensing Committee,  
Chaguanas*