



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 49

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No. 102

**1613**

### APPOINTMENT TO ACT AS MINISTER OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION

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. VASANT VIVEKANAND BHARATH, a Senator, to act in the Office of Senator the Honourable FAZAL KARIM, Minister of Science, Technology and Tertiary Education, with effect from 13th August, 2010 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Fazal Karim, in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

13th August, 2010.

**1614**

### APPOINTMENT TO ACT AS DEPUTY CHAIRMAN OF THE PUBLIC SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in the President by subsection (2) of section 120 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has appointed MR. NEIL ROLINGSON, a Member of the Public Service Commission, to act as Deputy Chairman of the said Commission with effect from 23rd August, 2010 and continuing during the absence on vacation of the Deputy Chairman, Mrs. Zaida Rajnauth.

H. HEMNATH  
*Secretary to His Excellency  
the President*

12th August, 2010.

**1615**

### REVOCATION OF APPOINTMENT TO ACT AS MINISTER OF EDUCATION

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 and all other powers thereto him enabling, has revoked with effect from 13th August, 2010 the appointment of Senator the Honourable FAZAL KARIM, to act in the Office of the Honourable Dr. Tim Dhanraj Gopeesingh, M.P., Minister of Education, made by Instrument dated 6th August, 2010.

H. HEMNATH  
*Secretary to His Excellency  
the President*

13th August, 2010.

**1616**

### REVOCATION OF APPOINTMENT TO ACT AS MINISTER OF HEALTH

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 and all other powers thereto him enabling, has revoked with effect from 13th August, 2010 the appointment of Senator the Honourable RUDRAWATEE NAN RAMGOOLAM, to act in the Office of Senator the Honourable Therese Baptiste-Cornelis, Minister of Health, made by Instrument dated 6th August, 2010.

H. HEMNATH  
*Secretary to His Excellency  
the President*

13th August, 2010.

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****FREEDOM OF INFORMATION ACT (FOIA) 1999****2009****PUBLIC STATEMENT****OF****EVOLVING TECHNOLOGIES AND ENTERPRISE DEVELOPMENT  
COMPANY LIMITED (e TecK)****INTRODUCTION**

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

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

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

## **SECTION 7 STATEMENTS**

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

#### **(i) STATEMENT OF ORGANISATION AND FUNCTIONS OF E TECK**

##### **Mission Statement**

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

##### **Vision Statement**

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

##### **Core Values**

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

- Performance
- Integrity
- Entrepreneurship
- Collaboration
- Employee Involvement

##### **Company History**

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

The name was changed from PIDCOTT to Evolving TecKnologies and Enterprise Development Company Limited (e Teck) in October 2004 so as to more adequately represent the expected new role of catalyst for the transformation of the economic life of Trinidad and Tobago, by transforming the export base and the skill levels of the citizens. e Teck is a limited liability company governed by the provisions of the Companies Act 1995 of the laws of Trinidad and Tobago.

##### **e Teck's Mandate**

e Teck is responsible for developing the light Industrial Estates in Trinidad and Tobago by encouraging diversification of the country's production and export bases, exploring niche areas of

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investment for local and foreign investors, as well as providing infrastructural support by development of e TecK Parks throughout Trinidad and Tobago.

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

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

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

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

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

- Capital Projects
- Property Management
- Business Development
- Investment Promotion
- Corporate Administration
- ICT Business Unit
- Office of the President

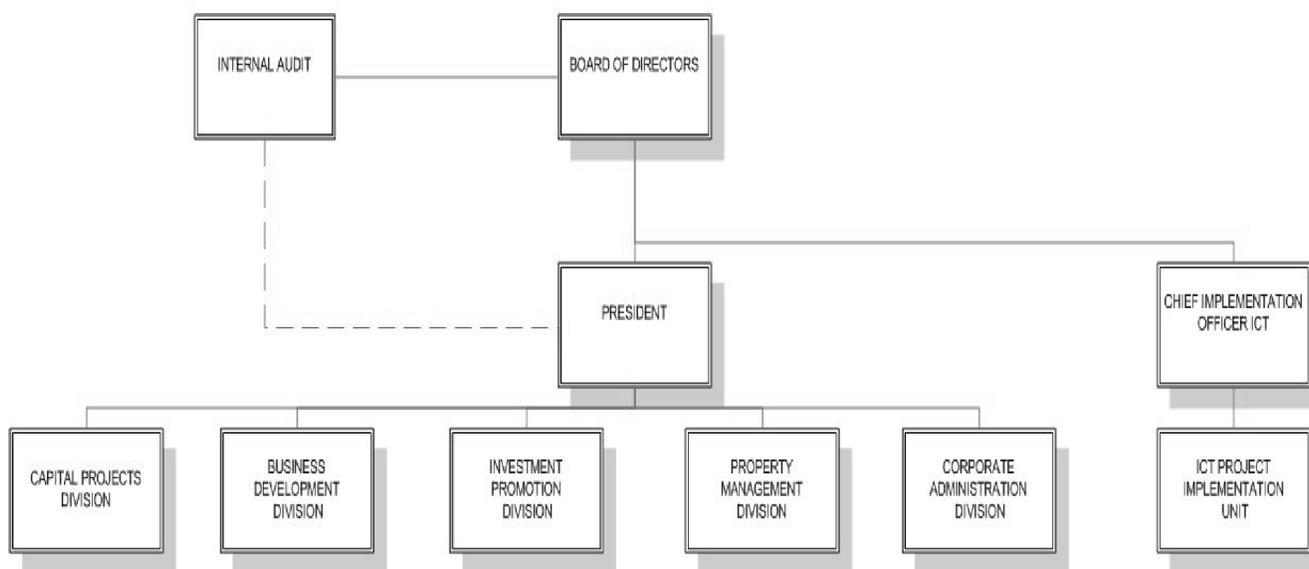
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e Teck's line Ministry is the Ministry of Trade and Industry.

The Ministry stakeholders of e Teck are the Minister of Finance in his capacity as Corporation Sole (sole shareholder), the Ministry of Trade and Industry and the Ministry of Science, Technology and Tertiary Education. Other stakeholders are Trinidad & Tobago Manufacturers Association, Trinidad & Tobago Chamber of Industry & Commerce and e Teck's tenants.



### Executive Organisational Structure



### Particulars of the Organisation and Functions of e Teck

#### Office of the President

The President is entrusted with the responsibility and accountability for the company's Deliverables as mandated by the Government of Trinidad and Tobago and monitors the company's six Divisions (namely Investment Promotion, Business Development, Capital Projects, Property Management, Corporate Administration and the ICT Business Unit) to ensure that the deliverables of each Division are executed to prevent any negative impact on the management and performance of the company.

The Office of the President is also responsible for the efficient and effective management of the company's corporate communication through the Corporate Communications Department and the prudent financial management of the company's financial resources through the Finance Services Department. The Corporate Communications Department and the Financial Services Department,

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although not reflected in the above Organisational Chart, are integral departments which work closely with and report directly to the Office of the President.

The Chief Implementation Officer is entrusted with the responsibility and accountability for the company's initiatives and emerging businesses in the ICT sector, with particular focus on the development of the ICT and knowledge based industry in Tamana InTech Park.

### **Business Development Division**

This Division is comprised of the Investment Portfolio and Business Development Departments and operates out of the head office at El Socorro.

This Division is responsible for:

- Developing and sourcing new Business Ventures in the Non-Energy Sector;
- Sourcing and analyzing businesses for the Tamana InTech Park (TIP);
- Development of non-energy industrial sector incentives;
- Managing Tamana InTech Park website;
- Marketing Tamana InTech Park;
- Managing e TecK's investments in Business Ventures;
- Developing venture capital and other financing systems to support business at Tamana InTech Park.

### **Investment Promotion Division**

This Division comprises of the Investment Promotion Department and operates out of the head office at El Socorro. This Division is also reports to the Ministry of Trade and Industry.

This Division is responsible for:

- Branding Trinidad & Tobago as a premier destination for investment with a focus on the following sectors:
  - ICT
  - High Value Manufacturing from Energy
  - Agro-Processing
  - Environmental Technology
- Host inward Investment Missions in partnership with MTI;
- Organise and execute outward Investment Missions in partnership with MTI;
- Develop, update and maintain the 'T&T Investment Guide'; 'Doing Business in Trinidad & Tobago' and all sectoral promotion publications;
- Provide investment aftercare services to foreign investors resident in Trinidad & Tobago;
- Support e TecK in the promotion of sales in Tamana InTech Park and other new park developments; TDC is the executor of its tourism investment promotion plan; NEC in downstream energy project promotion;
- Establish website and investment portal for Trinidad & Tobago.

### **ICT Business Unit**

This Division is comprised of the ICT Project Implementation Unit and ICT (internal) Department and operates partly from Frederick Settlement Industrial Park and partly from El Socorro.

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This Division is responsible for:

- The design, implementation and management of e TecK's internal Information and Communication Technology requirements;
- Development and management of the ICT infrastructure and services at Tamana InTech Park;
- Development of the ICT and knowledge based initiatives at Tamana InTech Park.

### **Capital Projects Division**

This Division is comprised of the Infrastructure & Construction Department; Hilton Project Unit; and the Tamana InTech Park Project Implementation Unit and operates out of the head office (Infrastructure & Construction Department) and the sub-offices located at the Tamana InTech Park, the Trinidad Hilton and Conference Centre (the Tamana InTech Park Project Implementation Unit and Hilton Project Unit respectively) .

This Division is responsible for:

- Development of Tamana InTech Park;
- Infrastructure Development;
- Overseeing the Hilton Trinidad Renovation Project;
- Development of new Industrial Parks and the expansion of selected existing Industrial Parks;
- Provision of Project Management services to the Government of Trinidad & Tobago.

### **Property Management Division**

This Division is comprised of the Industrial Parks Department, Maintenance Department and the Commercial Development Unit and operates out of the head office at El Socorro and from the sub-office at Sangster's Hill Mall, Tobago.

This Division is responsible for:

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

### **Corporate Administration Division**

This Division is comprised of the Legal and Corporate Secretariat Services Department,, Administrative Services Department, Health Safety & Environment Department and the Human Resource Department and operates out of the head office at El Socorro.

This Division is responsible for:

- The provision of all support services to the company, its subsidiaries, its Board and its Sub-committees through the above-stated Departments;
- Developing, implementing and monitoring the policies, procedures and organizational behavioral practices which facilitate the attainment of eTecK's mandates;
- The maintenance of Health, Safety and Environment standards within e TecK and its project sites.

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## **e TecK's Industrial Parks & Properties**

### **Parks:**

- Diamond Vale
- Sea Lots
- East Dry River
- Abattoir Lands
- Morvant
- Beetham
- Macoya
- Trincity
- O'Meara
- Frederick Settlement
- Biljah
- Chase Village
- Point Lisas
- Harmony Hall
- Plaisance Park
- Wallerfield (Tamana InTech Park)
- Point Fortin
- Debe
- Dow
- Endeavour
- Factory Road
- Preysal
- Reform
- Frederick Settlement Extension
- Milford (Tobago)

### **Properties:**

- MPU Besson Street
- MPU Picadilly Street
- Duncan Street Complex
- Sangster's Hill Mall (Tobago)

### **e TecK's Subsidiaries:**

These include:

#### **1. Medical Data Caribbean Limited (MDCL)**

The Medical Data Caribbean Limited is a wholly owned subsidiary of e TecK, incorporated in October 2005 to train nationals of Trinidad and Tobago in the practice of Medical Transcription ("MT") and the provision of MT services for healthcare professionals and organizations within the healthcare industry.

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MT involves taking dictated medical information and transforming it into a uniformed, permanent electronic or physical (printed) record or document via a word processor or a typewriter. More traditionally speaking, transcribing is changing oral dictation (spoken words) into written form.

MDCL is in the process of being divested.

## **2. Valeo Software Limited (“Valeo”)**

The Trinidad & Tobago joint venture Software Development Company was owned by e Teck and InterFix Ventures LLC up to March 23, 2010. As of March 24, 2010 e Teck became the sole owner of Valeo.

Valeo is charged with the development of information technology platforms and computer software for MT, the MT healthcare industry and the production of enhancements and upgrades to the software so developed.

## **3. InterFix Ventures LLC**

The US based marketing and technical joint venture company is incorporated in the US and owned by InterFix Ventures LLC and e Teck. InterFix Ventures LLC was established specifically to provide marketing, distribution and related services to the companies involved in Trinidad and Tobago’s MT Project. As of March 24, 2010 e Teck no longer holds an interest in InterFix Ventures LLC.

## **4. Vanguard Hotel Limited (“VHL”)**

In 2008, VHL became a wholly owned subsidiary of e Teck, charged with the responsibility of giving direction to the VHL Tobago Golf and Spa Resort, formerly the Hilton Tobago Golf and Spa Resort.

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

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

### **Arrangements for public consultation or representation**

None

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

#### **CATEGORIES OF DOCUMENTS MAINTAINED IN THE POSSESSION OF E TECK**

1. Files dealing with administrative support and general administrative documents for the operations of e Teck;

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

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

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

##### **MATERIAL PREPARED BY E TECK FOR PUBLICATION OR INSPECTION BY THE PUBLIC AND WHERE THEY CAN BE INSPECTED OR OBTAINED**

- Company Profile Brochure
- Unlocking the Potential of T&T

These publications are available from the Corporate Communications Department at e Teck's office located at The Atrium, Don Miguel Road, Extension, El Socorro or alternatively may be obtained from e Teck's website at [www.eteck.co.tt](http://www.eteck.co.tt)

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

##### **LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION**

Not Applicable

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

##### **PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM E TECK**

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## **HOW TO REQUEST INFORMATION:**

### **General Procedure**

Our policy is to answer all legitimate requests, oral and written, for information. However, to exercise the right of access under Sections 11 and 13 of the FOIA the appropriate form must be completed and submitted to our office. These forms are available at e TecK's office located at The Atrium, Don Miguel Road, Extension, El Socorro. Alternatively forms may be obtained from the Trinidad and Tobago Government Online website at [www.foia.gov.tt](http://www.foia.gov.tt)

### **Addressing Request**

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

### **Details in Request**

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

## **REQUESTS CLASSIFIED AS EXEMPT UNDER THE FOIA**

While all requests for information shall be reviewed for their eligibility for disclosure under the FOIA, any request for access to information that is classified as exempt under Part IV of the FOIA or any document which falls under Section 12 of the said Act shall not be eligible for disclosure to the applicant.

## **RESPONDING TO THE REQUEST**

### **Retrieving Documents**

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

### **Furnishing Documents**

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

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

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

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### **TIME LIMITS**

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

Computation of the thirty day time period commences from the date of receipt of the original application. Upon any consultation between the applicant and the Designated Officer time is suspended until the confirmation or alteration of the request following the consultation.

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

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies forthwith.

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

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

The Designated Officer as of the date of this publication is:

**Mrs. Camille Ramcharan**

Manager, Legal Services  
e Teck  
The Atrium  
Don Miguel Road Extension  
El Socorro  
San Juan  
Phone: (868) 675-1989 ext. 2120  
E-mail: [camille.ramcharan@eteck.co.tt](mailto:camille.ramcharan@eteck.co.tt)

The Alternate Designated Officer is:

**Mr. Mario Edwards**

Senior Legal Officer  
e Teck  
The Atrium  
Don Miguel Road Extension  
El Socorro  
San Juan  
Phone: (868) 675-1989 ext. 2232  
E-mail: [mario.edwards@eteck.co.tt](mailto:mario.edwards@eteck.co.tt)

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

Not Applicable

**SECTION 7(1)(A)(viii)****LIBRARY/READING ROOM FACILITIES**

None

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

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

Not Applicable

**SECTION 8(1)(a)(ii)**

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents provided by e Teck for the use or guidance of e Teck or its officers:**

- Tenders Rules and Procedures and amendments thereto;
- Human Resources Policy Manual;
- Departmental Process Manuals and Process Maps;
- Inter-Agency Regulatory Guidelines;
- e Teck's Mandate;
- e Teck's Vision, Mission and Core Values Statements;
- Health, Safety and Environment (HSE) Policy;
- HSE Handbook and HSE policies;
- HSE Vision and Mission Statement;
- Tamana InTech Park Contractor Health, Safety, Security and Environmental Guidelines;
- State Enterprises Performance Monitoring Manual;
- Copies of all legislation, laws, regulations, orders;
- Business and Strategic Plans;
- Business Protocol & Communications Standards Manual.

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

**Documents provided by e Teck for the use or guidance of e Teck in enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.**

Not Applicable

**SECTION 9 STATEMENTS**

**SECTION 9(1)(a)**

**A report or a statement containing the advice or recommendations of a body or entity established within e Teck.**

Not applicable.

**SECTION 9(1)(b)**

**A report or statement containing the advise or recommendations of a body or entity established outside e Teck by or under a under a written law 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 public authority or to the responsible Minister of that public authority.**

Not applicable.

**SECTION 9(1)(c)**

**A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of e Teck.**

Not applicable.

**SECTION 9(1)(d)**

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

Not applicable.

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#### **SECTION 9(1)(e)**

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

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

#### **SECTION 9(1)(f)**

**A report prepared for e TeCK by a consultant who was paid for preparing the report.**

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

#### **SECTION 9(1)(g)**

**A report prepared within e TeCK 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, programme or project.**

Not applicable.

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**S. 9 (1)(h)**

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

- Monthly, midterm and annual reports on the performance of the Public Sector Investment Programme (PSIP)
- Quarterly State Monitoring Process reports
- Monthly Project Status Reports
- Monthly Report on Award of Tenders

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

**A report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority or the alteration of an existing policy, programme or project administered by the public authority:**

- Strategic Plan
- Business Plans
- Organisational Charts

**SECTION 9(1)(j)**

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

Not applicable.

**SECTION 9(1)(k)**

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

Not applicable.

**SECTION 9(1)(l)**

**An environmental impact statement prepared within e Teck.**

Not applicable.

**SECTION 9(1)(m)**

**A valuation report prepared for e Teck by a valuator whether or not the valuator is an officer of e Teck.**

- Valuation Reports for e Teck's Industrial Parks and Properties.