



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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2071

## SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—

Legal Profession (Eligibility for Admission) (No. 7) Order, 2010—(Legal Notice No. 269 of 2010).

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2072

## APPOINTMENT TO ACT AS ATTORNEY GENERAL

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. PRAKASH RAMADHAR, a Member of the House of Representatives, to act in the Office of Senator the Honourable ANAND RAMLOGAN, Attorney General, with effect from the afternoon of 20th October, 2010 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Anand Ramlogan, in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

20th October, 2010.

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2073

## APPOINTMENT TO ACT AS MINISTER OF FOOD PRODUCTION, LAND AND MARINE 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. STEPHEN JOSEPH CADIZ, a Member of the House of Representatives, to act in the Office of Senator the Honourable VASANT VIVEKENAND BHARATH, Minister of Food Production, Land and Marine Affairs, with effect from 19th October, 2010 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Vasant Vivekenand Bharath, in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

18th October, 2010.

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2074

## REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

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 the afternoon of 16th October, 2010, the authority conferred on the Honourable VERNELLA ALLEYNE TOPPIN, M.P., by Instrument dated 8th October, 2010 to perform the functions of the Prime Minister.

H. HEMNATH  
*Secretary to His Excellency  
the President*

18th October, 2010.

**2075**

GRANT OF CERTIFICATES OF REGISTRATION OF A MINOR  
(*Citizenship of the Republic of Trinidad and Tobago Act, 1976*)

<i>Number</i>	<i>Name</i>	<i>Date</i>
293 ...	AYESHA AYANTI HOLDER ...	23rd July, 2010—(NS/C&I: 19/3/1 S. 370)
294 ...	DANIAL MICHAEL SHAW ...	4th August, 2010—(NS/C&I: 19/3/1 S. 371)

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

**2076**

GRANT OF CERTIFICATE OF CITIZENSHIP  
(*Citizenship of the Republic of Trinidad and Tobago Act, 1976*)

CERTIFICATE OF CITIZENSHIP No. 106 granted under section 5(1) of the Citizenship of the Republic of Trinidad and Tobago Act, 1976 of the Laws of Trinidad and Tobago has been issued to BRIANNA GAZELLE BENTON RYCE.

24th August, 2010—Ref.: (NS:C&I: 19/14/2 S. 153).

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

**2077**

RENUNCIATIONS OF TRINIDAD AND TOBAGO CITIZENSHIP  
(*Citizenship of the Republic of Trinidad and Tobago Act, 1976*)

AKLIMA ALI-NEY who was born in Trinidad and Tobago on 13th December, 1956 has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

6th August, 2010—Ref.: (NS: 19/4/1 Vol. XXI).

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

**2078**

JASON GABRIEL ROCKE who was born in Trinidad and Tobago on 29th September, 1972 has renounced his Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

6th August, 2010—Ref.: (NS: 19/4/1 Vol. XXI).

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

**2079**

ELMA DARMAND nee SANCHEZ who was born in Trinidad and Tobago on 15th April, 1971 has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

16th August, 2010—Ref.: (NS: 19/4/1 Vol. XXI).

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

**2080**

COMPLETION OF CONTRACT

IT IS HEREBY NOTIFIED for general information that the contract of Mrs. Agatha Carrington, Chief Executive Officer, expired on 28th February, 2010. Pursuant to section 6(5) of the Regional Health Authority Act, Chap. 29:05, the Board in exercise of the powers thereto it enabled under the said Act, has not renewed the contract.

*Corporate Secretary*



## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

IN THE MATTER OF

THE CONTRAVENTION OF SECTION 64(3) OF THE SECURITIES INDUSTRY ACT, 1995 BY ANGOSTURA LIMITED

And

In the Matter of

THE CONTRAVENTION OF SECTION 66(1)(a) OF THE SECURITIES INDUSTRY ACT, 1995 BY ANGOSTURA LIMITED

And

In the Matter of

THE CONTRAVENTION OF BY-LAWS 56(1) OF THE SECURITIES INDUSTRIES BY-LAWS, 1997, BY ANGOSTURA LIMITED

And

In the Matter of

THE CONTRAVENTIONS OF SECTIONS 66(2) OF THE SECURITIES INDUSTRY ACT, 1995 AND BY-LAWS 55(1) OF THE SECURITIES INDUSTRY BY-LAWS, 1997, BY ANGOSTURA LIMITED

And

In the Matter of

RULES 61 AND 62 OF SECURITIES INDUSTRY (HEARINGS AND SETTLEMENTS) PRACTICE RULES, 2008

## ORDER OF THE COMMISSION

WHEREAS Angostura Limited (“the Respondent”) filed its Amended Registration Statement with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) on 30th October, 2007, past the due date of 20th July, 2007, for the year 2006;

And whereas the Respondent failed to file its Amended Registration Statement with the Commission, on 20th July, for the years 2007 and 2008;

And whereas the Respondent failed to file of its annual Report with the Commission, on or before 30th April, for the years 2004 to 2008;

And whereas the Respondent failed to file a copy of its Audited Comparative Financial Statements with the Commission, on or before 31st March, for the years 2005, 2007 and 2008;

And whereas the Respondent filed its audited Comparative Financial Statement with the Commission on 30th October, 2007, past the due date of 31st March, 2007, for the year 2006;

And whereas the Respondent failed to file a copy of its Interim Financial Statements with the Commission, on or before 29th August, for the years 2004, 2006, 2007 and 2009;

And whereas by Notices of Contravention Nos. S.I. 30/2009 to S.I. 35/2009 and S.I. 215/2009 and S.I. 217/2009 the Commission notified the Respondent that it was in contravention of—

(a) Section 64(3) of the Securities Industry Act, 1995 (“the Act”) by:

- (i) filing its Amended Registration Statement with the Commission on 30th October, 2007, past due date of 20th July, 2007, for the year, 2006 and;
- (ii) failing to file its Amended Registration Statement with the Commission, on 20th July, for the years 2007 and 2008;

2081—Continued

- (b) Section 66(1)(a) of the Act by failing to file a copy of its Annual Report with the Commission, on or before 30th April, for the years 2004 to 2008;
- (c) By-Law 56(1) of the Securities Industry By-Laws, 1997 (“the By-Laws”) by:
  - (i) failing to file its Audited Comparative Financial Statements with the Commission, on or before 31st March, for the years 2005, 2007 and 2008; and
  - (ii) filing its Audited Comparative Financial Statement with the Commission, on 30th October, 2007, past the due date of 31st March, 2007, for the year 2006; and
- (d) Section 66(2) of the Act and By-Law 55(1) of the By-Laws by failing to file a copy of its Interim Financial Statements with the Commission, on or before 29th August, for the years 2004, 2006, 2007 and 2009;

And whereas by letters dated 19th February, 2010, 25th February, 2010, 9th April, 2010 and 16th April, 2010, the staff of the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

And whereas on the 2nd June, 2010, the Respondent entered into a proposed settlement agreement with the staff of the Commission which was signed by the General Manager of the Commission on behalf of the Commission and the Chief Executive Officer and Managing Director of the Respondent on behalf of the Respondent (“the Settlement Agreement”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

And whereas the Settlement Panel approved the waiver of the penalties for the Respondent’s—

- (a) failure to file its Annual Report with the Commission, on or before 30th April, for the year, 2004; and
- (b) failure to file its Interim Financial Statement with the Commission, on or before 29th August, for the year 2004;

And whereas the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

And whereas the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

It is hereby ordered that—

- (a) The procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 has been followed;
- (b) The Respondent has contravened sections 64(3), 66(1)(a) and 66(2) of the Act and By-Laws 55(1) and 56(1) of the By-Laws and shall within twenty-eight days of the making of this Order pay to the Commission the following penalties:
  - (i) for its filing of its Amended Registration Statement with the Commission on 30th October, 2007, past the due date of 20th July, 2007 for the year 2006, the sum of \$10,000.00;
  - (ii) for its failure to file its Amended Registration Statement with the Commission, on 20th July, for the years 2007 and 2008, the sum of \$10,000.00 for each year;
  - (iii) for its failure to file a copy of its Annual Report with the Commission, on or before 30th April, for the years 2005 to 2007, the sum of \$10,000.00 for each year;
  - (iv) for its failure to file a copy of its Annual Report with the Commission, on or before 30th April, for the year 2008, the sum of \$20,000.00 for each year;
  - (v) for its failure to file its audited Comparative Financial Statements with the Commission, on or before 31st March, for the years 2005 and 2007, the sum of \$10,000.00 for each year;
  - (vi) for its failure to file its audited Comparative Financial Statements with the Commission, on or before 31st March, for the year 2008, the sum of \$20,000.00;
  - (vii) for its filing of its audited Comparative Financial Statement with the Commission, on 30th October, 2007, past the due date of 31st March, 2007, for the year 2006, the sum of \$10,000.00; and
  - (viii) for its failure to file a copy of its Interim Financial Statements with the Commission, on or before 29th August, for the years 2006, 2007 and 2009, the sum of \$10,000.00 for each year totalling \$160,000; and
- (c) This Order shall be published in the *Trinidad and Tobago Gazette* and on the Commission’s Website from the date the Order is entered.

Dated this 20th day of July, 2010.

DEBORAH THOMAS-FELIX  
*Chairman*

VISHNU DHANPAUL  
*Commissioner*

DR. SHELTON NICHOLLS  
*Commissioner*

Ms. MARSHA K. KING  
*Commissioner*



Government of the Republic of Trinidad and Tobago

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**  
**In compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999 (Updated 2007)**

**INTRODUCTION**

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act (FOIA) 1999, the Ministry of Labour and Small and Micro Enterprise Development is required by law to publish the various documents and information generally available to the public. The Act gives the members of the Public:

1. A legal right for each person to access information held by the Ministry of Labour and Small and Micro Enterprise Development;
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) – Functions and Structure**

**Mission: Statement**

To establish and manage a regime of policies for Manpower Development and Employment, Industrial Relations and Labour Administration so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote modernization of the work environment.

**RESPONSIBILITIES**

The Ministry of Labour and Small and Micro Enterprise Development is responsible for the establishment and management of a regime of policies for manpower development and employment, industrial relations, labour administration and the promotion of co-operatives, credit unions, small and micro enterprises and friendly societies, so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote the modernization of the work environment.

The Ministry is committed to:-

1. Provide a quality service in terms of accuracy and timeliness in the conduct of our affairs in an efficient and cost-effective manner.
2. Formulate, implement and review the appropriate policies, plans and programmes.
3. Propose, review, administer and monitor legislation, laws and regulations.
4. Network with all relevant public and private institutions, organizations and individuals, nationally and internationally to achieve our objectives.
5. Enhance our reputation for excellence and integrity in the delivery of our service.
6. Provide an environment for the personal growth and development of all our employees by valuing each person's contribution and providing fair, relevant and accessible training and development opportunities.
7. Encourage innovation by stimulating and supporting good, new ideas among staff.
8. Promote a safe and healthy working environment.

The Ministry comprises of the following Divisions/Units, with a staff complement of approximately three hundred and four (304) persons as follows:-

**(1) PERMANENT SECRETARY**

**a) Internal Audit**

The Internal Audit ensures that all financial guidelines and instructions are followed in all accounting matters of the Ministry. In addition, it provides the Accounting Officer with the tool for special investigations, proper accountability and value for money. This Unit reports directly to the Permanent Secretary.

**b) Communications Unit**

The Ministry's Communications Unit provides communications support to all the Units/Divisions of the Ministry. This involves providing information, conducting research and planning events amongst other things. The Unit works closely with the media in order to manage what is reported about the Ministry and its activities. The Unit also uses other avenues to reach the various publics of the Ministry both internally and externally.

**c) Legal Unit**

The Legal Unit of the Ministry provides legal advisory and advocacy support to the Minister and the Ministry in respect of Labour and Co-operative jurisprudence and other legal advisory services on all questions touching on law including issues related to legislative drafting and interpretation; drafting of contracts and on matters related to other state legal agencies such as the Attorney General and the Legislative Review Committee.

**(2) LABOUR ADMINISTRATION SERVICES**

The Labour Administration Services of the Ministry of Labour and Small and Micro Enterprise Development are divided into four service areas, as follows:

**a) Manpower Unit (National Employment Service)**

The National Employment Service offers an Employment Service at no cost to the employer community and the general public. The unit consists of Employment Officers located at Chaguanas, Tunapuna, Sangre Grande, San Fernando, Point Fortin, Siparia, Tobago, Port of Spain and the Overseas Placement sub-unit. This service provides recruitment, placement, advisory and information services to employers and jobseekers.

**Mission of the National Employment Service**

Optimizing the country's work force through the provision of multiple services to job seekers and employers by harnessing state-of-the-art technology and partnership thus, ensuring the timely and cost-effective delivery of services.

**Services:-**

- On-line Registration of Job Seekers
- On-line Registration of Job Vacancies
- Match job seekers to job vacancies
- Screening of job seekers and employers
- Job interviews and referrals to State and Private Sector Agencies
- Career guidance
- Recruit Workers for Overseas Employment
- Host World of Work Seminars
- Recruit staff to administer the following public sector programmes:-
  - O'Level Graduate Programme
  - Board of Inland Revenue Tax Surveillance Programme
  - Clerical Relief Programme
  - Road Crossing Service for Schools in the East Dry River Community

**b) Labour Inspectorate Unit**

The principal functions of the Labour Inspectorate Unit are:

- to educate and advise employers, employees and the general public about the under-mentioned laws of Trinidad and Tobago, as they relate to wages and terms and conditions of work for workers who are not usually represented by a Trade Union and who are covered under the Minimum Wages Act, Maternity Protection Act and Minimum Age for Admission to Employment Act;
- to check for compliance with the Minimum Wages Act and Orders. Routine checks are done and complaints are also investigated;
- to recommend litigation in cases where employers continuously ignore warnings of breaches;
- to secure the enforcement of legal provisions relating to conditions of work to workers who are covered by Minimum Wages Laws. These workers are generally non-unionized; and
- to supply information and give advice to employers and employees concerning the most effective means of complying with the legal provisions.

**c) Conciliation Unit**

The Conciliation Unit seeks to:

- promote good industrial relations practices;
- prevent and resolve employment disputes;
- conciliate in actual or potential trade disputes reported to the Minister;
- and provide information and advice on industrial relations matters to unions, employers and the general public.

**d) Trade Unions Unit**

The main functions/activities of the Division are as follows:

- register new Trade Unions;
- register partial and complete alteration of rules;
- register amalgamation of Trade Unions;
- appoint Auditors to audit the books of Trade Unions;
- ensure that Trade Unions submit Annual Returns and Audited Financial Statements and check those submitted;
- ensure that Trade Unions comply with the provisions of the Trade Union Act and enforce the said Law where the Unions violate the provisions of the Act;
- register change of registered office, change of name of Trade Unions and dissolution of Trade Unions;
- appoint Auditors and investigators of special audits under Section 16 (4) and (5) of the Trade Union Act;
- register direction given for transfer of stock;
- register cancellation or withdrawal of certificates of registration; and
- prepare annual reports.

**(3) CO-OPERATIVE DIVISION**

The Co-operative Division of the Ministry is mandated to promote the growth and development of a strong co-operative sector, both financial and non-financial co-operatives. The activities of this Division include:

- Promotional;
- Organizational;

- Supervisory;
- Developmental;
- Training;
- Administrative;
- Liquidation;
- Audit; and
- Dispute Resolution and Mediation

**(4) ENTERPRISE DEVELOPMENT DIVISION**

Government has been placing significant focus on the development and promotion of Small and Micro Enterprises (SMEs) as vehicles for employment creation, poverty alleviation and wealth generation especially with respect to marginalized and vulnerable groups such as youth, women, disabled persons and the unemployed. The SME sector is therefore considered "the People's Sector." With the added vision of an uplink from the people's sector to the private sector, which is recognized as the engine of economic growth, and with Government as facilitator, development of the SME sector represents a strategic approach to economic growth. In the context of the positive implications of enterprise development for employment creation, responsibility for the SME sector has been added to the portfolio of this Ministry whose name was changed to reflect this focus.

**(5) INFORMATION TECHNOLOGY DIVISION**

The Strategic Information Systems Plan recommended that the IT Unit be structured to comprise five functional areas:

- I/S Management - responsible for the development of strategic and operational I/S plans and the formulation of policies, standards and procedures;
- Technical Support – responsible for ensuring that "Application Software" packages give end-users the required functionality that result in the production of accurate and timely information;
- Systems Administration – responsible for ensuring that computer systems operate in an efficient and effective manner, including all hardware, software, database and networks;
- Information Centre – responsible for ensuring that the Ministry's use of productivity tools as defined in the Systems Architecture is carried out in an efficient and effective manner consistent with the Ministry's operations; and
- I/S Administration – responsible for administering the Unit's day to day operations.

**(6) HUMAN RESOURCE SERVICES DIVISION**

The Human Resource Services Division is the support arm of the Ministry of Labour and Small and Micro Enterprise Development. It provides general administrative management services to all the Technical/Professional Staff and other Divisions/Bodies of the Ministry. This Division is comprised of the following Units:-

**a) General Administration**

Co-ordinates and administers all administrative functions of the Ministry, at Riverside Plaza as well as its sub-units. This Unit together with the National Maintenance Training & Security Company Limited is mainly responsible for the maintenance and upkeep of all major Plant and Equipment at the Riverside Plaza.

**Office Management**

The Unit is responsible for promoting and facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by providing and maintaining furniture and equipment and the provision of stationery, supplies, newspapers and other basic services.

The Unit also co-ordinates and oversees the functions of the Ministry's support staff which includes Messengers, Maids, Telephone Operators, Motor Vehicle Drivers and Office Attendants.

**b) Human Resource Services**

The Human Resource Services Unit ensures that staff and related human resource management issues are maintained at adequate levels at all times. It provides a range of Human Resource Services including training, contract administration, employee relations, performance management support, compensation and recruitment of contract staff.

**c) Registry**

This Unit is responsible for facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by receiving and classifying all incoming information, directing its movement through action areas and storing and providing reference services for both incoming and outgoing information.

The Records Manager II who supervises the staff of Registry is also responsible for creating, implementing and maintaining proper systems and procedures for the control and flow of records/information to action officers.

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**

In compliance with Sections 7, 8 and 9 of the  
**Freedom of Information Act (FOIA) 1999 (Updated 2007)**

**d) Accounting**

The Accounting Unit is responsible for satisfying the financial needs of the Ministry. It sources funds from the Ministry of Finance and disburses it for goods and services rendered to the Ministry. It is responsible for the submission of the Draft Estimates for Recurrent Expenditure and the Appropriation of Accounts, which is a requirement under the Appropriation Act (Budget Statement).

The Unit operates under the **Exchequer Act, Chapter 9:01** and the **Travelling Allowances Regulations, GN 29/1955** which are enshrined in the Laws of Trinidad and Tobago. It is guided by the Financial Regulations, Financial Instructions, Manual of Terms and Conditions of Employment, Guidelines for the Administration of Devolved Functions and Circulars issued from both the Chief Personnel Officer and the Ministry of Finance. The Unit maintains and stores records of all financial transactions.

**e) Library**

The Joint Library Service for the then Ministry of Labour, Social Security and Co-operatives and the Ministry of Industry, Commerce and Consumer Affairs was established by Cabinet Minute No. 144FP (82) 226, dated 13th May, 1982.

The Library is situated on Level 7 of the Government Offices, Riverside Plaza. It is managed by a Librarian III who oversees the proper functioning of the Library, charts the strategic direction and supervises three members of staff.

The Library today serves mainly the members of staff of the Ministry of Labour and Small and Micro Enterprise Development by providing timely and relevant information, which reflects the portfolio and developmental thrust of the Ministry. There is also the capacity of an E-mail facility, which provides for fast data transmission and the ordering of documents. Members of the public are also allowed to use the library's facilities providing their needs pertain to the library's portfolio.

**(7) RESEARCH AND PLANNING DIVISION**

The Research and Planning Unit serves as the information hub of the Ministry and is engaged in the following:

- socio-economic research, report preparation and evaluation;
- policy formulation and evaluation;
- preparation of Ministry's input into national planning documents such as the Social and Economic Policy Framework as well as the national budget;
- preparation of Ministry's annual Public Sector Investment Programme (PSIP) projects and management of these projects;
- project design, planning and implementation relative to the Ministry's functions;
- development and implementation of multilateral, regional and national programmes and projects;
- development and operation of the National Human Resource Management Information System (NHRMIS);
- initiation of meetings, seminars, etc. consistent with achievement of specific goals;
- preparation and management of surveys;
- preparation of Cabinet Notes;
- representation of the Ministry at regional, national and international fora;
- provision of technical input for speeches and/or speech preparation;
- technical and administrative Secretariat services for the Ministry's technical Committees; and
- other coordinating duties as may be assigned.

**Committees, Boards and Statutory Bodies**

- Boiler Examiners Board
- Registration, Recognition and Certification Board
- Occupational Safety and Health Authority
- Minimum Wages Board
- ILO 144 Tripartite Committee
- Standing Tripartite Committee on Labour Matters
- National Steering Committee on the Prevention and Elimination of Child Labour
- Project Advisory Board - ILO/USDOL HIV/AIDS Workplace
- Education Programme - An Accelerated Response
- Cipriani College of Labour and Co-operative Studies
- National Entrepreneurship Development Company Limited (NEDCO)

**(8) FRIENDLY SOCIETIES**

The Friendly Societies Division is responsible for the supervision, audit and cancellation of registered Friendly Societies. The governing legislation for the Unit's function is the Friendly Societies Act No. 18 of 1950.

The duties include the inspection of records (e.g. accounts) of these organizations and guiding officers with regards to proper record keeping, effective management, supervising the distribution of Assets of cancelled or dissolved organizations, investigating complaints by members and other beneficiaries and adjudicating in disputes.

Although the Division goes by the name Office of the Registrar of Friendly Societies, the Division also has the responsibility of supervision and registration of Building Societies throughout the Republic of Trinidad and Tobago through the Building Societies Act, Chapter 33:04. The Division's mandate is to help improve the socio-economic condition of citizens through Friendly & Building Societies

**(9) HIV AND AIDS CO-ORDINATING UNIT**

The HIV/AIDS Unit provides services, technical support and guidelines for addressing HIV and AIDS in the workplace for employers, government ministries, unions and people living with HIV.

This Unit may be contacted for assistance with regard to the following-

- Develop a workplace policy on HIV and AIDS

- Revise your workplace policy on HIV and AIDS
  - Understand the core principles outlined in the National Workplace policy on HIV and AIDS such as the ILO Code of Practice
  - Conduct training on developing a workplace policy
  - Conduct Training on HIV and the World of Work
  - Provide support to Workers Living with HIV
  - Develop a Strategy to deal with HIV related workplace Stigma and Discrimination
  - Report incidences of stigma and discrimination
  - Establish links to HIV related services
  - Develop workplace specific programmes and material to address HIV
- HIV is a workplace issue; if you are a worker living with HIV, an Employer or Trade Union who want to know more, please contact the HIV Unit.

**Effects of Functions on Members of the Public**

The role of the Ministry of Labour and Small and Micro Enterprise Development impacts in almost every constituent element of work, from individual to Corporation. The Conciliation Unit impacts upon the members of the public as seen in its management of time, between Employers and Unions, acting on behalf of organized labour and between Employers and individual workers.

The guidance provided in the formation and registration of a Trade Union, ensures the adherence to the Trade Union Act and clarifies the procedure to be followed by a Trade Union to facilitate a healthy system of Industrial Relations in Trinidad and Tobago.

**Section 7 (1) (a) (ii)**

**Categories of Documents in possession of the Ministry of Labour and Small and Micro Enterprise Development**

1. General Administration Documents
2. Reports on General Administration and Personnel matters
3. Personnel Files
4. Letters
5. Strategic Plans for the Ministry
6. Divisional Work Plans
7. Position Descriptions
8. Laws and Legislation: All Labour legislation pertaining to Trinidad and Tobago
9. Regulations: All regulation relating to labour laws of Trinidad and Tobago
10. Consultants' Report for the Ministry of Labour
11. Briefing papers for Senior Management
12. Cabinet Notes and Minutes
13. Advice from other Public Authorities
14. Policy and Procedure Documents
15. Publications
16. Brochures
17. Booklets
18. Notes
19. Forms
20. Certificates
21. Circulars

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

**Material prepared for publication or inspection.**

1. Title:  
Report of the Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme The New Employment Training Programme September 2001.

**Author/s:**

The Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme.

**Brief:**

The Report identifies the recommendations of a committee established to redesign the operations of the public works initiative in Trinidad and Tobago, which has been called by several names including, Special Works, DEWD, LDDP, URP and ETP.

The recommendations all surround the policy focus of "Sustainable employment through Skill Development", which was the mission statement of the Employment and Training Programme (ETP). The recommendations therefore attempt to set up an essential training component within the programme, geared at empowering the workers to self-realization.

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

**Literature Available by Subscription**

There is no literature available by subscription from this Ministry.

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

**Procedure to be followed when accessing a document from any Division of the Ministry of Labour and Small and Micro Enterprises Development.**

**How to Request Information**

- General Procedure

It is the policy of the Ministry to respond to all requests, for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to challenge a decision if your request for information is refused), an application must be made in writing. Therefore, you must complete the appropriate form (Request for Access to Official Documents) available in the Reception Areas of the Ministry, for information that is not readily available to members of the public.

**Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer or Alternate of The Ministry of Labour and Small and Micro Enterprise Development [see Section 7 (1) (a) (vi)].

**Details in the Request**

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

**Requests not handled under the FOIA**

- A request under the FOIA will not be processed to the extent that it asks for information which is currently available to members of the public, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

**Responding to your Requests**

**Retrieving Documents**

The Ministry is required to furnish copies of documents only when they are in our possession or we can attempt to retrieve them 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 request.

**Furnishing Documents**

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

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

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

**Time Limits**

**i. General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. 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.

**ii. Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar 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.

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

**The Designated Officer of the Ministry of Labour and Small and Micro Enterprise Development is 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 Alternate Officer(s) is:**

Director Human Resource Services  
Dalkeith Ali  
Level 10, Riverside Plaza, Besson Street, Port of Spain  
Telephone: 623-4241 Ext. 2105  
E-mail: alid@labour.gov.tt

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

**Advisory Boards, Councils, Committees, and other bodies (Where Meetings/Minutes are open to the public)**

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

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

**Library/Reading Room Facilities**

The Library/Reading Room in the Ministry of Labour and Small and Micro Enterprise Development is located at Level 7, Riverside Plaza, Besson Street, Port of Spain.

Other contact information:  
Telephone: 624-2039, 623-4241 Ext. 2280 or 2281  
Website: www.labour.gov.tt

The Library/Reading Room is open to the public between the hours of 8:00 am and 4:15 pm from Mondays to Thursdays and 8:00 am to 4:00 pm on Fridays.

**Policy of the Public Authority for provision of copies of documents held in the public domain.**

1. Certain provision of documents may be subject to a small charge to cover administrative costs.
2. No smoking, eating or drinking is allowed in the Reading Room/Library.

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**

In compliance with Sections 7, 8 and 9 of the  
Freedom of Information Act (FOIA) 1999 (Updated 2007)

**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.

1. Public Service Acts and Regulations.
2. Laws of the Republic of Trinidad and Tobago.
3. Guidelines for contract employment in Government Ministries.
4. Legal Notice No. 49  
The Wages Regulation (Laundry Undertakings) Order, 1962
5. Legal Notice No. 64  
The Wages Regulation (Agricultural Undertakings) Order, 1964
6. Legal Notice No. 158  
The Minimum Wages (Catering Industry) Order, 1991
7. Legal Notice No. 159  
Minimum Wages (Shop Assistants) Order, 1991
8. Legal Notice No. 160  
Minimum Wages (Household Assistants) Order, 1991
9. Gazette No. 3112  
Petrol Filling Station Employees Order, 1982
10. Legal Notice No. 10  
The Minimum Wages (Security Industry Employees) Order, 1995
11. Legal Notice No. 88  
The Minimum Wages Order, 2005

**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.

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers

Personnel Department

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Employment in the Public Service
- Guidelines for Contract Employment in Government Ministries
- Shaping Performance – A Manual for Performance Management in the Public Service

Ministry of Public Administration and Information

- Training Policy for the Public Service of Trinidad and Tobago

Training Policy Guidelines

Circulars

Circular Memoranda

**Section 8 (1) (b)**

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. NIL

**Section 9 Statements**

(N.B): this section only applies to documents created since 20th February 2001.

**Section 9 (1) (a)**

A report, or a statement containing the advice or recommendation, of a body or entity established within the public authority. Strategic Planning and Strategic Thinking: A guide to Heads of Division by Mr. K. Francis (March 2001).

**Section 9 (1) (c)**

A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.

1. Title:  
I/O Caribbean Sub-Regional Meeting on HIV/AIDS and the World of Work 15 - 17 May 2002 Barbados  
Country Report: Trinidad and Tobago  
April 2002

Author:

Research and Planning Division  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Country Report was prepared in fulfillment of a requirement for attendance at the above named meeting. The Report outlines the nature and extent of the problem of HIV/AIDS in Trinidad and Tobago with focus on the workplace. It represents the findings of a quick capture survey of the responses of large enterprises to the epidemic. Information on the legal and policy framework existing in Trinidad and Tobago to deal with HIV/AIDS in the workplace and institutional arrangements and responses at the governmental, non-governmental, enterprise and union levels are provided. Lessons learnt through past experiences and priorities for further action are also highlighted.

2. Title:

Report of the Small and Micro Enterprise Planning Committee - May 2002

Author:

The Small and Micro Enterprise Planning Committee

Brief:

The Report summarizes the recommendations of the committee set up to rationalize the development of the Small and Micro Enterprise sector in Trinidad and Tobago. Specifically, it identifies the institutional framework considered most suitable, including and in particular, an implementing company which would provide loans and guide new enterprises to ensure their success.

3. Title:

Ministry of Labour and Small and Micro Enterprise Development:  
Medium Term Policy Framework  
2003 – 2005

Author:

Research and Planning Division  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This document identifies the Ministry's policy areas and objectives, principle strategies and measures, performance indicators and target dates for completion of the Ministry's Programmes for the period 2003 - 2005.

4. Title:

Country Profile of the Textile, Clothing and Footwear Industries in Trinidad and Tobago November 2000.

Authors:

Ms. Jasmine Gopaul and Ms. Omalisa Baldeo, Research and Planning Division  
Ministry of Labour and Small and Micro Enterprise Development.

Brief:

This study seeks to provide an understanding of the Textile, Clothing and Footwear Industries by examining their social nature (employment and labour conditions), present economic issues (economic agreements and protectionist measures), legal framework (extent of government regulation and EPZ benefits) and technology changes. It also attempts to assess the impact of globalisation on these industries.

5. Title:

Decent Work through Vocational Training - August 2001

Author:

Madhuri Supersad

Brief:

This paper seeks to show that Vocational Training constitutes a vital tool for the promotion and realization of Decent Work. It also discusses the roles that the State and the social partners can play in the process. Finally, it provides a profile of vocational training in Trinidad and Tobago within a context of decent work.

6. Title:

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report  
1999-2004 January - March

Author:

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This report provides a Review of Labour Market Statistics from 1999 to First Quarter 2004, where available. More specifically, it focuses on available statistical data and preliminary analysis of trends in industrial relations, occupational safety and health, job placement endeavours of the Ministry, developments in the Co-operative Sector and the Friendly Societies Movement.

7. Title:

Republic of Trinidad and Tobago  
Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2005

Author:

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, entrepreneurship and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

8. Title:

Republic of Trinidad and Tobago  
Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2006

Author:

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

This Report presents an overview of key Labour Market Statistics for the period 2001-2005 where data are available. This statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators, which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

9. Title:

Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2007

Author:

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

Brief:

Report contains data on:-  
• Labour Force (e.g. employment, unemployment and income by industry, occupation, administrative area and status)  
• Industrial Relations Issues (e.g. industrial injuries/accidents, collective agreements, work stoppages, retrenchment and trade disputes)  
• Comparative data for selective countries.

Sections 9 (1) (b), 9(1) (c), 9(1) (g), 9(1) (k) and 9(1) (j),

Not applicable at this time

**Section 9 (1) (f)**

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

Consultant: Ernst and Young

Title:

- (1) Management Audit Report
- (2) Job Evaluation Report
- (3) Performance Measurements Report
- (4) Training Needs Report
- (5) Implementation Action
- (6) Final Project Plan Report

**Section 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.

Title:

Report of the Small and Micro Enterprise Planning Committee

Author:

Ministry of Labour and Small and Micro Enterprise Development

**Section 9(1) (i)**

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

A draft Strategic Plan comprising the Ministry's Vision Statement; Mission Statement; Guiding Principles and Values (including new cultural norms); Strengths, Weaknesses, Opportunities and Threats; Strategic Priorities/Goals; Programmed Goals including resources, responsibility and measurable indicators and The Balanced Scorecard is receiving consideration.



Government of the Republic of Trinidad & Tobago

## PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

In compliance with Sections 7, 8 and 9 of the  
Freedom of Information Act (FOIA) 1999 (Updated 2008)

### INTRODUCTION

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the **Freedom of Information Act (FOIA) 1999**, the Ministry of Labour and Small and Micro Enterprise Development is required by law to publish the various documents and information generally available to the public.

The Act gives the members of the Public:

- (1) A legal right for each person to access information held by the Ministry of Labour and Small and Micro Enterprise Development;
- (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) –

#### Functions and Structure

#### MISSION: STATEMENT

To establish and manage a regime of policies for Manpower Development and Employment, Industrial Relations and Labour Administration so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote modernization of the work environment.

#### RESPONSIBILITIES

The Ministry of Labour and Small and Micro Enterprise Development is responsible for the establishment and management of a regime of policies for manpower development and employment, industrial relations, labour administration and the promotion of co-operatives, credit unions, small and micro enterprises and friendly societies, so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote the modernization of the work environment.

The Ministry is committed to:-

- a) Provide a quality service in terms of accuracy and timeliness in the conduct of our affairs in an efficient and cost-effective manner.
- b) Formulate, implement and review the appropriate policies, plans and programmes.
- c) Propose, review, administer and monitor legislation, laws and regulations.
- d) Network with all relevant public and private institutions, organizations and individuals, nationally and internationally to achieve our objectives.
- e) Enhance our reputation for excellence and integrity in the delivery of our service.
- f) Provide an environment for the personal growth and development of all our employees by valuing each person's contribution and providing fair, relevant and accessible training and development opportunities.
- g) Encourage innovation by stimulating and supporting good, new ideas among staff.
- h) Promote a safe and healthy working environment.

The Ministry comprises of the following Divisions/Units, with a staff complement of approximately three hundred and ten (310) persons as follows:-

#### (1) PERMANENT SECRETARY

##### a) Internal Audit

The Internal Audit ensures that all financial guidelines and instructions are followed in all accounting matters of the Ministry. In addition, it provides the Accounting Officer with the tool for special investigations, proper accountability and value for money. This Unit reports directly to the Permanent Secretary.

##### b) Communications Unit

The Ministry's Communications Unit provides communications support to all the Units/Divisions of the Ministry. This involves providing information, conducting research and planning events amongst other things. The Unit works closely with the media in order to manage what is reported about the Ministry and its activities. The Unit also uses other avenues to reach the various publics of the Ministry both internally and externally.

##### c) Legal Unit

The Legal Unit of the Ministry provides legal advisory and advocacy support to the Minister and the Ministry in respect of Labour and Co-operative jurisprudence and other legal advisory services on all questions touching on law including issues related to legislative drafting and interpretation; drafting of contracts and on matters related to other state legal agencies such as the Attorney General and the Legislative Review Committee.

#### (2) LABOUR ADMINISTRATION SERVICES

The Labour Administration Services of the Ministry of Labour and Small and Micro Enterprise Development are divided into four service areas, as follows:

##### a) Manpower Unit (National Employment Service)

The National Employment Service offers an Employment Service at no cost to the employer community and the general public. The unit consists of Employment Officers located at Chaguanas, Tunapuna, Sangre Grande, San Fernando, Point Fortin, Siparia, Tobago, Port of Spain and the Overseas Placement sub-unit. This service provides recruitment, placement, advisory and information services to employers and jobseekers.

##### Mission of the National Employment Service

Optimizing the country's work force through the provision of multiple services to job seekers and employers by harnessing state of the art technology and partnership thus, ensuring the timely and cost effective delivery of services.

##### Services:-

- On-line Registration of Job Seekers
- On-line Registration of Job Vacancies
- Match job seekers to job vacancies
- Screening of job seekers and employers
- Job interviews and referrals to State and Private Sector Agencies
- Career guidance
- Recruit Workers for Overseas Employment
- Host World of Work Seminars
- Recruit staff to administer the following public sector programmes:-
  - O'Level Graduate Programme
  - Board of Inland Revenue Tax Surveillance Programme
  - Clerical Relief Programme
  - Road Crossing Service for Schools in the East Dry River Community

#### b) Labour Inspectorate Unit

The principal functions of the Labour Inspectorate Unit are:

- to educate and advise employers, employees and the general public about the under-mentioned laws of Trinidad and Tobago, as they relate to wages and terms and conditions of work for workers who are not usually represented by a Trade Union and who are covered under the Minimum Wages Act, Maternity Protection Act and Minimum Age for Admission to Employment Act;
- to check for compliance with the Minimum Wages Act and Orders. Routine checks are done and complaints are also investigated;
- to recommend litigation in cases where employers continuously ignore warnings of breaches;
- to secure the enforcement of legal provisions relating to conditions of work to workers who are covered by Minimum Wages Laws. These workers are generally non-unionized; and
- to supply information and give advice to employers and employees concerning the most effective means of complying with the legal provisions.

#### c) Conciliation Unit

The Conciliation Unit seeks to:

- promote good industrial relations practices;
- prevent and resolve employment disputes;
- conciliate in actual or potential trade disputes reported to the Minister; and
- provide information and advice on industrial relations matters to unions, employers and the general public.

#### d) Trade Unions Unit

The main functions/activities of the Division are as follows:

- register new Trade Unions;
- register partial and complete alteration of rules;
- register amalgamation of Trade Unions;
- appoint Auditors to audit the books of Trade Unions;
- ensure that Trade Unions submit Annual Returns and Audited Financial Statements and check those submitted;
- ensure that Trade Unions comply with the provisions of the Trade Union Act and enforce the said Law where the Unions violate the provisions of the Act;
- register change of registered office, change of name of Trade Unions and dissolution of Trade Unions;
- appoint Auditors and investigators of special audits under Section 16 (4) and (5) of the Trade Union Act;
- register direction given for transfer of stock;
- register cancellation or withdrawal of certificates of registration; and
- prepare annual reports.

#### (3) CO-OPERATIVE DIVISION

The Co-operative Division of the Ministry is mandated to promote the growth and development of a strong co-operative sector, both financial and non-financial co-operatives. The activities of this Division include:

- Promotional;
- Organizational;
- Supervisory;
- Developmental;
- Training;
- Administrative;
- Liquidation;
- Audit; and
- Dispute Resolution and Mediation



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**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**

#### (4) ENTERPRISE DEVELOPMENT DIVISION

Government has been placing significant focus on the development and promotion of small and micro enterprises (SMEs) as vehicles for employment creation, poverty alleviation and wealth generation especially with respect to marginalized and vulnerable groups such as youth, women, disabled persons and the unemployed. The SME sector is therefore considered "the People's Sector." With the added vision of an uplink from the people's sector to the private sector, which is recognized as the engine of economic growth, and with Government as facilitator, development of the SME sector represents a strategic approach to economic growth. In the context of the positive implications of enterprise development for employment creation, responsibility for the SME sector has been added to the portfolio of this Ministry whose name was changed to reflect this focus.

#### (5) INFORMATION TECHNOLOGY DIVISION

The Strategic Information Systems Plan recommended that the IT Unit be structured to comprise five functional areas:

- I/S Management - responsible for the development of strategic and operational I/S plans and the formulation of policies, standards and procedures;
- Technical Support - responsible for ensuring that "Application Software" packages give end-users the required functionality that result in the production of accurate and timely information;
- Systems Administration - responsible for ensuring that computer systems operate in an efficient and effective manner, including all hardware, software, database and networks;
- Information Centre - responsible for ensuring that the Ministry's use of productivity tools as defined in the Systems Architecture is carried out in an efficient and effective manner consistent with the Ministry's operations; and
- I/S Administration - responsible for administering the Unit's day to day operations.

#### (6) HUMAN RESOURCE SERVICE DIVISION

The Human Resource Services Division is the support arm of the Ministry of Labour and Small and Micro Enterprise Development. It provides general administrative management services to all the Technical/Professional Staff and other Divisions/Bodies of the Ministry.

This Division is comprised of the following Units:-

##### a) General Administration

Co-ordinates and administers all administrative functions of the Ministry, at Riverside Plaza as well as its sub-units. This Unit together with the National Maintenance Training & Security Company Limited is mainly responsible for the maintenance and upkeep of all major Plant and Equipment at the Riverside Plaza.

##### Office Management

The Unit is responsible for promoting and facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by providing and maintaining furniture and equipment and the provision of stationery, supplies, newspapers and other basic services.

The Unit also co-ordinates and oversees the functions of the Ministry's support staff which includes Messengers, Maids, Telephone Operators, Motor Vehicle Drivers and Office Attendants.

##### b) Human Resource Services

The Human Resource Services Unit ensures that staff and related human resource management issues are maintained at adequate levels at all times. It provides a range of Human Resource services including training, contract administration, employee relations, performance management support, compensation and recruitment of contract staff.

##### c) Registry

This Unit is responsible for facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by receiving and classifying all incoming information, directing

its movement through action areas and storing and providing reference services for both incoming and outgoing information.

The Records Manager II who supervises the staff of Registry is also responsible for creating, implementing and maintaining proper systems and procedures for the control and flow of records/information to action officers.

##### d) Accounting

The Accounting Unit is responsible for satisfying the financial needs of the Ministry. It sources funds from the Ministry of Finance and disburses it for goods and services rendered to the Ministry. It is responsible for the submission of the Draft Estimates for Recurrent Expenditure and the Appropriation of Accounts, which is a requirement under the Appropriation Act (Budget Statement).

The Unit operates under the **Exchequer and Audit Act, Chapter 9:01** and the **Travelling Allowances Regulations, GN29/1953** which are enshrined in the Laws of Trinidad and Tobago. It is guided by the Financial Regulations, Financial Instructions, Manual of Terms and Conditions of Employment, Guidelines for the Administration of Devolved Functions and Circulars issued from both the Chief Personnel Officer and the Ministry of Finance. The Unit maintains and stores records of all financial transactions.

##### e) Library

The Joint Library Service for the then Ministry of Labour, Social Security and Co-operatives and the Ministry of Industry, Commerce and Consumer Affairs was established by Cabinet Minute No. 144FP (82) 226, dated 13th May, 1982.

The Library is situated on Level 7 of the Government Offices, Riverside Plaza. It is managed by a Librarian III who oversees the proper functioning of the Library, charts the strategic direction and supervises three members of staff.

The Library today serves mainly the members of staff of the Ministry of Labour and Small and Micro Enterprise Development by providing timely and relevant information, which reflects the portfolio and developmental thrust of the Ministry. There is also the capacity of an E-mail facility, which provides for fast data transmission and the ordering of documents. Members of the public are also allowed to use the library's facilities providing their needs pertain to the library's portfolio.

#### (7) RESEARCH AND PLANNING DIVISION

The Research and Planning Unit serves as the information hub of the Ministry and is engaged in the following:

- socio-economic research, report preparation and evaluation;
- policy formulation and evaluation;
- preparation of Ministry's input into national planning documents such as the Social and Economic Policy Framework as well as the national budget;
- preparation of Ministry's annual Public Sector Investment Programme (PSIP) projects and management of these projects;
- project design, planning and implementation relative to the Ministry's functions;
- development and implementation of multilateral, regional and national programmes and projects;
- development and operation of the National Human Resource Management Information System (NHRMIS);
- initiation of meetings, seminars, etc. consistent with achievement of specific goals;
- preparation and management of surveys;
- preparation of Cabinet Notes;
- representation of the Ministry at regional, national and international fora;
- provision of technical input for speeches and/or speech preparation;
- technical and administrative Secretariat services for the Ministry's technical Committees; and
- other coordinating duties as may be assigned.

#### Committees, Boards and Statutory Bodies

- Boiler Examiners Board
- Registration, Recognition and Certification Board
- Occupational Safety and Health Authority
- Minimum Wages Board
- ILO 144 Tripartite Committee
- Standing Tripartite Committee on Labour Matters
- National Steering Committee on the Prevention and Elimination of Child Labour
- Project Advisory Board - ILO/USDOL HIV/AIDS Workplace Education Programme - An Accelerated Response
- Cipriani College of Labour and Co-operative Studies
- National Entrepreneurship Development Company Limited (NEDCO)

#### (8) FRIENDLY SOCIETIES

The Friendly Societies Division is responsible for the supervision, audit and cancellation of registered Friendly Societies. The governing legislation for the Unit's function is the Friendly Societies Act No. 18 of 1950.

The duties include the inspection of records (e.g. accounts) of these organizations and guiding officers with regards to proper record keeping, effective management, supervising the distribution of Assets of cancelled or dissolved organizations, investigating complaints by members and other beneficiaries and adjudicating in disputes.

Although the Division goes by the name Office of the Registrar of Friendly Societies, the Division also has the responsibility of supervision and registration of Building Societies throughout the Republic of Trinidad and Tobago through the Building Societies Act, Chapter 33:04. The Division's mandate is to help improve the socio-economic condition of citizens through Friendly & Building Societies

#### (9) HIV AND AIDS CO-ORDINATING UNIT

The HIV/AIDS Unit provides services, technical support and guidelines for addressing HIV and AIDS in the workplace for employers, government ministries, unions and people living with HIV.

This Unit may be contacted for assistance with regard to the following:-

- Develop a workplace policy on HIV and AIDS
- Revise your workplace policy on HIV and AIDS
- Understand the core principles outlined in the National Workplace policy on HIV and AIDS such as the ILO Code of Practice
- Conduct training on developing a workplace policy
- Conduct Training on HIV and the World of Work
- Provide support to Workers Living with HIV
- Develop a Strategy to deal with HIV related workplace Stigma and Discrimination
- Report incidences of stigma and discrimination
- Establish links to HIV related services
- Develop workplace specific programmes and material to address HIV

HIV is a workplace issue; if you are a worker living with HIV, an Employer or Trade Union who want to know more, please contact the HIV Unit.

#### Effects of Functions on Members of the Public

The role of the Ministry of Labour and Small and Micro Enterprise Development impacts in almost every constituent element of work, from individual to Corporation. The Conciliation Unit impacts upon the members of the public as seen in its management of conflict, which arises from time to time, between Employers and Unions, acting on behalf of organized labour and between Employers and individual workers.

The guidance provided in the formation and registration of a Trade Union, ensures the adherence to the Trade Union Act and clarifies the procedure to be followed by a Trade Union to facilitate a healthy system of Industrial Relations in Trinidad and Tobago.



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**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**

**Section 7 (1) (a) (ii)****Categories of Documents in possession of the Ministry of Labour and Small and Micro Enterprise Development**

- 1) General Administration Documents
- 2) Reports on General Administration and Personnel matters
- 3) Personnel Files
- 4) Letters
- 5) Strategic Plans for the Ministry
- 6) Divisional Work Plans
- 7) Position Descriptions
- 8) Laws and Legislation: All Labour legislation pertaining to Trinidad and Tobago
- 9) Regulations: All regulation relating to labour laws of Trinidad and Tobago
- 10) Consultants' Report for the Ministry of Labour
- 11) Briefing papers for Senior Management
- 12) Cabinet Notes and Minutes
- 13) Advice from other Public Authorities
- 14) Policy and Procedure Documents
- 15) Publications
- 16) Brochures
- 17) Booklets
- 18) Notes
- 19) Forms
- 20) Certificates
- 21) Circulars

**Section 7 (1) (a) (iii)****Material prepared for publication or inspection.****1. Title:**

Report of the Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme "The New Employment Training Programme September 2001".

**Author/s:**

The Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme.

**Brief:**

The Report identifies the recommendations of a committee established to redesign the operations of the public works initiative in Trinidad and Tobago, which has been called by several names including, Special Works, DEWD, LIDP, URP and ETP.

The recommendations all surround the policy focus of "Sustainable employment through Skill Development", which was the mission statement of the Employment and Training Programme (ETP). The recommendations therefore attempt to set up an essential training component within the programme, geared at empowering the workers to self-realization.

**Section 7 (1) (a) (iv)****Literature Available by Subscription**

There is no literature available by subscription from this Ministry.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from any Division of the Ministry of Labour and Small and Micro Enterprise Development.****How to Request Information****• General Procedure**

It is the policy of the Ministry to respond to all requests, for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to challenge a decision if your request for information is refused), **an application must be made in writing**. Therefore, you must complete the appropriate form (Request for Access to Official Documents) available in the Reception Areas of the Ministry, for information that is not readily available to members of the public.

**• Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer or Alternate of The Ministry of Labour and Small and Micro Enterprise Development [see Section 7 (1) (a) (vii)].

**• 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, please do not hesitate to communicate with our Designated Officer.

**Requests not handled under the FOIA**

• A request under the FOIA will not be processed to the extent that it asks for information which is currently available to members of the public, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

**Responding to your Requests****• Retrieving Documents**

The Ministry is required to furnish copies of documents only when they are in our possession or we can attempt to retrieve them 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 request.

**• Furnishing Documents**

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

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

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

**Time Limits****i. General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. 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.

**ii. Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar 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.

**Section 7 (1) (a) (vi)****The Designated Officer of the Ministry of Labour and Small and Micro Enterprise Development is 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 Alternate Officer(s) is:**

Director Human Resource Services  
Dalkeith Ali  
Level 10, Riverside Plaza  
Besson Street  
Port of Spain  
Telephone: 623-4241 Ext. 2105  
E-mail: alid@labour.gov.tt

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees, and other bodies (Where Meetings/Minutes are open to the public)**

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

**Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

The Library/Reading Room in the Ministry of Labour and Small and Micro Enterprise Development is located at Level 7, Riverside Plaza, Besson Street, Port of Spain.

Other contact information:

Telephone: 624-2039 623-4241 Ext. 2280 or 2281

Website: [www.labour.gov.tt](http://www.labour.gov.tt)

The Library/Reading Room is open to the public between the hours of **8:00 am and 4:15 pm from Mondays to Thursdays and 8:00 am to 4:00 pm on Fridays.**

**Policy of the Public Authority for provision of copies of documents held in the public domain.**

1. Certain provision of documents may be subject to a small charge to cover administrative costs.
2. No smoking, eating or drinking is allowed in the Reading Room/Library.

**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.**

1. Public Service Acts and Regulations.
2. Laws of the Republic of Trinidad and Tobago.
3. Guidelines for contract employment in Government Ministries.
4. Legal Notice No. 49  
The Wages Regulation (Laundry Undertakings) Order, 1962
5. Legal Notice No. 64  
The Wages Regulation (Agricultural Undertakings) Order, 1964
6. Legal Notice No. 158  
The Minimum Wages (Catering Industry) Order, 1991
7. Legal Notice No. 159  
Minimum Wages (Shop Assistants) Order, 1991
8. Legal Notice No. 160  
Minimum Wages (Household Assistants) Order, 1991
9. Gazette No. 3112:  
Petrol Filling Station Employees Order, 1982
10. Legal Notice No. 10  
The Minimum Wages (Security Industry Employees) Order, 1995
11. Legal Notice No. 88  
The Minimum Wages Order, 2005

**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.**

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers

Personnel Department

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Employment in the Public Service
- Guidelines for Contract Employment in Government Ministries
- Shaping Performance – A manual for Performance Management in the Public Service



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Ministry of Public Administration and Information  
 • Training Policy for the Public Service of Trinidad and Tobago  
 Training Policy Guidelines  
 Circulars  
 Circular Memoranda

**Section 8 (1) (b)**

**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. NIL**

**SECTION 9 STATEMENTS**

**(N.B): this section only applies to documents created since 20th February 2001.**

**Section 9 (1) (a)**

**A report, or a statement containing the advice or recommendation, of a body or entity established within the public authority.**

Strategic Planning and Strategic Thinking: A guide to Heads of Division by Mr. K. Francis (March 2001).

**Section 9 (1) (c)**

**A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.**

**1. Title**

ILO Caribbean Sub-Regional Meeting on HIV/AIDS and the World of Work 15 - 17 May 2002 Barbados  
 Country Report: Trinidad and Tobago  
 April 2002

**Author:**

Research and Planning Division  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Report was prepared in fulfillment of a requirement for attendance at the above named meeting. The Report outlines the nature and extent of the problem of HIV/AIDS in Trinidad and Tobago with focus on the workplace. It represents the findings of a quick capture survey of the responses of large enterprises to the epidemic. Information on the legal and policy framework existing in Trinidad and Tobago to deal with HIV/AIDS in the workplace and institutional arrangements and responses at the governmental, non-governmental, enterprise and union levels are provided. Lessons learnt through past experiences and priorities for further action are also highlighted.

**2. Title**

Report of the Small and Micro Enterprise Planning Committee - May 2002

**Author:**

The Small and Micro Enterprise Planning Committee

**Brief:**

The Report summarizes the recommendations of the committee set up to rationalize the development of the Small and Micro Enterprise sector in Trinidad and Tobago. Specifically, it identifies the institutional framework considered most suitable, including and in particular, an implementing company which would provide loans and guide new enterprises to ensure their success.

**3. Title:**

Ministry of Labour and Small and Micro Enterprise Development  
 Medium Term Policy Framework  
 2003 - 2005

**Author:**

Research and Planning Division  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This document identifies the Ministry's policy areas and

objectives, principle strategies and measures, performance indicators and target dates for completion of the Ministry's Programmes for the period 2003 - 2005.

**4. Title**

Country Profile of the Textile, Clothing and Footwear Industries in Trinidad and Tobago - November 2000.

**Authors:**

Ms. Jasmine Gopaul and Ms. Omalisa Baldeo, Research and Planning Division  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This study seeks to provide an understanding of the Textile, Clothing and Footwear Industries by examining their social nature (employment and labour conditions), present economic issues (economic agreements and protectionist measures), legal framework (extent of government regulation and EPZ benefits) and technology changes. It also attempts to assess the impact of globalisation on these industries.

**5. Title:**

Decent Work through Vocational Training - August 2001

**Author:**

Madhuri Supersad

**Brief:**

This paper seeks to show that Vocational Training constitutes a vital tool for the promotion and realization of Decent Work. It also discusses the roles that the State and the social partners can play in the process. Finally, it provides a profile of vocational training in Trinidad and Tobago within a context of decent work.

**6. Title:**

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development  
 Labour Statistics Report  
 1999-2004 January - March

**Author:**

Research and Planning Unit  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This report provides a Review of Labour Market Statistics from 1999 to First Quarter 2004, where available. More specifically, it focuses on available statistical data and preliminary analysis of trends in industrial relations, occupational safety and health, job placement endeavours of the Ministry, developments in the Co-operative Sector and the Friendly Societies Movement.

**7. Title:**

Republic of Trinidad and Tobago  
 Ministry of Labour and Small and Micro Enterprise Development  
 Labour Statistics Report 2005

**Author:**

Research and Planning Unit  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, entrepreneurship and job placement. An attempt is made to integrate the use of the International Labour Organization (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

**8. Title:**

Republic of Trinidad and Tobago  
 Ministry of Labour and Small and Micro Enterprise Development  
 Labour Statistics Report 2006

**Author:**

Research and Planning Unit  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Report presents an overview of key Labour Market Statistics for the period 2001-2005 where data are available. This statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, and job placement. An attempt is made to integrate the use of the International Labour Organization's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators, which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

**9. Title:**

Ministry of Labour and Small and Micro Enterprise Development  
 Labour Statistics Report 2007

**Author:**

Research and Planning Unit  
 Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

Report contains data on:-  
 • Labour Force (e.g. employment, unemployment and income by industry, occupation, administrative area and status)  
 • Industrial Relations Issues (e.g. industrial injuries /accidents, collective agreements, work stoppages, retrenchment and trade disputes)  
 • Comparative data for selective countries.

**Sections 9 (1) (b), 9(1) (d), 9(1) (e), 9(1) (g), 9(1) (j) and 9(1) (k), Not applicable at this time**

**Section 9 (1) (f)**

**A report prepared for the public authority by a consultant who was paid for preparing the report.**

**Consultant:** Ernst and Young

**Title:**

- (1) Management Audit Report
- (2) Job Evaluation Report
- (3) Performance Measurements Report
- (4) Training Needs Report
- (5) Implementation Action
- (6) Final Project Plan Report

**Section 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.**

**Title:**

Report of the Small and Micro Enterprise Planning Committee

**Author**

Ministry of Labour and Small and Micro Enterprise Development

**Section 9(1) (i)**

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

Strategic Plan comprising the Ministry's Vision Statement; Mission Statement; Guiding Principles and Values (including new cultural norms); Strengths, Weaknesses, Opportunities and Threats; Strategic Priorities/Goals; Programmed Goals including resources, responsibility and measurable indicators and a Balanced Scorecard.



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## PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999 (Updated 2009)

### INTRODUCTION

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act (FOIA) 1999, the Ministry of Labour and Small and Micro Enterprise Development is required by law to publish the various documents and information generally available to the public.

The Act gives the members of the Public:

- (1) A legal right for each person to access information held by the Ministry of Labour and Small and Micro Enterprise Development;
- (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) – Functions and Structure

##### Mission: Statement

To enhance employment, entrepreneurial opportunities and income and wealth creation, in a safe, healthy and peaceful industrial environment in collaboration with our social partners and through a customer-focused, empowered and motivated staff.

##### RESPONSIBILITIES

The Ministry of Labour and Small and Micro Enterprise Development is responsible for the establishment and management of a regime of policies for manpower development and employment, industrial relations, labour administration and the promotion of co-operatives, credit unions, small and micro enterprises and friendly societies, so as to ensure enhanced job opportunities, decent work, high productivity and sustainable employment and to promote the modernization of the work environment.

The Ministry is committed to:-

- a) Provide a quality service in terms of accuracy and timeliness in the conduct of our affairs in an efficient and cost-effective manner.
- b) Formulate, implement and review the appropriate policies, plans and programmes.
- c) Propose, review, administer and monitor legislation, laws and regulations.
- d) Network with all relevant public and private institutions, organizations and individuals, nationally and internationally to achieve our objectives.
- e) Enhance our reputation for excellence and integrity in the delivery of our service.
- f) Provide an environment for the personal growth and development of all our employees by valuing each person's contribution and providing fair, relevant and accessible training and development opportunities.
- g) Encourage innovation by stimulating and supporting good, new ideas among staff.
- h) Promote a safe and healthy working environment.

The Ministry comprises of the following Divisions/Units, with a staff complement of approximately three hundred and sixty (360) persons as follows:-

### (1) PERMANENT SECRETARY

#### a) Internal Audit

The Internal Audit ensures that all financial guidelines and instructions are followed in all accounting matters of the Ministry. In addition, it provides the Accounting Officer with the tool for special investigations, proper accountability and value for money. This Unit reports directly to the Permanent Secretary.

#### b) Communications Unit

The Ministry's Communications Unit provides communications support to all the Units/Divisions of the Ministry. This involves providing information, conducting research and planning events amongst other things. The Unit works closely with the media in order to manage what is reported about the Ministry and its activities. The Unit also uses other avenues to reach the various publics of the Ministry both internally and externally.

#### c) Legal Unit

The Legal Unit of the Ministry provides legal advisory and advocacy support to the Minister and the Ministry in respect of Labour and Co-operative jurisprudence and other legal advisory services on all questions touching on law including issues related to legislative drafting and interpretation; drafting of contracts and on matters related to other state legal agencies such as the Attorney General and the Legislative Review Committee.

### (2) LABOUR ADMINISTRATION SERVICES

The Labour Administration Services of the Ministry of Labour and Small and Micro Enterprise Development are divided into four service areas, as follows:

#### a) Manpower Unit (National Employment Service)

The National Employment Service offers an Employment Service at no cost to the employer community and the general public. The unit consists of Employment Officers located at Chaguana, Tunapuna, Sangre Grande, San Fernando, Point Fortin, Siparia, Tobago, Port of Spain and the Overseas Placement sub-unit. This service provides recruitment, placement, advisory and information services to employers and jobseekers.

#### Mission of the National Employment Service

Optimizing the country's work force through the provision of multiple services to job seekers and employers by harnessing state of the art technology and partnership thus, ensuring the timely and cost effective delivery of services.

##### Services:-

- On-line Registration of Job Seekers
- On-line Registration of Job Vacancies
- Match job seekers to job vacancies
- Screening of job seekers and employers
- Job interviews and referrals to State and Private Sector Agencies
- Career guidance
- Recruit Workers for Overseas Employment
- Host World of Work Seminars
- Recruit staff to administer the following public sector programmes:-
  - O'Level Graduate Programme
  - Board of Inland Revenue Tax Surveillance Programme
  - Clerical Relief Programme
  - Road Crossing Service for Schools in the East Dry River Community

#### b) Labour Inspectorate Unit

The principal functions of the Labour Inspectorate Unit are:

- to educate and advise employers, employees and the general public about the under-mentioned laws of

Trinidad and Tobago, as they relate to wages and terms and conditions of work for workers who are not usually represented by a Trade Union and who are covered under the Minimum Wages Act, Maternity Protection Act and Minimum Age for Admission to Employment Act;

- to check for compliance with the Minimum Wages Act and Orders. Routine checks are done and complaints are also investigated;
- to recommend litigation in cases where employers continuously ignore warnings of breaches;
- to secure the enforcement of legal provisions relating to conditions of work to workers who are covered by Minimum Wages Laws. These workers are generally non-unionized; and
- to supply information and give advice to employers and employees concerning the most effective means of complying with the legal provisions.

#### c) Conciliation Unit

The Conciliation Unit seeks to:

- promote good industrial relations practices;
- prevent and resolve employment disputes;
- conciliate in actual or potential trade disputes reported to the Minister; and
- provide information and advice on industrial relations matters to unions, employers and the general public.

#### d) Trade Unions Unit

The main functions/activities of the Division are as follows:

- register new Trade Unions;
- register partial and complete alteration of rules;
- register amalgamation of Trade Unions;
- appoint Auditors to audit the books of Trade Unions;
- ensure that Trade Unions submit Annual Returns and Audited Financial Statements and check those submitted;
- ensure that Trade Unions comply with the provisions of the Trade Union Act and enforce the said Law where the Unions violate the provisions of the Act;
- register change of registered office, change of name of Trade Unions and dissolution of Trade Unions;
- appoint Auditors and investigators of special audits under Section 16 (4) and (5) of the Trade Union Act;
- register direction given for transfer of stock;
- register cancellation or withdrawal of certificates of registration; and
- prepare annual reports.

### (3) CO-OPERATIVE DIVISION

The Co-operative Division of the Ministry is mandated to promote the growth and development of a strong co-operative sector, both financial and non-financial co-operatives. The activities of this Division include:

- Promotional;
- Organizational;
- Supervisory;
- Developmental;
- Training;
- Administrative;
- Liquidation;
- Audit; and
- Dispute Resolution and Mediation

### (4) ENTERPRISE DEVELOPMENT DIVISION

Government has been placing significant focus on the development and promotion of small and micro enterprises (SMEs) as vehicles for employment creation, poverty alleviation and wealth generation especially with respect to marginalized and vulnerable groups such as youth,

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women, disabled persons and the unemployed. The SME sector is therefore considered "the People's Sector." With the added vision of an uplink from the people's sector to the private sector, which is recognized as the engine of economic growth, and with Government as facilitator, development of the SME sector represents a strategic approach to economic growth. In the context of the positive implications of enterprise development for employment creation, responsibility for the SME sector has been added to the portfolio of this Ministry whose name was changed to reflect this focus.

**(5) INFORMATION TECHNOLOGY DIVISION**

The Strategic Information Systems Plan recommended that the IT Unit be structured to comprise five functional areas:

- I/S Management - responsible for the development of strategic and operational I/S plans and the formulation of policies, standards and procedures;
- Technical Support - responsible for ensuring that "Application Software" packages give end-users the required functionality that result in the production of accurate and timely information;
- Systems Administration - responsible for ensuring that computer systems operate in an efficient and effective manner, including all hardware, software, database and networks;
- Information Centre - responsible for ensuring that the Ministry's use of productivity tools as defined in the Systems Architecture is carried out in an efficient and effective manner consistent with the Ministry's operations; and
- I/S Administration - responsible for administering the Unit's day to day operations.

**(6) HUMAN RESOURCE SERVICES DIVISION**

The Human Resource Services Division is the support arm of the Ministry of Labour and Small and Micro Enterprise Development. It provides general administrative management services to all the Technical/Professional Staff and other Divisions/Bodies of the Ministry.

This Division is comprised of the following Units:-

**a) General Administration**

Co-ordinates and administers all administrative functions of the Ministry, at Riverside Plaza as well as its sub-units. This Unit together with the National Maintenance Training & Security Company Limited is mainly responsible for the maintenance and upkeep of all major Plant and Equipment at the Riverside Plaza.

**Office Management**

The Unit is responsible for promoting and facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by providing and maintaining furniture and equipment and the provision of stationery, supplies, newspapers and other basic services.

The Unit also co-ordinates and oversees the functions of the Ministry's support staff which includes Messengers, Maids, Telephone Operators, Motor Vehicle Drivers and Office Attendants.

**b) Human Resource Services**

The Human Resource Services Unit ensures that staff and related human resource management issues are maintained at adequate levels at all times. It provides a range of Human Resource services including training, contract administration, employee relations, performance management support, compensation and recruitment of contract staff.

**c) Registry**

This Unit is responsible for facilitating the smooth operation of the other Divisions/Departments/Units of the Ministry by receiving and classifying all incoming information, directing its movement through action areas and storing and providing reference services for both incoming and outgoing information.

The Records Manager II who supervises the staff of Registry is also responsible for creating, implementing and maintaining proper systems and procedures for the control and flow of records/information to action officers.

**d) Accounting**

The Accounting Unit is responsible for satisfying the financial needs of the Ministry. It sources funds from the Ministry of Finance and disburses it for goods and services rendered to the Ministry. It is responsible for the submission of the Draft Estimates for Recurrent Expenditure and the Appropriation of Accounts, which is a requirement under the Appropriation Act (Budget Statement).

The Unit operates under the **Exchequer and Audit Act, Chapter 9:01 and the Travelling Allowances Regulations, GN29/1953** which are enshrined in the Laws of Trinidad and Tobago. It is guided by the Financial Regulations, Financial Instructions, Manual of Terms and Conditions of Employment, Guidelines for the Administration of Devolved Functions and Circulars issued from both the Chief Personnel Officer and the Ministry of Finance. The Unit maintains and stores records of all financial transactions.

**e) Library**

The Joint Library Service for the then Ministry of Labour, Social Security and Co-operatives and the Ministry of Industry, Commerce and Consumer Affairs was established by Cabinet Minute No. 144FP (82) 226, dated 13th May, 1982.

The Library is situated on Level 7 of the Government Offices, Riverside Plaza. It is managed by a Librarian III who oversees the proper functioning of the Library, charts the strategic direction and supervises three members of staff.

The Library today serves mainly the members of staff of the Ministry of Labour and Small and Micro Enterprise Development by providing timely and relevant information, which reflects the portfolio and developmental thrust of the Ministry. There is also the capacity of an E-mail facility, which provides for fast data transmission and the ordering of documents. Members of the public are also allowed to use the library's facilities providing their needs pertain to the library's portfolio.

**(7) RESEARCH AND PLANNING DIVISION**

The Research and Planning Unit serves as the information hub of the Ministry and is engaged in the following:

- socio-economic research, report preparation and evaluation;
- policy formulation and evaluation;
- preparation of Ministry's input into national planning documents such as the Social and Economic Policy Framework as well as the national budget;
- preparation of Ministry's annual Public Sector Investment Programme (PSIP) projects and management of these projects;
- project design, planning and implementation relative to the Ministry's functions;
- development and implementation of multilateral, regional and national programmes and projects;
- development and operation of the National Human Resource Management Information System (NHRMIS);
- initiation of meetings, seminars, etc. consistent with achievement of specific goals;
- preparation and management of surveys;
- preparation of Cabinet Notes;
- representation of the Ministry at regional, national and international fora;
- provision of technical input for speeches and/or speech preparation;
- technical and administrative Secretariat services for the Ministry's technical Committees; and
- other coordinating duties as may be assigned.

**Committees, Boards and Statutory Bodies**

- Boiler Examiners Board
- Registration, Recognition and Certification Board
- Occupational Safety and Health Authority
- Minimum Wages Board
- ILO 144 Tripartite Committee
- Standing Tripartite Committee on Labour Matters
- National Steering Committee on the Prevention and Elimination of Child Labour
- Project Advisory Board - ILO/USDOL HIV/AIDS Workplace
- Education Programme - An Accelerated Response
- Cipriani College of Labour and Co-operative Studies

- National Entrepreneurship Development Company Limited (NEDCO)

**(8) FRIENDLY SOCIETIES**

The Friendly Societies Division is responsible for the supervision, audit and cancellation of registered Friendly Societies. The governing legislation for the Unit's function is the Friendly Societies Act No. 18 of 1950.

The duties include the inspection of records (e.g. accounts) of these organizations and guiding officers with regards to proper record keeping, effective management, supervising the distribution of Assets of cancelled or dissolved organizations, investigating complaints by members and other beneficiaries and adjudicating in disputes.

Although the Division goes by the name Office of the Registrar of Friendly Societies, the Division also has the responsibility of supervision and registration of Building Societies throughout the Republic of Trinidad and Tobago through the Building Societies Act, Chapter 33:04. The Division's mandate is to help improve the socio-economic condition of citizens through Friendly & Building Societies

**(9) HIV AND AIDS CO-ORDINATING UNIT**

The HIV/AIDS Unit provides services, technical support and guidelines for addressing HIV and AIDS in the workplace for employers, government ministries, unions and people living with HIV.

This Unit may be contacted for assistance with regard to the following:-

- Develop a workplace policy on HIV and AIDS
- Revise your workplace policy on HIV and AIDS
- Understand the core principles outlined in the National Workplace policy on HIV and AIDS such as the ILO Code of Practice
- Conduct training on developing a workplace policy
- Conduct Training on HIV and the World of Work
- Provide support to Workers Living with HIV
- Develop a Strategy to deal with HIV related workplace Stigma and Discrimination
- Report incidences of stigma and discrimination
- Establish links to HIV related services
- Develop workplace specific programmes and material to address HIV

HIV is a workplace issue; if you are a worker living with HIV, an Employer or Trade Union who want to know more, please contact the HIV Unit.

**Effects of Functions on Members of the Public**

The role of the Ministry of Labour and Small and Micro Enterprise Development impacts in almost every constituent element of work, from individual to Corporation. The Conciliation Unit impacts upon the members of the public as seen in its management of conflict, which arises from time to time, between Employers and Unions, acting on behalf of organized labour and between Employers and individual workers.

The guidance provided in the formation and registration of a Trade Union, ensures the adherence to the Trade Union Act and clarifies the procedure to be followed by a Trade Union to facilitate a healthy system of Industrial Relations in Trinidad and Tobago.

**Section 7 (1) (a) (ii)**

**Categories of Documents in possession of the Ministry of Labour and Small and Micro Enterprise Development**

- 1) General Administration Documents
- 2) Reports on General Administration and Personnel matters
- 3) Personnel Files
- 4) Letters
- 5) Strategic Plans for the Ministry
- 6) Divisional Work Plans
- 7) Position Descriptions
- 8) Laws and Legislation: All Labour legislation pertaining to Trinidad and Tobago
- 9) Regulations: All regulation relating to labour laws of Trinidad and Tobago
- 10) Consultants' Report for the Ministry of Labour
- 11) Briefing papers for Senior Management



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- 12) Cabinet Notes and Minutes
- 13) Advice from other Public Authorities
- 14) Policy and Procedure Documents
- 15) Publications
- 16) Brochures
- 17) Booklets
- 18) Notes
- 19) Forms
- 20) Certificates
- 21) Circulars

**Section 7 (1) (a) (iii)****Material prepared for publication or inspection.****1. Title:**

Report of the Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme "The New Employment Training Programme September 2001".

**Author/s:**

The Cabinet appointed Multipartite Advisory Committee to redesign the Employment and Training Programme.

**Brief:**

The Report identifies the recommendations of a committee established to redesign the operations of the public works initiative in Trinidad and Tobago, which has been called by several names including, Special Works, DEWD, LIDP, URP and ETP.

The recommendations all surround the policy focus of "Sustainable employment through Skill Development" which was the mission statement of the Employment and Training Programme (ETP). The recommendations therefore attempt to set up an essential training component within the programme, geared at empowering the workers to self-realization.

**Section 7 (1) (a) (iv)****Literature Available by Subscription**

There is no literature available by subscription from this Ministry.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from any Division of the Ministry of Labour and Small and Micro Enterprise Development.****How to Request Information****• General Procedure**

It is the policy of the Ministry to respond to all requests, for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to challenge a decision if your request for information is refused), **an application must be made in writing.** Therefore, you must complete the appropriate form (Request for Access to Official Documents) available in the Reception Areas of the Ministry, for information that is not readily available to members of the public.

**• Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer or Alternate of The Ministry of Labour and Small and Micro Enterprise Development [see Section 7 (1) (a) (vii)].

**• 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, please do not hesitate to communicate with our Designated Officer.

**Requests not handled under the FOIA**

• A request under the FOIA will not be processed to the extent that it asks for information which is currently available to members of the public, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

**Responding to your Requests****• Retrieving Documents**

The Ministry is required to furnish copies of documents

only when they are in our possession or we can attempt to retrieve them 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 request.

**• Furnishing Documents**

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

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

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

**Time Limits****i. General**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. 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.

**ii. Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar 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.

**Section 7 (1) (a) (vi)****The Designated Officer of the Ministry of Labour and Small and Micro Enterprise Development is 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(s) is:**

Administrative Officer IV  
Nirmala Lall  
Level 8, Riverside Plaza  
Besson Street  
Port of Spain  
Telephone: 627-2941  
E-mail: [nlal@labour.gov.tt](mailto:nlal@labour.gov.tt)

**The Alternate Officer(s) is:**

Director Human Resource Services  
Dalkeith Ali  
Level 10, Riverside Plaza  
Besson Street  
Port of Spain  
Telephone: 623-4241 Ext.2105  
E-mail: [alid@labour.gov.tt](mailto:alid@labour.gov.tt)

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees, and other bodies (Where Meetings/Minutes are open to the public)**

Ms. Ida La Blanc  
Member, Representative of Civil Society General Secretary,  
National Union of Domestic Employees  
Appointed to Minimum Wages Board on 20th November 2008, her term to run co-terminus with that of the other Board Members 25th February 2011.

**Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

The Library/Reading Room in the Ministry of Labour and Small and Micro Enterprise Development is located at Level 7, Riverside Plaza, Besson Street, Port of Spain.

Other contact information:

Telephone: 624-2039 623-4241 Ext.2280 or 2281

Website: [www.labour.gov.tt](http://www.labour.gov.tt)

The Library/Reading Room is open to the public between the hours of **8:00 am and 4:15 pm from Mondays to Thursdays and 8:00 am to 4:00 pm on Fridays.**

**Policy of the Public Authority for provision of copies of documents held in the public domain.**

1. Certain provision of documents may be subject to a small charge to cover administrative costs.
2. No smoking, eating or drinking is allowed in the Reading Room/Library.

**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.**

1. Public Service Acts and Regulations.
2. Laws of the Republic of Trinidad and Tobago.
3. Guidelines for contract employment in Government Ministries.
4. Legal Notice No. 49  
The Wages Regulation (Laundry Undertakings) Order, 1962
5. Legal Notice No. 64  
The Wages Regulation (Agricultural Undertakings) Order, 1964
6. Legal Notice No. 158  
The Minimum Wages (Catering Industry) Order, 1991
7. Legal Notice No. 159  
Minimum Wages (Shop Assistants) Order, 1991
8. Legal Notice No. 160  
Minimum Wages (Household Assistants) Order, 1991
9. Gazette No. 3112:  
Petrol Filling Station Employees Order, 1982
10. Legal Notice No. 10  
The Minimum Wages (Security Industry Employees) Order, 1995
11. Legal Notice No. 88  
The Minimum Wages Order, 2005

**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.**

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers

Personnel Department

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Employment in the Public Service
- Guidelines for Contract Employment in Government Ministries

- Shaping Performance – A manual for Performance Management in the Public Service

Ministry of Public Administration and Information

- Training Policy for the Public Service of Trinidad and Tobago
- Training Policy Guidelines
- Circulars
- Circular Memoranda



Government of the Republic of Trinidad & Tobago

**PUBLIC STATEMENT OF THE MINISTRY OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT**

**Section 8 (1) (b)**

**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. NIL**

**SECTION 9 STATEMENTS**

(N.B): this section only applies to documents created since 20th February 2001.

**Section 9 (1) (a)**

**A report, or a statement containing the advice or recommendation, of a body or entity established within the public authority.**

Strategic Planning and Strategic Thinking: A guide to Heads of Division by Mr. K. Francis (March 2001).

**Section 9 (1) (c)**

**A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.**

**1. Title**

ILO Caribbean Sub-Regional Meeting on HIV/AIDS and the World of Work 15 - 17 May 2002 Barbados  
Country Report: Trinidad and Tobago  
April 2002

**Author:**

Research and Planning Division  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Report was prepared in fulfillment of a requirement for attendance at the above named meeting. The Report outlines the nature and extent of the problem of HIV/AIDS in Trinidad and Tobago with focus on the workplace. It represents the findings of a quick capture survey of the responses of large enterprises to the epidemic. Information on the legal and policy framework existing in Trinidad and Tobago to deal with HIV/AIDS in the workplace and institutional arrangements and responses at the governmental, non-governmental, enterprise and union levels are provided. Lessons learnt through past experiences and priorities for further action are also highlighted.

**2. Title**

Report of the Small and Micro Enterprise Planning Committee - May 2002

**Author:**

The Small and Micro Enterprise Planning Committee

**Brief:**

The Report summarizes the recommendations of the committee set up to rationalize the development of the Small and Micro Enterprise sector in Trinidad and Tobago. Specifically, it identifies the institutional framework considered most suitable, including and in particular, an implementing company which would provide loans and guide new enterprises to ensure their success.

**3. Title:**

Ministry of Labour and Small and Micro Enterprise Development: Medium Term Policy Framework 2003 - 2005

**Author:**

Research and Planning Division  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This document identifies the Ministry's policy areas and objectives, principle strategies and measures, performance indicators and target dates for completion of the Ministry's Programmes for the period 2003 - 2005.

**4. Title**

Country Profile of the Textile, Clothing and Footwear Industries in Trinidad and Tobago - November 2000.

**Authors:**

Ms. Jasmine Gopaul and Ms. Omalisa Baldeo, Research and Planning Division Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This study seeks to provide an understanding of the Textile, Clothing and Footwear Industries by examining their social nature (employment and labour conditions), present economic issues (economic agreements and protectionist measures), legal framework (extent of government regulation and EPZ benefits) and technology changes. It also attempts to assess the impact of globalisation on these industries.

**5. Title:**

Decent Work through Vocational Training - August 2001

**Author:**

Madhuri Supersad

**Brief:**

This paper seeks to show that Vocational Training constitutes a vital tool for the promotion and realization of Decent Work. It also discusses the roles that the State and the social partners can play in the process.

Finally, it provides a profile of vocational training in Trinidad and Tobago within a context of decent work.

**6. Title:**

Republic of Trinidad and Tobago Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report  
1999-2004 January - March

**Author:**

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This report provides a Review of Labour Market Statistics from 1999 to First Quarter 2004, where available. More specifically, it focuses on available statistical data and preliminary analysis of trends in industrial relations, occupational safety and health, job placement endeavours of the Ministry, developments in the Co-operative Sector and the Friendly Societies Movement.

**7. Title:**

Republic of Trinidad and Tobago  
Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2008

**Author:**

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, entrepreneurship and job placement.

**8. Title:**

Republic of Trinidad and Tobago  
Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2006

**Author:**

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

This Report presents an overview of key Labour Market Statistics for the period 2001-2005 where data are available. This statistical Report focuses not only on the presentation of the data but offers preliminary analysis of trends in the labour force, industrial relations, conditions of work and the Ministry's endeavours at wealth creation, and job placement. An attempt is made to integrate the use of the

International Labour Organizations's (ILO) twenty Key Indicators of the Labour Market (KILM) in the analysis, where applicable. The KILM is a core set of labour market indicators, which assist in assessing and monitoring the current realities of the labour market and the world of work. Pertinent indicators have been calculated for Trinidad and Tobago using existing data.

**9. Title:**

Ministry of Labour and Small and Micro Enterprise Development  
Labour Statistics Report 2007

**Author:**

Research and Planning Unit  
Ministry of Labour and Small and Micro Enterprise Development

**Brief:**

Report contains data on-  
• Labour Force (e.g. employment, unemployment and income by industry, occupation, administrative area and status)  
• Industrial Relations Issues (e.g. industrial injuries/accidents, collective agreements, work stoppages, retrenchment and trade disputes)  
• Comparative data for selective countries.

**Sections 9 (1) (b), 9(1) (d), 9(1) (e), 9(1) (g), 9(1) (j) and 9(1) (k),**

**Not applicable at this time**

**Section 9 (1) (f)**

**A report prepared for the public authority by a consultant who was paid for preparing the report.**

**Consultant:** Ernst and Young

**Title:**

- (1) Management Audit Report
- (2) Job Evaluation Report
- (3) Performance Measurements Report
- (4) Training Needs Report
- (5) Implementation Action
- (6) Final Project Plan Report

**Section 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.**

**Title:**

Report of the Small and Micro Enterprise Planning Committee

**Author**

Ministry of Labour and Small and Micro Enterprise Development

**Section 9(1) (i)**

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

Strategic Plan comprising the Ministry's Vision Statement; Mission Statement; Guiding Principles and Values (including new cultural norms); Strengths, Weaknesses, Opportunities and Threats; Strategic Priorities/Goals; Programmed Goals including resources, responsibility and measurable indicators and a Balanced Scorecard.

2083

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

NOTICE OF GENERAL MEETING OF UNION ESTATE  
FERTILIZERS LIMITED (THE "COMPANY")*[Pursuant to Section 416 of the Companies Act, Chap. 81:01]*

In the Matter of

UNION ESTATE FERTILIZERS LIMITED

(MEMBERS' VOLUNTARY WINDING UP)

Company No. U-478 (95)

NOTICE is hereby given that a General Meeting of the above Company will be held at 10.00 a.m. on 30th November, 2010 at Eleven Albion, Corner Dere and Albion Streets, Port-of-Spain, for the purposes of the liquidator of the Company, Mr. Rikhi Rampersad, a Chartered Accountant of the firm of Deloitte & Touche, of 54, Ariapita Avenue, Woodbrook, Port-of-Spain, Trinidad, laying before the meeting the audited accounts of the winding up of the Company showing how the winding up has been conducted and the property of the Company has been disposed of and giving any necessary explanation thereof.

Dated this 8th day of October, 2010.

By Order of the Board.

RIKHI RAMPERSAD  
*Liquidator*

NOTE: A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a member of the company.

2084

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

PHULMATIE BHIMULL having made sworn declaration that Policy Number 210171 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of PARTAP PARIAGH (Deceased) has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

MARITIME LIFE (CARIBBEAN) LIMITED

No. 29 Tenth Avenue  
Barataria.

2085

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

PORT-OF-SPAIN

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 West, Port-of-Spain Area, has appointed THURSDAY THE 18TH DAY OF NOVEMBER, 2010 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Dean Phillips of Light Pole No. 60, Dillon Street, Diego Martin, for a Certificate authorizing him to carry on the trade of a Spirit Retailer in respect of premises situate at 76, South Quay, Port-of-Spain.

Dated this 22nd day of October, 2010 at the Port-of-Spain Magistrates' Court.

R. SIEUNARINE  
*Secretary, Licensing Committee,  
St. George West*

2086

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

ST. GEORGE EAST

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 East, Arima Area, by Shiva Mungal and Narissa Mohammed and Hi-Lo Food Stores of 15, Riverside Road, Curepe and 9, Davies Street, Tunapuna and Churchill-Roosevelt Highway, that it is their intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 9TH DAY OF NOVEMBER, 2010 at 1.00 o'clock in the afternoon for a transfer to them of the Spirit Grocer's Licence now held by Ian Mc Dowell and Hi-Lo Food Stores in respect of premises situate at Ridgewood Plaza, Arima.

Dated this 22nd day of October, 2010 at the Arima Magistrate's Court.

S. RAGHOO  
*Secretary, Licensing Committee,  
Arima*

2087

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 East, Arima Area, by Shiva Mungal and Narissa Mohammed and Hi-Lo Food Stores of 15, Riverside Road, Curepe and 9, Davies Street, Tunapuna and Churchill-Roosevelt Highway, that it is their intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 9TH DAY OF NOVEMBER, 2010 at 1.00 o'clock in the afternoon for a transfer to them of the Spirit Grocer's Licence now held by Ian Mc Dowell and Hi-Lo Food Stores in respect of premises situate at Broadway, Arima.

Dated this 22nd day of October, 2010 at the Arima Magistrate's Court.

S. RAGHOO  
*Secretary, Licensing Committee,  
Arima*

2088

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 East, Arima Area, by Shiva Mungal and Narissa Mohammed and Athabasca Limited of 15, Riverside Road, Curepe and 9, Davies Street, Tunapuna and Corner Eastern Main Road and Cane Farm Road, Arouca, that it is their intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 9TH DAY OF NOVEMBER, 2010 at 1.00 o'clock in the afternoon for a transfer to them of the Spirit Grocer's Licence now held by Ian Mc Dowell and Athabasca Limited in respect of premises situate at Corner Eastern Main Road and Cane Farm Road, Arouca.

Dated this 22nd day of October, 2010 at the Arima Magistrate's Court.

S. RAGHOO  
*Secretary, Licensing Committee,  
Arima*