



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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No. 24

360

### ELECTIONS AND BOUNDARIES COMMISSION

#### APPOINTMENT, CONFIRMATION, PROMOTION

THE following arrangements are notified for general information:

#### Promotion and Confirmation

Name	Rank of Officer	Range	Date
Mr. Brendon Hewitt ... ..	Printing Mechanical Supervisor I ... ..	32B	15th July, 2008

#### Appointment and Confirmation

Name	Rank of Officer	Range	Date
Ms. Aneesa Mohammed ... ..	Registration Clerk I ... ..	14	18th January, 2006

361

### OFFICE OF THE OMBUDSMAN

#### CONFIRMATION AND SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum P: 39/19 Vol. IV, Temp. I, No. E 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

#### Confirmation

Name	Rank of Officer	Date
Gellineau, Dayne Mr. ... ..	Investigator ... ..	3rd December, 2007

#### Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Baksh, Salima Ms. ...	Temporary Clerk/Typist I	Office of the Ombudsman	10th June, 2010	Compulsory Retirement



## **UPDATED PUBLIC STATEMENT OF THE ENVIRONMENTAL COMMISSION**

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

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

The FOIA gives members of the public –

1. A legal right for each person to access certain information held by the Environmental Commission;
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) – Structure, Function and Particulars**

#### **Establishment of the Environmental Commission**

The Environmental Commission was established by Section 81(1) of the Environmental Management Act, Chap. 35:05 for the purpose of exercising the jurisdiction conferred upon it by that Act or by any other written law. The Commission was operationalised on October 30, 2000 with the appointment of the first cadre of Commissioners.



**Vision Statement**

The Environmental Commission, a superior court of record, will be known to all as a court characterised by excellence, which strives to attain justice for all through the rule of law. The Court will be easily accessible, using effective case management methodology, and information technology. The Court will be recognized as a leader in achieving sustainable development through its decisions.

**Mission Statement**

The Environmental Commission shall, in a fair, accessible, effective, and efficient manner, resolve disputes arising within its jurisdiction, impartially and consistently to protect the rights of citizens while being cognizant of the need for balancing of economic growth with environmentally sound practices.

**Constitution of the Environmental Commission and Organizational Structure**

The Judicial Arm of the Commission is supported by an Administrative Staff which, as at January 29, 2010 consist of twenty (20) persons all of whom occupy Public Service Posts as well as one (1) contract position. The Registrar, Mr. Andrew Dalip Jr. is the Administrative Head of the Registry. The Chairman of the Commission is Her Honor Sandra Paul.

The membership of the Commission currently comprises a full-time Chairman, a full-time Deputy Chairman and two (2) part-time members. Provision is however made for a full-time Chairman and five (5) other members, including a Deputy Chairman, each of whom may be appointed to serve in a full-time, part-time or periodic capacity. In accordance with the Environmental Management Act, Chap. 35:05 His Excellency the President of the Republic of Trinidad and Tobago appoints Members of the Commission for a term of not less than three (3) years under such conditions of service as determined by the President. The Chairman and Deputy Chairman are required to be Attorneys-at-Law of not less than ten (10) years standing. The part time Members are required to be appointed by the President from among such persons as appear to the President to be qualified by virtue of their knowledge of, or experience in the areas the areas of environmental issues, engineering, natural sciences or the social sciences. The composition of the Commission is designed to ensure that the Commission is comprised of persons with qualifications, training and experience in both the legal and technical aspects of the complex environmental matters ventilated before the Commission.

The Organizational Chart of the Commission as at January 29, 2010 is contained herein at Appendix I.

### **Functions of the Environmental Commission**

The functions of the Environmental Commission are a direct corollary of its specific jurisdiction under the Environmental Management Act, Chap. 35:05. This is set out in Section 81(5) of that Act and includes jurisdiction to hear and determine:

- (a) Appeals from decisions or actions of the Environmental Management Authority (“EMA”) (as specifically authorized under the Environmental Management Act, Chap. 35:05;
- (b) Applications for deferment of decisions made under Section 25 (for the EMA to undertake emergency response activities) or under Section 41 (to designate environmentally sensitive areas or environmentally sensitive species);
- (c) Applications by the EMA for the enforcement of any Consent Agreement or any final Administrative Order;
- (d) Administrative civil assessments;
- (e) Appeals from the designation of environmentally sensitive areas or environmentally sensitive species by the EMA;
- (f) Appeals from a decision by the EMA under Section 36 of the Environmental Management Act, Chap. 35:05 to refuse to issue a Certificate of Environmental Clearance or to grant such Certificate with conditions;
- (g) Appeals from any determination by the EMA to disclose information or materials claimed as a trade secret or confidential business information under Section 23(3) of the Environmental Management Act, Chap. 35:05;
- (h) Direct private party actions under Section 69 of the Environmental Management Act, 2000; and
- (i) Such other matters as may be prescribed by or arise under the Environmental Management Act, Chap. 35:05 or any other written law where jurisdiction in the Commission is specifically provided.

### **Effects of Functions of the Environmental Commission on Members of the Public:**

The work of the Environmental Commission impacts directly and indirectly on members of the public as well as future generations of citizens of the Republic of Trinidad and Tobago. The Commission in its judgements and orders elucidates the principles by which the EMA and members of the public are to be guided in seeking to comply with the Environmental Management Act, Chap. 35:05 and the subsidiary legislation made thereunder.

The Commission also has a statutory duty to encourage and promote the use of alternative dispute resolution, being any mechanism for resolving disputes other than by way of litigation.

Thus in the exercise of its functions the Commission helps to lay the foundation for a consensus based approach to the co-management of national environmental resources by the different stakeholders in society.

### **Section 7(1)(a)(ii) – Categories of Documents in the possession of the Environmental Commission**

1. Documents filed with the Registrar as provided in the Environmental Commission Rules of Practice and Procedure and the Environmental Management Act 2000, including:

- (i) Notices of Application;
- (ii) Notices of Appeal;
- (iii) Notices of Application for Administrative Civil Assessment;
- (iv) Notices of Direct Party Action;
- (v) Notices of Interlocutory Application;
- (vi) Witness Summonses;
- (vii) Affidavits; and
- (viii) Other documentary evidence

(All categories of documents filed with the Registry are listed in the Environmental Commission Rules and Practice of Procedure, Chap. 35:05, copies of which are available for purchase at the Government Printer).

2. Copies of written judgements of the Commission;
3. Copies of verbatim notes of proceedings before the Commission;
4. Files dealing with accounting and the financial management of the Environmental Commission;
5. Other financial records relating to expenditure by the Environmental Commission (including cheques, vouchers, receipts etc.);
6. Personnel files relating to members of staff including appointment, transfer, job descriptions, resignations, vacation leave etc.;
7. Files dealing with general administration of the Environmental Commission including the procurement of goods and services;

8. Files related to internal and external correspondence of the Environmental Commission, including circulars, memoranda, notices etc.;
9. Copies of primary and subsidiary legislation and other legal instruments;
10. Library material including texts and periodicals on law, environmental chemistry, environmental sciences, environmental health, and environmental engineering.

### **Section 7(1)(a)(iii) – Materials prepared for publication or inspection**

The public may inspect the following material/s between the hours of 8.00 a.m. to 4.00 p.m. on normal working days at the Environmental Commission, E.F. ‘Telly’ Paul Building, Corner New and St. Vincent Streets, Port of Spain.

- Orders and judgments of the Environmental Commission;
- Documents filed with the Registry;
- The Environmental Management Act, Chap. 35:05 and subsidiary legislation made thereunder;
- The Environmental Commission Rules of Practice and Procedure, Chap. 35:05; and
- The Environmental Commission Annual Report on Performance and Activities 2000 to 2003;
- The Environmental Commission Annual Report 2004;
- The Environmental Commission Annual Report 2005;
- The Environmental Commission Annual Report 2006;
- The Environmental Commission Annual Report 2007.
- Frequently Asked Questions about the Environmental Commission. (brochure) (English & Spanish)
- A guide to the Environmental Commission of Trinidad and Tobago. (brochure) (English & Spanish)
- A guide to appeals against decisions of the Environmental Management Authority. (brochure) (English & Spanish)
- A guide to applications for deferment of decisions made by the Environmental Management Authority. (brochure) (English & Spanish)
- A guide to mediation at the Environmental Commission. (booklet) (English & Spanish)
- Achieving the Vision. Strategic plan of the Environmental Commission of Trinidad and Tobago 2007 – 2010. (booklet) (English & Spanish)
- The Environmental Commission of Trinidad and Tobago (DVD)

While copying facilities are not available at the Commission at this time, every effort will be made to facilitate requests by the public for copies.

Copies of:

- the Environmental Management Act, Chap. 35:05 together with the subsidiary legislation made thereunder; and
- the Environmental Commission Rules of Practice and Procedure, Chap. 35:05 are available for purchase at the offices of the Government Printer.

Copies of brochures, booklets and DVD's prepared for public information are available at the Registry of the Commission.

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

The Environmental Commission does not currently publish any documents that are available by way of subscription.

### **Section 7(1)(a)(v) – Procedure to be followed when accessing a document from the Environmental Commission**

#### **How to request information**

##### **General Procedure**

The policy of the Environmental Commission is to answer all requests (both oral and written) for information. However, in order to exercise the rights conferred by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make a request in writing.

In order to access information that is not already available in the public domain, an application must be completed in the appropriate form, ("Request for access to Official Documents"), available at the Registry of the Environmental Commission or any Public Authority.

##### **Addressing Request**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Environmental Commission. (See Section 7(1)(a)(vi)).

##### **Details in Request**

Applicants should provide details that will allow for ready identification and location of the records/documents 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 communicate with our Designated Officer.

## **Request not handled under FOIA**

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

## **Responding to your Request**

### **Retrieving Documents**

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

### **Furnishing Documents**

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

Please note we are not compelled to do the following:

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

## **Time Limits**

### **General**

The FOIA sets 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.

**Time Allowed**

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

**Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. Where such fees are payable, you are entitled to receive the document(s) within seven days of payment of the relevant fees. If the Environmental Commission fails to provide information within the seven-day period, you are entitled to a refund of the fees in addition to access to the document(s) requested.

**Section 7(1)(a)(vi) – Officers in Environmental Commission are responsible for:**

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

**The Designated Officer is:**

Name: Ms. Wendy Moodie-Wight  
Title: Librarian I  
Address: The Environmental Commission of Trinidad and Tobago,  
E. F. 'Telly' Paul Building,  
Cor. St. Vincent and New Streets, Port-of-Spain.  
Tel.: 625-7353 Ext. 11  
Fax: 627-0871

**The Alternate Officer is:**

Name: Ms. Moulda George,  
Title: Administrative Officer II  
Address: The Environmental Commission of Trinidad and Tobago,  
E.F. 'Telly' Paul Building,  
Cor. St. Vincent and New Streets, Port-of-Spain.  
Tel.: 625-7353 Ext. 35  
Fax: 627-0871

### **Section 7(1)(a)(vii) – Advisory Boards, Councils, Committees and Other Bodies**

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

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

Information can be accessed at the Library situated on the First Floor of the Commission's Office at E.F. 'Telly' Paul Building, Corner St. Vincent and New Streets, Port of Spain between the hours of 8.00 a.m. to 4.00 p.m., Monday to Friday.

All documents are available for reference. Textbooks in the Environmental Commission's Library are not available for loan.

## **SECTION 8 STATEMENTS**

### **Section 8 (1) (a) (i) – Documents Guiding the Environmental Commission or its Officers**

The documents listed at 1 – 10 below are used to guide officers within the Commission. The documents listed at 1 to 10 can be purchased at the sales office of the Government Printer. Judgments and Rulings of the Court are available for use in the Commission's Library. While facilities are not yet in place to make copies of library documents available to members of the public, every effort will be made to facilitate requests for photocopies of parts of documents.

- (1) The Environmental Management Act, Chap. 35:05;
- (2) The Certificate of Environmental Clearance Rules, Chap. 35:05;
- (3) The Certificate of Environmental Clearance (Fees and Charges) Regulations,  
Chap. 35:05;
- (4) The Certificate of Environmental Clearance (Designated Activities) Order,  
Chap. 35:05
- (5) The Noise Pollution Control Rules, Chap. 35:05;
- (6) The Noise Pollution Control (Fees) Regulations, Chap. 35:05;



- (8) The Environmentally Sensitive Species Rules, Chap. 35:05;
- (9) The Water Pollution Rules, 2001 (as amended); and
- (10) The Water Pollution (Fees) Regulations, 2001 (as amended).

### **Section (8) (1) (b) – Documents Guiding the Public**

The following documents are available for the guidance of the public:

- 1. The Environmental Commission Rules of Practice and Procedure, Chap. 35:05
- 2. Frequently Asked Questions about the Environmental Commission. (brochure) (English & Spanish)
- 3. A guide to the Environmental Commission of Trinidad and Tobago. (brochure) (English & Spanish)
- 4. A guide to appeals against decisions of the Environmental Management Authority. (brochure) (English & Spanish)
- 5. A guide to applications for deferment of decisions made by the Environmental Management Authority. (brochure) (English & Spanish)
- 6. A guide to Mediation at the Environmental Commission. (booklet) (English & Spanish)
- 7. Achieving the Vision. Strategic Plan of the Environmental Commission of Trinidad and Tobago 2007 – 2010. (booklet) (English & Spanish)
- 8. The Environmental Commission of Trinidad and Tobago (DVD)

Litigants are hereby reminded that the Environmental Commission Management Act, Chap. 35:05 and the Environmental Commission Rules of Practice and Procedure, Chap. 35:05 establish deadlines for the filing of Notices of Procedures to commence Appeals and Applications. All efforts must be made to observe these timelines.

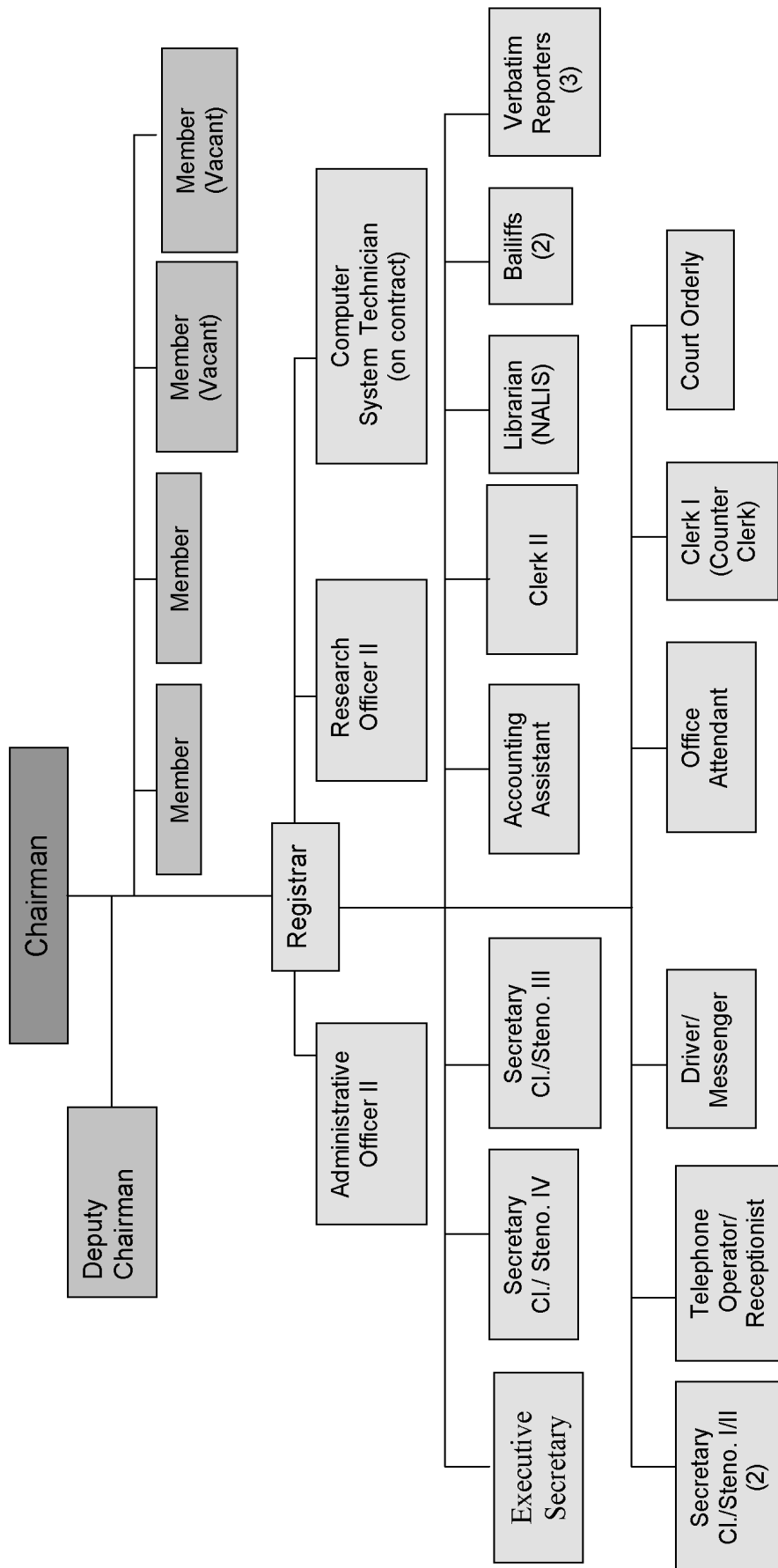
Where the time for filing of an Appeal has expired, the Registry will not accept your Notice of Appeal for filing unless you have first obtained the leave of the Commission to file out of time. In all cases where the time to commence proceedings has expired you should seek leave of the Commission (to file out of time) by filing an Application complying with Rule 5.2 of the Environmental Commission Rules of Practice and Procedure, Chap. 35:05. The Notice of Application should include a draft of the Notice of Proceedings you are seeking leave to file out of time.

## **SECTION 9 STATEMENTS**

The whole of this section is not applicable at this time.

362—Continued

APPENDIX 1  
ORGANIZATIONAL CHART  
ENVIRONMENTAL COMMISSION





**EQUAL OPPORTUNITY COMMISSION**  
**MINISTRY OF THE ATTORNEY GENERAL**

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## **EQUAL OPPORTUNITY COMMISSION (EOC)**

### **2010 FREEDOM OF INFORMATION STATEMENT**

IN COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

- In accordance with section 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Equal Opportunity Commission (EOC) is required by law to publish this statement, which lists the documents and information generally available to the public from the EOC.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Commission.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Commission and such information is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

## **SECTION 7 STATEMENTS**

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

Structure and Function of the Equal Opportunity Commission

#### **Establishment of the Equal Opportunity Commission**

The Equal Opportunity Commission was established by Section 26 (1) of the Equal Opportunity Act, 2000 as amended (“the Act”) for the purpose of exercising the jurisdiction conferred upon it by that Act. The Commission commenced operations in April 2008 with the appointment of the first Commissioners.

#### **Mission Statement**

*“The Equal Opportunity Commission will be guided by the Equal Opportunity Act of 2000 which seeks to prevent, eliminate and discourage acts of discrimination in relation to race, gender, religion, disability, origin including geographical origin, ethnicity, and marital status or by victimization in employment, education, provision of accommodation, provision of goods and services and acts of offensive behaviour. It recognizes the importance of the removal of all barriers to the free flow of resources of talent, opportunities and aspirations so that each individual can contribute to the national endeavour and expect a fair response in return. In the pursuit of these objectives, the Commission shall seek to conciliate complaints that come before it, sensitize the public through education programmes and other programmes for the purpose of eliminating discrimination, prepare and publish appropriate guidelines for the avoidance of discrimination and will invite the wider society to participate as fully as possible in this enterprise”.*

#### **Structure of the EOC**

The Commission comprises five Commissioners including a Chairman and a Vice-Chairman.

Administratively the Commission is divided into six units with a Chief Executive Officer (CEO) heading the units. The CEO is responsible for planning, organizing, coordinating activities and resources for all the operational functions of the Commission.

The six (6) Units are as follows:

- Administration Unit
- Communications Unit
- Legal Unit
- Human Resources Unit
- Information Technology Unit
- Accounts Unit

**ADMINISTRATION UNIT**

This unit is responsible for facilities and office management in the EOC. The unit handles procurement of goods and services and ensures that the physical and material requirements of the EOC are supplied. This unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

The Unit includes the following personnel who carry out the administrative functions within the unit: Receptionist/Telephone Operator, Verbatim Reporter, Office Attendant, Clerk/Stenographer, Driver/Messenger and Business Operations Assistants.

The unit also includes the Records Manager who is responsible for the safe-keeping and maintenance of all the EOC records.

**COMMUNICATIONS UNIT**

Communication Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- Press releases, conferences and events letters, website content and key presentations;
- To communicate with the public about the EOC's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the EOC is visible, accessible, responsive and answerable to all its stakeholders.

The Communication Unit consists of the Communication Specialist and a Business Operations Assistant.

**LEGAL UNIT**

This Unit advises the EOC on all legal issues, investigates and conciliates complaints made to the EOC.

This Unit includes the Legal Officers, Investigation Officers, the Mediators/Conciliators and Research Unit.

**HUMAN RESOURCES UNIT**

This Unit is responsible for all human resources requirements at the EOC. This unit maintains personnel records of all members of staff and other matters relating to terms and conditions of employment. The Unit consists of the Human Resources Officer and a Clerical Officer.

**INFORMATION TECHNOLOGY UNIT**

This Unit has the overall responsibility for providing and managing the information technology and systems policy; which includes planning administration, information system and application support, networking and communications and service support. The Unit consists of the Information Technology Manager and Data Entry Operators.

**ACCOUNTS UNIT**

The Unit is responsible for the receipt and management of the EOC's financial resources and for the management of the EOC's expenditures according to good accounting standards. The Unit consists of the Accounting Assistant and a Business Operations Assistant.

*The Organisational Chart of the Commission is contained herein at Appendix 1.*

**Functions of the Commission**

The functions of the Commission as set out in section 27 (1) of the Act are as follows:

- (a) to work towards the elimination of discrimination;
- (b) to promote equality of opportunity and good relations between persons of different status;
- (c) to keep under review the working to the Act and any relevant law and when so required by the Minister, or where necessary draw up and submit to the Minister proposal for amending them;
- (d) to receive, investigate and as far as possible, conciliate allegations of discrimination;
- (e) to develop, conduct and foster research and education programmes and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status;
- (f) to prepare and publish appropriate guidelines for the avoidance of discrimination;
- (g) to do any other thing conducive or incidental to the carrying out of its functions.

**SECTION 7 (1) (a) (ii)****Categories of documents in the possession of the EOC:**

1. Files dealing with administrative documents for the operation of the EOC.
2. Personnel files, which detail all staff appointments to date, job applications etc.
3. Files dealing with the accounting functions of the EOC.
4. Financial records (vouchers, purchasing orders, receipts etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Complaints files.
7. Legislation and legal instruments.
8. Pamphlets, brochures, newspaper clippings and posters.
9. Minutes and agenda of meetings.
10. Files dealing with circulars, memoranda etc.
11. Books and journals.

**SECTION 7 (1) (a) (iii)****Materials prepared for publication or inspection:**

The Equal Opportunity Act, 2000 and The Equal Opportunity (Amendment) Act 2001  
Complaint Form

Lodging a complaint of discrimination leaflet

Copies of the Equal Opportunity Act, 2000 and Equal Opportunity (Amendment) Act 2001 are available for inspection at the EOC's office. The Complaint Form and lodging a complaint leaflet can also be obtained at the EOC's office between the hours of 8:00am and 3:00pm or alternatively from the Regional Corporation office, the Wardens Office or the District Revenue Office in your area. A copy of all publication produced by the ECO can also be downloaded from its website [www.equalopportunity.gov.tt](http://www.equalopportunity.gov.tt).

**SECTION 7 (1) (a) (iv)****Literature available by Subscription**

Not applicable at this time

**SECTION 7 (1) (a) (v)****The procedure to be followed when accessing documents from the EOC.**

1. How to request information:

- **General Procedure**

The EOC's policy is to answer all requests, both oral and written, for information. However in order to exercise the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must first be made in writing. An applicant must, complete the appropriate form (Request for Access to Official Documents) available from the EOC's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

- **Addressing Request**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the EOC:

**The Designated Officer is:**

Mrs. Ria Mohammed-Pollard

Communication Specialist

1<sup>st</sup> Floor, Ceramic (Trinidad) Limited Building

# 37 Wrightson Road

Port of Spain

Tel: 625 5815 or 623 7322; Fax: 623 4319

E-mail: [riamohammedpollard@equalopportunity.gov.tt](mailto:riamohammedpollard@equalopportunity.gov.tt)

- **Details in the Request**

An applicant 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. An applicant who is unsure how to write a request or what details to include should inquire of the Designated Officer.

- **Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the EOC or from another public authority (e.g. brochures and pamphlets etc.)

## 2. Responding to your Request

- **Retrieving Documents**

The EOC is required to furnish copies of documents only when they are in its possession.

- **Furnishing Documents**

The EOC is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note the EOC is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

## 3. Time Limits

- **Time Allowed**

The EOC will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

- **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the EOC fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the EOC will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, an applicant may wish to call or write to confirm that EOC has received a request and to ascertain its status.



#### 4. Fees and Charges

Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

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

**The officer in the EOC responsible for:**

- a) the initial receipt of and action upon notices under section 10 of the FOIA;**
- b) requests for access to documents under section 13 of the FOIA; and**
- c) applications for correction of personal information under section 36 of the FOIA is as follows:**

**The Designated FOI Officer is:**

Mrs. Ria Mohammed-Pollard

Communication Specialist

1<sup>st</sup> Floor, Ceramic (Trinidad) Limited Building

# 37 Wrightson Road

Port of Spain

Tel: 625 5815 or 623 7322

Fax: 623 4319

E-mail: [riamohammedpollard@equalopportunity.gov.tt](mailto:riamohammedpollard@equalopportunity.gov.tt)

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

**A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are part of, or that have been established for the purpose of advising, the EOC, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection.**

#### **Panel of Advisors on religious issues**

Pursuant to section 26(3) of the Act a panel of advisers to the Commission comprising representatives of every principal religion in Trinidad and Tobago is to be appointed by the Minister with responsibility for Equal Opportunity. There is to be consultation with such panel when the EOC considers a complaint of discrimination on the grounds of religion.

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

Information can be accessed through the Designated Officer **between the hours of 8:30am and 3:00pm from Mondays to Fridays, at the EOC's office located at 1<sup>st</sup> Floor, Ceramic (Trinidad) Limited Building, #37 Wrightson Road, Port of Spain.**

## **SECTION 8(1) STATEMENTS**

### **Section 8(1)(a)**

The public is entitled to access documents that are provided by the EOC for the use or guidance of the EOC or its officers in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments, being:

- (h) documents containing interpretations or particulars of written laws or schemes administered by the EOC, not being particulars contained in another written law; or;
- (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the EOC, or similar documents containing rules, policies, guidelines, practices or precedents.

The above documents will be made available to the public as they are developed, and include:

#### **Governing Legislation**

Equal Opportunity Act of 2000

Equal Opportunity (Amendment) Act 2001

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

The public is also entitled to access documents that are provided by the EOC for the use or guidance of the EOC or its officers in enforcing written laws or schemes administered by the EOC 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.

There are documents available which can be requested using the procedure set out in **section 7 (1) (a) (v)** above.

## **SECTION 9 STATEMENTS**

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

**Any report or statement containing the advice or recommendations, of a body or entity established within the EOC:**

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

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

**Any report or statement containing the advice or recommendations:**

- of a body or entity established outside the EOC by or under a written law, or
- by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the EOC or to the responsible Minister of the EOC.

There are no reports or statements to be published under this section at this time.

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

**Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the EOC.**

There are no reports or statements to be published under this section at this time.

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

**Any report, or a statement containing the advice or recommendations, of a committee established within the EOC to submit a report, provide advice or make recommendations to the responsible Minister for the EOC or to another officer of EOC who is not a member of such committee.**

There are no reports or statements to be published under this section at this time.

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

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

There are no reports to be published under this section at this time.

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

**Any report prepared for the EOC by a consultant who was paid for preparing the report.**

There are no reports to be published under this section at this time.

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

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

There are no reports to be published under this section at this time.

**SECTION 9 (1)(h)**

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

There are no reports to be published under this section at this time.

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

**Any report containing:**

- **Final plans or proposals for the re-organization of the functions of the EOC;**
- **the establishment of a new policy, programme or project to be administered by the EOC; or**
- **the alteration of an existing policy programme or project administered by the EOC, whether or not the plans or proposals are subject to approval by an officer of the EOC, another public authority, the responsible Minister for the EOC or Cabinet;**

There are no reports to be published under this section at this time.

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

**Any statement prepared within the EOC and containing policy directions for the drafting of legislation.**

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

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

**Any report of a test carried out within the EOC on a product for the purpose of purchasing equipment.**

There are no reports to be published under this section at this time.

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

**Any environmental impact statement prepared within the EOC.**

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

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

**Any valuation report prepared for the EOC by a valuator, whether or not the valuator is an officer of the EOC.**

There are no reports to be published under this section at this time.

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    EOC[Equal Opportunity Commission] --> CR[Commissioners]
    EOC -.-> RR[Religious Representatives]
    EOC --> CEO[Chief Executive Officer]
    EOC --> RU[Research Unit]
    EOC --> CU[Communication Unit]
    EOC --> IO[Investigators / Social Workers]
    EOC --> CM[Conciliators / Mediators]
    EOC --> AO[Administrative Officer IV]
    EOC --> LU[Legal Unit]
    EOC --> AU[Accounts Unit]
    EOC --> ITU[Information Technology Unit]
    EOC --> HRU[Human Resource Unit]
    EOC --> AdminU[Administration Unit]

    RU --> RO[Research Officer]
    CU --> CS[Communication Specialist]
    CS --> BOA2[Business Operations Assistant II]
    IO --> AO4[Administrative Officer IV]
    CM --> CM[Conciliators / Mediators]
    AO --> AO4
    AO --> LO[Legal Officers]
    AU --> AM[Accounting Assistant]
    AM --> BOA2
    ITU --> ITM[IT Manager]
    ITM --> DEO[Data Entry Operators]
    HRU --> HRO[HR Officer]
    HRO --> C4[Clerk IV]
    AdminU --> RM[Records Manager]
    AdminU --> DM[Driver / Messenger]
    AdminU --> ROA3[Business Operations Assistant III]
    AdminU --> ROA1[Business Operations Assistant I]
    AdminU --> RTO[Receptionist / Telephone Operator]
    AdminU --> VR[Verbatim Reporter]
    AdminU --> OA[Office Attendant]
    AdminU --> CS3[Clerk Stenographer III]
  
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The organizational chart for the Equal Opportunity Commission is structured as follows:

- Equal Opportunity Commission**
  - Commissioners**
  - Religious Representatives** (dotted line connection)
  - Chief Executive Officer**
  - Research Unit**
    - Research Officer
  - Communication Unit**
    - Communication Specialist
      - Business Operations Assistant II
  - Investigators / Social Workers**
  - Conciliators / Mediators**
  - Administrative Officer IV**
  - Legal Unit**
    - Legal Officers
  - Accounts Unit**
    - Accounting Assistant
      - Business Operations Assistant II
  - Information Technology Unit**
    - IT Manager
      - Data Entry Operators
  - Human Resource Unit**
    - HR Officer
      - Clerk IV
  - Administration Unit**
    - Records Manager
    - Driver / Messenger
    - Business Operations Assistant III
    - Business Operations Assistant I
    - Receptionist / Telephone Operator
    - Verbatim Reporter
    - Office Attendant
    - Clerk Stenographer III