



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 49

Port-of-Spain, Trinidad, Tuesday 15th June, 2010—Price \$1.00

No. 73

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Traffic Restriction (Temporary Provisions) (Labour Day Celebrations—Fyzabad) Order, 2010—(Legal Notice No. 201 of 2010).

Traffic Restriction (Temporary Provisions) (Aranguez Overpass) Order, 2010—(Legal Notice No. 202 of 2010).

Special Event (No. 5) Order, 2010—(Legal Notice No. 203 of 2010).

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STATUTORY AUTHORITIES' SERVICE COMMISSION

THE following notice is published for general information:

Confirmation of Appointments

Name	Appointment	Department	Date of Appointment	Date of Termination of Probationary Appointment
Trotman, Emmanuel ...	Chauffeur II ...	Zoological Society of Trinidad and Tobago	15th September, 2009	Probationary period abated in full
Cunningham, Kirt ...	Building Inspector I	Arima Borough Corporation	22nd September, 2009	do.
Douglas, Marissa ...	Sanitation Foreman II	do.	do.	do.
Baksh, Mazura ...	do.	do.	do.	do.
Andrews-King, Cheryl Ann	Police Sergeant ...	do.	28th July, 2009	do.
Khan, Tricia ...	Clerk I ...	Point Fortin Borough Corporation	1st May, 2008	1st May, 2008
Baptiste, Arlene ...	Clerk Typist I ...	Sugar Industry Labour Welfare Committee	15th September, 2009	15th September, 2009
Ifill, June ...	Messenger I ...	do.	8th September, 2009	8th September, 2009
Mc Burnie, Avril ...	Clerk Typist I ...	do.	15th September, 2009	15th September, 2009
Patrick, Otto ...	Deputy Manager ...	St. Mary's Children's Home	10th November, 2009	Probationary period abated in full
Hadaway, Eartha ...	Messenger I ...	Arima Borough Corporation	3rd November, 2009	do.
Clement, Alicia ...	Stores Attendant ...	do.	do.	do.
Boodram, Chandrikha ...	Personnel and Industrial Relations Officer I	San Fernando City Corporation	15th May, 2009	do.
Guy-Straker, Willa ...	do.	do.	do.	do.



THE GOVERNMENT OF THE REPUBLIC OF
TRINIDAD AND TOBAGO

Updated Public Statement of the Ministry of Science, Technology and Tertiary Education In Compliance With Section 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1)(b), 8(2)(b) and 9 (2)(b) of the Freedom of Information Act (FOIA) the Ministry of Science, Technology and Tertiary Education is required by Law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public: -

1. A legal right for each person to access information held by the Ministry.
2. A legal right for each person to have official information relating to him/her 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.

The following information is published by the Ministry of Science, Technology and Tertiary Education with the approval of the Minister of Science, Technology and Tertiary Education

SECTION 7 STATEMENTS

Section 7 (i) (a) (i)

(1) ROLE AND STRUCTURE OF THE MINISTRY OF SCIENCE, TECHNOLOGY AND TERTIARY EDUCATION (MSTTE)

The Vision of the Ministry of Science, Technology and Tertiary Education is to enhance the quality of life for all citizens through scientific and technological advancement and increased access to quality tertiary education.

Our role is to sustain the development of the national human resources through tertiary education and training in the areas of academic, technical and vocational training, scientific research and discovery.

Operational Divisions, Special Units and Agencies

The Ministry is comprised of the following divisions, special units and agencies:

Divisions

- Research, Planning and Technical Services
- Human Resources
- Higher Education Services
- Corporate Services
- Funding and Grants Administration
- Technical and Vocational Education and Training

Special Units

- Accounts
- Internal Audit
- Distance Learning
- Life Skills
- Legal

Agencies

The following agencies fall under the purview of the Ministry. Requests for information from these entities are to be made directly to the assigned Designated Officers.

- College of Science, Technology and Applied Arts (COSTAATT)
- National Energy Skills Centre (NESC)
- National Training Agency (NTA)
- University of the West Indies (UWI)
- Youth Training and Employment Partnership Programme (YTEPP)
- Metal Industries Company Limited (MIC)
- The University of Trinidad and Tobago (UTT)
- Trinidad and Tobago Hospitality and Tourism Institute (THTI)
- Accreditation Council of Trinidad and Tobago (ACTT)
- Institute of Marine Affairs (IMA)
- Caribbean Industrial Research Institute (CARIRI)

Operational Divisions of the Ministry

THE RESEARCH, PLANNING AND TECHNICAL SERVICES DIVISION

The Research, Planning and Technical Services Division is responsible for formulating policies and implementing the Ministry's strategic objectives through the effective co-ordination of the strategies, plans and projects of the various divisions, institutions and agencies under the Ministry's purview.

The core functions of this Division include:

- Formulating and implementing policies related to the Ministry's mandate
- Developing and implementing programmes and projects
- Monitoring and evaluation of programmes
- Monitoring, coordinating and managing the implementation of the Public Sector Investment Programme (PSIP)
- Preparing the Ministry's Medium Term Policy Framework
- Assisting institutions/agencies in the effective implementation of programmes and projects
- Overseeing the coordination and implementation of the Funding and Grants Administration Unit, Retraining Programme, Multi-sector Skills Training (MuST) Programme and the On-the -Job Training (OJT) Programme
- Upgrading and maintaining of facilities which fall under the supervision of the Ministry.

THE HUMAN RESOURCES DIVISION

The Human Resources Division functions as a strategic partner in the formulation of the Ministry's strategies as well as in the implementation of those strategies through human resource activities such as recruiting, selecting, training and rewarding personnel. The Human Resources Division also plays a role in environmental scanning and participates in the strategy formulation process.

As such the core functions can be summarized as follows:

- **Strategic alignment:**
Set the mission, goals and organizational objectives for the office in the Strategic Plan, Annual Performance Plan and budget and incorporates human capital as a part of these plans
- **Organizational Alignment and Workforce Planning:**
Design and implement an effective organizational structure and workforce to carry out our mission. Matches unit performance to organization goals and motivate and reward staff for high performance
- **Leadership and Knowledge Management:**
Ensure an integrated, strategic training and development program that builds needed leadership competencies

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- **Skills and Competencies identification/Recruitment and Retention:**
Recruit, hire, develop, and retain employees with the necessary skills for the achievement of the mission
- **Results-Oriented Performance culture:**
Develop a performance management system that distinguishes between high and low performers.

THE HIGHER EDUCATION SERVICES DIVISION

The Higher Education Services Division is responsible for ensuring that a relevant, coherent and modernised tertiary education system is established.

The functions of the division include:

- Informed policy development, planning and development via the creation of a tertiary sector research agenda and the conduct of empirical studies
- Formulation of a national policy for the tertiary education sector.
- Development of a plan for propelling the tertiary education sector forward
- Creation of development programmes and implementation of projects that stimulate improvement in the tertiary education sector
- Management of information concerning the tertiary education sector
- Registration of public and private tertiary level institutions
- Management of policy, liaison and relationships with other countries and international bodies.

THE CORPORATE SERVICES DIVISION

The Corporate Services Division is responsible for the management of information technology network, registry and records management systems, corporate communications, procurement and inventory control, maintenance of office equipment, security operations, and general support services.

Within this division, there are currently four (4) units

- General Administration Unit

The General Administration Unit provides the following services:

- i. Procurement. This function involves the acquisition and control of goods and services for the day to day operations of the Ministry.
- ii. Ancillary and Support Services attends to the general Ministry upkeep, security matters, vehicle and driver detail, messenger services, telephone service including operators, cleaning services and the maintenance of Ministry equipment.
- iii. Stores Operations manages the receipt, issuing and storage of stock items.
- iv. The Registry and Records section is responsible for the receipt and distribution of official correspondence for the Ministry and also control of official records and information classification.

- Communications Unit

This Unit is responsible for public relations with members of the general public, media, and other Ministries. The responsibility of this unit includes communicating Ministry bulletins, events, and the various Programmes offered by the Ministry.

- Facilities Unit

The Unit ensures the functional integrity of Ministry buildings and equipment, effecting the necessary upgrades and maintenance.

- Information Technology Unit

The responsibility of this unit is to provide administrative and technical support for the Ministry's electronic information systems.

THE FUNDING AND GRANTS ADMINISTRATION DIVISION

The Funding and Grants Administration Division (FGAD) is responsible for all financial support mechanisms for tertiary education. The FGAD currently administers the Government Assistance for Tuition Expenses (GATE) Programme and the Higher Education Loan Programme (HELP).

The GATE programme is applicable for all citizens of Trinidad and Tobago who have been accepted to pursue courses of study at all the Public Tertiary Level Institutions and recognized Private Tertiary Level Institutions, which are in receipt of a Certificate of Approval of Provisional Registration Status (APRS) from the Ministry of Science, Technology and Tertiary Education.

The objectives of the GATE programme are as follows:

- To make tertiary education affordable to all so that no citizen of Trinidad and Tobago will be denied tertiary education because of his/her inability to pay
- To widen access to tertiary education that will support economic development and promote social equity
- To build and strengthen a national quality tertiary education sector through both public and private tertiary institutions.

The Higher Education Loan Programme (HELP) is a funding mechanism, which will provide financial assistance to students, in addition to that being provided by the GATE grant. HELP will be disbursed for recognized programmes of study that lead to the award of tertiary level qualifications.

The objectives of the HELP are as follows:

- To provide financial assistance to citizens of Trinidad and Tobago pursuing tertiary education, thereby expanding equitable access to tertiary education
- To provide a low interest loan facility, approved and disbursed effectively within a reasonable time frame to students in need
- To assist with increasing the national participatory rate in tertiary education to 60% by 2015
- To develop a well educated, qualified cadre of citizens within identified areas of national development and in line with the goals and objectives of Vision 2020

THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING DIVISION

The Technical and Vocational Education and Training (TVET) Division is responsible for planning, organising and co-ordinating TVET programmes at the post-secondary and tertiary levels in collaboration with the relevant agencies and providers in keeping with government's social and economic policy framework.

The functions of TVET include:

- Assists in the formulation, monitoring and evaluation of TVET policies and programmes
- Formulates technical proposals and advice on TVET matters
- Liaises with regional and international agencies on TVET matters

Special Units of the Ministry

THE ACCOUNTS UNIT

The Accounts Unit is involved in all the accounting functions related to the Ministry. This involves the acquisition of funding from the Ministry of Finance and meeting all the expenses incurred by the Ministry. The accounts are reconciled with the Treasury Division and the Appropriation Accounts of the moneys expended are submitted to the Auditor General on an annual basis.

THE INTERNAL AUDIT UNIT

Internal Audit assists management in the effective discharge of its responsibilities by furnishing objective analysis, recommendations and suggestions, pertinent comments and opinions on the organisational activities.

THE DISTANCE LEARNING SECRETARIAT

The Distance Learning Secretariat is responsible for ensuring the development and implementation of strategies related to distance learning in Trinidad and Tobago, namely:

- Developing standards for open, flexible, Distributed Distance learning among all Tertiary Level Institutions and other learning providers in the country
- Promoting awareness of new and emerging knowledge and learning technologies among stakeholders and the public
- Advising government and international agencies on issues related to

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- new and emerging knowledge and learning technologies
- Assisting in building and strengthening learning providers to broaden and increase access to learning through technological mediation
- Promoting human resource development as well as the professional development of educators in distance learning
- Building relationships and developing linkages through collaboration with local, regional and international professional bodies, agencies and institutions involved in distance learning.

THE LIFE SKILLS UNIT

The Life Skills Unit delivers standardised, quality Life Skills Education and training to participants enrolled in the Social Sector Investment Programmes in the Ministry.

The duties and responsibilities of the Life Skills Unit include:

- Advising on policies, procedures and programmes for life skills development relating to Technical and Vocational Education and Training
- Facilitating, planning, improving and developing life skills programmes in tertiary level institutions and agencies attached to the Ministry
- Developing Life Skills programmes including the assessment of instructional materials to ensure quality control and assurance
- Liaising with relevant training providers for the initiation, development and implementation of Life Skills programmes.

THE LEGAL UNIT

The Legal Unit advises the Ministry on general legal problems and performs general legal work within the scope of the Ministry. The field will cover, for example, leases, consultancy contracts, employment contracts, memorandums of agreement and other agreements, and ensuring contractual and statutory compliance.

Programmes Offered by the Ministry

THE RETRAINING PROGRAMME

The Retraining Programme targets retrenched or displaced workers between the ages of 30 to 45 years. Participants in the programme are trained to acquire new skills that would render them employable or self-employable. The programme is executed from various training centres in rural and urban communities throughout Trinidad and Tobago.

The Retraining Programme has the following objectives:

- To provide eligible individuals with skills training opportunities that would offer them access to viable employment and self-employment
- To encourage trainees to adopt specific strategies and the right attitude in order to acquire and maintain successful employment and self-employment opportunities
- To facilitate improved self-respect, self-esteem and confidence among trainees
- To build a cadre of trained and efficient workers.

The Retraining Programme also includes the Rehabilitating Inmates through Training and Retraining Programme. The programme is geared towards providing training to the incarcerated with the intent of reducing re-offending and recidivism, thereby contributing to the national effort at crime reduction. It is a specialized craft training programme that seeks to equip inmates with certified occupational skills for earning a legitimate living through meaningful employment and self-employment.

THE ON THE JOB TRAINING (OJT) PROGRAMME

The On-the-Job Training (OJT) Programme is designed to provide young persons with the opportunity to acquire work experience in order to develop the necessary skills and attitude for their entry or re-entry into the world of work.

The programme objectives are:

- To provide nationals of Trinidad and Tobago aged 16 to 35 with job skills and work based training opportunities that would offer them a foothold in the employment market
- To match the academic and vocational skills of prospective trainees

with labour market needs

- To assist individuals in developing the professional and interpersonal skills necessary for the workplace
- To encourage individuals to adapt specific strategies and positive work attitudes in order to enhance their chances of successfully sustaining employment and self-employment opportunities.

THE MULTI-SECTOR SKILLS TRAINING (MuST) PROGRAMME

The Multi-sector Skills Training Programme is a specialized craft-training programme that seeks to develop a cadre of competent workers within priority sectors of the national economy. Trainees will have the opportunity to gain actual on-site training, enabling them to become competent in an occupational area as well as develop other life skills that will benefit both their personal and professional development.

The key objectives of the programme are:

- To build a skills bank of qualified trainees thereby providing contractors and employers access to a pool of skilled employees
- To provide trainees with certification - the Trinidad and Tobago National Vocational Qualification (TTNVQ)
- To provide opportunities for entrepreneurial activities
- To facilitate movement of skilled labour across the Caribbean through the CARICOM Single Market & Economy (CSME).

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Ministry

- Files dealing with administrative support and general administrative documents for the operations of the Ministry;
- Personnel Files/ Confidential Personnel Files (CPF);
- Training Policy/ Training Plan;
- Performance Management Appraisal Reports;
- Employee Manual;
- Total Quality Management Process Manual;
- Analysis of Communications in the Ministry;
- Health and Safety Manual (Draft);
- HR Desk Manuals;
- Financial records (cheques, vouchers, receipts, journals, etc...)
- Cabinet Documents;
- News releases, speeches originating in the Ministry;
- Policy and Procedure documents;
- Internal and External correspondence files;
- Legislation and Legal Instrument;
- Files dealing with matters related to tertiary education;
- Files relating to distance learning initiatives;
- Minutes/Agenda of meetings;
- Files dealing with circulars, memoranda, notices, bulletins etc;
- Reports, Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation;
- Briefing papers;
- Files dealing with official functions, conferences and events hosted and attended by the Ministry;
- Inventories;
- Files dealing with complaints;
- Files dealing with training local and foreign;
- Files dealing with the procurement of services equipment and supplies;
- Documents relating to strategic review of Ministry, Information Technology Strategy, Training Plans;
- Documents relating to Distance Learning Programmes;
- Documents dealing with Development Programme Estimates of Expenditure.

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

The public may inspect and/or obtain copies of the following material between the hours of 9 am and 4 pm on normal working days at:

Ministry of Science, Technology & Tertiary Education
 Corner Agra and Patna Streets,
 St James

Telephone Number: 622-9922

Fax Number: 628-4982

Website: www.stte.gov.tt

E-mail address: stte@stte.gov.tt

Materials will include brochures for:

- The On-the-Job Training (OJT) Programme
- The Government Assistance for Tuition Expenses (GATE) Programme
- The Higher Education Loan Programme (HELP)
- The Multi-sector Skills Training (MuST) Programme
- The Retraining Programme.

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

Not applicable at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a Document from the Ministry of Science, Technology and Tertiary Education**

How to request information:

- **General Procedure**
 Our policy is to answer all requests, both oral and written. To access a copy of a document that is not readily available to the public, the applicant must **make a request in writing** by completing the appropriate form (Request for Access to Official Documents) available from our Designated Officer (see Section 7 (vi)).
- **Addressing Requests**
 To facilitate prompt handling of your request, please address it to the Designated Officer, Ministry of Science, Technology and Tertiary Education (see Section 7 (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, 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 readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your request:

- **Retrieving Documents**
 The Ministry of Science, Technology and Tertiary Education is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.
- **Furnishing Documents**
 An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

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) Conduct research.

Time limits• **General**

The FOIA sets a time limit of thirty (30) calendar days, from the date the request was received, for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time allowed

The Ministry of Science, Technology and Tertiary Education will determine whether to grant the applicant's request for access to information **as soon as practicable but no later than thirty (30) calendar days** from the date the request as received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the Ministry of Science, Technology and Tertiary Education are responsible for initial receipt of and action upon notices under Section 10, and requests for access to documents under Section 13 and Applications Under on 36 of the Freedom of Information Act.

The Designated Officer for the Ministry of Science, Technology and Tertiary Education is **Mrs. Shayphan Smith**, (Planning Officer II), located on the First Floor, Ministry of Science, Technology and Tertiary Education, Corner Patna and Agra Streets, St. James. Telephone No: **622-9922 Ext. 152**. The alternate is **Mrs. Joan Gibbs-Joseph** (Research Officer I) Telephone No. **622-9922 Ext. 143**.

Section 7 (1) (a) (vii)**Committees/Boards/Meetings that are open to the Public**

Open Tenders

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

Information in the public domain can be accessed by a request to the Designated Officer in the Ministry and the necessary accommodation will be made.

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

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

- Copies of legislation, laws, regulations;
- Financial regulations and instructions;
- Freedom of Information Act No 26 of 1999;
- Some copies of the Trinidad and Tobago Gazette.

These documents are also available for purchase from the Sales Office, Government Printery.

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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.

- Medium Term Planning Framework;
- Public Sector Investment Programme;
- Estimates of Expenditure, recurrent and development programme;
- Procurement Policies and guidelines.

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.

Not applicable at this time.

SECTION 9 STATEMENTS**Section 9 (1) (a)**

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

Not applicable at this time.

Section 9 (1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside the public authority 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 public authority or to the responsible Minister of that public authority.

Not applicable at this time.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations or an inter-departmental Committee whose membership includes an officer of the public authority

Not applicable at this time.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

Not applicable at this time.

Section 9 (1) (e)

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

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.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

Not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

Not applicable at this time.

A report on Institutional Strengthening of the Ministry Science Technology and Tertiary Education dated September 6, 2006 prepared by PricewaterhouseCoopers.

Section 9 (1) (g)

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

Not applicable at this time.

Section 9 (1) (e)

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

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.

A report on Institutional Strengthening of the Ministry Science Technology and Tertiary Education dated September 6, 2006 prepared by PricewaterhouseCoopers.

Section 9 (1) (g)

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

Not applicable at this time.

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.

Not applicable at this time.

Section 9 (1) (i)

A report containing final plans or proposals for the reorganization of the functions or the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy programme or project administered by the public authority, 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.

Not applicable at this time.

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting or legislation.

Not applicable at this time.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

Not applicable at this time.

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REPUBLIC OF TRINIDAD AND TOBAGO

NOTICE OF ADJOURNMENT OF CREDITORS OF ALAN DICK & COMPANY (TRINIDAD & TOBAGO) LIMITED

(IN CREDITORS' VOLUNTARY LIQUIDATION)

In the matter of

THE COMPANIES ACT, 1995

NOTICE is hereby given pursuant to section 424(1) of the Companies Act, 1995, that the meeting of the Creditors of the above-named Company was held at The Courtyard by Marriott, Invaders Bay, Audrey Jeffers Highway, Port-of-Spain, Trinidad, on the 9th June, 2010 at 10.30 a.m. but was inquorate and has been adjourned to the 16th day of June, 2010 at 10.30 a.m. and will be held at The Courtyard by Marriott, Invaders Bay, Audrey Jeffers Highway, Port-of-Spain, Trinidad.

A general proxy form, if intended to be used, is available at M. Hamel-Smith & Co., Eleven Albion, Corner Dere and Albion Streets, Port-of-Spain, Trinidad and Tobago and must be duly completed and lodged at these offices, no later than 12.00 noon on 15th June, 2010.

Dated this 9th day of June, 2010.

A. S. WOOD
Joint Liquidator

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LOSS OF AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
RICKY ROGERS	4739814
ZANE BAIN	3377016

AMERICAN LIFE & GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

91-93, St. Vincent Street
Port-of-Spain.

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

MERLYN DANIEL-PHILLIPS having made sworn declaration that Policy Number 357800 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of SELWYN DANIEL (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.

1065

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN LIMITED POLICIES

SWORN declaration having been made that Policy Number 5001524717 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ROGER ROACH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1066

SWORN declaration having been made that Policy Number DT88881617 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of FENRICK CALVIN SCHELBORN has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1067

SWORN declaration having been made that Policy Number CT14426375 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of KEITH ROBERT LAMY has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1068

SWORN declaration having been made that Policy Number 8000130831 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of CHARIN MARY KING MAYNARD has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1069

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES—CONTINUED

SWORN declaration having been made that Policy Number 8000160722 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of TAGRAM LAWAH has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1070

SWORN declaration having been made that Policy Number 80000130980 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ALEXANDER RANDOLPH ADNEY has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1071

SWORN declaration having been made that Policy Number 8000470624 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ROLAND ROOPCHAND has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

No. 1 Guardian Drive
Westmoorings South-East.
5th May, 2010.

1072

LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE
POLICY

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to JACQUELINE D. HUGGINS a replacement Policy, Number GEM: 000014919 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street
Port-of-Spain.

1073

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 8TH DAY OF JULY, 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 Francis Moses of Upper Abbejoudade Street, Carenage, for a Certificate authorizing him to carry on the trade of a Spirit Retailer in respect of premises situate at Light Pole No. 78, Upper Abbejoudade Street, Carenage.

Dated this 11th day of June, 2010 at the Port-of-Spain Magistrates' Court.

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

1074

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

VICTORIA WEST

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, by Charles Pashley of No. 39 Pinta Drive, Westmoorings, that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 1ST DAY OF JULY, 2010, for a transfer to him of the Licence to carry on the business of a Special Restaurant now held by Roger Hay for premises situate at Lot No. 1, South Trunk Road, La Romaine, in the said District.

Dated this 8th day of June, 2010 at the San Fernando Magistrates' Court.

J. SARGEANT
*Secretary, Licensing Committee,
San Fernando*

1075

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 Victoria West, San Fernando Area, by Charles Pashley of No. 39 Pinta Drive, Westmoorings, that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 1ST DAY OF JULY, 2010, for a transfer to him of the Licence to carry on the business of a Special Restaurant now held by Dane Darbasie for premises situate at Gulf View, La Romaine, in the said District.

Dated this 8th day of June, 2010 at the San Fernando Magistrates' Court.

J. SARGEANT
*Secretary, Licensing Committee,
San Fernando*