



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 55

Caroni, Trinidad, Friday 7th October, 2016—Price \$1.00

No. 114

## CORRIGENDA

In *Trinidad and Tobago Gazette*, Vol. 55, No. 85, dated Monday 18th July, 2016, Page 1022, Item No. 1003, appearing under the heading “Notice of Intended Removal of Defunct Companies from Register, [Section 461(3) of the Companies Act, 1995, Chap. 81:01]” the Company “JUDIAH RACHA AND COMPANY LIMITED—J 2088 (95)” was incorrectly published as “JUDAH RACHA AND COMPANY LIMITED—J 2088 (95)”. The error is regretted.

In *Trinidad and Tobago Gazette*, Vol. 55, No. 85, dated Monday 18th July, 2016, Page 1022, Item No. 1003, appearing under the heading “Notice of Intended Removal of Defunct Companies from Register, [Section 461(3) of the Companies Act, 1995, Chap. 81:01]” the Company “VERITAS CORPORATE SOLUTIONS LIMITED—V 1053a (95)” was incorrectly published as “VERITAS CORPORATE SOLUTIONS LIMITED—V 1054a (95)”. The error is regretted.

1513

### MINISTRY OF TRADE AND INDUSTRY

#### CONFIRMATION OF APPOINTMENT

IN ACCORDANCE with Circular Memorandum P: 39/19 Vol. IV, Temp. I, dated 25th August, 2006, the following arrangement is published for general information:

#### Confirmation

Name	Rank of Officer	Date
Mrs. Avion Prince Mc Knight	Clerk I	1st October, 2012

1514

### MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

#### SEPARATIONS

THE following arrangement is notified for general information:

#### Retirements

Name	Rank of Officer	Ministry/Department	Date	Remarks
Azim Bassarath	Road Officer III	Ministry of Rural Development and Local Government	3rd December, 2016	Compulsory Retirement
Glen Ramsaran	Works Supervisor III	do.	8th January, 2017	do.
Marva Carter	Chief Executive Officer	do.	4th February, 2017	do.
Kenwyn Pantin	do.	do.	19th March, 2017	do.



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of Section 45(1) of the Securities Act 2012**

**And**

**In the Matter of an Application by the Trinidad and Tobago Stock Exchange Limited to De-List the Government of the Republic of Trinidad and Tobago seven (7) year 6.20% Fixed Rate Bond Due June 30, 2016**

**ORDER OF THE COMMISSION**

Dated this *21<sup>st</sup>* day of *September*, 2016

---

**WHEREAS:**

1. THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO being exempted from registering as a reporting issuer with the Trinidad and Tobago Securities Exchange Commission (hereinafter referred to as "the Commission" under section 61 (3) of the of the Securities Act 2012 (hereinafter referred to as "the Act") issued a Trinidad and Tobago Dollar denominated Two Hundred and Eighty Million ( TT\$280M) seven (7) year 6.20% Fixed Rate Bond due June 30<sup>th</sup>, 2016 ("the GORTT Bond"); and

**AND WHEREAS:**

2. The GORTT Bond was listed on the Trinidad and Tobago Stock Exchange Limited (hereinafter referred to as "TTSE") on July 7<sup>th</sup> 2009;

1515—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
DE-LISTING OF THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO SEVEN (7) YEAR 6.20%  
FIXED RATE BOND DUE JUNE 30, 2016—CONTINUED

3. The GORTT Bond matured on June 30<sup>th</sup> 2016 thereby rendering it untradeable on the TTSE;
4. The TTSE submitted a Statement of Substance and Purpose together with the prescribed fee, to the Commission, to approve the de-listing of the GORTT Bond pursuant to section 45 (1) of the Act on July 18<sup>th</sup>, 2016;
5. The TTSE has confirmed there have been no breaches of the rules of the TTSE, or its Listing Agreement;
6. The Central Bank of Trinidad and Tobago has confirmed that all principal and final interest payments were made to bond holders on June 30<sup>th</sup> 2016;
7. By virtue of the Consolidated Delegation of Power Order dated July 27<sup>th</sup>, 2016, the Board of Commissioners delegated its authority to the Chief Executive Officer, to approve the de-listing of applications from the TTSE, where the de-listing does not adversely affect the rights of persons ; and
8. Pursuant to the said order, the Chief Executive Officer approved the de-listing of the GORTT Bond effective August 8<sup>th</sup>, 2016.

**AND UPON:**

9. The Board of Commissioners being satisfied that the conditions set out in section 45(2) of the Act have not been breached;
10. The Board of Commissioners considering that the Chief Executive Officer acted in accordance with the delegated authority conferred on him in approving the de-listing of GORTT Bond from the TTSE;
11. The Board of Commissioners being satisfied that making an Order for the de-listing of the GORTT Bond under Section 45 of the Act is essentially procedural and will not adversely affect the rights or interests of any person; and

1515—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
DE-LISTING OF THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO SEVEN (7) YEAR 6.20%  
FIXED RATE BOND DUE JUNE 30, 2016—CONTINUED

12. The Board of Commissioners determining that in accordance with Section 159(10) of the Act the making of this Order does not require a hearing pursuant to Section 159(1) of the Act.

**IT IS HEREBY ORDERED THAT:**

- I. The Trinidad and Tobago Stock Exchange Limited is authorized to de-list the Trinidad and Tobago Dollar denominated Two Hundred and Eighty Million (TT\$280M) seven (7) year 6.20% Fixed Rate Bond due June 30<sup>th</sup>, 2016 from its Official List pursuant to section 45(1) of the Act;
- II. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission's website. Notification of the posting shall be published in two daily newspapers in general circulation in Trinidad and Tobago ; and
- III. This Order shall take effect from August 8<sup>th</sup>, 2016.

**By Order of the Commission.**



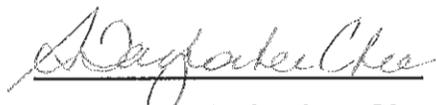
**Mr. Douglas Mendes S.C.**

**Chairman**



**Ms. Enid Zephyrine**

**Deputy Chairman**



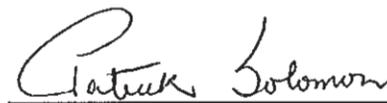
**Ms. Suzette Taylor-Lee Chee**

**Commissioner**



**Mr. Imtiaz Hosein**

**Commissioner**



**Mr. Patrick Solomon**

**Commissioner**



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 63(a) of the Securities Act Chap. 83:02 and By-Law 47(c) of the Securities (General) By-Laws**

**by**

**Telecommunications Services of Trinidad and Tobago Limited**

**ORDER OF THE COMMISSION**

\*\*\*\*\*

Dated this 29<sup>th</sup> day of September 2016

**WHEREAS** Telecommunications Services of Trinidad and Tobago Limited (“**the Respondent**”) failed to file its **Annual Report** with the Trinidad and Tobago Securities and Exchange Commission (“**the Commission**”) on or before July 29, 2016, for its financial year ended March 31, 2015;

**AND WHEREAS** by letter dated August 25, 2016 staff of the Commission (“**the Staff**”) reminded the Responded of its obligation to file its annual report in accordance with section 63 (a) of the Securities Act Chap. 83:02 (the “**Act**”) and By-Law 47 (c) of the Securities (General) By-laws 2015 (the “**By-Laws**”);

**AND WHEREAS** the Respondent filed its annual report with the Commission for its financial year ended March 31, 2016, on September 2, 2016, thirty five (35) days past the due date of July 29, 2016;

**AND WHEREAS** by letters dated September 5, 2016 staff of the Commission advised the Respondent that it was in contravention of section 63(a) of the Act and By-Law 47(c) of the By-Laws by failing to file the said annual report with the Commission on or before July 29, 2016;

**AND WHEREAS** by letter dated September 12, 2016 the Respondent acknowledged that it was in Contravention of section 63(a) of the Act and By-Law 47(c) of the By-Laws and delivered to the Commission a **Telecommunication Services of Trinidad and Tobago Limited cheque #011748, dated 09 September 2016, payable to Trinidad and Tobago Securities Exchange Commission, in the sum of Thirty Five Thousand Dollars**” as payment of an administrative fine for the late filing of the said annual report.

1516—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
THE CONTRAVENTION OF SECTION 63(A) OF THE SECURITIES ACT CHAP. 83:02 AND  
BY-LAW 47(C) OF THE SECURITIES (GENERAL) BY-LAWS—CONTINUED

**IT IS HEREBY ORDERED THAT:**

1. The Respondent has contravened section 63 (a) of the Act and By-Law 47 (c) of the By-Laws;
2. Pursuant to section 156(2) of the Act, the Respondent has paid to the Commission, as agent for the Comptroller of Accounts, an administrative fine in the sum of **Thirty Five Thousand Trinidad and Tobago Dollars (\$35,000.00)**, receipt of which the Commission will acknowledge.
3. This Order is to be published in the Trinidad and Tobago Gazette and posted on the Commission's website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

Dated this *29<sup>th</sup>* day of *September*, 2016.



**Douglas Mendes, S.C.**

**(Chairman)**



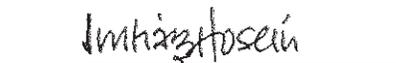
**Enid Zephyrine**

**(Deputy Chairman)**



**Suzette Taylor Lee Chee**

**(Commissioner)**



**Imtiaz Hosein**

**(Commissioner)**



**Patrick Solomon**

**(Commissioner)**

1517

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
PUBLIC STATEMENT OF

**THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)**

In Compliance with Sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of National Security is required to publish the following statements for the year 2016 which list the documents and information generally available to the public.

The Ministry of National Security comprises nine Divisions namely, Trinidad and Tobago Defence Force, Trinidad and Tobago Police Service, Trinidad and Tobago Prison Service, Trinidad and Tobago Fire Service, Trinidad and Tobago Cadet Force, Immigration Division, Office of Disaster Preparedness and Management, and General Administration. Each Division is responsible for publishing its Public Statement.

The Act gives members of the public:

- (1) A legal right for each person to access official documents held by the General Administration Division;
- (2) A legal right for each person to have official information relating to himself/herself corrected where it is incomplete, incorrect, misleading or not relevant for the purpose for which the document is held;
- (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.

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED**Section 7 Statements****Section 7 (1) (a) (i)****Function and Structure of the General Administration Division**

The **General Administration Division** is the policy-formulating arm of the Ministry and has direct responsibility for ensuring the implementation of Government's policies and programmes relating to the Ministry.

The General Administration Division provides the support services, including Accounting, Auditing, Communication, Human Resource Management, Procurement and Project Management, required for the efficient functioning of all the other Divisions of the Ministry. It comprises a staff of approximately four hundred and fifty (450) persons and is headed by the Permanent Secretary. General Administration is divided into the following sections/units:

- ❖ Administration and Office Management
- ❖ Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) Compliance Unit
- ❖ Cadet Force
- ❖ Citizen Security Programme
- ❖ Citizenship and Immigration
- ❖ Corporate Communications
- ❖ Counter Trafficking Unit
- ❖ Defence and Protective Services
- ❖ Information and Communication Technology Unit
- ❖ Military Liaison Office
- ❖ Finance and Accounts
- ❖ HIV/AIDS Unit
- ❖ Human Resource Management
- ❖ Internal Audit
- ❖ International Affairs
- ❖ Legal Services
- ❖ Lifeguard Services
- ❖ Minister's Secretariat
- ❖ Monitoring and Evaluation
- ❖ National Drug Council
- ❖ National Mentorship Unit
- ❖ Office of Law Enforcement Policy
- ❖ Penal Reform and Transformation Unit
- ❖ Permanent Secretary's Secretariat
- ❖ Probation Department
- ❖ Procurement

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

- ❖ Programme Management Unit
- ❖ Records Management
- ❖ Research
- ❖ Work Permits
- ❖ Computer Security Incidence Response Team (CSIRT)

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

The General Administration Division provides the support services required to facilitate the efficient functioning of all other Divisions in the Ministry of National Security. The public is served directly under the following areas:

- ❖ **Citizenship and Immigration Section**, which deals with the processing of applications for citizenship, permanent residence, exemption from the loss of permanent resident status, Overseas Missionaries' Permits and other related citizenship and immigration matters.
- ❖ **Work Permits Section**, which receives and processes applications for work permits and also advises the Minister of National Security, who has the sole authority for approving or refusing such work permits.
- ❖ **Protective Services Section**, which handles matters pertaining to, inter alia, the following:
  - Import licences for explosives
  - Permission to operate a Protective Service Agency

**Section 7 (1) (a) (ii)****Categories of documents held by General Administration****1. Administrative Matters**

- Files dealing with administrative support and general administrative matters for the operations of the Ministry. These include personnel files, which detail all staff appointments, job applications, job specifications, promotions, training, transfers, resignations, deaths, retirements, leave, etc.
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Cabinet Documents.
- Internal and External correspondence files.
- Customer files.
- Files dealing with training, local, foreign, and technical co-operation.
- Minutes/Agendas of meetings.

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

- Complaints/suggestions files

**2. Financial Records**

- Estimates
- Accounts
- Administrative

**3. Legal Documents**

- Legislation, Legal Instruments, Legal Opinions and related matters.

**4. Reports and Communications**

- Reports: Statistical (Annual/Monthly/Quarterly), Leaflets, and Newspaper Clippings.
- Files dealing with Circulars, memoranda, notices, bulletins, etcetera.
- News Releases and speeches originating in the Ministry of National Security.

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

1. Communications
  - Speeches
  - Quarterly Magazines
2. Annual Reports

**Section 7 (1) (a) (iv)****Literature available by the way of subscription services**

Not applicable.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the  
General Administration Division**

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED**How to Request Information***General*

The policy of the General Administration Division is to respond to all oral and written requests for information. However, in order to exercise the rights given to the applicant by the FOIA (for example, the right to challenge a decision if your request for information is refused), the applicant must make his/her request in writing, using the prescribed form, (i.e., the 'Request for Access to Official Document (s)' form), which is available at the General Administration Division or at any public authority.

*Addressing Requests*

Requests must be addressed to the Designated Officer in the General Administration Division. See Section 7 (1) (a) (vi) for a listing of the Designated Officers.

*Details of Request*

Applicants should provide clear details that will allow for speedy identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, he/she is advised to communicate with the Designated Officer.

**Requests not handled under the Freedom of Information Act**

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- 1) A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge;
- 2) A document which contains information that is available for purchase by the public in accordance with arrangements made by the General Administration Division;
- 3) A document that is available for public inspection in a registry maintained by the Registrar General or other public authority;

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

- 4) A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

### **Responding to your Request**

#### *Retrieving Documents*

The General Administration Division will furnish documents only when they are in its possession and/or when they can be retrieved from the National Archives or another storage centre.

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible, given that the time periods for keeping such records may have elapsed.

#### *Furnishing Documents*

An applicant is entitled to copies of certain documents in the possession, custody or power of the General Administration Division, which is required to furnish only one copy of a document. If a legible copy cannot be released, there will be no attempt to reconstruct it. Instead, the best possible copy will be furnished and its quality noted in the reply.

Please note that the General Administration Division is not compelled to do the following:

- a) Create new documents. For example, develop a new programme that will enable a computer to print information in a format the applicant prefers; or
- b) Perform research for the applicant

### **Time Limits**

#### *General*

The General Administration Division will comply with the time limit stipulated in the Freedom of Information Act, but if it appears that processing a request may take longer than the statutory limit, the General Administration Division will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

may wish to call or write to confirm that the request was received and to ascertain its status.

*Time allowed*

The General Administration Division will determine whether to grant a request for access to information as soon as practicable, but no later than thirty (30) days after the day on which the request is duly made as stipulated by Section 15 of the Freedom of Information Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies if so requested.

*Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. The applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. Should the General Administration Division fail to provide the information within seven working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.

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

**The Designated Officer in the Ministry of National Security is responsible for:**

- 1) The initial receipt of and action upon notices under Section 10 of the Freedom of Information Act,
- 2) The initial receipt of and action upon requests for access to documents under Section 13 of the Act; and
- 3) The initial receipt of and action upon applications for correction of personal information under Section 36 of the Act.

**The Designated Officer is: Officer in Charge, Research Unit,  
Ministry of National Security,  
Temple Court 1, 31-33 Abercromby Street,  
Port of Spain.  
624-8695  
627-8929 (Fax)  
E-mail: [research@mns.gov.tt](mailto:research@mns.gov.tt)**

**The Alternate Officer is: Human Resource Officer III,  
Ministry of National Security,**

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

Temple Court 1, 31-33 Abercromby Street,  
Port of Spain  
623-2441-5  
627-8044

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and other Bodies**

There are several Advisory Bodies and Committees that fall under the purview of the Ministry of National Security. These are as follows:

The Ministry retains oversight responsibility for a number of advisory bodies, boards and committees. These include:

- Criminal Injuries Compensation Board
- Firearms Appeal Board
- Defence Force Commission Board
- Board of Management of the Youth Training Centre (YTC)
- Cadet Force Advisory Committee
- Defence Council
- Inter-Ministerial Steering Committee-Citizen Security Programme (CSP)
- Inter-Ministerial Mentorship Committee
- National Emblems Committee
- Protective Services Compensation Committee
- Work Permit Advisory Committee
- Ministerial Tenders Committee
- Special Tenders Committee
- Bacteriological and Toxins Weapons Committee
- National Drug Council (NDC) Committee
- National Security Officers Foundation Board
- National Anti-Money Laundering and Counter Terrorism Committee

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

Documents accessed by members of the public under the provisions of the Freedom of Information Act can be viewed in the library, Ministry of National Security, Temple Court 11, Abercromby Street, Port of Spain, Monday to Friday between the hours of 8:00 a.m. and 4:15 p.m.

Phone : 627-1032  
Fax Number : 627-8044  
E-mail Address : [mns@tstt.net.tt](mailto:mns@tstt.net.tt)

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED**No smoking, eating or drinking is allowed in the library****Section 8 (1) (a) (i)**

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

These documents include the following:

- Immigration Act Chapter 18:01
- Citizenship Act of Trinidad and Tobago Chapter 1:50

**Section 8 (1) (a) (ii)**

**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the General Administration Division, or similar documents containing rules, guidelines, practices or precedents.**

These include the following:

- Procedure in applying for Citizenship
- Procedure for applying for Residence Status
- Procedure for applying for Work Permits
- Policy with respect to the grant of Overseas Missionary Permit.
- Work Permit Policy
- National Mentorship Procedural Manual
- National Mentorship Programme Agreement

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

**In enforcing written laws or schemes administered by General Administration Division 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.**

Forms including guidelines for applications under the General Administration Division include the following:

- Form No. 6- Form of Application for status of resident of Trinidad and Tobago by a person under section 6 or 50 (1) of the Act
- Form No. 7 – Certificate of Registration as a resident of Trinidad and Tobago
- Form No. 17 – Permit issued by the Minister under section 10(1) of the Act
- Form No. 37 Application for Overseas Missionaries Permit

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

- Form No. 39 Cancellation of Work Permit
- National Mentorship Programme Mentor Application Form
- National Mentorship Programme Mentee Application Form

**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 General Administration Division.**

Not Applicable.

**Section 9 (1) (b)**

**A report or a statement containing the advice or recommendations, \*(1) of a body or entity established outside the General Administration Division by or under written law, \* (2) 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.**

Not applicable.

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

**A report, or a statement containing the advice or recommendations, of an inter-departmental committee whose membership includes an officer of the General Administration Division.**

Not Applicable.

**Section 9 (1) (d)**

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

- Report of the National Mentorship Programme's Inter-Ministerial Committee: To develop a structured Mentoring Programme for Youth at Risk (2008)
- Reports of the Work Permits Committee
- Reports of the Citizenship and Immigration Committee

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED**Section 9 (1) (e)**

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

Not applicable.

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

**A report prepared for the General Administration Division by a consultant who was paid for preparing the report.**

- 2010 Reports on Police Transformation produced by team from George Mason University, USA.
- 2015 Report on the Citizen Security Programme (CSP), prepared by Anever Limited.
- 2012 Report on the Expansion of the Citizen Security Programme, Dr Randy Seepersad.

**Section 9 (1) (g)**

**A report prepared within the General Administration Division 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.**

This includes the following:

- 2013 Police Youth Club Evaluation
- 2012 Evaluation of the Birdsong Academy
- 2014 Collective Efficacy Study
- 2015 Crime and Victimization Perception Survey

**Section 9 (1) (h)**

**A report on the performance or efficiency of the General Administration Division, or an office, or branch of the General Administration Division, whether the report is of a general nature or**

1517—Continued

THE GENERAL ADMINISTRATION DIVISION OF THE  
MINISTRY OF NATIONAL SECURITY (UPDATE)—CONTINUED

**concerns a particular policy, programme or project administered by the General Administration Division.**

- Annual Administrative Reports of the Ministry of National Security
- Annual Reports of the Counter Trafficking Unit
- Annual Reports of the Protective Services Compensation Committee
- Annual Reports of the Criminal Injuries Compensation Board

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

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

Not applicable.

**Section 9 (1) (j)**

**A statement prepared within the General Administration Division containing policy directions for the drafting of legislation.**

Not applicable.

**Section 9 (1) (k)**

**A report of a test carried out within the General Administration Division on a product for the purpose of purchasing equipment.**

Not applicable.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the General Administration Division.**

Not applicable.

**Section 9 (1) (m)**

**A valuation report for the General Administration Division by a valuator, whether or not the valuator is an officer of the General Administration Division.**

Not applicable.