



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 55

Caroni, Friday 11th November, 2016—Price \$1.00

No. 131

1829

## APPOINTMENT TO ACT AS ATTORNEY GENERAL IN THE MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS

IT IS HEREBY NOTIFIED for general information that his Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed STUART YOUNG, a Member of the House of Representatives who is a Minister, to act in the Office of the Attorney General in the Ministry of the Attorney General and Legal Affairs, with effect from the morning of 8th November, 2016 and continuing during the absence from Trinidad and Tobago of the said the Honourable Faris Al-Rawi, M.P., Attorney General, in the Ministry of the Attorney General and Legal Affairs in addition to the discharge of his normal duties.

G. SERRETTE  
*Secretary to His Excellency  
the President*

7th November, 2016.

1830

## ASSIGNMENT OF TRADEMARKS OTHERWISE THAN IN CONNECTION WITH THE GOODWILL OF THE BUSINESS

THE TRADEMARK “SANZESA” registered under No. 36500 in Class 5 in respect of “Pharmaceutical preparations for human use”, was on the 21st day of September, 2015, assigned by ARES TRADING S.A. a Société Anonyme organised and existing under the laws of Switzerland, whose trade or business address is at Zone Industrielle D L’ourietaz, (CH–1170) Aubonne, Switzerland, to Merck KGaA, a Partnership Limited by shares organised and existing under the laws of Darmstadt, Germany, whose trade of business address is at Frankfurter Str. 250, D–64293 Darmstadt, Germany, *without the goodwill* of the business in which it was then in use.

1831

THE TRADEMARK “SANZESA” registered under No. 43383 in Class 5 in respect of “Pharmaceutical preparations for human use”, was on the 21st day of September, 2015, assigned by ARES TRADING S.A. a Société Anonyme organised and existing under the laws of Switzerland, whose trade or business address is at Zone Industrielle D L’ourietaz, (CH–1170) Aubonne, Switzerland, to Merck KGaA, a Partnership Limited by shares organised and existing under the laws of Darmstadt, Germany, whose trade of business address is at Frankfurter Str. 250, D–64293 Darmstadt, Germany, *without the goodwill* of the business in which it was then in use.

1832

THE TRADEMARK “FREPENSO” registered under No. 42113 in Class 5 in respect of “Pharmaceutical preparations for human use”, was on the 21st day of September, 2015, assigned by ARES TRADING S.A. a Société Anonyme organised and existing under the laws of Switzerland, whose trade or business address is at Zone Industrielle D L’ourietaz, (CH–1170) Aubonne, Switzerland, to Merck KGaA, a Partnership Limited by shares organised and existing under the laws of Darmstadt, Germany, whose trade of business address is at Frankfurter Str. 250, D–64293 Darmstadt, Germany, *without the goodwill* of the business in which it was then in use.



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 64(1) (a) of the Securities Act Chap. 83:02**

by

**Unilever Caribbean Limited**

**ORDER OF THE COMMISSION**

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Dated this ~~28th~~ day of **OCTOBER** 2016

**WHEREAS** on July 26, 2016 a material change occurred in the affairs of Unilever Caribbean Limited (“the Respondent”);

**AND WHEREAS** on August 9, 2016 the Respondent filed a Form 10–Material Change Report (“MCR”) with the Commission eleven days past the due date of July 29, 2016;

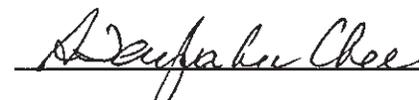
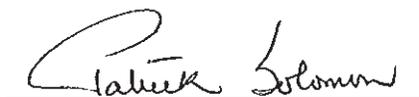
**AND WHEREAS** by letter dated September 5, 2016 staff of the Commission advised the Respondent that it was in contravention of section 64(1)(a) of the Securities Act Chapter 83:02 (“the Act”) by failing to file the said MCR with the Commission on or before July 29, 2016;

**AND WHEREAS** by letters dated September 9, 2016 and September 16, 2016 the Respondent acknowledged that it was in Contravention of section 64(1) (a) of the Act and delivered to the Commission a “**Unilever Caribbean Limited cheque #0000872, dated 21.09.2016, payable to Trinidad and Tobago Securities Exchange Commission, in the sum of Eleven Thousand Trinidad and Tobago Dollars**” as payment of an administrative fine for the late filing of the said MCR.

1833—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
UNILEVER CARIBBEAN LIMITED—CONTINUED**IT IS HEREBY ORDERED THAT:**

1. The Respondent has contravened section 64(1) (a) of the Act;
2. Pursuant to section 156(2) of the Act, the Respondent has paid to the Commission, an administrative fine in the sum of **Eleven Thousand Trinidad and Tobago Dollars (\$11,000.00)**, receipt of which the Commission hereby acknowledges; and
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 28<sup>th</sup> day of OCTOBER 2016.**Douglas Mendes, S.C.****(Chairman)****Enid Zephyrine****(Deputy Chairman)****Suzette Taylor-Lee Chee****(Commissioner)****Imtiaz Hosein****(Commissioner)****Patrick Solomon****(Commissioner)**



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of By-law 39(1) of the Securities (General) By-laws  
Chapter 83:02**

**by**

**FCL Financial Limited**

**ORDER OF THE COMMISSION**

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Dated this ~~28th~~ day of **OCTOBER**, 2016

**WHEREAS FCL Financial Limited (“the Respondent”)** failed to file its **Audited Annual Comparative Financial Statement** with the Trinidad and Tobago Securities and Exchange Commission (**“the Commission”**) on or before January 28, 2016, for its financial year ending October 31, 2015;

**AND WHEREAS** on March 8, 2016 the Respondent filed its revised registration statement with the Commission, **forty (40) days** past the due date of January 28, 2016;

**AND WHEREAS** by letters dated March 23, 2016 and July 14, 2016 the Commission advised the Respondent that it was in contravention of By-law 39(1) of the Securities (General) By-laws Chapter 83:02 by failing to file the said Audited Annual Comparative Financial Statement with the Commission on or before January 28, 2016;

**AND WHEREAS** by letters dated March 31, 2016, and July 21, 2016 the Respondent acknowledged that it was in contravention of By-law 39(1) of the Securities (General) By-laws;

**AND WHEREAS** on October 10, 2016, the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the Chief Executive Officer of the Respondent for and on behalf of the Respondent (**“the Settlement Agreement”**), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

1834—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
FCL FINANCIAL LIMITED—CONTINUED

**AND WHEREAS** the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Board of Commissioners;

**AND WHEREAS** the Respondent shall pay to the Commission the sum of Forty Thousand Trinidad and Tobago dollars (\$40,000.00) within sixty days of the making of this Order;

**AND WHEREAS** the Board of Commissioners has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

**IT IS HEREBY ORDERED THAT:**

1. The Respondent has contravened By-law 39(1) of the Securities (General) By-laws.
2. Pursuant to section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of **Forty Thousand Trinidad and Tobago Dollars (\$40,000.00) within 60 days of the date on which this order is entered.**
3. This Order shall be posted on the Commission's website, and published in the Trinidad and Tobago Gazette. A notice of the posting of this Order shall be published in two (2) daily newspapers of general circulation in Trinidad and Tobago.

Dated this 28th day of OCTOBER 2016.



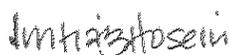
**Douglas Mendes, S.C.**  
(Chairman)



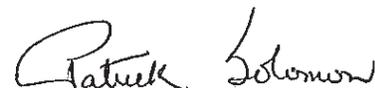
**Enid Zephyrine**  
(Deputy Chairman)



**Suzette Taylor Lee Chee**  
(Commissioner)



**Imtiaz Hosein**  
(Commissioner)



**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**

**National Flour Mills Limited**

**ORDER OF THE COMMISSION**

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Dated this ~~2<sup>nd</sup>~~ day of **OCTOBER** 2016

**WHEREAS** National Flour Mills Limited (“**the Respondent**”) failed to file its **Annual Report** with the Trinidad and Tobago Securities and Exchange Commission (“**the Commission**”) on or before April 29, 2016, for its financial year ending December 31, 2015;

**AND WHEREAS** on June 3, 2016 the Respondent filed its annual report with the Commission, **thirty five (35) days** past the due date of April 29, 2016;

**AND WHEREAS** by letters dated June 7, 2016 and June 9, 2016 staff of the Commission advised the Respondent that it was in contravention of section 63(a) of the Securities Act Chap. 83:02 (“**the Act**”) and By-Law 47(c) of the Securities (General) By-Laws (“**the By-Laws**”) by failing to file the said annual report with the Commission on or before April 29, 2016;

**AND WHEREAS** by letter dated June 8, 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 WHEREAS** on September 22<sup>nd</sup>, 2016 the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the duly authorized representative of the Respondent for and on behalf of the Respondent (“**the Settlement Agreement**”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

1835—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
NATIONAL FLOUR MILLS LIMITED—CONTINUED

AND WHEREAS the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

AND WHEREAS the Respondent shall pay to the Commission the sum of thirty thousand dollars (\$30,000.00) Trinidad and Tobago currency within twenty-eight days of the making of this Order;

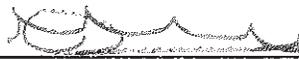
AND WHEREAS the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

AND WHEREAS the procedure outlined under the securities Industry (Hearings and Settlements) Practice Rules 2008 has been followed.

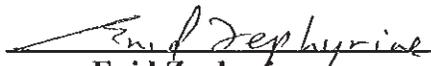
**IT IS HEREBY ORDERED THAT:**

1. The Respondent has contravened section 63(a) of the Act and By-Law 47(c) of the By-Laws and shall within twenty-eight days of the making of this order pay to the Commission, as agent for the Comptroller of Accounts, the sum of Thirty Thousand Trinidad and Tobago dollars (\$30,000.00) as the fine in this matter; and
2. This Order shall 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

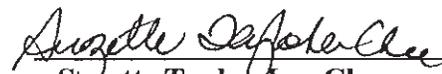
Dated this 28<sup>th</sup> day of OCTOBER 2016



Douglas Mendes, S.C.  
(Chairman)



Enid Zephyrine  
(Deputy Chairman)



Suzette Taylor-Lee Chee  
(Commissioner)



Imtiaz Hosein  
(Commissioner)



Patrick Solomon  
(Commissioner)



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 66(1) of the Securities Act Chapter 83:02**

**by**

**Education Facilities Company Limited**

**ORDER OF THE COMMISSION**

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Dated this **28<sup>th</sup>** day of **OCTOBER** 2016

**WHEREAS** Education Facilities Company Limited (“the Respondent”) failed to file its Interim Financial Statements with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) on or before February 29, 2016, for its interim period ended December 31, 2015;

**AND WHEREAS** on July 7, 2016 the Respondent filed its interim financial statements with the Commission, **one hundred and twenty nine (129) days** past the due date of February, 2016;

**AND WHEREAS** by letter dated July 11, 2016 the Commission advised the Respondent that it was in contravention of section 66(1) of the Securities Act Chapter 83:02 (“the Act”) by failing to file the said interim financial statements with the Commission on or before February 29, 2016;

**AND WHEREAS** by letters dated July 20, 2016, and August 10, 2016 the Respondent acknowledged that it was in contravention of section 66(1) of the Act;

**AND WHEREAS** on September 14, 2016 the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the duly authorized representative of the Respondent for and on behalf of the Respondent (“the Settlement Agreement”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

**AND WHEREAS** the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

**AND WHEREAS** the Respondent shall pay to the Commission the sum of seventy five thousand dollars (\$75,000.00) Trinidad and Tobago currency within twenty-eight days of the making of this Order;

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

1836—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
EDUCATION FACILITIES COMPANY LIMITED—CONTINUED

AND WHEREAS the procedure outlined under the securities Industry (Hearings and Settlements) Practice Rules 2008 has been followed.

IT IS HEREBY ORDERED THAT:

1. The Respondent has contravened section 66(1) of the Act; and shall within twenty-eight days of the making of this order pay to the Commission the sum of Seventy Five Thousand Trinidad and Tobago dollars (\$75,000.00) as the fine in this matter; and
2. This Order shall 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 28<sup>th</sup> day of OCTOBER 2016



Douglas Mendes, S.C.  
(Chairman)



Enid Zephyrine  
(Deputy Chairman)



Suzette Taylor Lee Chee  
(Commissioner)



Imtiaz Hosein  
(Commissioner)



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 2015**

**by**

**One Caribbean Media Limited**

**ORDER OF THE COMMISSION**

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Dated this 13<sup>th</sup> day of October, 2016

**WHEREAS** One Caribbean Media Limited. (“**the Respondent**”) failed to file its **Annual Report** with the Trinidad and Tobago Securities and Exchange Commission (“**the Commission**”) on or before April 29, 2016, for its financial year ending December 31, 2015;

**AND WHEREAS** on May 24, 2016 the Respondent filed its annual report with the Commission, **twenty five (25) days** past the due date of April 29, 2016;

**AND WHEREAS** by letter dated June 15, 2016 the Commission advised the Respondent that it was in contravention of section 61(2) of the Securities Act Chap. 83:02 (“**the Act**”) and By-Law 47(c) of the Securities (General) By-Laws 2015 by failing to file the said annual report with the Commission on or before April 29, 2016;

**AND WHEREAS** on September 14, 2016 the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the duly authorized representative of the Respondent for and on behalf of the Respondent (“**the Settlement Agreement**”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

1837—Continued

TRINIDAD AND TOBAGO SECURITIES EXCHANGE COMMISSION  
ONE CARIBBEAN MEDIA COMMISSION—CONTINUED

**AND WHEREAS** the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Board of Commissioners;

**AND WHEREAS** the Respondent shall pay to the Commission the sum of twenty thousand dollars (\$20,000.00) Trinidad and Tobago currency within twenty-eight days of the making of this Order;

**AND WHEREAS** the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order;

**AND WHEREAS** the procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules 2008 has been followed.

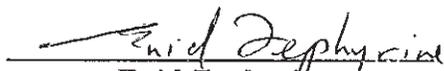
**IT IS HEREBY ORDERED THAT:**

1. The Respondent has contravened section 63(a) of the Act and By-Law 47(c) of the Securities (General) By-Laws 2015 and shall within twenty-eight days of the making of this Order pay to the Commission the sum of Twenty Thousand Trinidad and Tobago dollars (\$20,000.00) as the fine in this matter; and
2. This Order shall 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.

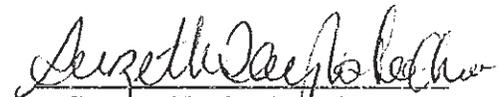
Dated this 13<sup>th</sup> day of October, 2016



Douglas Mendes, S.C.  
(Chairman)



Enid Zephyrine  
(Deputy Chairman)



Suzette Taylor Lee Chee  
(Commissioner)



Intiaz Hosein  
(Commissioner)



Patrick Solomon  
(Commissioner)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

FREEDOM OF INFORMATION ACT (FOIA) 1999

Updated Public Statement of

THE WATER AND SEWERAGE AUTHORITY (WASA)

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

1838—Continued

## UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY (WASA)—2016

In accordance with Sections 7 (1) b, 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), the Water and Sewerage Authority (WASA) is required by law to publish the following **Updated Statement for 2016** which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by WASA;
- A legal right for each person to have official information relating to him/her amended where it 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

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

#### Function and structure of WASA

#### Mission Statement:

WASA's Mission as a Customer Service Business is:

- *To be a leading provider of water and wastewater services*
- *To deliver customer service along the highest internationally recognised and accepted standards*
- *To continuously develop best business practices utilizing advanced technology and a well developed and motivated workforce*
- *To leverage on industry expertise to offer global water and wastewater services*
- *To sustain a commercialised business while remaining sensitive to our stakeholders and the environment*

WASA is a statutory body established in 1965 by an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago. It comprises a Board of Commissioners headed by the Chairman, an Executive Management Team headed by the Chief Executive Officer and permanent and contract staff.

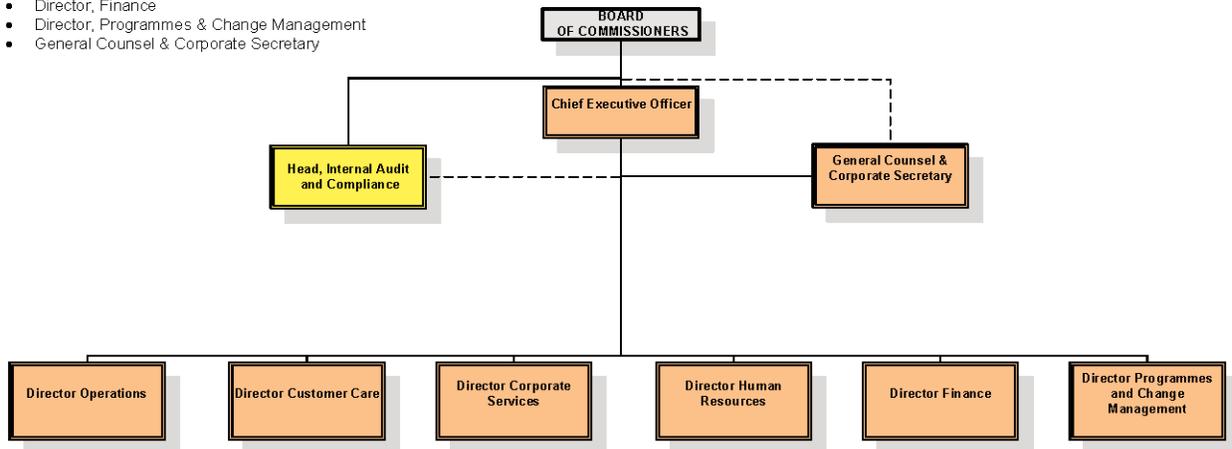
1838—Continued

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

**WATER AND SEWERAGE AUTHORITY  
EXECUTIVE TOP STRUCTURE CHART**

**Executive Management Team**

- Chief Executive Officer
- Director, Operations
- Director Customer Care
- Director, Corporate Services
- Director, Human Resources
- Director, Finance
- Director, Programmes & Change Management
- General Counsel & Corporate Secretary



15.04.2013

## DETAILS OF RESPONSIBILITY CENTRES

### Office of the Chief Executive Officer

- Internal Audit & Compliance
  - Internal Auditing
  - Compliance Monitoring
  - Governance & Risk Management
  - Policy Reviews

### Director, Operations

- North, South & Tobago Regions
  - Regional HR Management
  - Regional Capacity Building

1838—Continued

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

- Monitoring & Evaluation of Regional Activities
  - Monitoring & Reporting on Regional Financial Performance
  - Response to Regional Logistics Needs
  - Water Production & Treatment
  - Water Distribution & Transmission
  - Wastewater Management
  - Asset Maintenance
  - Water Quality
- Special Projects
- Major Pipeline Installation

Director, Finance

- Project Accounting
- Project Expenditure Reporting
  - Funds Management
  - Project Accounting & Reconciliation
- Management Services
- Preparation of Authority's Draft Estimates of Expenditure
  - Preparation of Mid-Term Review
  - Budget Compliance and Cost Control
  - Cost and Expenditure Analysis
- Financial Services
- Preparation of Monthly Management Accounts
  - Preparation of Audited Financial Statements
  - Maintenance of a Fixed Assets Register
  - Preparation of Bank Reconciliation Statements

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

➤ Exchequer Services

- Payment of Goods and Services to Creditors
- Management queries of Creditors' Accounts
- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Employee and Creditor Cheques and Preparation of Statutory Deductions

➤ Treasury

- Fund Accounting
- Loans and Liability Management
- Cash Flow Management
- Foreign Currency Management

Director, Corporate Services

➤ Logistics

- Facilities Management
- Land and Risk
- Accommodation
- Head Office
- Regions
- Records Management
- Security Services

➤ ICM

- Application Development
- Strategy and Development
- Network & Telecommunications
- IT Services
- Transport Services

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

**General Counsel & Corporate Secretary**

- Board and Committees
  - Contracts
  - Freedom of Information Act Unit (FOIA)
  - Office Services
  
- Legal Services
  - Land Administration
  - Contract Preparation
  - Claims Resolution
  - Litigation

**Director, Customer Care**

- Corporate Communications
  - Public Education
  - Community Relations
  - Stakeholder Feedback (Projects)
  - Social Responsibility
  
- Customer Care & Service Enhancement
  - Call Centre Management
  - Customer Service Strategy, Policies & Procedures Development
  - Customer Needs Assessment & Engagement Strategies
  - Brand Management
  
- Customer Response
  - Customer Care Outreach
  - Service Level Monitoring

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

➤ Customer Business Services

- Customer & Revenue Growth
- Service Centers Management
- Business Enhancement

Director Programmes & Change Management

➤ Project Implementation

- Institutional Strengthening - Implementation of Construction, Rehabilitation & Refurbishment projects for buildings, IT, disaster preparedness, network pressure management & minor projects
- Wastewater Projects -Implementation of Construction, Rehabilitation & Refurbishment projects for infrastructure
- Water Projects -Implementation of Construction, Rehabilitation & Refurbishment projects for potable water infrastructure

➤ Strategic Planning & Investment

*Strategic Planning & Change Management*

- Strategic & Business Plans
- Utility Performance Reporting
- Tariff Reviews
- Project Portfolio Risk Identification

*Regulatory Management*

- Regulatory Compliance
- Emergency & Business Continuity Management

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

***Portfolio Support Services***

- SOP Development for Project Cycle
- Project Documentation, Management & Control
- Portfolio Reporting

**Health, Safety and Environment**

- Health and Safety Operations
- Environmental Monitoring and Control

➤ Wastewater Projects

***Wastewater Planning & Development***

- Wastewater Service Assessment
- Wastewater Development Plans
- Stakeholder Management
- Monitoring of IDB Wastewater Programme

➤ Water Projects

***Project Appraisal & Planning***

- Potable Water Service Assessment
- Potable Water Development Plans
- Stakeholder Management

***Engineering & Designs***

- Engineering Designs
- Evaluation of alternative Engineering Design
- Development of Project Scope

***Network Design & Wells***

- Hydraulic Modeling
- Network & Pressure Management Plans

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

➤ Research & Development

- Infrastructure & Compliance
- Research in Water and Wastewater Systems

Director, Human Resources

➤ Workforce Planning & Organizational Development

- HR Policy Development & Monitoring
- PIP Plan Development
- HR Risk Identification, Monitoring & Reporting
- HR Performance Improvement Planning & Reporting
- HR Measurements
- HR Auditing
- Business Process Review
- Employee Engagement Strategy Development
- Job Evaluation
- Organizational Structure Development
- Demand & Supply Forecasting
- Competency Management
- Performance Management (including Attendance & Punctuality Management)
- Succession Planning
- Career Management

➤ Talent Development

- Programme Design

➤ Administrative Services

- Resourcing & Retention Management
- Leave Administration

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

- Time & Attendance
  - Routing Medicals
  - Employee Information Update
  - Record of Service
  - Management of Exits (including Pensions Management)
  - Retirement & Death Benefit Administration
  - Employee Information Systems Management
  - Health Plan Administration
  - Wage & Salary Administration
- Workforce Assessment and Certification
- Water & Wastewater Occupational Standards Assessment and Certification
  - Learning Resource Management
  - Internship & Apprenticeship Programmes
- Workforce Wellness Services
- Counselling
  - Crisis Intervention
  - Critical Incident Debriefing
- Employee Relations
- Collective Bargaining and Research
  - Salary Benchmarking
  - Employee Education
  - Grievance and Discipline Handling

UPDATED PUBLIC STATEMENT OF THE WATER AND SEWERAGE AUTHORITY  
(WASA)—2016—CONTINUED

**EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment.

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

**Categories of documents in the possession of WASA**

**General Administration Documents**

- Documents relating to the Office of the Chief Executive Officer (CEO)
- Divisional/Departmental monthly reports
- Documents relating to all Divisional Operations

**Documents relating to Board and Executive Leadership Team**

- Board and Committee Notes
- Minutes of Board and Committee Meetings
- Ministerial and/or other Communication with Chairman and/or Board of Commissioners
- Communiqué to staff
- Notes of the Meetings of the Leadership Team/Management

**Documents relating to Union Matters**

- Collective Agreements
- Documents and minutes relating to Disciplinary Tribunal matters
- Documents relating to Memoranda between Unions and Management

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

**Materials prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. Monday – Friday at

Water and Sewerage Authority, Head Office, Farm Road, St. Joseph

662-2302/7 ext. 2208

Fax 645-6443

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

- Collective Agreements
- Monthly Reports/ News releases
- Water and Sewerage Act and other legislation
- Performance Bonds
- Application Forms
- Guidelines/ Policy Documents
- Audited Financial Statements
- Verification Forms
- Administrative Policies and Procedures
- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Annual Dry Season Plan

**MATERIALS PREPARED FOR INSPECTIONS BY THE PUBLIC**

The following documents are available as indicated. Unless noted otherwise publications are free and available from the Designated Officer.

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

- Correspondence from the various Ministries and external agencies
- Documents, reports and correspondence from Divisions within the Authority
- Monthly Reports/ News Releases

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**DIRECTOR, OPERATIONS**

**OPERATIONS**

- Adoption Process of Water Supply and Wastewater facilities
- Application Forms for New Services Development & Installation of Plumbing Systems
- Environment Protection Agency Design Manual
- Guidelines for the Design and Construction of Water and Wastewater systems in Trinidad and Tobago
- Procedures for conducting percolation test and Building Development
- Recommendations/Advice from the Environmental Agency/Fire Services
- Report on the Adoption of Trade Effluent Standard for Discharges into the Public Sewers (WASA TES 101:2000)
- The National Plumbing Code of Trinidad and Tobago

**TOBAGO REGION**

- Water Supply and Conservation Plan
- Press Releases – Plant Shutdown & Disruption of Service
- South West Tobago Feasibility Report – Thames International

**DIRECTOR, FINANCE**

**FINANCE**

- Audited Financial Statements
- Management Accounts
- Aged Analysis of Debtors

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**DIRECTOR, CORPORATE SERVICES**

**CORPORATE SERVICES**

- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Documentation relating to Requests for Proposal, Invitation to Tender
- IT Policy
- Security Procedures
- Fleet documentation

**GENERAL COUNSEL & CORPORATE SECRETARY**

**CORPORATE SECRETARIAT**

- Documents relating to Board and Committee Meetings
- Correspondences · Board Members
- Documents relating to Sanitary Constructors License
- Freedom of Information Act (FOIA) · Applications and correspondence relating to requests for information

**LEGAL SERVICES**

- Legal Contracts
- Claim Reports
- Copies of Court Proceedings
- Performance Securities
- Mortgage Bills of Sale & Release
- Deeds, Lease & Licences
- Policies: Claims & Risk Management Policy

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**DIRECTOR, CUSTOMER CARE**

**CORPORATE COMMUNICATIONS**

- News Releases
- Published Advertisements
- Secondary School Quiz Competition Documentation
- Water, Wastewater, Environmental and Conservation Information Brochures

**DIRECTOR PROGRAMMES & CHANGE MANAGEMENT**

**PROJECTS**

- Project Reports
- Tender Documents
- Contracts
- Operations & Maintenance Manual
- Consultancy

**HEALTH, SAFETY, ENVIRONMENT**

- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports

**DIRECTOR OF HUMAN RESOURCES**

**HUMAN RESOURCES**

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding
- Benefits and Allowances Ledger

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

**Literature available by subscription**

Members of the public may subscribe for the following material:

**The Authority's Newsletter—"Daily Update"**

Please contact or write to:

Corporate Communications Division

WASA, Farm Road, St. Joseph

Tel. 662-2302/7

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

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

**Procedure to be followed when accessing a document from the Public Authority**

**How to Request Information:**

➤ ***General Procedure***

Our policy is to respond to all oral and written requests for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. These forms are available for download from the website [www.wasa.gov.tt](http://www.wasa.gov.tt) and from the designated officer.

➤ ***Addressing Requests***

To facilitate prompt handling of your request, please address it to the Designated Officer of WASA (see **Section 7 (1) (a) (vi)**).

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If clarification on what

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details to include is needed, applicants are advised to communicate with the 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 public authority or from another public authority, for example brochures, pamphlets, reports etc.

**Responding to your Request**

➤ ***Retrieving Documents***

WASA 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.

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. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

➤ ***Furnishing Documents***

An applicant is entitled to copies of information we have in our possession, custody or power, once the requirements of the FOIA are satisfied. 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.

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Please note we are not compelled to do the following:

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

**Time Limits**

➤ ***General***

The FOIA sets a time limit of thirty (30) calendar days 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***

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days after the day on which the request is duly 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 and/or be provided with copies.

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

**The Designated Officer in WASA is responsible for:**

- (a) The initial receipt of and action upon notices under Section 10,
- (b) Requests for access to documents under Section 13 and

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- (c) Applications for corrections of personal information under Section 36 of the FOIA

**The Designated Officer is:**

Dion Abdool  
General Counsel & Corporate Secretary  
WASA, Farm Road, St. Joseph  
662-2302/7 ext. 2208  
Website : [www.wasa.gov.tt](http://www.wasa.gov.tt)

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

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

- Public Tender Openings

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

**Library/Reading Room Facilities**

You may make general enquiries to our General Counsel & Corporate Secretary at **662-2302 ext. 2208**. The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

- Provision of documents may be subject to a charge to cover administrative costs, (An Index of prices is available in the Library)
- No smoking, eating or drinking is allowed in the Reading Room/Library area

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## SECTION 8 STATEMENTS

### SECTION 8 (1) (a) (i)

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

- Water and Sewerage Act, Chap. 54:40
- Regulated Industries Commission Act, No. 26 of 1998
- Collective Agreements

### 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.**

- Training Policy
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Environmental Management System (EMS) Policy Document
- The National Plumbing Code of Trinidad and Tobago
- Health and Safety Code and Policy
- Code of Ethics & Business Conduct

### 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.**

At this time, we have no information.

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**SECTION 9 STATEMENTS**

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

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

At this time, we have no reports or statements.

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

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a 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 authority or to the responsible Minister of that public authority.

➤ Water Resources Management Strategy Documents

**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 public authority.

➤ Evaluation Reports of Tenders/Quotations

**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.

At this time, we have no reports or statements.

**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

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**employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

- Tobago Groundwater Assessment and Wells Development Programme

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

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

- London Economics Study on Tariff.
- Greater Port of Spain Sewerage System Study (GPOSSS)

**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.**

At this time, we have no reports.

**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.**

- Ombudsman Annual Reports
- Audit Reports

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

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

- Business Plan

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

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

- Amendment of the Water and Sewerage Act

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

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

At this time we have no reports.

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

An environmental impact statement prepared within the public authority.

At this time we have no statements.

**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.

Valuation Reports of Properties for Acquisition/Sale/Lease.