



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Trinidad and Tobago Housing Development Corporation (Vesting) (Amendment to the First Schedule) Order, 2016—
(Legal Notice No. 26 of 2016).

Notice of Declaration of Trinidad and Tobago Standards—(Legal Notice No. 27 of 2016).

Notice of Revocation of Trinidad and Tobago Standards—(Legal Notice No. 28 of 2016).

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DESIGNATION OF OFFICERS OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS AS INSPECTORS

NOTICE is hereby given that in accordance with section 25(1) of the Standards Act No. 18 of 1997, the Minister of Trade and Industry has designated the following employees of the Trinidad and Tobago Bureau of Standards to be Inspectors with effect from 1st March, 2016 and for the duration of their contractual employment,

Name of Officers:

Ms. STACY ANN FRANCIS HEADLEY

Ms. RIA FRANCIS

MRS. SHANTA BURKE

Ms. SASHA MOHAMMED

Ms. JOSELLE WILSON

for the following purposes:

- (a) to monitor compulsory standards;
- (b) to eliminate any process or practice the effect of which adversely affects the environment;
- (c) to prevent the access to the market place of goods which are likely to be a danger to the health and safety of consumers; and
- (d) to monitor any service, process or practice.

D. SCOTT
*for Acting Permanent Secretary,
Ministry of Trade and Industry*

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2016****ANNUAL STATEMENT ON****THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act, the Ministry of Public Utilities is required to publish annual statements on its mandate for the benefit of the public.

The FOI Act, was assented on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto”. The Act provides members of the public with:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
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 applicant’s request for information under the FOI Act;
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 FOI Act.

ANNUAL STATEMENT ON FOIA, 2016—CONTINUED

Section 7 Statements**Purpose and Function of the Ministry of Public Utilities**

The Ministry's strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following:

Mandate

To provide effective and efficient leadership and governance in the delivery of Public Utilities Services to the citizenry of Trinidad and Tobago.

Vision

To become an organization dedicated to excellence in the delivery of Public Utilities for the sustainability of our country and an improved quality of life of its citizenry.

Mission

To facilitate the effective delivery of efficient, affordable and quality Public Utilities Services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

Core Values

The Ministry of Public Utilities is guided in its operations by the following core values:

- Integrity
- Service Excellence
- Transparency
- Accountability
- Trust and Mutual Respect
- Partnership

Reporting

The Honourable Minister of Public Utilities together with the management team and dedicated staff has oversight for the Public Utilities Sector. Services are provided through the efforts of two (2) Divisions, four (4) Statutory Bodies, and two (2) State Enterprises and one (1) Agency. In addition, the Ministry is also responsible for the administration of

ANNUAL STATEMENT ON FOIA, 2016—CONTINUED

the Utilities Assistance Programme and the Residential Electrification Assistance Programme in Trinidad and Tobago.

The Ministry of Public Utilities has three hundred and twenty five (325) employees and is accountable to the citizens of Trinidad and Tobago in the areas of: electricity and electrical inspections; telecommunication services; postal services; and water resources.

The Minister of Public Utilities has responsibility for:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

As such, the Minister reports to the Cabinet and Parliament on matters relating to these areas.

Ministry Structure

Head Office

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of:-
 - The Human Resource Management Unit
 - The Administrative Support Services Unit
 - The Finance and Accounts Unit
- The Monitoring and Evaluation Unit
- The Economic Research, Policy and Planning Division, which comprises:-
 - The Research Unit
 - The Communications Sector Management Unit
 - The Electrification Sector Management Unit
- The Sectoral Programmes and Projects Unit
- The Customer Service Unit
- The Communications Unit
- The Legal Services Division

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- The Information Systems/Information Technology (IS/IT) Unit; and
- Internal Audit
- Health and HIV Unit

Divisions of the Ministry

- The Electrical Inspectorate Division
- Trinidad and Tobago Meteorological Service

Statutory Bodies

- The Regulated Industries Commission (RIC)
- Water and Sewage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (TTEC)
- The Trinidad and Tobago Postal Corporation (TTPost)

State Enterprises

- Community Based Environmental Protection Enhancement Programme (CEPEP)
- Trinidad and Tobago Solid Waste Management Ltd. (SWMCOL)

Agency

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

Responsibilities of Internal Divisions and Units (Head Office)

Human Resource Services Division

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

ANNUAL STATEMENT ON FOIA, 2016—CONTINUED

Economic Research, Policy and Planning Division

The Economic Research Policy and Planning Division (ERPPD) is the technical arm of the Ministry charged with overall policy directive, research and planning. This Division conducts its work through three (3) Units, namely:

- The Research Unit
- The Communications Sector Management Unit
- The Electrification Sector Management Unit

Monitoring and Evaluating Unit

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government's Mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit's primary function is to track the progress, outcomes and impact of projects, programmes and policies, evaluate the Ministry's performance and report on its activities.

Internal Audit

The Internal Audit is responsible for ensuring that the system of accounting as prescribed by the Ministry of Finance is established, implemented and maintained in the Ministry. The Department's primary aim is to ensure that all financial records of the Ministry are complete and accurate, and that the assets of the Ministry are safeguarded and can be properly reported.

Legal Services Division

This Division is responsible for providing legal advice to the Ministry, liaising with other legal counsels in the public and private sectors with respect to the Ministry's legal business, advancing the Ministry's legislative agenda and providing information to the Chief State Solicitor and the Solicitor General on court matters pertaining to the Ministry.

Sectoral Programmes and Projects Unit (SPPU)

This Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

ANNUAL STATEMENT ON FOIA, 2016—CONTINUED

Customer Service Unit

The Customer Service Unit is responsible for ensuring that there is greater efficiency in the Ministry's service delivery system. The function of this Unit includes, responding to Parliamentary Questions, addressing requests under the Freedom of Information Act, processing of Standby Generator Licences, addressing complaints/queries pertaining to the utilities and the administration of the Utilities Assistance Programme (UAP) and the Residential Electrification Assistance Programme (REAP).

Information Technology Unit

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

Communications Unit

The primary responsibility of the Communication's Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

Health and HIV Unit

The Unit is responsible for developing a policy, annual strategic plan inclusive of; health and wellness programmes, screening services and other initiatives as it pertains to HIV/AIDS prevention, Sexual and Reproductive Health (SRH) and Non- Communicable Diseases (NCD) for the Ministry of Public Utilities and its Agencies. The Unit is also responsible for providing comprehensive information on HIV and AIDS, SRH and NCDs inclusive of materials and strategies aimed at behavioral change, modification and wellbeing. It also seeks to promote networking, undertake research, monitoring and evaluation of these initiatives while championing and promoting human rights advocacy, HIV prevention, gender equality mainstreaming.

ANNUAL STATEMENT ON FOIA, 2016—CONTINUED

Responsibilities of External Divisions**Electrical Inspectorate Division (EID)**

The Electrical Inspectorate Division's (EID) primary responsibility is to provide inspection and certification of electrical installations in Trinidad and Tobago in accordance with accepted codes and practices of both local and international standards. The EID is also charged with issuing and renewing wireman's licenses, in addition to investigating fires that may occur due to electrical faults, upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

Trinidad and Tobago Meteorological Service

The Meteorological Services Division (MSD) is responsible for providing meteorological information and advice consistent with international standards, namely the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) standards. MSD produces and distributes weather and climate products and information to the general public and key stakeholders in sectors such as aviation, maritime, agriculture, tourism, water and disaster management.

Impact of Functions of the Ministry of Public Utilities on Members of the Public

The services which are provided by the Ministry of Public Utilities such as electricity and electrical inspection, postal, telecommunications, and printing services, positively impacts the lives of all citizens in the country as well as all sectors of the economy, since these services contribute to the basic infrastructure upon which all human and economic development is based, measured and sustained.

Categories of Documents in the Possession of the Ministry of Public Utilities

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the FOI Act:

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- Files: Administrative, Human Resource Management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet, boards, committees, meetings, technical assistance, local/regional/international organisations, and utilities.
- Financial Records: Financial and accounting statements and operational documents.
- Documents: Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- Digital media: Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

Material prepared for publication or inspection

The Ministry produces the following documents which are available to the public:

- The Ministry's Quarterly Newsletter "*Focus on MPU*" (2007-2013)
- Utilities Assistance Programme (UAP) brochures
- Residential Electrification Assistance Programme (REAP) brochures
- Newspaper advertisements (Ministerial vacancies, Ministerial messages and statements)

Members of the public can also visit our website for additional information at

www.mpu.gov.tt

Literature available by subscription

Section 7 (1) (a) (iv)

This section is not applicable.

Procedure to be followed when accessing a document from the Ministry of Public Utilities

The following are the procedures to be followed when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the FOI Act.

(a) General Procedure

The Ministry's policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example the right to

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challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Ministry's Library and the Customer Services Unit, for information that is not readily available to the public.

(b) Addressing Requests

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

(c) 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 the applicants are unsure of how to write their request or what details to include, communicate with the Ministry's Designated Officer.

(d) Requests not handled under the FOI Act

A request under the FOI Act 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, e.g. brochures, pamphlets, reports etc.

(e) Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

(f) Furnishing Documents

An applicant is entitled to copies of information the Ministry has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the Ministry may not attempt to reconstruct it.

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Instead, will furnish the best copy possible and note its quality in our reply. Please note the Ministry is not compelled to do the following:

- Create new documents; or
- Perform research for the applicant.

(g) Time Limits

The FOI Act sets a time limit of thirty (30) calendar days for determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOI Act. 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.

Should the Ministry fail to meet this deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

(h) Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

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Designated Officers in the Ministry of Public Utilities

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOI Act.

The Designated Officer:

Ms. Mauricia Pegus

Customer Service Manager

#2 Elizabeth Street

St. Clair, Port of Spain

Phone: 628-9500 Fax: 628-0105

Email: mpegus@mpu.gov.tt

Email: afarmer@mpu.gov.tt

The Alternate Officer:

Ms. Anika Farmer

Director, Legal Services

#2 Elizabeth Street

St Clair, Port of Spain

Phone: 628-9500 Fax: 628-3513

These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOI Act

Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii).

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Library/Reading Room Facilities

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. The Reading Room/Library is located on First Floor, #2 Elizabeth Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

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Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

Section 8 Statements**Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Public Utilities, not being particulars contained in another written law:**

At this time, the Ministry of Public Utilities has no such documents.

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:

There are other documents which guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via www.ttparliament.org or www.ttconnect.gov.tt. The following applies:

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments.
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Expenditure, Recurrent and Development Programme

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- Procurement Policies and guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

Section 9 Statements

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Ministry's Reading Room/Library, located on the First Floor, #2 Elizabeth St, St. Clair, Port of Spain:

- The MPU's Strategic Plan (2011-2015)
- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010)
- The MPU's Quarterly Newsletter (2007-2013)
- Social Sector Investment Programme (SSIP) Reports
- Annual Reports and Financial Statements of Agencies of the MPU
- Reports on Feasibility Studies for major water projects
- TTPost Customer Satisfaction Measurement Survey 2000
- Final Determination for the Regulation of Electricity Transmission and Distribution 2006-2011
- Newsletters/Magazines of Agencies of the MPU (e.g. "Watts Happening" and "RIC News")
- Contact Magazine prepared by the T&T's Chamber of Industry and Commerce
- Linkage Magazine prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Finance, Ministry of Foreign Affairs, Environmental Management Authority (EMA))



Telecommunications Authority of Trinidad and Tobago

Application for Concession Application for a Concession to Provide a Public Telecommunications Service

Pursuant to Section 21(3) of the Telecommunications Act, Chapter 47:31, the Telecommunications Authority of Trinidad and Tobago ("the Authority") hereby notifies the public that it has received and is reviewing an application from the following entity for a Concession:

Applicant	Concession Type	Address	Date Submitted
Guardian Media Limited	A Public Broadcasting Service via a Fixed Telecommunications Network. National Geographical Class	22-24 St Vincent Street, Port-of-Spain	August 25th, 2015

Comments or Objections

Comments on, or objections to the above application, may be submitted to the Authority on or before October 5th, 2015.

Comments should be addressed to: -

The Corporate Secretary
 Telecommunications Authority of Trinidad and Tobago
 #5 Eighth Avenue Extension, off Twelfth Street
 Barataria
 Tel: (868) 675-8288
 Fax: (868) 674-1055
 Website: www.tatt.org.tt
 Email: corporatesecretary@tatt.org.tt



BOARD OF ARCHITECTURE OF TRINIDAD AND TOBAGO

The Architecture Profession Act No.19 of 1992 is an Act that governs the profession of architecture in Trinidad and Tobago. In order to protect the public interest, the Act establishes the Board of Architecture of Trinidad and Tobago (BoATT), which assesses the qualifications and experience of any person applying to become a Registered Architect, a title protected under the Act.

Prohibitions Section 16 of The Architecture Profession Act, 1992

16. A person who is not a registered architect shall not –
- use any title or description that leads to the belief that he is a registered architect;
 - advertise himself as a registered architect;
 - act in a manner so as to create or induce the belief that he is a registered architect; or
 - sign or stamp any plans, drawings, designs, or specifications, purporting to be acting in the capacity of such registered architect.

REGISTERED ARCHITECTS – 2016

In accordance with the Architecture Profession Act, 1992,
Section 10 Sub Section (2)(d) and Section 24

NAME	REGISTRATION NO.				
Garfield Murray	1	Stephen Mendes	40	Bertrand Doyle	92
Mark Franco	6	Ken Holder	44	Philton Mc Donald-Brown	95
Michael Bynoe	7	Gary Nobie	50	Mandilee Newton	96
Terrance Wiltshire	9	Brian Serrette	53	Timothy Newton	97
Mark Raymond	10	Jo-Ann Murrell	56	Korry Barnett	98
Colvin Chen	11	Sean H. Leonard	58	Marlon Charles	99
Lloyd de Suze	13	Arthur K. Bowles	59	Roger Mohammed	101
John Gillespie	14	Gerard de Four	60	Nigel Thomas	102
Raul (Phillip) Poon Kong	15	Colin Basso	61	Alison Grosberg	105
Bernard MacKay	17	Peter Phillip	65	Sharen Bidaisee	106
Brian Lewis	18	Thomas Mc Cartney	66	Paul Moses	108
Jack Bynoe	22	Damian Nunez	70	Khalid Carmichael	109
Geoffrey Herrera	24	Reynold Sarjeant	71	Colin Manwaring	112
Charmaine Solozano Ward	25	Dion Wilson	72	Jason Leigh Scarlett	113
Jaspal Bhogal	26	Gary Turton	75	Deon Campbell	114
Rudylynn de Four Roberts	28	Akindele Looby	77	Roshelle Castro	116
Cheryl Alleyne Adams	32	Darren Brathwaite	78	Ravi Ramkalawan	117
Shirla Murray	33	Gregory Salandy	79	Sean Spencer	120
James Douglas Walker	34	Joanna Rahael	81	Orin Hinds	121
Deva Sharma	35	Rawle Mitchell	86	Stephen Jameson	123
Joseph Orme Yearwood	36	Jenifer Smith	87	Caroline Yhap	124
David Fojo	38	Robert Blache-Fraser	88	Camille D. Lewis	126
Brian Awai	39	Patrick D. Forbes	90		

Board Members

Gary Turton (Chairman)
Dion Wilson (Registrar)
Jaspal Bhogal
Colvin Chen
Lydia Mendonça
Shirla Murray
Keith Thomas

Disclaimer

The Register of architects was last updated on 28 January 2016. If your name is not listed, please contact the Board.

19 Stanmore Ave., Port of Spain, Trinidad, W.I.
boatt92@gmail.com

www.boa-tt.org