



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 55

Caroni, Trinidad, Monday 8th August, 2016—Price \$1.00

No. 93

1199

MARRIAGE OFFICER'S LICENCES GRANTED

A LICENCE dated 19th July, 2016 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

F. AL-RAWI
*Attorney General and
Minister of Legal Affairs*

19th July, 2016.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Healing Tabernacle Ministries	Germaine David-McPherson	No. 23 Horse Shoe Ridge Pleasant Prospect, Tobago	Healing Tabernacle Ministries No. 1 Nursery School Street Lambeau, Tobago

1200

LICENCES dated 19th July, 2016 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Hindu Marriage Act, Chap. 45:03.

By Command

F. AL-RAWI
*Attorney General and
Minister of Legal Affairs*

19th July, 2016.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Trinidad Academy of Hinduism	Ramesh Vinoon Balgobin	No. 64 Byron Boulevard Gopaul Lands, Marabella	Ben Lomond Hindu Temple Ben Lomond Village Williamsville
Shri Krishna Chaitanya Sabha	Doodnath Sugrim	... No. 114 Gopie Trace, Penal	Shree Lackrani Ganesh Mandir No. 104 Gopie Trace, Penal

1201

APPOINTMENT OF MUSLIM DIVORCE OFFICER

(Muslim Marriage and Divorce Act, Chap. 45:02)

THE UNDERMENTIONED member of the Muslim Community has been appointed a Divorce Officer for the purposes of the Muslim Marriage and Divorce Act, Chap. 45:02.

By Command

F. AL-RAWI
*Attorney General and
Minister of Legal Affairs*

19th July, 2016

<i>Name</i>	<i>Where Residing</i>	<i>Association</i>
Amzad Emil Deen Khan	23, Harris Street, Curepe	The Trinidad Muslim League Inc.



National Infrastructure Development Company Limited

Government of the Republic of Trinidad and Tobago

Public Statement of the National Infrastructure Development company Limited

In Compliance with sections 7,8 and 9 of the Freedom of Information Act Chapter 22: 02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22: 02 ("FOIA"), the National Infrastructure Development Company Limited ("NIDCO") is required by law to publish the statements contained herein, which list the documents and information generally available to the public.

The FOIA gives members of the public:

- A legal right for each person to access information held by NIDCO;
- A legal right for each person to have official information relating to him or herself 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 ; and
- 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

Mission of NIDCO

To fulfill our role as the leading project executing agency, through a philosophy of managing our business with the highest ethical standards, providing optimal quality and value, while acting in a responsible manner with our employees, our stakeholders and environmental policies.

Function and Structure of NIDCO

NIDCO is a wholly owned State Enterprise falling under the purview of the Ministry of Works and Infrastructure. NIDCO was incorporated under the Company's Act , 1995 on 11th January, 2005 and NIDCO commenced operations in November 2005. The Company's principal place of business is No. 3 Melbourne Street, Port of Spain.

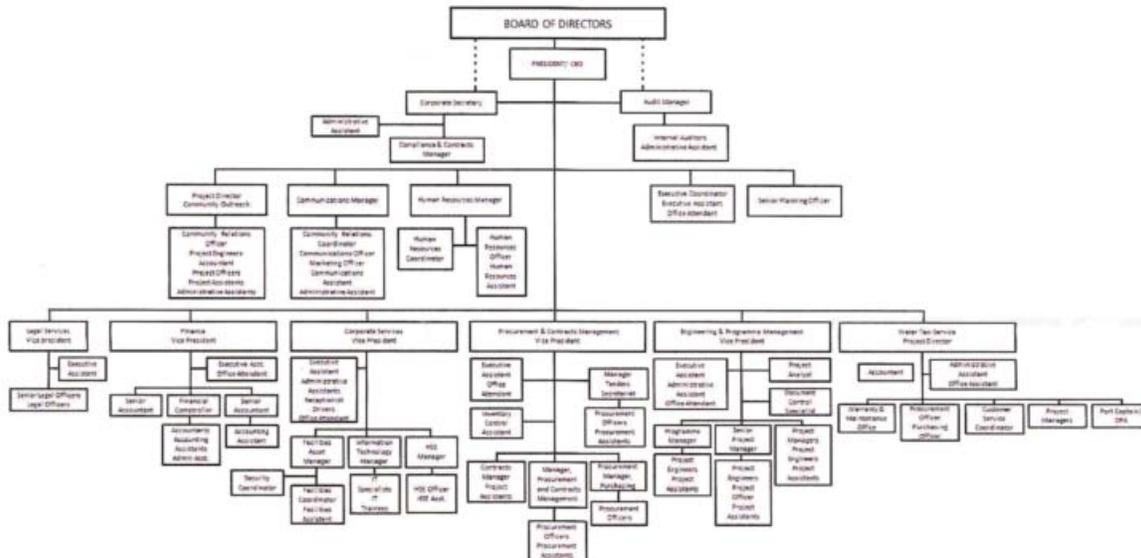
NIDCO's Board of Directors is appointed by the Government. The Corporate Secretary is required to attend board meetings and perform duties as Company Secretary.

NIDCO is headed by a President who is responsible for the management of the Company and is supported by an executive management team.

NIDCO currently employs 180 persons and is divided into 9 responsibility centres.

- Office of the President
- Corporate Secretary
- Legal Services
- Finance
- Audit
- Corporate Services
- Procurement and Contracts Management
- Engineering and Programme Management
- Water Taxi Business Unit

Organizational Structure of NIDCO



Functions of the responsibility centres of NIDCO

Procurement and Contracts deals with the acquisition of the services of Consultants, Contractors, Materials and Property . In addition to managing the issuance and compliance of Contracts, all stages of the process reflect the highest standards of integrity, transparency and professionalism.

Legal Services provides legal services to NIDCO. The main function of the Legal department is to provide advice to NIDCO and each of its departments in the performance of their various business functions.

Corporate Services coordinates and manages a team of departmental units providing guidance and direction as necessary. The reporting units are HSSE and General Services.

Audit provides NIDCO with internal auditing, internal controls, financial reporting oversight and enterprise risk management.

Finance provides a comprehensive accurate, reliable and timely management financial accounting service to the Company . Finance also ensures that the organization complies with financial regulations governing state enterprises.

Engineering and Programme Management directs a portfolio of projects that run simultaneously. This allows the Unit to share resources and integrate deliverables for each project into one overall programme.

Water Taxi Business Unit provides an alternative mode of transportation from San Fernando to Port of Spain along the western coastline.

Effect of Functions on Members of the Public

NIDCO has been assigned infrastructural projects geared towards alleviating poor or inadequate infrastructure.

NIDCO's projects are designed to serve the citizens of Trinidad and Tobago by improving drainage systems, mitigating floods in flood prone areas, rehabilitating rivers, extending highways and developing the transportation sector.

1202—Continued

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF THE NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED—Continued

Section 7 (1) (a) (ii)**Categories of Documents in Possession of NIDCO****Administrative**

Files dealing with administrative support and general administrative documents.
Files relating to staff movement, transfer, promotion, resignations etc.
Correspondence files.
Files containing circulated information re: memos, notices etc.
Internal and external correspondence files.
Corporate documents.

Legal

Legal opinions and related matters.
Legislation.
Leases.
General contracts.
Legal instruments.

Financial

Financial and accounting files.
Financial policy statements.
Vouchers, receipts, cheque.
Accounts Payable and Receivable Records.
Invoices.
Files relating to procurement of supplies and services.
Fixed Asset Register.

Corporate

News releases, speeches originating from the Company.
Policy and procedure documents.
Files relating to strategic intent of the Company.
Files relating to Information Technology Strategy.
Statistical reports, technical and corporate.

Procurement and Contracts Management

Invitations to tender.
Request for proposals.
Pre-Qualification Questionnaire.
Performance bonds.
Tender bonds.
Minutes of Pre-Tender meetings.
Survey Plans.
Maps, chart, photographs, disks.

Section 7 (1) (a) (iii)**Material Prepared for Publication or Insertion**

The public may inspect and/or obtain copies of the following materials between the hours of 9:00 am to 3:00pm on normal working days at

Address: No. 3 Melbourne Street, Port of Spain
Phone: 625-2494
Fax No: 624-5512
E-mail: info@nidco.co.tt
Website: www.nidco.co.tt

- Company Newsletter.
- Invitations to Bid.
- Requests for Proposals.
- Published News Releases on NIDCO and its projects.
- Advertisements.

Section 7 (a) (iv)**Literature Available by Subscription**

NIDCO does not currently publish any documents that are available by way of subscription.

Section 7 (a) (v)**Procedure to be followed when Accessing a Document from NIDCO****How to Request Information:****• General Procedure**

NIDCO's policy is to answer all 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), all requests must be made in writing. The applicant must, therefore, complete the appropriate form "Request for Access to Official Documents" available at NIDCO's reception for information that is not readily available in the public domain.

• Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of NIDCO.

• Details in the Request

Applicants should always provide sufficient 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 in an attempt to comply with the request. Please contact the Designated Officer if assistance is required.

Requests not handled under the FOIA

Requests under the FOIA will not be processed if such information is readily available in the public domain, either from NIDCO or from another public authority.

Responding to Requests:**• Retrieving Documents**

NIDCO will furnish copies of documents upon request where it is in possession of such documents and there is no restriction in law to such disclosure.

• Furnishing Documents

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

Please note that NIDCO is not compelled to do the following:

- (a) Create new documents, write a new programme so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits**• General**

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of your request for access to documents. If NIDCO fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. However, NIDCO will try diligently to comply with your request within the stipulated time-frame. If it appears that processing your request may take longer than the statutory limit, NIDCO will 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 NIDCO has received the request and to ascertain the status of the matter.

• Time Allowed

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

Section 7 (1) (a) (vi)**Officers in NIDCO responsible for implementation of the FOIA**

The Designated Officer in NIDCO with responsibility for:

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

Vice President (Ag.) – Legal Services- Mr. Dinanath Ramkissoon

National Infrastructure Development Company Limited
No 3 Melbourne Street
Port of Spain
Phone: 625-2494/ Fax: 624-5512

The Alternate Officer is:

Senior Legal Officer- Ms. Tara John
National Infrastructure Development Company Limited
No 3 Melbourne Street
Port of Spain
Phone: 625-2494/ Fax: 624-5512

Section 7 (1) (a) (vii)**Advisory Board, Council, Committees and other bodies**

(where meetings/ minutes are open to the public)

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

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

Certain information may be readily accessed through our website at www.nidco.co.tt. You may make general enquiries by calling the Designated Officer listed under Section 7 (1) (a) (vi). The Reading Room in NIDCO is located at No. 3 Melbourne Street, Port of Spain. The Reading Room is open to the public from Monday to Friday between the hours of 9:00 am and 3:00 pm.

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 particular contained in another written law.

- The Companies Act 1995
- Freedom of Information Act 1999

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decision, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

- Financial Policy Statements
- Corporate Policies and Procedures

Section 8 (1) (a) (iii)

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.

- Tendering Rules and Procedures

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

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

- Evaluation Reports

Section 9 (1) (e)

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

- Feasibility Studies and Design Consultancy for Coastal Protection Works at Blanchisseuse, Masetot, Grand Riviere, San Souci and Toco
- North Oropouche River Basin Study
- Ortoire River Basin Study
- Water Taxi Service Report
- Trinidad Rapid Rail Project
- Traffic Studies for the Solomon Hochoy Highway Extension to Point Fortin Project

1202—Continued

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF THE NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED—Continued

Section 9 (1) (f)

A report prepared for NIDCO by a consultant who was paid for preparing the report:

- Human Resource- Motivational & Development Programme Manual

Section 9 (1) (h)

A report on the performance or efficiency of NIDCO, or of an office, division or branch of NIDCO, whether the report is of a general nature or concerns a particular policy, programme or project administered by NIDCO:

- Audited Financial Reports
- Monthly Project Status Reports

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organization 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.

- NIDCO's Strategic Plan 2011-2015
- Human Resource Policies and Procedures Manual
- NIDCO's Procurement Policy and Tendering Procedures



National Infrastructure Development Company Limited

Partnering to Build Modern Infrastructure...

www.nidco.co.tt